



UPTON & NORTH ELMSALL PARISH COUNCIL

The Village Hall, Harewood Lane, Upton, WF9 1JB

(01977) 643283 / 645351 | clerk@uptonandnorthelmsall-pc.gov.uk
admin@uptonandnorthelmsall-pc.gov.uk

To all members of Upton & North
Elmsall Parish Council

Date: 15th April 2026

Dear Councillor,

You are hereby summoned to attend an **Ordinary Meeting of Upton & North Elmsall Parish Council**, to be held on **Tuesday 21st April 2026 at 6:30pm** at **The Village Hall, Upton, WF9 1JB**.

If you are **unable to attend**, please submit your apologies for absence, together with the reason, to the Parish Clerk prior to the meeting.

Yours sincerely

Miss Helen Senior
Parish Clerk & RFO

PUBLIC SESSION

Members of the public may speak on items on the agenda here. Where possible, please notify the Clerk in advance. Questions that cannot be answered at the meeting will be responded to in writing or may be included on a future agenda. Members of the public are welcome to remain as observers following Public Session but may not take part in the discussion unless invited by the Chair.

Ordinary Meeting of Upton & North Elmsall Parish Council

Tuesday 21st April 2026 at 6:30pm at the Village Hall

AGENDA

1. Apologies and Reasons for Absence

- 1.1. To receive apologies.
- 1.2. To consider approval of the reasons for absence.

2. Declarations of Interest

- 2.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
- 2.2. To consider any applications for dispensation.

3. Co-Option of a Parish Councillor

- 3.1. To receive short introductions from candidates (maximum total time 5 minutes).
- 3.2. To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for item 3.3 due to the confidential nature of the business to be transacted.
- 3.3. To consider candidates and determine the preferred applicant.
- 3.4. To reconvene the public meeting and vote on the appointment of a councillor by co-option.
- 3.5. If a candidate is appointed, for the successful candidate to sign the Declaration of Acceptance of Office.

4. To receive and sign the draft minutes of an Ordinary Meeting of Upton & North Elmsall Parish Council held on Tuesday 17th March 2026. (B)

5. To receive the Clerk's Update report and consider any further actions required. (C)

6. To receive verbal updates from Councillors on meetings attended, community activities, or matters of local interest. (For information only.)

7. Policies

- 7.1. To review and adopt the updated Social Media and Communications Policy. **(D)**
- 7.2. To review and adopt the new Councillor Email and Communications Policy. **(E)**
- 7.3. To review and adopt the new Reserves Policy. **(F)**
- 7.4. To review and adopt the updated Internal Controls Policy. **(G)**
- 7.5. To review and adopt the new Risk Management Policy. **(H)**
- 7.6. To review and approve the new Risk Register.

8. To consider and approve the following quotes for goods and services:

- 8.1. The purchase of plants and fertiliser for the Village flower tubs and Barrels.
- 8.2. The planting of the flower tubs and barrels for 2026.
- 8.3. A new hot water boiler for the Village Hall.
- 8.4. The 2026 Christmas Pantomime entertainment.
- 8.5. A Recycling Waste Transfer Agreement with WMDC.
- 8.6. An Asbestos Survey on the School Street Allotment Site and Community Garden.
- 8.7. The purchase of microphones for use during Council meetings.
- 8.8. The purchase of two new desk chairs for the office.

9. To consider the Clerk's report regarding the Council's current sanitary waste disposal arrangements and the alternative provision offered by Cathedral Hygiene. (R)

10. To discuss issues relating to quadbikes accessing private land via Green Lane and to consider options for mitigating associated risks and damage.

11. To consider the questions in the WMDC Proposed Project Form regarding the Skate Park.

12. To consider the findings of the Village Hall Asbestos Management Survey and to adopt the Asbestos Management Plan. (T)

13. To consider the provision of a skip for the Community Garden as requested by Councillor C Merrington.

14. To consider the creation of a Finance Committee from May 2026 and to review and approve the associated Terms of Reference. (U)

15. To consider the current financial position of the School Street Redevelopment project and determine how the remaining works are to be funded. (V)

16. To note the outcome of the emergency lighting service and to retrospectively approve the replacement of defective units, at a cost of £1,575, to ensure compliance with health and safety requirements. (W)

17. To note the underpayment of a member of staff's salary for August 2025 and to authorise payment of the outstanding net amount to correct the error.

18. Financial Matters

- 18.1. To note the receipt of the VAT refund from HMRC for Quarter 4 of the 2025/26 financial year, totalling £7,635.11.

- 18.2. To note the receipt of the first instalment of the 2026/27 Parish Council Precept.
- 18.3. To approve the accounts for payment for April 2026. **(Y)**
- 18.4. To receive the list of payments made under Clerk's Delegated Authority since the last meeting. **(Z)**
- 18.5. To receive the list of receipts and payments for March 2026. **(AA)**
- 18.6. To receive the bank reconciliations for Cashbooks 1, 2, 3, 5 and 6 for March 2026. **(AB)**
- 18.7. To receive the balance sheet and detailed income and expenditure reports for the financial year ending 31st March 2026. **(AC)**

19.Planning

- 19.1. To receive and consider any new planning applications.
- 19.2. To note any planning decisions received.

20.To discuss future plans, if any, for the Miners Memorial Garden.

21.To note that the next meeting of the Parish Council will be the Annual Meeting of Council and will take place on Tuesday 19th May 2026 at 6:30pm at The Village Hall.



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MINUTES OF A MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

Held on Tuesday 17th March 2026 at 6:30pm at the Village Hall

Present: Councillor E Farmer
 Councillor M Hanson
 Councillor C Merrington
 Councillor A Miles
 Councillor H Owen
 Councillor S Pallett
 Councillor S Spencer
 Councillor L Taylor – Chair

Helen Senior – Clerk & RFO

2 Members of the Public

Absent: Councillor P Dainty – Vice-Chair
 Councillor S Hodson
 Councillor B Mears

Public Session

No members of the public present wished to speak.

1. Apologies and Reasons for Absence

- 1.1. To receive apologies.
 There were no apologies for absence recorded.
- 1.2. To consider approval of the reasons for absence.
 There were no reasons for absence submitted for approval.

2. Declarations of Interest

- 2.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
 There were no declarations of interest recorded.
- 2.2. To consider any applications for dispensation.
 There were no applications for dispensation recorded.

3. To receive and sign the draft minutes of a meeting of Upton & North Elmsall Parish Council held on Tuesday 17th February 2026.

RESOLVED: that the minutes of a meeting of Upton & North Elmsall Parish Council held on Tuesday 17th February 2026 be received as a true record and signed by the Chair.

4. To receive updates on matters previously discussed and consider any further actions required.

Members noted the written update, together with a verbal update from the Clerk at the meeting regarding dangerous branches on the eco plot, which are to be dealt with urgently due to health and safety concerns, and the response from Wakefield Council regarding the Skate Park, which will be included on the agenda for next month's meeting.

RESOLVED: that the updates on matters previously discussed be received and that no further action be required at this time.

5. To receive verbal updates from Councillors on meetings attended, community activities, or matters of local interest. (For information only.)

Councillor S Spencer provided an update on the Green Lane site inspection carried out earlier in the week, attended by themselves, the Clerk, and the Admin & Allotment Manager.

Councillor H Owen provided an update on the YLCA Talking Tables training day, which was found to be insightful, and urged all members to attend a future session.

Councillor L Taylor also provided an update on training days they had attended, reiterating Councillor Owen's sentiments, and reminded members of the deadlines for submitting motions to the Clerk for inclusion on agendas.

RESOLVED: that the verbal updates from Councillors be received.

6. Casual Vacancy

6.1. To note that, following the statutory notice of casual vacancy, no request for a by-election was received and the Parish Council is therefore entitled to fill the vacancy by co-option.

RESOLVED: that the absence of a by-election and the Council's entitlement to co-opt be noted.

6.2. To confirm the timeline of the co-option process.

RESOLVED: that the timeline for the co-option process be confirmed as 20th March – 10th April 2026 for applications and for the official co-option to take place at the Council meeting on 21st April 2026.

7. To review and adopt the Data Retention & Disposal Policy.

RESOLVED: that the Data Retention & Disposal Policy be reviewed and adopted.

8. To review and adopt the Data Audit & Information Asset Register.

RESOLVED: that the Data Audit & Information Asset Register be reviewed and adopted.

9. To consider a quote from T & D Contractors for the full and permanent repair of the Village Hall ramp access.

RESOLVED: that the quote from T & D Contractors for the permanent repair of the Village Hall ramp be approved at a total cost of £1,250.00 + VAT.

10. To consider a quote from T & D Contractors for the installation of bollards on the Miners Memorial Garden.

RESOLVED: that the quote from T & D Contractors for the installation of bollards on the Miners Memorial Garden be approved at a total cost of £580.00 + VAT.

11. Grass Cutting Contracts

11.1. To consider entering into a 5-year agreement with T & D Contractors for the grass cutting of small areas.

RESOLVED: that the Parish Council enter into a 5-year agreement with T & D Contractors for the grass cutting of small areas at an annual cost of:

- 2026 - £3,100.00 + VAT
- 2027 - £3,255.00 + VAT
- 2028 - £3,420.00 + VAT
- 2029 - £3,590.00 + VAT
- 2030 - £3,770.00 + VAT

11.2. To consider entering into a 5-year agreement with T & D Contractors for the grass cutting of large areas.

RESOLVED: that the Parish Council enter into a 5-year agreement with T & D Contractors for the grass cutting of large areas at an annual cost of:

- 2026 - £7,150.00 + VAT
- 2027 - £7,607.00 + VAT
- 2028 - £7,882.00 + VAT
- 2029 - £8,277.00 + VAT
- 2030 - £8,690.00 + VAT

12. To consider a quote from Adam Washington for the 2026/27 dog waste bin emptying contract.

RESOLVED: that the quote from Adam Washington for the 2026/27 dog waste bin emptying contract be approved at a total cost of £6,240.00.

13.To consider a quote from Adam Washington for the 2026/27 plant watering contract.

RESOLVED: that the quote from Adam Washington for the 2026/27 plant watering contract be approved at a total cost of £5,500.00.

14.To consider quotes for an Asbestos Survey at the Village Hall.

Members considered three quotes for the undertaking of the Asbestos Survey for the Village Hall.

RESOLVED: that Complete Asbestos Surveys be booked to carry out the survey at a total cost of £320.00.

15.To consider a quote from Pro-Logic Computers for the safe and secure disposal of old IT equipment.

RESOLVED: that the quote from Pro-Logic Computers for the safe and secure disposal of old IT equipment be approved at a total cost £24.00 + VAT.

16.To consider the purchase of two lockable storage cupboards and a new desk for the Admin & Allotment Manager.

RESOLVED: that two lockable storage cupboards and a new desk for the Admin & Allotment Manager be purchased at a total cost of £971.05 (£809.21 + £161.84 VAT).

17.To consider providing funding to Elite Kids Coaching for the 2026 Summer Camp.

RESOLVED: that the funding request from Elite Kids Coaching, totalling £9,600.00, for the 2026 Summer Camp be approved, subject to:

- approval from Upton A.R.L.F.C. for the use of the rugby ground; and
- strict behaviour expectations being set and enforced for camp attendees, following complaints received in 2025.

18.To consider purchasing a new cabinet for the Defibrillator at Upton Arms at a total cost of £589.99 (£491.66 + £98.33 VAT).

RESOLVED: that the new cabinet for the Defibrillator located at Upton Arms be purchased at a total cost of £589.99 (£491.66 + £98.33 VAT).

19.To discuss the gate and ongoing fly-tipping issues at Green Lane and consider possible actions.

Members noted that the previously reported fly-tipping had since been removed. Ongoing issues regarding the gate were discussed at length.

RESOLVED: that no action be taken at this time in respect of the gate and fly-tipping at Green Lane, and that the situation be monitored.

20.To review the Parish Council bank account provision and consider the movement of funds and closure of the unused accounts.

RESOLVED: that the three unused savings accounts be closed as soon as practicable, with any balances transferred to the main savings account, and that the lesser-used current account be phased out and incorporated into the main current account.

21.To review the Parish Council's banking authorisation arrangements and consider reinstating the requirement for two authorised signatories for all payments in line with recommended internal financial controls.

RESOLVED: that the requirement for two authorised signatories be reinstated for all payments made via online banking, as soon as practicable, with the exception of the Clerk's debit card, which will remain as a single-authoriser facility.

22.To consider installing four hanging baskets on the front exterior of the Village Hall – Councillor C Merrington.

RESOLVED: that four hanging baskets be purchased, at a maximum cost of £20.00 per basket, for the front exterior of the Village Hall.

23.To consider the purchase and installation of bat boxes on the Miners Memorial Garden and the Luke Farmer Memorial Garden – Councillor L Taylor.

Members discussed the location options for the bat boxes in detail.

RESOLVED: that a total of 10 bat boxes at £13.98 each (£11.65 + £2.33 VAT) were to be purchased and installed in various Parish Council locations subject to suitability.

24.To consider the reimbursement of costs to Councillor C Merrington for the purchase of compost for the flower tubs.

RESOLVED: that the reimbursement to Councillor Merrington for the purchase of compost for the flower tubs be approved at a total cost of £195.00 (£162.50 + £32.50 VAT).

25.Financial Matters

25.1. To review the updated Parish Council Fixed Asset Register.

RESOLVED: that the Fixed Asset Register be approved, subject to the inclusion of any historic assets previously omitted.

25.2. To review the updated list of Parish Council Contracts.

RESOLVED: that the list of Contracts be approved.

25.3. To approve the accounts for payment for March 2026.

RESOLVED: that the accounts for payment for March, totalling £28,453.07 (£24,095.80 + £4,357.27 VAT) be approved for payment.

A copy of the list of accounts for payment can be found at Appendix 1.

25.4. To receive the list of payments made under Clerk's Delegated Authority since the last meeting.

RESOLVED: that the list of payments made under Clerk's Delegated Authority since the last meeting totalling £634.11 (£603.41 + £30.70 VAT) be received.

A copy of the list of payments made under Clerk's Delegated Authority can be found at Appendix 2.

25.5. To receive the list of payments made in February 2026.

RESOLVED: that the list of payments made in February 2026 totalling £16,109.67 (£14,649.68 + £1,459.99 VAT) be received.

A copy of the list of payments made in February 2026 can be found at Appendix 3.

25.6. To receive the bank reconciliations for Cashbooks 1, 2, 3, 5 and 6 for February 2026.

RESOLVED: that the bank reconciliations for February 2026, showing a cash balance of £26,681.12 (Cashbook 1), £91,525.19 (Cashbook 2), £13.41 (Cashbook 3), £14.64 (Cashbook 5) and £25,342.64 (Cashbook 6), be received.

26.Planning

26.1. To receive and consider any new planning applications.

RESOLVED: that the following planning applications be received and no objections raised:

App No	Address	Proposal
26/00424/FUL	71 Harewood Lane Upton Pontefract WF9 1HZ	Part single storey and part 2-Storey rear extensions

26.2. To note any planning decisions received.

RESOLVED: that the following planning decisions be noted:

App No	Address	Proposal	Decision
26/00039/TPO	1 Fields End Court Upton Pontefract WF9 1BS	Crown Reduce 5 trees by 30% and Crown Clean.	Application Refused

27.To consider whether to call the Annual Parish Meeting and, if so, to agree a date for the meeting.

RESOLVED: that the Annual Parish Meeting will be called by the Chair of Upton & North Elmsall Parish Council and will take place at 6:15pm on Tuesday 19th May 2026 at the Village Hall.

28.To note that the next meeting of the Parish Council will take place on Tuesday 21st April 2026 at 6:30pm at The Village Hall.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council would be held on Tuesday 21st April 2026 at 6:30pm at the Village Hall.

Accounts Payable
Upton and North Elmsall Parish Council
Mar-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
21.02.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
26.02.2026	D3 Office	Toilet Cleaner	£10.32	£2.06	£12.38
27.02.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
01.03.2026	Qudo (DRD Communications)	Broadband Installation & Rental Costs	£147.01	£29.41	£176.42
03.03.2026	Adam Washington	Chainsaw Repair	£32.54	£0.00	£32.54
03.03.2026	T & D Contractors	2025/26 Small Area Grass Cutting Contract	£2,950.00	£590.00	£3,540.00
03.03.2026	T & D Contractors	Second Half of Fence Installation - School Street	£5,950.00	£1,190.00	£7,140.00
03.03.2026	T & D Contractors	Rose Estate Play Area Gate Repair	£180.00	£36.00	£216.00
03.03.2026	T & D Contractors	Tree Removal - School Street	£1,380.00	£276.00	£1,656.00
03.03.2026	T & D Contractors	2025/26 Large Area Grass Cutting Contract	£8,750.00	£1,750.00	£10,500.00
03.03.2026	T & D Contractors	Extra Pedestrian Gate Installation - School Street	£1,500.00	£300.00	£1,800.00
03.03.2026	T & D Contractors	Relocation of 6 Fence Posts - School Street	£180.00	£36.00	£216.00
04.03.2026	YLCA	Councillor Training Course	£115.00	£0.00	£115.00
05.03.2026	YLCA	Staff Training Webinar	£27.40	£0.00	£27.40
05.03.2026	YLCA	Training Day - x 4 Councillors	£420.00	£0.00	£420.00
06.03.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
11.03.2026	HMRC	Employers PAYE & NIC	£1,114.53	£0.00	£1,114.53
11.03.2026	Pro Logic	Installation of Network Ports & Clerk's Laptop	£739.00	£147.80	£886.80
13.03.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
17.03.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
			£24,095.80	£4,357.27	£28,453.07

Payments Made Under Clerks Delegated Authority

Upton and North Elmsall Parish Council

February - March 2026

DATE	PAYEE	ITEM	NET	VAT	TOTAL	
18.02.2026	Adam Washington	Weekly Bin Emptying (Invoice UptonPC0036, Dated 31.01.2026)	£120.00	£0.00	£120.00	Invoice was missed off the list of invoices for payment in February.
20.02.2026	Newstead Nurseries	Purchase of 12 x Assorted Fruit Trees	£300.00	£0.00	£300.00	
24.02.2026	KDM Joinery	Creation of Cable Management Hole and Purchase of Grommet (office)	£30.00	£0.00	£30.00	
02.03.2026	Amazon	Desk Organiser & Stationery Set, Pens, Desk Mat	£39.56	£7.91	£47.47	
02.03.2026	Amazon	Post-It Notes, Keyboard and Mouse	£25.72	£5.14	£30.86	
16.03.2026	Amazon	Curtain Pole and Curtain for Office privacy	£29.83	£5.96	£35.79	
16.03.2026	Amazon	Washing Up Liquid & Bleach (bulk orders)	£25.41	£5.11	£30.52	
16.03.2026	Amazon	Magnets for Noticeboards	£11.65	£2.33	£13.98	
16.03.2026	Amazon	Mesh Playpen (for Storage use)	£21.24	£4.25	£25.49	Payment pending as at 17.03.26.
			£603.41	£30.70	£634.11	

Date: 09/03/2026

Upton & North Elmsall Parish Council Current Year

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Time: 13:16

Cashbook 1

User: CLERK

Current A/c

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/02/2026	Amazon EU S.a.r.L.	DDR	38.22		6.36	4099	102	31.86	Toilet Brushes
02/02/2026	Hope Lighting Solutions Ltd	DDR	21.36		3.56	4113	102	17.80	Tube Lighting
02/02/2026	Ashton Enterprise Ltd	DDR	4.99			4113	102	4.99	Tube Light Starters
03/02/2026	B&Q Limited	DDR	479.98			4115	102	479.98	Heaters
03/02/2026	Rapid Electronics Ltd	DDR	11.70		1.95	4120	139	9.75	T25 Screwdriver
03/02/2026	B&Q Limited	DDR	-479.98			4115	102	-479.98	Heaters
03/02/2026	Futura Direct Ltd	DDR	479.98		80.00	4115	102	399.98	Heaters
05/02/2026	Amazon EU S.a.r.L.	DDR	13.29		2.21	4115	102	11.08	12" Wall Clock
05/02/2026	Amazon EU S.a.r.L.	DDR	32.27		5.38	4115	102	26.89	4 x 8" Wall Clocks
05/02/2026	Tinyyo Limited	DDR	12.34		2.06	4099	102	10.28	Sink & Drain Plunger
05/02/2026	Amazon EU S.a.r.L.	DDR	12.10		2.02	4099	102	10.08	Silicone Toilet Brush
09/02/2026	Fire Protection Online Limited	DDR	184.44		30.74	4113	102	153.70	2 x Extinguishers + Commission
12/02/2026	Euro Digtial Systems	DDR	53.24			4041	101	53.24	Photocopier Charges
12/02/2026	KDM Joinery	DDR	120.00			4115	102	120.00	Heaters & Canvas Fitted
13/02/2026	Scottish Water - Business	DDR	17.03			4105	135	17.03	Water Charges
16/02/2026	Home Discount Limited	DDR	101.70		16.98	4047	101	84.72	6 x Shelving Units
16/02/2026	Peninsula Services Ltd	DDR	229.63		36.48	2009	101	193.15	HR Services
16/02/2026	Amazon EU S.a.r.L.	DDR	11.99		2.00	4115	102	9.99	12" Wall Clock
16/02/2026	Smarty Mobile Network	DDR	9.00			2003	101	9.00	Monthly Credit Renewal
17/02/2026	Zizz 24-7	DDR	5.21		0.87	2002	102	4.34	Easy Peel Sticky Labels
17/02/2026	Zizz 24-7	DDR	-5.21		-0.87	2002	102	-4.34	Easy Peel Sticky Labels
17/02/2026	Zizz 24-7	DDR	5.21		0.87	4046	101	4.34	Easy Peel Sticky Labels
18/02/2026	Amazon EU S.a.r.L.	DDR	9.89		1.65	4047	101	8.24	Floor Cable Protector
18/02/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/02/2026	T & D Contractors	DDR	2,394.00		399.00	4024	121	1,995.00	Carpark Extension
18/02/2026	Askew Skip Hire	DDR	285.00		47.50	4027	102	237.50	Skip Hire
18/02/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/02/2026	DRD Communications Ltd	DDR	1.56		0.26	4040	101	1.30	VoIP Set Up Charges
18/02/2026	Tornado Pest Control	DDR	102.00		17.00	2005	121	85.00	Quarterly Rodent Maintenance
18/02/2026	D3 Office Group Ltd	DDR	203.15		33.87	2002	102	15.18	Cleaning Supplies
						4046	101	154.10	Stationery & Supplies
18/02/2026	Sutcliffe Play	DDR	3,363.64		560.61	4113	136	2,803.03	Installation of Play Equipment
18/02/2026	Value Products Limited	DDR	4.78		0.80	4113	102	3.98	2 x Caution signs
18/02/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/02/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/02/2026	Euro Digtial Systems	DDR	15.66		2.61	4041	101	13.05	Printing Charges
18/02/2026	Value Products Limited	DDR	31.74		5.29	4113	102	12.24	Vacant/Occupied Door Sign
						2002	102	14.21	Accident Report Book & Holder
18/02/2026	Man Plumbing and Heating	DDR	225.00			4113	102	225.00	Heating - Annual Gas Service
18/02/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying

Continued on Page 3

Payments for Month 11					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/02/2026	D3 Office Group Ltd	DDR	115.15		19.19	4047	101	95.96	Office Equipment
18/02/2026	Pro Logic Computers (UK) Ltd	DDR	18.00		3.00	4047	101	15.00	2 x Internet Cables
19/02/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H&S Services
19/02/2026	Upton & North Elmsall Forum	DDR	493.73			4191	110	493.73	Donation - OAP Xmas Tea
20/02/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Monthly Credit Renewal
20/02/2026	Newstead Nurseries Ltd	DDR	300.00			2006	120	300.00	12 x Assorted Fruit Trees
						330	0	-300.00	12 x Assorted Fruit Trees
						6000	120	300.00	12 x Assorted Fruit Trees
24/02/2026	KDM Joinery	DDR	30.00			4047	101	30.00	Cable Management
27/02/2026	British Gas Business	DDR	714.57		119.09	4108	102	595.48	Gas Charges
27/02/2026	Utility Warehouse	DDR	121.47		19.84	4040	101	101.63	Phone & Internet Monthly Bill
Total Payments for Month			16,101.17	0.00	1,459.99			14,641.18	
Balance Carried Fwd			26,681.12						
Cashbook Totals			42,782.29	0.00	1,459.99			41,322.30	

Payments for Month 11				Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
04/02/2026	Barclays Bank	DDR	8.50			4043	101	8.50 Commission Charges
18/02/2026	Current A/c	180226	20,000.00			200		20,000.00 Funds for Bill Payments
Total Payments for Month			20,008.50	0.00	0.00			20,008.50
Balance Carried Fwd			25,342.64					
Cashbook Totals			45,351.14	0.00	0.00			45,351.14

**UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL**

Tuesday 21st April 2026

CLERK'S UPDATE REPORT

Village Hall Ramp

The Village Hall ramp concrete has now been relaid and is safe and fully operational.

Village Hall User Agreements

The updated User Agreements have been issued to the majority of regular user groups. One evening group and two weekend groups remain outstanding, and arrangements are in place for these to be completed.

Village Hall Hanging Baskets

The hanging baskets have been purchased. Planting will be undertaken following completion of the village flower tubs and barrels, using any surplus plants and compost where possible. Any additional requirements will be assessed at that stage.

Village Hall Electric Supply – Smart Meter Installation

In response to increasing electricity costs, the Clerk has arranged for a smart meter to be installed to support improved monitoring and management of energy usage. Installation is scheduled for the afternoon of Wednesday 22nd April at no cost.

Village Hall Heating and Safety Works

During a recent visit to assess issues with the Village Hall hot water boiler, the gas engineer identified that the existing boiler was beyond economical repair. Quotations have since been obtained for a replacement boiler and will be considered at the meeting.

As part of the visit, the gas and electrical supplies were safely isolated, the condemned gas convector heater located within the main hall was removed, and temporary works were undertaken to make the affected wall area safe.

The associated cost was authorised under the Clerk's delegated authority and is included within the schedule of accounts for payment.

Rialtas Year-End Closedown

The year-end closedown for the Rialtas accounting system is scheduled for the afternoon of Wednesday 15th April. Following this, the internal audit will be

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of writing and is suitable for the public record.*

arranged for late April or early May, enabling the relevant AGAR documentation to be presented to members at the May meeting.

Eco Plot Branches

Damaged tree branches were removed by Darrington Tree Services on Friday 27th March at a cost of £250.00, authorised under the Clerk's delegated authority. Wood chippings and logs were left on site for use by allotment tenants at no additional cost.

Bat Boxes

The bat boxes have been purchased and are currently stored securely. Installation will take place once suitable locations have been identified.

Defibrillator Cabinet

The new defibrillator cabinet for the Upton Arms has been purchased. A quotation is awaited for the electrical installation works required.

Christmas Tree Provision 2026

No response has been received following the Clerk's last correspondence in February. It was noted at the most recent Town and Parish Councils Liaison Group meeting that communication from the relevant department has been limited across multiple councils. An update has been requested for the next meeting, which the Clerk intends to attend.

Container Refurbishment

Attempts to obtain quotations for the refurbishment of pre-purchased containers have proved unsuccessful, as this is not a service widely offered. Alternative options involving supplier-provided refurbished units have been identified but would result in increased costs and potential access issues.

Bank Accounts and Mandate Update

Three unused savings accounts have now been closed, with balances transferred to the remaining savings account. The Council now operates three active accounts, with further steps underway to enable closure of the remaining surplus current account.

The bank mandate update has been submitted to reinstate dual authorisation for payments. An application has also been submitted to permit the continued use of a single-authoriser arrangement for the Clerk's debit card.

Rose Estate Boulders and Miners Memorial Bollards

The Clerk and the Admin & Allotment Manager are meeting T & D Contractors on Monday 20th April to confirm revised locations for the boulders at Rose Estate,

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with works to be carried out the same day. The installation of bollards at the Miners Memorial is also scheduled to take place during this visit.

Rose Estate Fly-tipping

Hazardous waste, including a powder fire extinguisher and nitrous oxide canisters, was reported at the Rose Estate site. The items were removed and are currently stored securely pending appropriate disposal arrangements.

School Street Playground Litter

Following reports of litter accumulation during periods of high winds, the Clerk attended the site to carry out a clearance. During this visit, broken glass was also identified and removed.

From April 2026, Wakefield MDC will undertake monthly inspections of the Parish Council's play areas and will notify the Council of any issues identified, including hazards such as broken glass. This will support more proactive management of the sites moving forward.

Summer Camp 2026

Upton A.R.L.F.C has confirmed permission for Elite Kids Coaching to use the Rugby Ground for the 2026 Summer Camp. This is subject to agreed behavioural expectations, which have been confirmed with the provider.

Disposal of Old IT Equipment

Redundant IT equipment has been collected and removed for secure data erasure and disposal.

Office Desk and Storage Cupboards

The new office desk and storage cupboards have been delivered and installed. A minor issue identified during assembly is being addressed by the supplier, who has confirmed that a replacement part will be provided and installed at no additional cost.

Proposed Allotment Training from NAS & YLCA

YLCA has requested expressions of interest from member councils regarding a potential allotment training session in partnership with the National Allotment Society. The Clerk has submitted a response on behalf of the Council, indicating interest and noting the availability of the Village Hall as a potential venue. Further details will be provided should the training proceed.

This report provides factual updates on matters previously discussed by the Parish Council. The information contained within is accurate to the best of the Clerk's knowledge at the time of writing and is suitable for the public record.

Dog Waste Bins

Following queries raised by members at the previous meeting regarding the number of dog waste bins included within the contract, the Clerk requested confirmation from the contractor of all locations currently being serviced.

This review has identified that, in addition to Parish Council-owned bins, two bins maintained by Wakefield MDC are also being emptied. The contractor has been informed of this discrepancy.

A full audit of all Parish Council-owned bin locations will be undertaken in due course to establish an accurate record and ensure the service specification reflects the Council's assets.

Rec Tree Work

Tree works at the Recreation Ground have been scheduled for 14th May. A larger team will be in attendance to ensure completion within one day.

Chair/Vice Chair/Committee Member Request Form

A Microsoft Forms survey will be issued to members to record interest in the positions of Chair and Vice Chair for the 2026/27 municipal year, and to indicate preferred committee appointments. This will support the efficient management of the Annual Meeting of the Council in May.

Council Insurance Renewal 2026/27

Zurich has provided a renewal quotation of £3,888.17 for the 2026/27 insurance cover, payable by the end of May. The updated Asset Register has been submitted and may result in a revised premium. The payment will be presented to Council at the May meeting.

Parish Council General Privacy Notice Update

The Parish Council's General Privacy Notice has been updated and is available on the Council's website.

Reinstatement of NAS Membership

The Council's membership with the National Allotment Society, which had lapsed in 2024, has now been reinstated at a cost of £85.00 under the Clerk's delegated authority.

YLCA Subscription Renewal

The annual subscription for the Yorkshire Local Councils Associations (YLCA) for 2026/27 has been received and is included within the schedule of accounts for payment. The cost for the forthcoming year is £1,199.00, representing an increase of £94.00 compared to the previous year (£1,105.00).

This report provides factual updates on matters previously discussed by the Parish Council. The information contained within is accurate to the best of the Clerk's knowledge at the time of writing and is suitable for the public record.

UPTON & NORTH ELMSALL PARISH COUNCIL SOCIAL MEDIA & COMMUNICATIONS POLICY

1. Purpose

This policy sets out how Upton & North Elmsall Parish Council uses social media and digital communications, and establishes clear expectations for Councillors and staff when engaging online.

The policy aims to:

- Ensure accurate, consistent and timely communication with residents
- Protect the Council's reputation
- Maintain proper governance and decision-making processes
- Clarify the distinction between official Council communications and individual views

2. Scope

This policy applies to:

- The Parish Council's official Facebook page and website
- Any future social media platforms operated by the Council
- All Councillors and staff when using social media in a Council-related context

3. Official Council Communications

3.1. Management of Official Channels

The Parish Council's official Facebook page and website are the primary platforms for communicating Council information.

The Clerk is responsible for:

- Publishing information on behalf of the Council
- Ensuring content is accurate, appropriate and lawful
- Maintaining consistency in messaging

No other individual is authorised to publish official Council information unless expressly delegated by the Clerk or resolved by Council.

3.2. What is Published

The official channels will be used to share:

- Agendas, minutes and meeting information
- Approved projects, initiatives and decisions
- Community information and events (where appropriate)
- Public notices and statutory information

3.3. Approval of Content

Only information that:

- Has been formally resolved by Council, or
- Falls within the Clerk's delegated authority

may be published as official Council communication.

Adopted On:

Matters discussed informally or outside of a properly convened meeting must not be presented as Council decisions.

3.4. Tone and Standards

All communications will:

- Be factual, balanced and non-political
- Reflect the corporate position of the Council
- Avoid personal opinions or attribution to individual Councillors

4. **Councillor and Staff Use of Social Media**

This section is intended to support Councillors and staff in maintaining clear and consistent communication with residents.

4.1. General Principles

Councillors and staff must:

- Uphold the Nolan Principles of Public Life
- Act respectfully and professionally at all times
- Be mindful that they may be perceived as representing the Council

4.2. Sharing Council Information

Councillors are encouraged to support Council communications by:

- Sharing posts from the official Parish Council page
- Promoting approved Council initiatives

4.3. Representing the Council

Councillors and staff must ensure that any reference to the Parish Council on social media is accurate and does not give the impression that an individual is speaking or acting on behalf of the Council unless this has been formally agreed.

To support this:

- Council decisions, projects and initiatives should only be communicated once they have been formally agreed and shared via the Council's official communication channels
- Councillors and staff should avoid presenting individual actions or views as those of the Council as a whole
- Care should be taken to ensure that residents are not unintentionally misled about the status of any Council matter

Where there is any uncertainty, Councillors should refer queries to the Clerk before posting.

4.4. Individual Capacity

Councillors may:

- Express personal opinions on social media
- Engage with residents

However, they must:

- Make it clear they are speaking in a personal capacity
- Avoid bringing the Council into disrepute

Adopted On:

5. Accuracy and Misinformation

Where inaccurate or misleading information relating to the Council is shared:

- The Clerk will determine whether a corrective statement is required
- Councillors should not attempt to issue corrections on behalf of the Council unless authorised

6. Moderation of Official Pages

The Parish Council's social media platforms are intended to provide information and updates and to support constructive engagement with residents.

Users are expected to:

- Be respectful and considerate towards others
- Avoid abusive, offensive or discriminatory language
- Keep comments relevant to the topic

The Parish Council reserves the right to remove any content that includes:

- Obscene, racist or offensive material
- Personal attacks, harassment or threatening behaviour
- Potentially defamatory or misleading statements
- Content that breaches copyright or other legal requirements
- Personal or confidential information shared without consent
- Spam, commercial promotions or irrelevant links

Repeated breaches may result in users being blocked from the page.

Comments made by members of the public do not represent the views of the Parish Council.

The Council's social media platforms are not monitored continuously, and messages or comments submitted via social media will not be treated as formal contact with the Council. Residents should use the official contact details on the Council's website for formal enquiries.

The Parish Council reserves the right to update this moderation policy at any time.

7. Breaches of this Policy

Failure to comply with this policy may result in:

- Referral to the Monitoring Officer (where applicable)
- Consideration under the Councillor Code of Conduct
- Internal action where appropriate

8. Review

This policy will be reviewed periodically and may be updated by resolution of the Council.

UPTON & NORTH ELMSALL PARISH COUNCIL COUNCILLOR EMAIL & COMMUNICATIONS POLICY

1. Purpose

This policy sets out the expectations for the use of email and electronic communications by Councillors to ensure that all Council business is conducted in a professional, secure, and transparent manner.

It supports the Council's obligations under data protection legislation, transparency requirements, and the Members' Code of Conduct.

2. Use of Council Email Accounts

Councillors must use their official Council-issued email address for all Council-related correspondence.

Personal email accounts must not be used for conducting Council business.

Where Councillors access email via personal devices, they must ensure that all communications are sent from their Council email account and that appropriate security measures are in place.

3. Professional Standards

All email communication must be:

- Courteous, respectful, and professional
- Clear and appropriate for a public body
- In accordance with the Nolan Principles of Public Life
- Consistent with the Council's Code of Conduct

Councillors should be mindful that emails may be shared publicly or disclosed as part of legal or statutory processes.

4. Response Expectations

Councillors are expected to:

- Respond to Council-related emails within a reasonable timeframe, normally within 2–3 working days
- Acknowledge receipt of important or time-sensitive communications
- Use out-of-office notifications where appropriate

5. Data Protection and Confidentiality

Councillors must:

- Take care when handling personal or sensitive information
- Not forward confidential information outside the Council without proper authority
- Ensure that email recipients are appropriate before sending
- Comply with the UK GDPR and Data Protection Act 2018

6. Record Keeping and Transparency

Emails relating to Council business form part of the Council's official records and may be subject to:

- Freedom of Information requests
- Subject Access Requests
- Internal or external audit

Adopted on:

Council business should not be conducted through private communication channels where records cannot be retained.

7. Breaches of this Policy

Failure to comply with this policy may result in action under:

- The Members' Code of Conduct
- The Council's IT and Data Protection Policies

8. Review

This policy will be reviewed periodically to ensure it remains effective and compliant with current legislation and best practice.

UPTON & NORTH ELMSALL PARISH COUNCIL RESERVES POLICY

1. Introduction

Upton & North Elmsall Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation and to ensure financial stability.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

There is no statutory minimum level of reserves; however, it is the responsibility of the Responsible Financial Officer (RFO) to advise the Council on the adequacy of reserves, taking into account the Council's financial risks, commitments and future plans.

The purpose of this policy is to set out how the Parish Council will determine, maintain and review its reserves.

2. Types of Reserves

The Parish Council maintains two types of reserves:

- General Reserves
These are funds which do not have any restrictions on their use and are available to support the Council's overall financial position.
- Earmarked Reserves (EMRs)
These are funds set aside for specific projects, liabilities or anticipated future expenditure.

Both types of reserves are reviewed annually as part of the budget-setting process.

3. Purpose of Reserves

Reserves may be held for several purposes, including:

- To manage cash flow fluctuations.
- To provide a contingency against unforeseen expenditure.
- To smooth the impact of large expenditure items.
- To fund specific future projects or liabilities.
- To manage financial risk.

Maintaining adequate reserves ensures the Council can continue to operate effectively even when unexpected financial pressures arise.

4. General Reserves

General Reserves represent the Council's working balance and contingency funds.

Their primary purposes are:

- Managing uneven cash flows during the financial year
- Providing contingency funding for unforeseen expenditure
- Protecting the Council against financial risks
- Supporting financial stability and resilience

Guidance within the Smaller Authorities' Proper Practices Panel (SAPPP) suggests that smaller authorities should typically maintain General Reserves equivalent to between three and twelve months of net revenue expenditure, depending on the size and risks of the authority.

Given the scale of activity and responsibilities of Upton & North Elmsall Parish Council, the Council considers it prudent to maintain reserves within this recommended range.

Current Position

As at 31 March 2026, the Council's reserves position is as follows:

- General Reserves: £118,560
- Earmarked Reserves (School Street Redevelopment): £15,107

Total reserves therefore stood at £133,667, prior to the application of the current year deficit.

Following the application of the 2025/26 deficit, the Council's overall net reserves position (net assets) is £116,809, as set out in the year-end accounts.

This represents approximately five months of the Council's annual expenditure, which is considered an appropriate and prudent level given:

- The Council's responsibilities for village hall and asset management
- Exposure to unforeseen maintenance or repair costs
- Operational cash flow requirements
- Potential future financial risks

The level of General Reserves will be reviewed annually as part of the budget and precept setting process.

5. Earmarked Reserves

Earmarked Reserves are funds set aside for specific future expenditure or known financial commitments.

These reserves allow the Council to plan for significant costs without causing sudden increases in the precept or disruption to normal services.

Earmarked reserves may be established for purposes including:

- Capital projects
- Major repairs or asset replacement
- Carry forward of committed expenditure
- Election costs

- Insurance excess liabilities
- Other known future commitments

Earmarked reserves must:

- Be created by resolution of the Parish Council
- Have a clearly defined purpose
- Be reviewed annually
- Only be used for their stated purpose unless formally reallocated by the Council

Current Earmarked Reserves

The Parish Council currently holds the following earmarked reserve:

- School Street Redevelopment Reserve: £15,107

This reserve has been established to support the redevelopment of the School Street site and associated improvement works. The balance of this reserve will be reviewed as part of the Council's annual budget process and adjusted as the project progresses.

6. Use of Reserves

Use of reserves must be authorised by the Parish Council and properly recorded in the Council's financial records.

General Reserves may be used for:

- Emergencies
- Unexpected expenditure
- Cash flow management

Earmarked Reserves may only be used for the purpose for which they were established, unless the Council formally resolves to reallocate them.

Where reserves are used to support revenue expenditure, the Council will consider whether they need to be replenished in the following budget cycle.

7. Monitoring and Reporting

The Responsible Financial Officer will:

- Maintain an up-to-date schedule of reserves
- Report balances to the Parish Council as part of financial monitoring reports
- Review reserves annually during the budget-setting process
- Advise the Council on the adequacy of reserves

8. Review of the Policy

This policy will be reviewed annually during the budget-setting process or earlier if significant changes occur to the Council's financial position or responsibilities.

Adopted On:

UPTON & NORTH ELMSALL PARISH COUNCIL FINANCIAL INTERNAL CONTROLS POLICY

1. Introduction

This policy establishes a comprehensive framework of internal financial controls to ensure proper governance, accountability, and the safeguarding of public funds. It supports the Council's duty to ensure that its financial management is adequate and effective and that it has a sound system of internal control.

The system of internal control is designed to:

- Ensure effective and efficient use of resources.
- Safeguard assets and public funds.
- Prevent and detect fraud and error.
- Ensure accuracy and completeness of financial records.
- Ensure compliance with legislation, Standing Orders, Financial Regulations, and the Scheme of Delegation.

2. Key Principles

The Council is committed to maintaining:

- Proper authorisation of all expenditure.
- Clear separation of duties where practicable.
- Accurate and timely financial records.
- Transparency and accountability in decision-making.
- Compliance with all statutory requirements and governing documents.

3. Roles and Responsibilities

Full Council

- Approves the budget and precept.
- Approves all major expenditure.
- Reviews financial reports and internal controls.

Clerk / Responsible Financial Officer (RFO)

- Responsible for day-to-day financial administration.
- Maintains accounting records.
- Ensures compliance with Financial Regulations.
- Reports regularly to Council.

Councillors

- Provide oversight and scrutiny.
- Undertake independent checks as required.

Adopted On:

4. Budgetary Control

- Full Council shall approve the annual budget.
- The RFO shall monitor income and expenditure against the approved budget.
- Budget monitoring reports shall be presented to Council at least quarterly.
- No expenditure may exceed the approved budget without Council approval unless covered by delegated emergency powers.

5. Financial Controls

5.1. Delegated Authority

- The Clerk/RFO may incur expenditure up to £500 (excluding VAT) within approved budgets.
- Expenditure up to £2,000 may be authorised in consultation with the Chair in line with delegated powers.
- All other expenditure requires Full Council approval.

5.2. Procurement and Value for Money

- All procurement shall comply with Financial Regulations.
- Officers must demonstrate value for money.
- Multiple quotations or tenders shall be obtained where required.
- No individual councillor may commit the Council to expenditure without proper authority.

5.3. Payments and Authorisation

- All payments must be authorised in accordance with Financial Regulations.
- A schedule of payments shall be presented to Council for approval.
- Payments shall only be made against verified invoices.
- Dual authorisation shall be required for all online banking.
- No person may authorise a payment to themselves.

5.4. Banking and Reconciliation

- Bank reconciliations shall be completed at least monthly.
- A councillor shall independently verify reconciliations on a quarterly basis.
- All balances must agree to accounting records.

5.5. Income

- All income shall be recorded promptly.
- Income must be banked intact and without delay.
- Receipts shall be issued where appropriate.

5.6. VAT

- VAT shall be recorded correctly and reclaimed in accordance with HMRC requirements.
- VAT returns shall be submitted regularly and reconciled to accounting records.

Last Reviewed:

Adopted On:

6. Separation of Duties

Where practicable, duties shall be separated between:

- Ordering goods/services
- Receiving goods/services
- Authorising payments
- Recording transactions

Where separation is not possible, compensating controls (such as independent checks) shall be implemented.

7. Asset Control

- An asset register shall be maintained and reviewed annually.
- Assets shall be appropriately insured.
- Periodic physical checks shall be undertaken.

8. Risk Management

The Council's system of internal control is supported by its Risk Management Policy and Risk Register, which identify and mitigate key financial and operational risks.

9. Audit and Review

- An independent internal audit shall be undertaken annually.
- The Council shall review the effectiveness of its internal control system at least once per year.
- This review shall be evidenced prior to completion of the Annual Governance and Accountability Return (AGAR).

Adopted On:

UPTON & NORTH ELMSALL PARISH COUNCIL RISK MANAGEMENT POLICY

1. Purpose

This policy sets out a structured approach to identifying, assessing, and managing risks across all Council activities, ensuring effective governance, service delivery, and protection of public funds and assets.

2. Risk Management Approach

The Council adopts a continuous process:

- Identify risks.
- Assess likelihood and impact.
- Implement controls.
- Monitor and review.
- Report significant risks to Council.

3. Risk Register

The Council shall maintain a Risk Register which:

- Identifies key risks.
- Assesses likelihood and impact.
- Records existing controls.
- Identifies further actions required.
- Allocates responsibility for managing risks.

The Risk Register shall be reviewed at least annually and when new projects or activities arise.

4. Risk Scoring

Risks shall be scored using a combination of likelihood (1–5) and impact (1–5):

- 1–5: Low Risk.
- 6–10: Medium Risk.
- 11–25: High Risk.

5. Key Risk Areas and Controls

5.1 Financial Risks

Risks:

- Fraud or misappropriation.
- Budget overspend.
- Errors in financial reporting or VAT.

Adopted On:

Controls:

- Compliance with Financial Regulations.
- Segregation of duties.
- Dual authorisation of payments.
- Monthly bank reconciliations.
- Quarterly independent checks.
- Budget monitoring reports.
- Internal and external audit.

5.2 Operational Risks

Risks:

- Contractor failure.
- Service disruption.
- Event-related risks.

Controls:

- Contracts and monitoring arrangements.
- Risk assessments for events.
- Contingency planning.

5.3 Governance Risks

Risks:

- Non-compliance with legislation.
- Improper decision-making.

Controls:

- Standing Orders and Financial Regulations.
- Proper agenda setting and notice periods.
- Decisions made by formal resolution.
- Accurate minute recording.
- Clerk advice.

5.4 Delegation Risks

Risks:

- Misuse of delegated powers.
- Unauthorised decisions.

Controls:

- Scheme of Delegation clearly defines powers.
- Defined financial limits.
- Requirement to report decisions to Council.

Adopted On:

5.5 Health and Safety Risks

Risks:

- Injury to public or staff.
- Unsafe buildings or assets.

Controls:

- Regular inspections.
- Risk assessments.
- Appropriate insurance cover.

5.6 IT and Data Risks

Risks:

- Cyber-attack.
- Data breach.
- Loss of records.

Controls:

- Secure systems and password protection.
- Restricted access.
- Regular data backups.
- Compliance with data protection legislation.

5.7 Business Continuity Risks

Risks:

- Loss of key staff.
- IT system failure.
- Loss of critical records.

Controls:

- Secure backups.
- Documented procedures.
- Access and contingency arrangements.

5.8 Reputational Risks

Risks:

- Negative publicity.
- Poor communication.

Controls:

- Clear and accurate communication.
- Professional conduct.
- Appropriate use of social media.

Last Reviewed:

Adopted On:

6. Roles and Responsibilities

Full Council

- Responsible for overall risk management.
- Reviews and approves the Risk Register.

Clerk / RFO

- Manages risks on a day-to-day basis.
- Maintains the Risk Register.
- Reports significant risks to Council.

Councillors

- Monitor and report risk.
- Support risk management processes.

7. Monitoring and Review

- The Risk Register shall be reviewed at least annually.
- Risks shall be reviewed when new projects or activities arise.
- High-risk areas shall be reported to Council.
- Controls shall be updated as necessary.

UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
 Tuesday 21st April 2026

SANITARY WASTE DISPOSAL SERVICES

Background

The Parish Council currently receives sanitary waste disposal services from PHS Group across a number of facilities within the Village Hall.

Following a recent review of these arrangements, the Clerk has been approached by Cathedral Hygiene, who have provided a quotation for equivalent services at a reduced cost. The quotation also includes additional service elements and does not charge separately for the provision of waste transfer documentation.

The Clerk has prior experience of working with Cathedral Hygiene and can confirm that the company has previously provided a reliable and high-quality service.

Current Contractual Position

A review of the Council's existing agreements with PHS indicates that:

- Some elements of the service are subject to historic agreements which are now likely operating on a rolling contractual basis;
- One element of the service (male sanitary waste provision) is subject to a more recent agreement entered into in 2023, which remains within its minimum contractual term.

The PHS agreement requires a minimum of 90 days' written notice to terminate, with notice expiring at the end of the contractual period. Early termination of services still within their minimum term may result in financial penalties.

The Council's current arrangements are expected to move fully onto a rolling contractual basis in due course, which would allow flexibility to terminate the service at that time.

Financial Comparison

Provider	Annual Cost (excl. VAT)	Duty of Care Charge	Total Annual Cost (excl. VAT)	Service Visits per Year
PHS Group	£936.31	£77.64	£1,013.95	8
Cathedral Hygiene	£624.00	Included	£624.00	12

This represents:

- An annual saving of £389.95 (excl. VAT);
- An increase of 4 additional service visits per year.

Considerations

Members should note that:

- The current PHS arrangements are expected to move fully to a rolling contract, allowing flexibility to terminate in the future;
- The proposed Cathedral Hygiene agreement would be for a fixed 5-year term, reducing flexibility once entered into;
- Cathedral Hygiene have confirmed that their current pricing can be held until such time as the Council is in a position to transition services.

Proposed Resolution

Members are invited to consider the financial savings and service improvements identified, and to:

- a) Confirm that the Council will continue with PHS Group for the provision of sanitary waste disposal services; **or**
- b) Instruct the Clerk to serve notice on the Council's current sanitary waste disposal contract in accordance with its terms, and make arrangements to transfer all services to Cathedral Hygiene upon expiry of the current agreement.

**UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL**

Tuesday 21st April 2026

VILLAGE HALL - ASBESTOS MANAGEMENT SURVEY

Asbestos Survey Report

Members are advised that a Management Asbestos Survey has now been completed at the Village Hall.

The survey identified the presence of low-risk asbestos-containing materials only, with:

- no high-risk or medium-risk materials identified
- all identified materials assessed as being in good condition and unlikely to be disturbed

The materials identified are primarily:

- bitumen floor materials located beneath existing floor coverings, and
- presumed asbestos components within storage heaters.

These materials do not present a risk unless disturbed.

The report recommends that these materials are managed in situ, with:

- inclusion within an asbestos management plan
- appropriate labelling where required
- periodic re-inspection

One area was identified as inaccessible (storage heater), and this will be reviewed when safe access can be arranged.

Asbestos Management Plan

Following completion of the survey, a site-specific Asbestos Management Plan has been provided.

The plan sets out:

- the roles and responsibilities for managing asbestos at the site
- arrangements for monitoring the condition of identified materials
- procedures for contractors and maintenance works
- communication, training, and incident response requirements

All identified asbestos-containing materials are currently assessed as low risk and suitable for management in situ, with:

- annual inspections required
- no immediate removal works necessary
- controls in place to prevent disturbance during routine use or maintenance

The plan will be reviewed annually, or sooner if circumstances change.

Full copies of the report and management plan are available to Members on request.

Members are requested to note the findings of the Asbestos Management Survey and adopt the Asbestos Management Plan.

UPTON & NORTH ELMSALL PARISH COUNCIL

FINANCE COMMITTEE – TERMS OF REFERENCE

1. Purpose of the Committee

The Finance Committee is established to provide oversight, scrutiny and assurance in relation to the Council's financial management and governance. The Committee supports sound financial administration, risk management and internal control, ensuring that the Council's financial systems and processes remain robust, transparent and compliant.

2. Membership

- The Committee shall comprise five (5) Councillors, appointed annually by the Full Council.
- Membership shall be appointed at the Annual Meeting of the Council.
- The Committee shall elect a Chair and Vice-Chair from among its members at its first meeting following the Annual Meeting of the Council.
- In the absence of both the Chair and Vice-Chair, the Committee shall appoint a Chair for that meeting only.
- Non-Councillors are not permitted to sit on this Committee as it regulates the finances of the Council.

3. Quorum

The quorum shall be three (3) members. No business shall be transacted unless a quorum is present.

4. Frequency of Meetings

The Committee shall meet at least quarterly and more frequently where required to fulfil its duties.

5. Role and Responsibilities

The Finance Committee shall:

- Receive and scrutinise financial reports including income and expenditure, bank reconciliations, VAT position and budget monitoring information.
- Review the effectiveness of financial controls, accounting procedures and financial risk management.
- Review arrangements for banking, internal controls, online banking and payment authorisation systems to ensure they remain secure and effective.
- Review insurance cover, fidelity guarantee and risk exposure, and make recommendations to Full Council where appropriate.
- Review and monitor the Council's Risk Register insofar as it relates to financial and operational risk, and recommend amendments to Full Council.

- Review reports and recommendations arising from internal and external audit and monitor progress against any agreed actions.
- Review ongoing contracts, subscriptions and service level agreements to ensure continued value for money, and make recommendations to Full Council regarding their renewal, amendment, or termination.
- Periodically review the Council's financial policies (including Financial Regulations, procurement procedures and reserves policies) and make recommendations to Full Council for any required updates.
- Provide assurance to the Full Council that financial administration, governance and internal control systems are operating effectively.

6. Audit and Governance

The Committee shall:

- Consider the internal audit report and monitor the implementation of agreed actions.
- Review the effectiveness of internal control arrangements prior to the Council's approval of the Annual Governance Statement.
- Provide assurance to Full Council regarding financial governance and compliance with proper practices.

7. Reporting

- The Committee shall report its findings, observations and recommendations to Full Council through minutes and reports.
- The Committee does not make final decisions on the Council's budget, precept, allocation of reserves or grant awards, which remain the responsibility of the Full Council.

8. Sub-Committees

The Committee may establish sub-committees or working groups where required. Any such sub-committee:

- Shall consist of no more than three members of the Finance Committee.
- Shall operate within terms of reference approved by the Finance Committee.
- May not exceed the responsibilities or authority delegated to the Finance Committee.

9. Review of Terms of Reference

These Terms of Reference shall be reviewed annually by Full Council at the Annual Meeting, or earlier if required.

UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 21st April 2026

SCHOOL STREET REDEVELOPMENT – BUDGET REVIEW REPORT

Purpose of Report

To update Members on the current financial position of the School Street Redevelopment project and to seek direction on the project budget.

Background

The Council previously approved a total project budget of £40,000 for the School Street Redevelopment, with the intention of delivering a full redevelopment of the site.

Financial Position

- Total budget approved: £40,000.
- Expenditure to date: £24,893.
- Remaining funds held in Earmarked Reserves (EMR): £15,107.

Current Position

Members have previously indicated an intention to allocate up to £20,000 towards the next phase of the project within the current financial year.

However:

- Available EMR balance: £15,107.
- Potential further spend: £20,000.
- Shortfall: £4,893.

This would result in the total project cost exceeding the original approved budget.

Options for Consideration

Option 1 – Limit Works to Available Budget.

- Restrict further expenditure to £15,107.
- This may require a reduction in the scope of the planned works and could result in the redevelopment not being completed as originally envisaged.

Option 2 – Increase Project Budget.

- Increase the overall project budget to £45,000.
- Allocate an additional £5,000 from General Reserves to the EMR.

- This would enable the Council to proceed with the next phase of works in line with previous expectations for the project.

Implications

- Limiting the budget may impact the overall delivery and long-term outcome of the redevelopment.
- Increasing the budget would support completion of the project but would reduce General Reserves by £5,000.

Recommendation

Members are requested to consider the above options and determine how they wish to proceed.

UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 21st April 2026

EMERGENCY LIGHTING – SERVICE AND REPLACEMENT WORKS

Members are advised that the annual emergency lighting service, previously approved by the Council at a cost of £285 + VAT, has now been completed.

During the course of the service, a number of emergency lighting units were identified as defective and not functioning as required. The contractor advised that the units required replacement in order to ensure the system remained compliant with current fire safety requirements.

Given the nature of the issue and the potential risk associated with non-functioning emergency lighting, the replacement works were authorised at the time of the service to ensure the continued safety of building users and compliance with statutory obligations.

The total cost of the service and replacement works is £1,575 + VAT. This exceeds the Clerk's delegated authority limit and is therefore presented to Members for retrospective approval.

Members are requested to note the circumstances and consider approval of the expenditure.

Accounts Payable
Upton and North Elmsall Parish Council
Apr-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
24/03/2026	Shaw Toilet Hire	Harewood Lane Allotment Toilet Hire	£100.00	£20.00	£120.00
24/03/2026	Shaw Toilet Hire	Community Garden Toilet Hire	£100.00	£20.00	£120.00
25/03/2026	Hesketh Gas	Removal of Condemned Gas Heater	£185.00	£37.00	£222.00
27/03/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
27/03/2026	Darrington Tree Services	Removal of Damaged Branches on Eco Plot	£250.00	£0.00	£250.00
27/03/2026	Pro Logic Computers	Secure Disposal of Old IT Equipment	£24.00	£4.80	£28.80
30/03/2026	T & D Contractors	Repair of Village Hall Ramp	£1,250.00	£250.00	£1,500.00
31/03/2026	Aquaid	Cold Water Dispenser Annual Service	£80.00	£16.00	£96.00
31/03/2026	Integra	Payroll Services, Pension Management & Year End	£160.50	£32.10	£192.60
01/04/2026	Rialtas	Annual Accounts and Allotment Software, Support & Maintenance	£722.00	£144.40	£866.40
01/04/2026	Complete Asbestos Surveys	Village Hall Asbestos Survey	£320.00	£0.00	£320.00
01/04/2026	DRD Communications	Telephone & Broadband, Phone Line Setup Charges, Handset Purchase	£182.44	£36.49	£218.93
01/04/2026	YLCA	Annual Membership Subscription	£1,199.00	£0.00	£1,199.00
03/04/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
10/04/2026	D3 Office	Desk & 2 Cupboards	£653.60	£130.72	£784.32
10/04/2026	D3 Office	2 x 12 pack Toilet Roll	£43.46	£8.69	£52.15
10/04/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
13/04/2026	HMRC	PAYE/NIC	£1,273.78	£0.00	£1,273.78
14/04/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
14/04/2026	Pegasus Fire Protection	Emergency Lighting Servicing and Replacements	£1,860.00	£372.00	£2,232.00
			£8,883.78	£1,072.20	£9,955.98

Payments Made Under Clerks Delegated Authority

Upton and North Elmsall Parish Council

March - April 2026

DATE	PAYEE	ITEM	NET	VAT	TOTAL
31/03/2026	Amazon - Third Party Seller	Tube Lightbulb	£18.17	£3.63	£21.80
02/04/2026	Amazon - Third Party Sellers	Office Stationery	£10.21	£2.04	£12.25
08/04/2026	Amazon	Office Stationery	£14.75	£2.95	£17.70
08/04/2026	GOV.UK Land Registry	Land Registry Documents (Green Lane)	£49.00	£0.00	£49.00
08/04/2026	National Allotment Society	Annual Subscription	£85.00	£0.00	£85.00
09/04/2026	Amazon - Third Party Sellers	General Maintenance Supplies	£18.40	£3.68	£22.08
10/04/2026	Amazon - Third Party Seller	Office Stationery	£7.91	£1.58	£9.49
15/04/2026	Furniture Clinic	Cleaning Supplies	£16.66	£3.33	£19.99
			£220.10	£17.21	£237.31

Date: 13/04/2026

Upton & North Elmsall Parish Council Current Year

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Cashbook 1

User: CLERK

Current A/c

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		26,681.12					26,681.12	
	Banked: 10/03/2026	20,000.00						
100326	Community A/c	20,000.00			204		20,000.00	Funds for Bill Payments
130326	Banked: 13/03/2026	500.00						
130326	Upton A.R.L.F.C	500.00			1061	132	500.00	Quarry Lane Rent 25/26
200326	Banked: 20/03/2026	623.05						
13-11126	Novarek K	52.00			1050	121	52.00	Allotment Rent 2026/27
21-21226	Model Club	32.00			1000	102	32.00	Hall Hire
20-6326	Spencer	300.00			1052	127	300.00	Stable & Gracing Rent 2025/26
22-9326	Model Club	32.00			1000	102	32.00	Hall Hire
23-11326	Line Dancing	48.00			1000	102	48.00	Hall Hire
21-11326	Griffins S	52.00			1050	121	52.00	Allotment Rent 2026/27
24-15326	Dice Demons	50.00			1000	102	50.00	Hall Hire
22-18326	Theaker M	52.00			1050	121	52.00	Allotment Rent 2026/27
25-20326	Unknown	5.05			1999	102	5.05	Historic Income-Unknown Origin
240326	Banked: 24/03/2026	83.18						
240326	Grenke Leasing Limited	83.18			4032	101	83.18	Lease refund (pro-rata adj)
270326	Banked: 27/03/2026	52.00						
270326	Owen H	52.00			1050	121	52.00	Allotment Rent 2026/27
300326	Banked: 30/03/2026	25.00						
300326	Owen H	25.00			1055	121	25.00	H.L. Allotment Key Deposit
310326	Banked: 31/03/2026	968.80						
210326	Model Club	32.00			1000	102	32.00	Hall Hire
250326	Resident	0.10			1999	101	0.10	Photocopying
260326	Unknown	0.50			1999	102	0.50	Historic Income-Unknown Origin
300326	Cutts A	728.00			1052	127	728.00	Stables & Grazing Rent
300326-1	Cutts A	52.00			1050	121	52.00	Allotment Rent 2026/27
300326-2	Cutts G	52.00			1050	121	52.00	Allotment Rent 2026/27
300326	Millard A	104.00			1050	121	104.00	Allotment Rent x2 - 2026/27
300326-4	Resident	0.20			1999	101	0.20	Photocopying
Total Receipts for Month		22,252.03	0.00	0.00			22,252.03	
Cashbook Totals		48,933.15	0.00	0.00			48,933.15	

Date: 13/04/2026

Upton & North Elmsall Parish Council Current Year

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Cashbook 1

User: CLERK

Current A/c

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/03/2026	Pro Logic Computers (UK) Ltd	DDR	172.38		28.73	4042	101	143.65	IT Support Feb 2026
02/03/2026	Amazon EU S.a.r.L.	DDR	47.47		7.91	2002	102	39.56	Office Supplies
02/03/2026	Amazon EU S.a.r.L.	DDR	30.86		5.14	2002	102	25.72	Office Supplies
10/03/2026	Scottish Water - Business	DDR	8.30			4105	147	8.30	Water Charges Nov 25 - Feb 26
12/03/2026	Euro Digtial Systems	DDR	11.65		1.94	4041	101	9.71	Printing Charges Dec 25-Jan 26
16/03/2026	HHS Direct Ltd	DDR	21.99		3.67	2002	102	18.32	Cleaning Supplies
16/03/2026	Peninsula Services Ltd	DDR	229.63		36.48	2009	101	193.15	HR Services Monthly Fee
16/03/2026	Amazon EU S.a.r.L.	DDR	8.53		1.44	2002	102	7.09	Cleaning Supplies
16/03/2026	Amazon EU S.a.r.L.	DDR	23.99		4.00	4047	101	19.99	Privacy Curtains for Office
16/03/2026	The Bead Shop Ltd	DDR	13.98		2.33	2002	102	11.65	Magnets for Notice Board
16/03/2026	Amazon EU S.a.r.L.	DDR	11.80		1.97	4047	101	9.83	Curtain Pole for Office
16/03/2026	Smarty Mobile Network	DDR	9.00			2003	101	9.00	Monthly Mobile Data Top-up
17/03/2026	E.ON Electricity	DDR	1,538.96		256.49	4107	102	1,282.47	Electric Charges
17/03/2026	Amazon EU S.a.r.L.	DDR	25.49		4.25	4120	102	21.24	Mesh Storage Pen
18/03/2026	Premium Horticulture Limited	DDR	195.00		32.50	4049	148	162.50	Compost - Paid by Cllr
18/03/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/03/2026	D3 Office Group Ltd	DDR	12.38		2.06	2002	102	10.32	Toilet Cleaner
18/03/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/03/2026	DRD Communications Ltd	DDR	176.42		29.41	4040	101	147.01	Broadband Install & Rental
18/03/2026	Adam Washington	DDR	32.54			4113	140	32.54	Chainsaw Repair
18/03/2026	T & D Contractors	DDR	3,540.00		590.00	4210	140	2,950.00	Small Area Grass Cutting
18/03/2026	T & D Contractors	DDR	10,500.00		1,750.00	4210	140	8,750.00	Large Area Grass Cut 25/26
18/03/2026	T & D Contractors	DDR	7,140.00		1,190.00	2006	120	5,950.00	2nd Half of Sch St Fence
						330	0	-5,950.00	2nd Half of Sch St Fence
						6000	120	5,950.00	2nd Half of Sch St Fence
18/03/2026	T & D Contractors	DDR	216.00		36.00	4024	125	180.00	Rose Estate Gate Repair
18/03/2026	T & D Contractors	DDR	1,656.00		276.00	2006	120	1,380.00	Tree Felling Sch St
						330	0	-1,380.00	Tree Felling Sch St
						6000	120	1,380.00	Tree Felling Sch St
18/03/2026	T & D Contractors	DDR	1,800.00		300.00	2006	120	1,500.00	Extra Gate Sch St
						330	0	-1,500.00	Extra Gate Sch St
						6000	120	1,500.00	Extra Gate Sch St
18/03/2026	T & D Contractors	DDR	216.00		36.00	2006	120	180.00	Moving Fence Posts
						330	0	-180.00	Moving Fence Posts
						6000	120	180.00	Moving Fence Posts
18/03/2026	Yorks Local Council Assn	DDR	115.00			4152	145	115.00	Cllr Training
18/03/2026	Yorks Local Council Assn	DDR	27.40			4010	101	27.40	Staff Training
18/03/2026	Yorks Local Council Assn	DDR	420.00			4152	145	420.00	YLCA Training Day
18/03/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/03/2026	Pro Logic Computers (UK) Ltd	DDR	886.80		147.80	4042	101	240.00	Network Points
						4047	101	499.00	Network Points & Laptop

Continued on Page 240

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/03/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/03/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/03/2026	Pro Logic Computers (UK) Ltd	DDR	-886.80		-147.80	4042	101	-240.00	Network Points
						4047	101	-499.00	Network Points & Laptop
18/03/2026	Pro Logic Computers (UK) Ltd	DDR	886.80		147.80	4115	102	240.00	Network Points
						4047	101	499.00	Clerk Laptop
19/03/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H & S Support
19/03/2026	Garden Selections Ltd	DDR	120.89		20.15	4120	140	100.74	Bat Boxes x 10
19/03/2026	BHF Defibrillators	DDR	589.99		98.33	4049	146	491.66	Defibrillator Cabinet
20/03/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Monthly Mobile Data Top Up
26/03/2026	British Gas Business	DDR	555.61		92.60	4108	102	463.01	Gas Charges
26/03/2026	Simply Auto Enrolment	DDR	24.00		4.00	4001	101	20.00	Pension Admin Charges
26/03/2026	CDS Superstores Internat. Ltd	DDR	23.99		4.99	4115	102	19.00	4 x Hanging Baskets-wilko.com
27/03/2026	Scottish Water - Business	DDR	128.21			4105	121	128.21	Water Charges - Harewood Lane
27/03/2026	Scottish Water - Business	DDR	12.81			4105	135	12.81	Water Charges-Memorial Garden
30/03/2026	Pro Logic Computers (UK) Ltd	DDR	186.28		31.05	4042	101	155.23	Monthly IT Support Service
31/03/2026	Utility Warehouse	DDR	95.72		15.55	4040	101	80.17	Telephone&Broadband March 2026
Total Payments for Month			40,785.82	0.00	5,046.46			35,739.36	
Balance Carried Fwd			8,147.33						
Cashbook Totals			48,933.15	0.00	5,046.46			43,886.69	

Date: 13/04/2026

Upton & North Elmsall Parish Council Current Year

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Cashbook 6

User: CLERK

Community A/c

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		25,342.64					25,342.64	
130326	Banked: 13/03/2026	62.00						
270326	Baxter DJ	12.00			1000	102	12.00	Hall Hire March 2026
181026	Baxter DJ	50.00			1000	102	50.00	Hall Hire October 2026
130326	Banked: 13/03/2026	52.00						
010426	Koska A	52.00			1050	121	52.00	Allotment Rent 2026-27
160326	Banked: 16/03/2026	60.67						
160326	Watkins M & J	60.67			1052	127	60.67	Stables and Grazing Rent 25-26
230326	Banked: 23/03/2026	3,536.00						
230326	Stringfellow K	3,536.00			1052	127	3,536.00	Stable & Grazing Rent 25/26
260326	Banked: 26/03/2026	24.00						
260326	Baxter DJ	24.00			1000	102	24.00	Hall Hire April 26
270326	Banked: 27/03/2026	16.00						
270326	Wilson G S	16.00			1000	102	16.00	Hall Hire
300326	Banked: 30/03/2026	100.00						
300326	Cunliffe S	100.00			1052	127	100.00	Stable & Grazing Rent 2025/26
300326	Banked: 30/03/2026	52.00						
300326	Kuler A	52.00			1050	121	52.00	Allotment Rent 2026/27
Total Receipts for Month		3,902.67	0.00	0.00			3,902.67	
Cashbook Totals		<u>29,245.31</u>	<u>0.00</u>	<u>0.00</u>			<u>29,245.31</u>	

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/03/2026	Barclays Bank	DDR	8.50			4043	101	8.50	Bank Charges
10/03/2026	Current A/c	100326	20,000.00			200		20,000.00	Funds for Bill Payments
Total Payments for Month			20,008.50	0.00	0.00			20,008.50	
Balance Carried Fwd			9,236.81						
Cashbook Totals			29,245.31	0.00	0.00			29,245.31	

Date: 13/04/2026

Upton & North Elmsall Parish Council Current Year

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Cashbook 2

User: CLERK

Base RateTracker A/c

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		91,525.19					91,525.19	
020326	Banked: 02/03/2026	231.70						
020326	Barclays Bank UK PLC	231.70			1190	101	231.70	Interest
	Banked: 18/03/2026	13.44						
18032026	Business Premium A/c	13.44			202		13.44	Account Closure Prep
	Banked: 18/03/2026	14.68						
18032026	Pavilion	14.68			203		14.68	Account Closure Prep
	Banked: 25/03/2026	0.01						
250326	Business Premium A/c	0.01			202		0.01	Transfer Following Acc Closure
	Banked: 25/03/2026	0.01						
250326	Pavilion	0.01			203		0.01	Transfer Following Acc Closure
Total Receipts for Month		259.84	0.00	0.00			259.84	
Cashbook Totals		<u>91,785.03</u>	<u>0.00</u>	<u>0.00</u>			<u>91,785.03</u>	

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00	0.00			
Balance Carried Fwd			91,785.03						
Cashbook Totals			91,785.03	0.00	0.00	91,785.03			

Receipts for Month 12				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
Balance Brought Fwd :		13.41					13.41
020326	Banked: 02/03/2026	0.03					
020326	Barclays Bank UK PLC	0.03			1190	101	0.03 Interest
250326	Banked: 25/03/2026	0.01					
250326	Barclays Bank UK PLC	0.01			1190	101	0.01 Interest
Total Receipts for Month		0.04	0.00	0.00			0.04
Cashbook Totals		13.45	0.00	0.00			13.45

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/03/2026	Base RateTracker A/c	18032026	13.44			201		13.44	Account Closure Prep
25/03/2026	Base RateTracker A/c	250326	0.01			201		0.01	Transfer Following Acc Closure
Total Payments for Month			13.45	0.00	0.00			13.45	
Balance Carried Fwd			0.00						
Cashbook Totals			13.45	0.00	0.00			13.45	

Receipts for Month 12				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
Balance Brought Fwd :		14.64					14.64
020326	Banked: 02/03/2026	0.04					
020326	Barclays Bank UK PLC	0.04			1190	101	0.04 Interest
250326	Banked: 25/03/2026	0.01					
250326	Barclays Bank UK PLC	0.01			1190	101	0.01 Interest
Total Receipts for Month		0.05	0.00	0.00			0.05
Cashbook Totals		14.69	0.00	0.00			14.69

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/03/2026	Base RateTracker A/c	18032026	14.68			201		14.68	Account Closure Prep
25/03/2026	Base RateTracker A/c	250326	0.01			201		0.01	Transfer Following Acc Closure
Total Payments for Month			14.69	0.00	0.00			14.69	
Balance Carried Fwd			0.00						
Cashbook Totals			14.69	0.00	0.00			14.69	

Date:01/04/2026

Upton & North Elmsall Parish Council Current Year

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Time:11:16

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current A/c

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	16/03/2026		8,147.33
			<u>8,147.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,147.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,147.33
		Balance per Cash Book is :-	8,147.33
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Rate Tracker	16/03/2026		91,785.03
			91,785.03
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			91,785.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			91,785.03
		Balance per Cash Book is :-	91,785.03
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:07/04/2026

Upton & North Elmsall Parish Council Current Year

Page 1

Time: 13:09

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 3 - Business Premium A/c**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium A/c	16/03/2026		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:07/04/2026

Upton & North Elmsall Parish Council Current Year

Page 1

Time: 13:11

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 5 - Pavilion

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Pavilion Account	16/03/2026		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:01/04/2026

Upton & North Elmsall Parish Council Current Year

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**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 6 - Community A/c**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Community Account	16/03/2026		9,236.81
			9,236.81
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			9,236.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			9,236.81
		Balance per Cash Book is :-	9,236.81
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL**

Tuesday 21st April 2026

YEAR-END FINANCIAL SUMMARY REPORT (2025/26)

Purpose of Report

To provide Members with an overview of the Council's financial position at 31 March 2026, ahead of the internal audit and completion of the Annual Governance and Accountability Return (AGAR).

Overall Financial Position

The Council's total income for the year was £267,035, with total expenditure of £283,892, resulting in a net deficit of £16,857 for the year, which has been met from reserves.

This position reflects increased expenditure during the year, particularly in relation to project delivery and community funding.

Reserves Position

As at 31 March 2026, the Council holds:

- General Reserves: £118,560
- Earmarked Reserves (School Street Redevelopment): £15,107

Total reserves therefore stand at £133,667, prior to the application of the current year deficit.

The overall net assets of the Council, as shown on the Balance Sheet, are £116,809.

The level of general reserves remains within an appropriate range for a Council of this size and is considered sufficient to support ongoing operations and unforeseen expenditure.

Key Variances and Financial Highlights

A number of notable variances from budget are set out below:

- School Street Redevelopment (Allotments):
Expenditure exceeded the annual budget due to ongoing redevelopment works. A portion of this has been funded through earmarked reserves.
- Grants and Donations:
Higher than anticipated spend reflects increased community support and funding provided during the year, including additional grant awards approved by Council.

- Village Hall:
Overall expenditure is significantly lower than the previous financial year, largely due to the completion of major works in 2024/25.
- Recreation and Environment:
Overspend in this area relates primarily to grounds maintenance, environmental services, and associated operational costs.
- Income:
Income levels remain broadly in line with expectations, with the precept forming the majority of Council income.

Financial Management and Year-End Position

- All income and expenditure for the year has been recorded.
- Bank reconciliations have been completed and balances verified.
- The accounts are now prepared and ready for internal audit.

The detailed reports attached (including the Income & Expenditure Account, Balance Sheet, and Cost Centre Report) provide a full breakdown of the Council's financial activity for the year and support the figures set out above.

Members are not expected to review the detailed reports in full, however these are provided for transparency and reference.

Next Steps

The accounts will now be subject to internal audit, following which the AGAR forms will be presented to Council for approval at the next meeting.

Recommendation

Members are requested to:

- Note the year-end financial position for 2025/26; and
- Note that the accounts are prepared and ready for internal audit and subsequent AGAR submission.

01/04/2026

Upton & North Elmsall Parish Council Current Year

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Detailed Balance Sheet - Including Stock Movement**Month 12 Date 31/03/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	7,640	
200	Current A/c	8,147	
201	Base RateTracker A/c	91,785	
204	Community A/c	9,237	
	Total Current Assets		116,809
	<u>Represented by :-</u>		
300	Current Year Fund	(16,857)	
310	General Reserves	118,560	
330	EMR - School St Redevelopment	15,107	
	Total Equity		116,809

Upton & North Elmsall Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2026

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	16/03/2026	Current A/c	8,147.33
2	16/03/2026	Business Rate Tracker	91,785.03
3	16/03/2026	Business Premium A/c	0.00
5	16/03/2026	Pavilion Account	0.00
6	16/03/2026	Community Account	9,236.81
			109,169.17
<u>All Cash & Bank Accounts</u>			
1		Current A/c	8,147.33
2		Base RateTracker A/c	91,785.03
3		Business Premium A/c	0.00
5		Pavilion	0.00
6		Community A/c	9,236.81
		Other Cash & Bank Balances	0.00
		Total Cash & Bank Balances	109,169.17

Upton & North Elmsall Parish Council Current Year
Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025		31st March 2026
	Income Summary	
248,670	Precept	248,670
248,670	Sub Total	248,670
	Operating Income	
6,683	Administration	4,875
2,049	Village Hall	2,135
0	Allotment - School Street	70
799	Allotment - Harewood Lane	1,350
52	OLD Allotments - Harewood Lane	0
6,431	Stable and Grazing Rent	5,283
240	Quarry Lane	500
0	Events	218
6,405	Cash For Bank	3,655
0	Council Van	279
271,329	Total Income	267,035
	Running Costs	
102,056	Administration	108,827
54,856	Village Hall	25,113
1,519	Civic & Governance	11,327
18,225	Grants & Donations	38,392
7,121	Allotment - School Street	25,130
8,438	Allotment - Harewood Lane	5,159
515	War Memorial	0
96,127	Rose Estate Playing Field	4,455
217	Grazing Field	5,895
0	Stables	1,200
9,306	Events	2,317
338	Memorial Garden	640
984	School Street Green	14,891
766	OLD School Street Green	0
79	Book Xchange	0
13,392	Miners Memorial Garden	10
24,781	Recreation & Environment	29,462
0	Events - Outdoor/other not VH	0
10	Cllrs Training	934
99	Defibrillators	2,277
1,540	Community Garden School Street	1,379
1,628	Flower Tubs	2,289
636	Eco Allotment - Harewood Lane	50
0	Citizens Advice	4,144
263	Repair to Council equipment	0
2,013	Council Van	0
344,909	Total Expenditure	283,892

Upton & North Elmsall Parish Council Current Year
Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025

31st March 2026

General Fund Analysis

167,246	Opening Balance	133,667
271,329	Plus : Income for Year	267,035
438,575		400,702
344,909	Less : Expenditure for Year	283,892
93,667		116,809
(40,000)	Transfers TO / FROM Reserves	15,107
133,667	Closing Balance	101,702

13/04/2026

Upton & North Elmsall Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Administration								
Accounting Adjustments	0	3,557	0	(3,557)			0.0%	
Precept	248,670	248,670	248,670	0			100.0%	
Interest Received	1,573	1,318	600	(718)			219.7%	
Insurance Claim -VAN	5,050	0	0	0			0.0%	
Miscellaneous Income	60	0	50	50			0.6%	
Administration :- Income	255,353	253,545	249,320	(4,225)			101.7%	0
Mileage - Staff	0	28	0	(28)		(28)	0.0%	
Administration :- Direct Expenditure	0	28	0	(28)	0	(28)		0
Staff Clothing	66	0	350	350		350	0.0%	
Mobile Phones	307	186	300	114		114	61.9%	
HR Services	0	2,511	0	(2,511)		(2,511)	0.0%	
H&S Services	0	802	0	(802)		(802)	0.0%	
Salaries (Inc NI/PAYE)	81,388	83,482	85,000	1,518		1,518	98.2%	
Staff Pension Administration	453	634	1,200	566		566	52.8%	
Salary Administration	878	339	300	(39)		(39)	112.9%	
Staff Pension Payment	4,253	2,988	4,800	1,812		1,812	62.3%	
DON'T USE - Fuel Card Charges	1	0	12	12		12	0.0%	
Portable Toilet Hire	0	617	0	(617)		(617)	0.0%	
Staff Training	0	235	1,000	765		765	23.5%	
Travel Expenses - Staff	355	0	0	0		0	0.0%	
Refreshments	0	44	0	(44)		(44)	0.0%	
Legal Fees	0	0	5,000	5,000		5,000	0.0%	
Professional Fees	0	0	9,000	9,000		9,000	0.0%	
Memberships & Subscriptions	1,319	1,152	1,000	(152)		(152)	115.2%	
Audit Fees	920	1,025	2,000	975		975	51.3%	
Account Charges	136	0	70	70		70	0.0%	
Photocopier Lease	1,516	1,433	1,900	467		467	75.4%	
Insurance	3,843	4,299	4,500	201		201	95.5%	
Telephone & Broadband	1,044	1,328	1,200	(128)		(128)	110.7%	
Photocopier Charges	730	643	1,000	357		357	64.3%	
IT Support	3,272	3,396	3,360	(36)		(36)	101.1%	
Bank Charges	68	104	102	(2)		(2)	102.0%	
Postage	25	11	50	39		39	22.8%	
Stationery	165	256	1,050	794		794	24.4%	
Office Equipment	0	801	1,000	199		199	80.1%	
Supplies	87	0	0	0		0	0.0%	
Advertising & Publicity	0	40	500	460		460	8.0%	
Website	204	1,244	250	(994)		(994)	497.6%	
Debit Card Charges	0	2	0	(2)		(2)	0.0%	

Continued over page

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Upton & North Elmsall Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Water Charges	2	0	0	0		0	0.0%	
Equipment Purchases	40	1,215	1,000	(215)		(215)	121.5%	
Cllrs Training	280	0	0	0		0	0.0%	
Fuel Card Charges	10	13	12	(1)		(1)	110.0%	
Miscellaneous Expenses	695	1	0	(1)		(1)	0.0%	
Administration :- Indirect Expenditure	102,056	108,799	125,956	17,157	0	17,157	86.4%	0
Net Income over Expenditure	153,297	144,718	123,364	(21,354)				
<u>Village Hall</u>								
Hall Lettings	2,049	2,129	3,000	871			71.0%	
Miscellaneous Income	0	6	0	(6)			0.0%	
Village Hall :- Income	2,049	2,135	3,000	865			71.2%	0
Office & Cleaning Supplies	268	977	500	(477)		(477)	195.4%	
Contractors	1,812	0	0	0		0	0.0%	
Skip Hire	0	713	250	(463)		(463)	285.0%	
Supplies	941	0	0	0		0	0.0%	
Cleaning Equipment	177	281	100	(181)		(181)	280.7%	
Water Charges	1,139	640	650	10		10	98.4%	
Electricity Charges	7,293	5,226	6,000	774		774	87.1%	
Gas Charges	3,320	2,218	5,000	2,782		2,782	44.4%	
Maintenance - Security	35,501	1,173	600	(573)		(573)	195.5%	
Waste Removal	540	0	0	0		0	0.0%	
Maintenance - General	641	2,672	600	(2,072)		(2,072)	445.3%	
Village Hall Improvements	0	6,071	7,000	929		929	86.7%	
Equipment Purchases	3,226	633	600	(33)		(33)	105.6%	
CCTV	0	3,628	0	(3,628)		(3,628)	0.0%	
Licence Fees	0	273	400	127		127	68.3%	
Refuse Collection	0	472	750	278		278	62.9%	
Miscellaneous Expenses	0	136	500	364		364	27.3%	
Village Hall :- Indirect Expenditure	54,856	25,113	22,950	(2,163)	0	(2,163)	109.4%	0
Net Income over Expenditure	(52,807)	(22,979)	(19,950)	3,029				
<u>Civic & Governance</u>								
Cllrs' Telephone Allowance	0	0	500	500		500	0.0%	
Mileage - Cllrs	19	160	0	(160)		(160)	0.0%	
Chair's Allowance	1,500	1,304	1,500	196		196	86.9%	
Election Costs	0	9,863	12,000	2,137		2,137	82.2%	
Civic & Governance :- Indirect Expenditure	1,519	11,327	14,000	2,673	0	2,673	80.9%	0
Net Expenditure	(1,519)	(11,327)	(14,000)	(2,673)				

Continued over page

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Upton & North Elmsall Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grants & Donations								
JBB Contribution	13,625	16,798	14,000	(2,798)		(2,798)	120.0%	
Grants	0	11,500	10,000	(1,500)		(1,500)	115.0%	
Donations	4,600	494	500	6		6	98.7%	
Youth Provision	0	9,600	0	(9,600)		(9,600)	0.0%	
Grants & Donations :- Indirect Expenditure	18,225	38,392	24,500	(13,892)	0	(13,892)	156.7%	0
Net Expenditure	(18,225)	(38,392)	(24,500)	13,892				
Allotment - School Street								
Allotment Rents	0	70	100	30			70.0%	
Allotment - School Street :- Income	0	70	100	30			70.0%	0
School Street Re-Development	6,550	24,893	12,390	(12,503)		(12,503)	200.9%	9,310
Portable Toilet Hire	250	0	0	0		0	0.0%	
Skip Hire	0	238	400	163		163	59.4%	
Maintenance - General	80	0	0	0		0	0.0%	
Equipment Purchases	91	0	0	0		0	0.0%	
Miscellaneous Expenses	150	0	100	100		100	0.0%	
Allotment - School Street :- Indirect Expenditure	7,121	25,130	12,890	(12,240)	0	(12,240)	195.0%	9,310
Net Income over Expenditure	(7,121)	(25,060)	(12,790)	12,270				
plus Transfer from EMR	0	9,310	0	(9,310)				
Movement to/(from) Gen Reserve	(7,121)	(15,750)	(12,790)	2,960				
Allotment - Harewood Lane								
Allotment Rents	789	1,305	1,900	595			68.7%	
Allotment Key Deposits	10	45	40	(5)			112.5%	
Allotment - Harewood Lane :- Income	799	1,350	1,940	590			69.6%	0
Pest Control	312	425	300	(125)		(125)	141.7%	
Portable Toilet Hire	668	508	0	(508)		(508)	0.0%	
Contractors	5,780	2,435	2,000	(435)		(435)	121.8%	
Skip Hire	217	238	400	163		163	59.4%	
Water Charges	1,156	1,554	1,014	(540)		(540)	153.2%	
Maintenance - General	260	0	0	0		0	0.0%	
Equipment Purchases	45	0	200	200		200	0.0%	
Allotment - Harewood Lane :- Indirect Expenditure	8,438	5,159	3,914	(1,245)	0	(1,245)	131.8%	0
Net Income over Expenditure	(7,640)	(3,809)	(1,974)	1,835				

Continued over page

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Upton & North Elmsall Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>War Memorial</u>								
Supplies	18	0	0	0		0	0.0%	
Maintenance - General	300	0	0	0		0	0.0%	
Miscellaneous Expenses	197	0	150	150		150	0.0%	
War Memorial :- Indirect Expenditure	515	0	150	150	0	150	0.0%	0
Net Expenditure	(515)	0	(150)	(150)				
<u>Rose Estate Playing Field</u>								
Contractors	6,947	2,960	1,050	(1,910)		(1,910)	281.9%	
Maintenance - General	5,846	0	0	0		0	0.0%	
Equipment Purchases	83,335	1,495	1,000	(495)		(495)	149.5%	
Rose Estate Playing Field :- Indirect Expenditure	96,127	4,455	2,050	(2,405)	0	(2,405)	217.3%	0
Net Expenditure	(96,127)	(4,455)	(2,050)	2,405				
plus Transfer from EMR	40,000	0	0	0				
Movement to/(from) Gen Reserve	(56,127)	(4,455)	(2,050)	2,405				
<u>OLD Allotments - Harewood Lane</u>								
Allotment Rents	52	0	0	0			0.0%	
OLD Allotments - Harewood Lane :- Income	52	0	0	0				0
Net Income	52	0	0	0				
<u>Stable and Grazing Rent</u>								
Stable and Grazing Rents	6,431	5,283	5,000	(283)			105.7%	
Stable and Grazing Rent :- Income	6,431	5,283	5,000	(283)			105.7%	0
Net Income	6,431	5,283	5,000	(283)				
<u>Grazing Field</u>								
Contractors	0	4,550	1,500	(3,050)		(3,050)	303.3%	
Water Charges	217	1,345	500	(845)		(845)	269.1%	
Grazing Field Maintenance	0	0	1,000	1,000		1,000	0.0%	
Maintenance - General	0	0	2,200	2,200		2,200	0.0%	
Grazing Field :- Indirect Expenditure	217	5,895	5,200	(695)	0	(695)	113.4%	0
Net Expenditure	(217)	(5,895)	(5,200)	695				

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Stables</u>								
Maintenance - General	0	1,200	1,100	(100)		(100)	109.1%	
Stables :- Indirect Expenditure	0	1,200	1,100	(100)	0	(100)	109.1%	0
Net Expenditure	0	(1,200)	(1,100)	100				
<u>Quarry Lane</u>								
Lease Income	0	500	500	0			100.0%	
Miscellaneous Income	240	0	0	0			0.0%	
Quarry Lane :- Income	240	500	500	0			100.0%	0
Net Income	240	500	500	0				
<u>Events</u>								
Events Income	0	218	0	(218)			0.0%	
Events :- Income	0	218	0	(218)				0
Supplies	598	0	0	0		0	0.0%	
Events	8,586	2,317	9,000	6,683		6,683	25.7%	
Miscellaneous Expenses	122	0	0	0		0	0.0%	
Events :- Indirect Expenditure	9,306	2,317	9,000	6,683	0	6,683	25.7%	0
Net Income over Expenditure	(9,306)	(2,099)	(9,000)	(6,901)				
<u>Memorial Garden</u>								
Supplies	18	0	0	0		0	0.0%	
Water Charges	188	172	150	(22)		(22)	114.5%	
Maintenance - General	0	469	1,000	532		532	46.9%	
Plaques for Memorial Garden	132	0	0	0		0	0.0%	
Memorial Garden :- Indirect Expenditure	338	640	1,150	510	0	510	55.7%	0
Net Expenditure	(338)	(640)	(1,150)	(510)				
<u>School Street Green</u>								
Portable Toilet Hire	0	100	0	(100)		(100)	0.0%	
Maintenance - General	8	2,993	1,000	(1,993)		(1,993)	299.3%	
Equipment Purchases	976	11,798	500	(11,298)		(11,298)	2359.6%	
School Street Green :- Indirect Expenditure	984	14,891	1,500	(13,391)	0	(13,391)	992.7%	0
Net Expenditure	(984)	(14,891)	(1,500)	13,391				

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Detailed Income & Expenditure by Budget Heading 31/03/2026

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>OLD School Street Green</u>								
Equipment Purchases	766	0	0	0		0	0.0%	
OLD School Street Green :- Indirect Expenditure	766	0	0	0	0	0		0
Net Expenditure	(766)	0	0	0				
<u>Book Xchange</u>								
Water Charges	79	0	0	0		0	0.0%	
Book Xchange :- Indirect Expenditure	79	0	0	0	0	0		0
Net Expenditure	(79)	0	0	0				
<u>Miners Memorial Garden</u>								
Contractors	7,450	0	500	500		500	0.0%	
Maintenance - General	240	0	0	0		0	0.0%	
Equipment Purchases	3,202	10	500	490		490	1.9%	
Miscellaneous Expenses	2,500	0	0	0		0	0.0%	
Miners Memorial Garden :- Indirect Expenditure	13,392	10	1,000	990	0	990	1.0%	0
Net Expenditure	(13,392)	(10)	(1,000)	(990)				
<u>Recreation & Environment</u>								
DNU - Flower-Allotment Comp	6	0	0	0		0	0.0%	
Water Displays & Bin Emptying	0	11,830	0	(11,830)		(11,830)	0.0%	
Village Show/Allotment Comp	0	67	200	133		133	33.7%	
Contractors	8,285	570	500	(70)		(70)	114.0%	
Supplies	720	0	0	0		0	0.0%	
Maintenance - General	5,101	120	2,000	1,880		1,880	6.0%	
Equipment Purchases	3,918	101	4,000	3,899		3,899	2.5%	
Donations	1,300	0	0	0		0	0.0%	
Grass Cutting	0	12,150	9,000	(3,150)		(3,150)	135.0%	
Protective Clothing	325	0	0	0		0	0.0%	
Fuel for Equipment	166	19	200	181		181	9.3%	
OLD Memorial Garden	29	0	0	0		0	0.0%	
Tools	287	128	0	(128)		(128)	0.0%	
Christmas Trees & Lights	3,618	4,339	10,000	5,661		5,661	43.4%	
Miscellaneous Expenses	1,025	139	100	(39)		(39)	139.1%	
Recreation & Environment :- Indirect Expenditure	24,781	29,462	26,000	(3,462)	0	(3,462)	113.3%	0
Net Expenditure	(24,781)	(29,462)	(26,000)	3,462				

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Events - Outdoor/other not VH</u>								
Supplies	0	0	0	0		0	0.0%	
Events - Outdoor/other not VH :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>(0)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<u>Cllrs Training</u>								
Cllrs Training	10	934	2,000	1,066		1,066	46.7%	
Cllrs Training :- Indirect Expenditure	<u>10</u>	<u>934</u>	<u>2,000</u>	<u>1,066</u>	<u>0</u>	<u>1,066</u>	<u>46.7%</u>	<u>0</u>
Net Expenditure	<u>(10)</u>	<u>(934)</u>	<u>(2,000)</u>	<u>(1,066)</u>				
<u>Defibrillators</u>								
Supplies	99	2,277	500	(1,777)		(1,777)	455.3%	
Defibrillators :- Indirect Expenditure	<u>99</u>	<u>2,277</u>	<u>500</u>	<u>(1,777)</u>	<u>0</u>	<u>(1,777)</u>	<u>455.3%</u>	<u>0</u>
Net Expenditure	<u>(99)</u>	<u>(2,277)</u>	<u>(500)</u>	<u>1,777</u>				
<u>Community Garden School Street</u>								
Portable Toilet Hire	768	525	1,000	475		475	52.5%	
Contractors	200	0	0	0		0	0.0%	
Skip Hire	0	238	250	13		13	95.0%	
Supplies	68	385	250	(135)		(135)	154.0%	
Water Charges	474	226	800	574		574	28.2%	
Maintenance - General	11	0	0	0		0	0.0%	
Equipment Purchases	19	6	500	494		494	1.2%	
Community Garden School Street :- Indirect Expenditure	<u>1,540</u>	<u>1,379</u>	<u>2,800</u>	<u>1,421</u>	<u>0</u>	<u>1,421</u>	<u>49.3%</u>	<u>0</u>
Net Expenditure	<u>(1,540)</u>	<u>(1,379)</u>	<u>(2,800)</u>	<u>(1,421)</u>				
<u>Flower Tubs</u>								
Supplies	931	823	200	(623)		(623)	411.3%	
Maintenance - General	6	0	0	0		0	0.0%	
Equipment Purchases	115	396	2,500	2,104		2,104	15.8%	
Plants	576	1,070	500	(570)		(570)	214.0%	
Flower Tubs :- Indirect Expenditure	<u>1,628</u>	<u>2,289</u>	<u>3,200</u>	<u>911</u>	<u>0</u>	<u>911</u>	<u>71.5%</u>	<u>0</u>
Net Expenditure	<u>(1,628)</u>	<u>(2,289)</u>	<u>(3,200)</u>	<u>(911)</u>				

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Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Cash For Bank</u>								
Cash Received for Bank	6,405	3,655	0	(3,655)			0.0%	
Cash For Bank :- Income	6,405	3,655	0	(3,655)				0
Net Income	6,405	3,655	0	(3,655)				
<u>Eco Allotment - Harewood Lane</u>								
Portable Toilet Hire	100	0	0	0		0	0.0%	
Equipment Purchases	536	0	0	0		0	0.0%	
Fuel for Equipment	0	50	0	(50)		(50)	0.0%	
Eco Allotment - Harewood Lane :- Indirect Expenditure	636	50	0	(50)	0	(50)		0
Net Expenditure	(636)	(50)	0	50				
<u>Citizens Advice</u>								
Citizens Advice	0	4,144	0	(4,144)		(4,144)	0.0%	
Citizens Advice :- Indirect Expenditure	0	4,144	0	(4,144)	0	(4,144)		0
Net Expenditure	0	(4,144)	0	4,144				
<u>Repair to Council equipment</u>								
Maintenance - General	263	0	0	0		0	0.0%	
Repair to Council equipment :- Indirect Expenditure	263	0	0	0	0	0		0
Net Expenditure	(263)	0	0	0				
<u>Council Van</u>								
Miscellaneous Income	0	279	0	(279)			0.0%	
Council Van :- Income	0	279	0	(279)				0
Fuel for Council Van	642	0	0	0		0	0.0%	
Supplies	35	0	0	0		0	0.0%	
Maintenance - General	1,321	0	0	0		0	0.0%	
Fuel for Equipment	15	0	0	0		0	0.0%	
Council Van :- Indirect Expenditure	2,013	0	0	0	0	0		0
Net Income over Expenditure	(2,013)	279	0	(279)				

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	271,329	267,035	259,860	(7,175)			102.8%	
Expenditure	344,909	283,892	259,860	(24,032)	0	(24,032)	109.2%	
Net Income over Expenditure	(73,579)	(16,857)	0	16,857				
plus Transfer from EMR	40,000	9,310	0	(9,310)				
Movement to/(from) Gen Reserve	(33,579)	(7,547)	0	7,547				