



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: 11th March 2026

Dear Councillor,

You are hereby summoned to attend an **Ordinary Meeting of Upton & North Elmsall Parish Council**, to be held on **Tuesday 17th March 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 17th March 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. To receive and sign the draft minutes of an Ordinary Meeting of Upton & North Elmsall Parish Council held on Tuesday 17th February 2026. (A)

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

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

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

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

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

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

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

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

- 12.To consider a quote from Adam Washington for the 2026/27 dog waste bin emptying contract. (I)**
- 13.To consider a quote from Adam Washington for the 2026/27 plant watering contract. (J)**
- 14.To consider quotes for an Asbestos Survey at the Village Hall. (K)**
- 15.To consider a quote from Pro-Logic Computers for the safe and secure disposal of old IT equipment. (L)**
- 16.To consider the purchase of two lockable storage cupboards and a new desk for the Admin & Allotment Manager. (M)**
- 17.To consider providing funding to Elite Kids Coaching for the 2026 Summer Camp. (N)**
- 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). (O)**
- 19.To discuss the gate and ongoing fly-tipping issues at Green Lane and consider possible actions.**
- 20.To review the Parish Council bank account provision and consider the movement of funds and closure of the unused accounts. (P)**
- 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. (Q)**
- 22.To consider installing four hanging baskets on the front exterior of the Village Hall – Councillor C Merrington.**
- 23.To consider the purchase and installation of bat boxes on the Miners Memorial Garden and the Luke Farmer Memorial Garden – Councillor L Taylor.**
- 24.To consider the reimbursement of costs to Councillor C Merrington for the purchase of compost for the flower tubs and fruit trees. (R)**
- 25.Financial Matters**
 - 25.1. To review the updated Parish Council Fixed Asset Register. (S)**
 - 25.2. To review the updated list of Parish Council Contracts. (T)**
 - 25.3. To approve the accounts for payment for March 2026. (U)**
 - 25.4. To receive the list of payments made under Clerk's Delegated Authority since the last meeting. (V)**
 - 25.5. To receive the list of payments made in February 2026. (W)**

- 25.6. To receive the bank reconciliations for Cashbooks 1, 2, 3, 5 and 6 for February 2026. **(X)**

26.Planning

- 26.1. To receive and consider any new planning applications.
26.2. To note any planning decisions received.

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

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.



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MINUTES OF AN ORDINARY MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

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

Present: Councillor P Dainty – Vice-Chair
 Councillor M Hanson
 Councillor C Merrington
 Councillor A Miles
 Councillor H Owen (Item 4 onwards)
 Councillor S Pallett
 Councillor S Spencer
 Councillor L Taylor - Chair

H Senior – Clerk & RFO

Absent: Councillor E Farmer
 Councillor S Hodson
 Councillor B Mears

1. Apologies and Reasons for Absence

1.1. To receive apologies.

RESOLVED: that apologies be received on behalf of Councillor E Farmer.

1.2. To consider approval of the reasons for absence.

RESOLVED: that reasons for absence be approved for Councillor E Farmer.

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.

RESOLVED: that the following declarations be received:

Councillor A Miles

Non-Pecuniary Interest

Item 14 – Donation to the Community Library

Member of Upton & North Elmsall Community Forum

Councillor S Pallett
 Non-Pecuniary Interest
 Item 14 – Donation to the Community Library
 Member of Upton & North Elmsall Community Forum

- 2.2. To consider any applications for dispensation.
 There were no applications for dispensation recorded.

3. Co-Option of a Parish Councillor

- 3.1. To receive short introductions from candidates (maximum total time 5 minutes).
RESOLVED: that the short introductions from candidates for the co-option to the Parish Council be received.
- 3.2. To resolve to take item 3.3 in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.
RESOLVED: that item 3.3 be taken in private in accordance with the Public Bodies (Admission to meetings) Act 1960.
- 3.3. To consider candidates and determine the preferred applicant.
RESOLVED: that candidates be considered and a preferred applicant be determined.
- 3.4. To reconvene the public meeting and vote on the appointment of a councillor by co-option.
RESOLVED: that the public meeting be reconvened and a vote on the appointment of a councillor by co-option be carried out.
- 3.5. If a candidate is appointed, for the successful candidate to sign the Declaration of Acceptance of Office.
RESOLVED: that Helen Owen be appointed as the newly co-opted member of Upton & North Elmsall Parish Council.

Councillor Owen proceeded to sign the Declaration of Acceptance of Office and joined the other members for the remainder of the meeting.

4. Minutes

- 4.1. To receive and sign the draft minutes of an Ordinary Meeting of Upton & North Elmsall Parish Council held on Tuesday 20th January 2026.
RESOLVED: that the minutes of an Ordinary meeting of Upton & North Elmsall Parish Council held on Tuesday 20th January 2026 be received as a true record and signed by the Chair.

- 4.2. To receive the minutes of the Employment & Staffing Committee held on Tuesday 27th January 2026.

RESOLVED: that the minutes of a meeting of the Employment & Staffing Committee held on Tuesday 27th January 2026 be received.

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

Office and Meeting Room Relocation

RESOLVED: that the update on the office and meeting room build and staff relocation be received.

School Street Playground Repairs

RESOLVED: that the update on the School Street playground repairs be received.

It was noted by the Chair that the works had been carried out to a suitable standard, however there were two handles that appeared to be newly damaged but did not cause a health and safety risk at this point.

Members noted that these will need to be replaced in the future.

Health & Safety

RESOLVED: that the update on the Health and Safety and Fire Risk Assessment works be received.

School Street Allotments

RESOLVED: that the update on the School Street Allotment redevelopment be received.

Election – Use of Village Hall

RESOLVED: that the update on the use of the Village Hall by WMDC for the upcoming elections be received.

Re-siting of Boulders

RESOLVED: that the update on the re-siting of the boulders on the Rose Estate Playing Field be received.

gov.uk Email Accounts and Website

RESOLVED: that the new gov.uk email accounts and the bespoke website be received.

PAT Testing

RESOLVED: that the update on the PAT Testing booked for Monday 23rd February 2026 be received.

Live Well Wakefield / Citizens Advice Bureau

RESOLVED: that the update on the use of the Village Hall by Live Well Wakefield be received.

Precept

RESOLVED: that the update on the 2026/27 Precept demand be received.

Photocopier

RESOLVED: that the update on the new Photocopier lease and delivery be received.

A further verbal report from the Clerk was provided, including:

- Interim Internal Audit to take place on Thursday 5th March 2026
- Tree works near the Recreation Ground to now take place during the first week of March 2026 due to the contractor being short staffed
- Notice of Casual Vacancy has been sent to the Elections teams following the cessation of K Wilson's membership to the Parish Council
- WMDC have been contacted regarding the 2026 Christmas tree and lighting provision but no response has been received. The Chair requested this to be chased up.

RESOLVED: that the verbal report be received.

6. To receive verbal updates from Councillors on recent meetings, activities, or matters of interest. For information only.

- Councillor A Miles reported that microphones may be useful at meetings to ensure both members of the Council and the public could be heard.
- Councillor S Spencer provided an update on the History Group's website which was due to go live shortly.
- Councillor S Pallett reported that bicycles and quad bikes were being used on the Recreation Ground and damaging the ground.
- Councillor L Taylor reported that a member of the public had been using the land on the Miners Memorial to occasionally park vehicles.

RESOLVED: that the verbal updates from Councillors be received.

7. Policies and Procedures

7.1. To review and adopt the updated Information and Data Protection Policy.

RESOLVED: that the updated Information and Data Protection policy be reviewed and adopted.

7.2. To review and adopt the updated Publication Scheme.

RESOLVED: that the updated Publication Scheme be reviewed and adopted.

7.3. To review and adopt the IT Policy.

RESOLVED: that the IT Policy be reviewed and adopted.

7.4. To review and adopt the Health and Safety Policy.

RESOLVED: that the Health and Safety Policy be reviewed and adopted.

7.5. To review and approve the updated Village Hall User Agreement.

RESOLVED: that the updated Village Hall User Agreement be reviewed and adopted.

8. To consider a quote from Pegasus Fire for the annual servicing and maintenance of the Village Hall Emergency Lighting.

RESOLVED: that the quote provided by Pegasus Fire to carry out the annual servicing and maintenance of the Village Hall Emergency Lighting be approved at a total cost of £285.00 + VAT.

9. To consider a quote from Integra for the retention of the Internal Auditor for the 2026/27 Financial Year.

RESOLVED: that Alison Cocliff of Integra Yorkshire Ltd be appointed as the Internal Auditor for the 2026/27 financial year at a total cost of £185.00 + VAT per Audit.

10. To consider a quote from T & D Contractors to repair the gate on the Rose Estate Playing Field.

RESOLVED: that the quote provided by T & D Contractors to repair the gate on the Rose Estate Playing Field be approved at a total cost of £180.00 + VAT.

11. To discuss turning the Village Hall container into a habitable space.

Members discussed possible uses of the Village Hall container and various options of the required works.

RESOLVED: that quotes be obtained for both the renovation of the current container and the purchase of a new, purpose-built container, to be brought back to a future meeting for consideration.

12. To consider the purchase of the Rialtas Year End close-down Bronze package.

RESOLVED: that the purchase of the Rialtas Year End close-down Bronze package be approved at a total one-off cost of £980.00 + VAT.

13.To consider a grant application from Friends of the Community.

RESOLVED: that the grant application be approved under the following conditions:

- Total grant to be £2,000 for the 2026/27 period, to be paid in two instalments of £1,000.
- The first instalment to be paid in April 2026, with a further application for the second instalment to be provided to Council in September 2026.
- The second instalment may be withheld if Friends of the Community do not fully comply with the Parish Council's grant award policy during the first instalment period.
- Should the second instalment be approved, this will be paid in October 2026.

14.To consider a donation to the Community Library towards the costs of the OAP Christmas Tea held in December 2025.

Councillors A Miles and S Pallett left the room whilst members considered the donation request.

RESOLVED: that a donation totalling £493.73 to cover the costs of the OAP Christmas Tea 2025 be provided to Upton Community Library.

15.To consider the resubmitted grant application from the Fishing Club, together with additional information submitted following the previous meeting.

Members re-considered Upton Fishing Club's grant application, taking into consideration the new information provided.

RESOLVED: that the original decision is held, and; that the Clerk makes contact with Adam Washington to query whether they have any suitable contacts that may be able to help.

16.To consider options for the disposal or future use of Parish Council power tools that are no longer required.

RESOLVED: that a list of items would be brought to the next meeting and consideration would be given to each item individually.

17.To discuss future arrangements for the Community Garden and Flower Tubs.

RESOLVED: that T & D Contractors would be approached to include the maintenance of the Community Garden as part of their grass cutting contract, and; that ready-to-plant flowers would be purchased from Newstead Nurseries and Adam Washington would be approached to provide a quote for the composting, planting, watering and weeding of the planters.

18.To consider planting trees around the village on Parish Council land.

RESOLVED: that an assortment of 12 fruit trees be purchased from Newstead Nurseries, to be divided equally and planted at the Community Garden and Harewood Lane Allotments.

19.To receive an update on the Old Youth Club Covenant and to consider next steps – Councillor Elaine Farmer.

The Clerk reported a short update on the old Youth Club to members, which was provided by Councillor E Farmer.

Councillor Farmer was not in attendance so was unable to provide members with a comprehensive update.

RESOLVED: that the short update be received and that no further action be taken at this time.

20.To discuss the potential creation of a skate park in the village — Councillor Paul Dainty.

Members discussed the possibility of creating a skate park within the village and the proposal received unanimous support.

RESOLVED: that the Parish Council agrees in principle to the creation of a skate park and; that the Clerk makes contact with WMDC to enquire about the use of District Council land as well as contacting other local authorities that have created a skate park in their own area to gather information on costs and timescales of the project, to be brought to a future meeting for consideration.

21.Financial Matters

21.1. To note the receipt of the VAT Return for Q3 from HMRC, totalling £7,276.29.

RESOLVED: that the receipt of the VAT Return from HMRC for Q3, totalling £7,276.29, be noted.

21.2. To note the rise in cost for the Parish Council Anti-Virus software installed on office computers and employee laptops.

RESOLVED: that a 20% rise in the cost for the Parish Council's Anti-Virus software be noted.

21.3. To approve the accounts for payment for February 2026.

RESOLVED: that the accounts for payment for February, totalling £8,354.01 (£7,264.88 + £1,089.13 VAT) be approved for payment.

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

- 21.4. To receive the list of payments made under Clerks Delegated Authority since the last meeting.

RESOLVED: that the list of payments made under Clerks Delegated Authority since the last meeting totalling £5,133.07 (£4,489.63 + £643.44 VAT) be received.

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

- 21.5. To receive the list of payments made in January 2026.

RESOLVED: that the list of payments made in January 2026 totalling £10,978.41 (£9,844.76 + £1,133.65 VAT) be received.

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

- 21.6. To receive the bank reconciliations for Cashbooks 1, 2, 3, 5 and 6 for January 2026.

RESOLVED: that the signed bank reconciliations for January 2026, showing a cash balance of £22,726.29 (Cashbook 1), £91,525.19 (Cashbook 2), £13.41 (Cashbook 3), £14.64 (Cashbook 5) and £43,781.49 (Cashbook 6), be received.

22.Planning

- 22.1. To receive and consider any new planning applications.

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

App No	Address	Proposal
26/00243/FUL	3 Penarth Avenue Upton Pontefract WF9 1DH	Construction of integral garage to side

- 22.2. To note any planning decisions received.

RESOLVED: that the following planning decisions be noted:

App No	Address	Proposal
25/02295/CPL	Woodend Wrangbrook Road Upton Pontefract	Certificate of lawfulness for the siting of a mobile home for use ancillary to the main dwelling
25/02296/FUL	Woodend Wrangbrook Road Upton Pontefract	Erection of an ancillary annexe

23.To consider sending a response to WMDC on the West Yorkshire Mass Transit Spatial Development Framework Joint Development Plan Document Consultation.

RESOLVED: that no response would be provided by Upton & North Elmsall Parish Council on the West Yorkshire Mass Transit Spatial Development Framework Joint Development Plan Document Consultation.

24.To note that the next meeting of the Parish Council will take place on Tuesday 17th March 2026 at 6:30pm at The Village Hall.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council would be held on Tuesday 17th March 2026 at 6:30pm at the Village Hall.

Accounts Payable
Upton and North Elmsall Parish Council
Feb-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
09.01.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
15.01.2026	T&D Contractors	Extension to Harewood Lane Allotment Car Park	£1,995.00	£399.00	£2,394.00
22.01.2026	Askew Skips	Skip for Village Hall	£237.50	£47.50	£285.00
24.01.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
01.02.2026	Qudo (DRD Communications)	One-off setup charges for new VoIP service	£1.30	£0.26	£1.56
01.02.2026	Tornado Pest Control	Pest Control services	£85.00	£17.00	£102.00
03.02.2026	D3 Office	Office Stationery	£169.28	£33.87	£203.15
04.02.2026	Sutcliffe Play	Installation of Play Equipment & Floor Repair	£2,803.03	£560.61	£3,363.64
06.02.2026	SafetySigns4Less	2 x Safety Stickers	£3.98	£0.80	£4.78
06.02.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
09.02.2026	Euro Digital Systems	Photocopier Charges	£13.05	£2.61	£15.66
09.02.2026	SafetySigns4Less	Accident Book & Holder, Vacant/Occupied Sign	£26.45	£5.29	£31.74
10.02.2026	Man Plumbing and Heating	Annual Gas Service on Convection Heaters (Nov 2025)	£225.00	£0.00	£225.00
14.02.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
16.02.2026	D3 Office	Office Equipment	£95.96	£19.19	£115.15
17.02.2026	Pro Logic	Internet Cables	£15.00	£3.00	£18.00
			£7,264.88	£1,089.13	£8,354.01

Payments Made Under Clerks Delegated Authority

Upton and North Elmsall Parish Council

January - February 2026

DATE	PAYEE	ITEM	NET	VAT	TOTAL
09.01.2026	Smarty	Clerk's Mobile Phone Rolling Contract - First Payment	£10.00	£0.00	£10.00
14.01.2026	Wakefield Website Design	Annual Website Hosting and Maintenance	£220.00	£44.00	£264.00
14.01.2026	SharkNinja Europe Ltd	2 x Spare Hoover Filters	£15.48	£2.40	£17.88
15.01.2026	Rug Doctor	Machine Carpet Cleaner	£23.33	£4.66	£27.99
15.01.2026	Smarty	Admin Manager's Mobile Phone Rolling Contract - First Payment	£10.80	£0.00	£10.80
19.01.2026	UK Health Security Agency	2 x Radon Gas Measurement Detectors	£44.00	£8.80	£52.80
19.01.2026	UK Health Security Agency	Radon Risk Report for Village Hall	£3.90	£0.00	£3.90
20.01.2026	Amazon EU	Toilet Plunger	£17.61	£3.52	£21.13
21.01.2026	D3 Office	Cleaning Supplies	£151.93	£30.40	£182.33
Historic Approval by Council when considering Grant request last year - Also confirmed with Chair verbally prior to day of payment					
21.01.2026	Friends of the Community	Foodbank Grant - Quarter 4 Payment	£500.00	£0.00	£500.00
26.01.2026	Tim Jackson Sheds Ltd	Deposit for Shed purchase, delivery & installation (Stable Block 2)	£153.33	£30.67	£184.00
26.01.2026	T & D Contractors	Removing Spoil from Bottom Car Park bays (Harewood Street Allotment)	£150.00	£30.00	£180.00
26.01.2026	T & D Contractors	Creating a Shed Base (Stable Block 2)	£300.00	£60.00	£360.00
28.01.2026	Wakefield Website Design	Deposit for New Domain & Bespoke Website Work	£1,024.00	£204.80	£1,228.80
Approval given by Council on 20.01.2026 - Also confirmed with Chair on the day of payment					
29.01.2026	Furniture Clinic Ltd	Specialist Wood Floor Mop & Cleaning Solution	£49.57	£9.91	£59.48
29.01.2026	Amazon EU	Electric Cleaning Scrubber	£10.00	£2.00	£12.00
29.01.2026	Amazon - Third Party Seller	50L Black Swing Bin for Kitchen	£24.49	£0.00	£24.49
29.01.2026	Amazon - Third Party Seller	2 x Rolls Heavy Duty Binsbags	£9.20	£1.84	£11.04
29.01.2026	Amazon - Third Party Seller	Pink Stuff Miracle Cleaning Paste	£6.62	£1.33	£7.95
30.01.2026	KDM Joinery	Door Closer and Digilock Fitting, Door Adjustment (New Office)	£115.00	£0.00	£115.00
30.01.2026	Tim Jackson Sheds Ltd	Final Payment for Shed purchase, delivery & installation (Stable Block 2)	£666.67	£133.33	£800.00
Approval given by Allotments Committee on 06.01.2026					
02.02.2026	Amazon EU	3 x Silicone Toilet Brushes	£31.86	£6.36	£38.22
02.02.2026	Amazon - Third Party Seller	Fluorescent Lighting Tube for Meeting Room 2	£17.80	£3.56	£21.36
02.02.2026	Amazon - Third Party Seller	Fluorescent Lighting Starters	£4.99	£0.00	£4.99
03.03.2026	B&Q Ltd - Third Party Seller	2 x Electric Heaters for Meeting Room 1 & New Office	£479.98	£0.00	£479.98
03.03.2026	Rapid Electronics Ltd	TX-STAR Security T25 Screwdriver for Noticeboard	£9.75	£1.95	£11.70
05.05.2026	Amazon EU / Third Party Seller	5 x Clocks for Village Hall, Sink & Drain Plunger	£48.25	£9.65	£57.90
05.05.2026	Amazon EU	1 x Silicone Toilet Brush	£10.08	£2.02	£12.10
09.02.2026	Fire Protection Online	2 x Fire Extinguishers, 2 x Signs, Commission, Installation & Disposal	£153.70	£30.74	£184.44
12.02.2026	KDM Joinery	Installation of 2 electric heaters and 4 x Canvas picture wall hanging	£120.00	£0.00	£120.00
13.02.2026	Amazon - Third Party Seller	6 x Cube Storage Shelving Units for New Office	£84.72	£16.98	£101.70
13.02.2026	Amazon - Third Party Seller	Clock for Main Hall	£9.99	£2.00	£11.99
16.02.2026	Amazon - Third Party Seller	Sticky Labels	£4.34	£0.87	£5.21
17.02.2026	Amazon - Third Party Seller	Floor Cable Protector/Tidy	£8.24	£1.65	£9.89
			£4,489.63	£643.44	£5,133.07

Date: 10/02/2026

Upton & North Elmsall Parish Council

Page: 2

Time: 11:14

Cashbook 1

User: CLERK

Current A/c

For Month No: 10

Payments for Month 10

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>
06/01/2026	Grenke Leasing	DDR	105.81			4041	101	105.81	Photocopier Insurance
06/01/2026	Grenke Leasing	DDR	454.79		75.80	4032	101	378.99	Photocopier Lease
12/01/2026	Euro Digtial Systems	DDR	73.20			4041	101	73.20	Pritning Charges
12/01/2026	Smarty Mobile Network	DDR	10.00			2003	101	10.00	Mobile Airtime
14/01/2026	Scottish Water - Business	DDR	654.55			4105	121	654.55	Water Charges - Harewood Lane
14/01/2026	Scottish Water - Business	DDR	24.93			4105	135	24.93	Water Charges-Memorial Garden
14/01/2026	Wakefield Web Design	DDR	264.00		44.00	4060	101	220.00	Annual Web Hosting
15/01/2026	Scottish Water - Business	DDR	481.28			4105	129	481.28	Water Charges - Stables
15/01/2026	Scottish Water - Business	DDR	151.75			4105	102	151.75	Water Charges - Village Hall
15/01/2026	SharkNinja Europe Ltd	DDR	17.88		2.40	2002	102	15.48	Hoover Filters
15/01/2026	Rug Doctor Ltd	DDR	27.99		4.66	2002	102	23.33	Carpet Cleaner
16/01/2026	Peninsula Services Ltd	DDR	229.63		36.48	2009	101	193.15	HR Services
16/01/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Mobile Airtime
19/01/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H&S Services
20/01/2026	UK Health Security Agency	DDR	3.90			2010	101	3.90	Radon Gas Report
20/01/2026	UK Health Security Agency	DDR	52.80		8.80	2010	101	44.00	Radon Gas Monitors
21/01/2026	Amazon EU S.a.r.L.	DDR	21.13		3.52	2002	102	17.61	Toilet Plunger
21/01/2026	Cllr E Farmer	DDR	30.00			4235	134	30.00	REM SUN - Flowers for RBL Rep
21/01/2026	Cllr L Taylor	DDR	34.40			4155	103	34.40	Ink Cartridge
21/01/2026	Yorks Local Council Assn	DDR	35.00			4010	101	35.00	Finance Training
21/01/2026	Cllr L Taylor	DDR	37.99			4155	103	37.99	Ink Cartridge
21/01/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
21/01/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
21/01/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
21/01/2026	Adam Washington	DDR	160.00			4115	102	160.00	Removal of Christmas Decs
21/01/2026	Pegasus Fire Protection	DDR	179.59		29.94	4113	102	149.65	Fire Extinguisher Maintenance
21/01/2026	D3 Office Group Ltd	DDR	182.33		30.40	2002	102	151.93	Cleaning Supplies
21/01/2026	ADT Fire and Security	DDR	439.57		73.26	4110	102	366.31	Annual Fire Alarm Maintenance
21/01/2026	Friends of the Community	DDR	500.00			4190	110	500.00	Grant Payment - Q4
21/01/2026	Sutcliffe Play	DDR	941.53		156.93	4120	136	784.60	Purchase of Equipment
26/01/2026	T & D Contractors	DDR	180.00		30.00	4024	120	150.00	Spoil Removal - Parking Bays
26/01/2026	T & D Contractors	DDR	360.00		60.00	4113	130	300.00	Shed Base - Top Stables
26/01/2026	TJ Sheds & Summerhouses	DDR	184.00		30.67	4113	130	153.33	Deposit - Shed Stable Block 2

Continued on Page 3

Payments for Month 10				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>
Block 2									
27/01/2026	British Gas Business	DDR	511.16		85.19	4108	102	425.97	Village Hall Gas Charges
28/01/2026	Pro Logic Computers (UK) Ltd	DDR	176.16		29.36	4042	101	146.80	IT Support
28/01/2026	Wakefield Web Design	DDR	1,228.80		204.80	4060	101	1,024.00	Deposit - New Domain & Website
29/01/2026	Amazon EU S.a.r.L.	DDR	12.00		2.00	4099	102	10.00	Eelectric Scrubber Kit
29/01/2026	Authentique Traders Ltd	DDR	11.04		1.84	2002	102	9.20	Bin Bags
29/01/2026	Blockchainomatic Limited	DDR	24.49			4099	102	24.49	Swing Bin
29/01/2026	Nuvo Trading Solutions Ltd	DDR	7.95		1.33	2002	102	6.62	Cleaning Paste
29/01/2026	Furniture Clinic Limited	DDR	59.48		9.91	2002	102	12.28	Wood Floor Cleaner
						4099	102	37.29	Wood Floor Mop Kit
30/01/2026	Utility Warehouse	DDR	117.97		19.26	4040	101	98.71	Phone & Broadband
30/01/2026	KDM Joinery	DDR	115.00			4115	102	115.00	Office Door Works
30/01/2026	TJ Sheds & Summerhouses	DDR	800.00		133.33	4113	130	666.67	Shed - Stable Block 2
Total Payments for Month			10,978.41	0.00	1,133.65			9,844.76	
Balance Carried Fwd			22,726.29						
Cashbook Totals			33,704.70	0.00	1,133.65			32,571.05	

UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 17th March 2026

CLERK'S UPDATE REPORT ON MATTERS PREVIOUSLY DISCUSSED

PAT Testing

PAT testing has been carried out and all tested items were found to be satisfactory. A certificate of completion has been received and the next re-test is due in February 2027.

Live Well Wakefield

Live Well Wakefield have gratefully accepted the use of Meeting Room 1 on the first and third Friday of each month from 10:00am to 12:00pm.

The sessions will begin on Friday 20th March 2026. This will allow those attending the Foodbank on the same day the opportunity to access the drop-in session before leaving the building. In addition, those attending Citizens Advice on the Wednesday can be informed of the Live Well Wakefield drop-in session later in the week.

Internet, Phone & Photocopier

The new fibre internet connection and wireless phone system have now been installed, and the new photocopier has been connected to the network.

The cancellation of the old broadband and phone lines is currently in progress. Once this has been completed, the new office connection set-up will be fully operational.

School Street Allotment Redevelopment

Sourcing quotes for the asbestos removal has proven difficult, and the redevelopment works are therefore currently on hold.

This will remain a priority for the Clerk and Admin & Allotment Manager over the next month, with the aim of bringing quotes to the next meeting of Council.

Tree Management at the Recreation Ground

The contractor has recently experienced staffing issues and has therefore had to postpone the works. The job requires at least three qualified personnel, including the contractor, and due to illness and welfare issues they have not yet been able to secure sufficient staff to carry out the work safely.

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.

The contractor remains in regular contact with the Clerk regarding this matter, and members will be notified once a new date for the works has been arranged.

Skate Park

An email was sent to Wakefield Council Customer Services on 19th February 2026 regarding the potential use of Wakefield Council land.

A response was received on 25th February 2026 from Parks and Green Spaces requesting a map showing the precise location of the land, as this would determine which department would deal with the request.

A marked-up map was provided on 2nd March 2026, and the Clerk is currently awaiting a further response.

Christmas Tree & Lighting Provision

A follow-up email was sent to Wakefield Council on 19th February 2026. No response has yet been received.

The invoice for the 2025 Christmas tree was received by the Parish Council on 12th March 2025, so it is hoped that Wakefield Council are currently compiling their schedules and costings and will be in contact shortly.

It is the Clerk's intention to ensure that, at a minimum, three 14ft trees, along with lighting and electrical pods where required, are booked for 2026.

Village Hall Container

Due to current workload priorities, quotes for the modification of the container have not yet been sourced. These will be brought to a future meeting of Council.

Microphones

Due to current workload priorities, quotes for the purchase of microphones for use during Council meetings have not yet been sourced. These will be brought to a future meeting of Council.

UPTON & NORTH ELMSALL PARISH COUNCIL DATA RETENTION & DISPOSAL POLICY

1. Introduction

Upton & North Elmsall Parish Council recognises that the efficient management of its records is necessary to comply with legal and regulatory obligations and to support effective governance.

This policy sets out how long records should be retained and the procedures for their secure disposal when they are no longer required.

The policy applies to all records held by the Council, whether in paper or electronic format, and includes records created internally or received from external sources.

Appropriate retention of records ensures the Council can:

- Meet statutory obligations
- Support transparency and accountability
- Comply with audit requirements
- Respond to Freedom of Information and Subject Access Requests
- Protect the Council in the event of legal claims

Where possible, records should be stored electronically; however, the same retention periods apply regardless of format.

2. Legislative and Regulatory Framework

This policy is informed by the following legislation and guidance:

- Local Government Act 1972
- Data Protection Act 2018 and UK GDPR
- Freedom of Information Act 2000
- Limitation Act 1980
- Employers' Liability (Compulsory Insurance) Regulations 1998
- NALC guidance on Local Council Documents and Records

Some records must be retained longer due to legal limitation periods or statutory requirements.

3. Responsibilities

The Clerk to the Council is responsible for:

- Ensuring records are stored securely
- Ensuring records are retained only as long as necessary
- Maintaining an organised filing system
- Ensuring confidential records are disposed of securely

Councillors and staff must ensure records created or received during council business are handled in accordance with this policy.

4. Storage of Records

Records may be stored:

- Electronically (cloud storage, secure council systems)
- In paper format within council offices
- In secure archival storage where necessary

Documents of historical importance may be offered to the county record office or archives where appropriate.

5. Disposal of Records

Records that have reached the end of their retention period must be disposed of securely.

Approved methods include:

- Confidential shredding of paper records
- Permanent deletion of electronic files
- Secure destruction by an authorised contractor

Care must be taken when disposing of records that contain personal or sensitive data.

Where litigation, investigation, audit or insurance matters are ongoing, relevant records must not be destroyed until the matter has concluded.

6. Retention Schedule

The following retention periods are based on recommended minimum periods for parish and town councils.

Governance Documents

Document	Retention Period	Notes
Council Minutes	Permanent	Signed minutes are the legal record of council decisions
Agenda papers	6 years	May be retained longer with minutes
Minute books	Permanent	Includes committee minutes
Standing Orders	Until superseded + 6 years	
Financial Regulations	Until superseded + 6 years	
Policies and procedures	Until superseded + 6 years	
Councillor registers of interests	Until superseded + 6 years	Often also held by the principal authority
Declaration of acceptance of office	Term of office + 6 years	
Councillor training records	Term of office + 6 years	

Document	Retention Period	Notes
Council election notices	1 year	
Election results notices	Permanent	

Financial Records

Document	Retention Period	Notes
Annual accounts	Permanent	Includes accounting statements
Annual Return / AGAR	Permanent	
Budget papers	6 years	
Cashbooks	Permanent	
Bank statements	6 years	
Bank reconciliation records	6 years	
Paid invoices	6 years	
Receipts	6 years	
VAT records	6 years	Required by HMRC
Payroll records	6 years	
PAYE records	6 years	
Pension records	12 years	
Grant applications (awarded)	6 years	
Grant applications (unsuccessful)	2 years	
Grant monitoring records	6 years	
Precept documentation	6 years	

Contracts, Land & Property

Document	Retention Period	Notes
Title deeds	Permanent	
Leases	Permanent	
Land registry documents	Permanent	
Contracts	6 years after expiry	Limitation Act
Tender documentation	6 years	
Specifications	6 years	
Maintenance contracts	6 years after expiry	
Service agreements	6 years after expiry	
Property inspection reports	6 years	
Asset register	Permanent	Updated annually
Asset valuations	6 years	

Planning Matters

Document	Retention Period	Notes
Planning applications	6 years	
Planning consultation responses	6 years	
Planning enforcement correspondence	6 years	
Neighbourhood plan documents	Permanent	If applicable

Employment Records

Document	Retention Period	Notes
Personnel files	6 years after employment ends	
Contracts of employment	6 years after employment ends	
Job descriptions	Until superseded + 6 years	
Recruitment records (successful applicants)	Duration of employment + 6 years	
Recruitment records (unsuccessful applicants)	6 months	Data protection
Disciplinary records	6 years after case closure	
Grievance records	6 years after case closure	
Staff training records	Duration of employment + 6 years	
Timesheets	6 years	
Absence records	3 years	
Health surveillance records	40 years	Where applicable

Insurance & Risk Management

Document	Retention Period	Notes
Insurance policies	Duration of policy + 6 years	
Employers liability insurance certificates	40 years	Legal requirement
Public liability insurance documents	6 years	

Document	Retention Period	Notes
Insurance claims	6 years after settlement	
Risk assessments	Current + 3 years	
Fire risk assessments	Current + 3 years	
Accident books	3 years	If involving children: until age 21

Health & Safety

Document	Retention Period	Notes
Accident reports	3 years	
Health & safety policies	Until superseded + 6 years	
Fire safety inspection reports	3 years	
Equipment inspection records	6 years	
Playground inspection reports	6 years	Often kept longer

Complaints & Legal Matters

Document	Retention Period	Notes
Complaints records	6 years	
Legal correspondence	6 years after closure	
Litigation records	6 years after case closure	
Data protection requests	3 years	Subject access requests

Correspondence & Communications

Document	Retention Period	Notes
Routine correspondence	As long as relevant	
Complaints correspondence	6 years	
Significant correspondence	6 years	
Press releases	2 years	
Public consultation responses	1 year	
Parish newsletters	Permanent (optional archive)	

Miscellaneous

Document	Retention Period	Notes
CCTV footage	30 days (unless required for investigation)	
Freedom of Information requests	3 years	
Data breach records	6 years	
Community event records	2 years	Unless historically important

Retention periods should be treated as minimum requirements, and records may be retained longer if necessary for legal or operational reasons.

7. Electronic Records

Electronic records must:

- Be stored securely
- Be backed up regularly
- Follow the same retention periods as paper records
- Be permanently deleted when no longer required

Electronic signatures are acceptable where permitted by law.

8. Archiving

Records of historical value may be retained permanently or transferred to a local archive or county record office where appropriate.

The Council may retain records relating to:

- Significant council decisions
- Community events
- Historical parish information

9. Review of this Policy

This policy will be reviewed every three years or earlier if legislation or guidance changes.

UPTON & NORTH ELMSALL PARISH COUNCIL DATA AUDIT & INFORMATION ASSET REGISTER

1. Purpose of this Document

This Data Audit and Information Asset Register identifies all personal data processed by Upton & North Elmsall Parish Council, including:

- What information is held.
- Why it is held.
- Where it is stored.
- Who has access.
- How it is protected.
- How long it is retained.

This document demonstrates compliance with:

- UK GDPR.
- Data Protection Act 2018.
- Freedom of Information Act 2000.
- Local Government transparency requirements.

It supports the Council's:

- Data Protection Policy.
- Privacy Notices.
- Data Retention and Disposal Policy.
- Information Security practices.

2. Types of Personal Data Processed

The Parish Council processes only limited personal data necessary to carry out its statutory functions.

Typical data includes:

- Names.
- Postal addresses.
- Email addresses.

- Telephone numbers.
- Employment details.
- Financial details for payments.
- Correspondence.

The Council does not normally process special category data, except where necessary for employment or legal obligations.

3. Information Asset Register

Governance and Meetings

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Council Minutes	Names of councillors / Residents speaking	Record decisions	Legal obligation	Council computers / OneDrive / website / Paper archives	Clerk / Admin Manager / Councillors	Permanent	Password protected systems	Low
Agendas and reports	Names and contact details occasionally included	Meeting administration	Legal obligation / Public task	Council computers / OneDrive / website / Paper archives	Clerk / Admin Manager	Permanent record	Password protected systems / Controlled editing rights	Low
Register of Interests	Councillor financial interests	Transparency and compliance	Legal obligation	Website / District Council website / Paper archives	Public	Duration of office	Statutory publication	Low

Councillors

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Councillor contact details	Name / Email	Public contact	Public task	Website / Contact lists	Public	During term	Official council emails	Low
Co-option applications	Personal statements / Contact details	Selection process	Public task	Paper archives	Clerk / Council	6 months after decision	Secure storage	Low

Staffing

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Personnel records	Address / NI number / Employment history	Manage employment	Legal obligation / Contract	Secure digital files	Clerk / Chair	6 years after employment	Password protected / Secure storage	Medium
Payroll data	Bank details / Salary	Pay employees	Legal obligation	Accounting software	Clerk / Bank signatories	6 years	Secure banking system	Medium
Recruitment records	CVs / Applications	Recruitment process	Legitimate interest	Paper archives	Clerk	6 months	Secure storage	Low

Finance and Procurement

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Supplier records	Names / Contact details / Bank details	Payment for services	Contract	Accounting system / Bank / Paper archives	Clerk / Admin Manager	6 years	Banking security controls	Medium

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Invoices	Supplier information	Financial records	Legal obligation	Accounting software / Digital files / Paper archives	Clerk / Admin Manager / Auditors	6 years	Restricted access	Low
Grant applications	Contact details / Organisational information	Assess funding requests	Public task	Digital files / Paper archives	Clerk / Councillors	7 years if awarded	Secure storage	Low

Correspondence and Casework

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Resident enquiries	Names / Contact details	Respond to queries	Public task	Email / Paper archives	Clerk / Admin Manager	6 months after resolution	Official email accounts	Low
Complaints	Personal details	Investigate complaints	Public task	Secure files	Clerk / Council	6 years	Restricted access	Medium

Community Services

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Village Hall bookings	Contact details	Manage bookings	Contract	Digital booking records / Paper archives	Clerk / Admin Manager	1 year after booking completion	Secure files	Low
Allotment tenancy agreements	Names / Addresses / Signatures	Manage allotments	Contract	Secure digital files / Secure paper archives	Clerk / Admin Manager	Tenancy period + 6 years	Password protection / Secure storage	Low

Information Asset	Data Held	Purpose	Legal Basis	Storage Location	Access	Retention	Security Controls	Risk Level
Allotment waiting list	Contact details	Allocate plots	Legitimate interest	Electronic records / Paper archives	Clerk / Admin Manager	Until allocated or removed	Password protection / Secure storage	Low

Digital Systems

System	Data Held	Purpose	Storage Location	Access	Security Controls
Council email accounts	Names / Email addresses	Communication	Cloud email server	Staff / Councillors	Two-factor authentication where possible
Accounting software	Supplier / Financial data	Financial management	Secure application	Clerk	Password protected
Council website	Published contact details	Public transparency	Web hosting provider	Clerk	Managed admin access
Cloud storage (OneDrive etc.)	Council documents	File storage	Secure cloud platform	Clerk	Controlled permissions

4. Data Security Measures

The Council protects personal data using appropriate technical and organisational measures including:

- password protected devices
- restricted access to council files
- official council email accounts for council business
- secure cloud storage
- encrypted financial systems
- regular deletion of unnecessary information

Paper documents containing personal data are stored securely and disposed of using confidential waste procedures.

5. Data Sharing

Personal data may occasionally be shared with:

- internal and external auditors
- Wakefield Metropolitan District Council
- HMRC or pension providers
- law enforcement where legally required

Data is never shared for commercial purposes.

6. Risk Assessment

The Council processes primarily low-risk personal data such as contact information.

Where higher risk processing occurs (for example employment records or financial data), additional safeguards are applied.

Where required, the Council will complete a Data Protection Impact Assessment (DPIA).

7. Data Breach Procedure

If a personal data breach occurs the Council will:

- Assess the breach immediately
- Record the breach internally
- Notify the Information Commissioner's Office within 72 hours where required
- Inform affected individuals if necessary

8. Review

This document will be reviewed:

- Annually
- when new services are introduced
- when new data processing activities occur

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

Tuesday 17th March 2026

IT EQUIPMENT DISPOSAL

Purpose of Report

To seek Council approval to arrange for the secure disposal of redundant IT equipment.

Background

Following recent changes to the IT setup within the Village Hall, there are two computers that are no longer required. In addition, one monitor and two printers have also become surplus to requirements.

As these devices may still contain data, they must be disposed of securely and responsibly.

The Council's IT provider, Pro Logic, has confirmed that they can carry out the secure disposal of the equipment and ensure that any data is appropriately handled prior to recycling.

Financial Implications

Pro Logic have provided the following quotation:

- Secure disposal of two PCs - £24.00 + VAT
- One monitor and two printers will be collected and recycled at no additional cost.

Total cost: £24.00 + VAT

Recommendation

Members are asked to approve the quotation from Pro Logic to securely dispose of the redundant IT equipment at a cost of £24.00 + VAT, with the monitor and printers to be recycled at no additional charge.

UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
 Tuesday 17th March 2026

REVIEW OF PARISH COUNCIL BANK ACCOUNT PROVISION

Purpose of Report

To review the Parish Council's current banking arrangements with Barclays and to consider the rationalisation of unused accounts.

Current Banking Arrangements

The Parish Council currently holds six bank accounts with Barclays, consisting of:

- Two Current Accounts
- Four Premium (savings) Accounts

A summary of the accounts and their current balances is set out below.

Account Type	Purpose	Current Balance	Status
Current Account	Main operational account used for payments	£42,495.09	Active
Current Account	Used for receiving income (e.g. rents, hires, etc.)	£5,334.14	Active
Premium Account	Unused	£0.00	Not required
Premium Account	Unused	£14.68	Not required
Premium Account	Unused	£13.44	Not required
Premium Account (Base Rate Tracker)	Holds the Council's General Reserves	£91,756.89	Required

Current Account Arrangements

At present, the Council operates two current accounts:

- One account used for outgoing payments
- One account used for incoming funds, including Village Hall hire, allotment rents, and other income.

In the longer term, it would be preferable to operate a single current account for both incoming and outgoing transactions, which would simplify administration.

However, it is recommended that both current accounts remain open for the time being to allow sufficient time to notify:

- Village Hall hirers
- Allotment tenants
- Wakefield MDC (for precept payments)
- Any other organisations or individuals with standing orders or regular payments

This will ensure that all payment instructions can be updated in an orderly manner before any account closure takes place.

Premium (Savings) Accounts

Of the four Premium Accounts currently held:

- Three accounts are no longer required and hold either no balance or only nominal amounts.
- One account is actively used as the Base Rate Tracker Account, which currently holds the Council's General Reserves.

It is therefore proposed that:

- The balances of £14.68 and £13.44 are transferred to the Base Rate Tracker account.
- The following accounts are then closed:
 - Premium Account (£0.00 balance)
 - Premium Account (£14.68 balance)
 - Premium Account (£13.44 balance)

The Base Rate Tracker Account (£91,756.89) would remain open and continue to be used for holding reserves.

Proposed Banking Structure

Following these changes, the Parish Council would retain three accounts:

Account	Purpose
Current Account	Main operational account for payments
Current Account	Temporary account for receipt of rents and hire income (to be reviewed in future)
Premium Account (Base Rate Tracker)	Holding the Council's General Reserves

This would simplify the Council's banking arrangements while ensuring that operational needs continue to be met.

Recommendation

Members are asked to consider and approve:

- The transfer of funds from the two unused Premium Accounts (£14.68 and £13.44) into the Base Rate Tracker Account.
- The closure of the three unused Premium Accounts.
- The retention of the two current accounts for the time being, with a view to consolidating to a single account in the future once all payment instructions have been updated.

UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 17th March 2026

REINSTATEMENT OF TWO-PERSON AUTHORISATION FOR ONLINE BANKING

1. Purpose of the Report

To seek Council approval to reinstate the two-person authorisation requirement for online banking payments, replacing the current single-person authorisation arrangement.

2. Background

Until January 2026, the Council operated a two-person authorisation process for online banking payments. Under this arrangement:

- An authorised signatory (Councillor) would set up payments through the online banking system.
- A second authorised signatory (Councillor) would log in separately to approve the payments.

When the Clerk was added to the Council's banking mandate in January 2026, the online banking authorisation settings were updated. As part of this process, the payment authorisation requirement was changed to single-person authorisation.

3. Governance and Internal Control Considerations

Best practice for local councils requires strong internal financial controls, including separation of duties where possible.

The current single-person authorisation process creates a situation where:

- One individual can set up and approve payments.
- There is no secondary verification before funds leave the Council's account.

This arrangement presents an increased governance risk and is not considered best practice within the local government sector.

Model Financial Regulations published by the National Association of Local Councils recommend that:

- Electronic payments should be verified and authorised by two members.
- Internal controls should ensure no single person has sole control over payments.

Additionally, the Council's Internal Auditor has highlighted this issue, recommending that the Council reinstate the dual authorisation process.

4. Financial Implications

None. This change relates solely to internal financial control procedures.

5. Risk Implications

Reinstating dual authorisation will:

- Strengthen the Council's internal financial controls.
- Reduce the risk of error, misuse, or unauthorised payments.
- Ensure compliance with best practice governance standards.

6. Clerk/RFO Professional Advice

As the Council's Responsible Financial Officer, the Clerk has a professional duty to ensure that the Council operates in accordance with appropriate financial governance standards.

The Clerk therefore advises Council that:

- The current single-authorisation arrangement does not provide adequate internal financial control.
- It places both the Council and the Clerk at unnecessary risk.
- Reinstating the two-person authorisation process would restore appropriate financial safeguards and align with recognised best practice.

7. Proposed Process

If approved, the process would operate as follows:

- The Clerk/RFO will continue to prepare and set up payments following Council approval of the invoices for payment schedule.
- A second authorised signatory (Councillor) will log in to the banking system to approve the payments.
- Payments will only be released once both steps have been completed.

This system ensures that no payment can be made without two authorised individuals being involved.

8. Recommendation

Council is recommended to resolve that:

The Council reinstates the two-person authorisation requirement for all online banking payments, and that the bank mandate be amended accordingly to ensure payments require approval from two authorised users.

UPTON & NORTH ELSALL PARISH COUNCIL

FIXED ASSET REGISTER

LAST UPDATED: 09/03/2026

Asset ID	Acquisition Date	Asset	Category	Location	Purchase Cost	Asset Value	Notes	Disposal Date	Disposal Value
A001	Unknown	Village Hall Interior Contents	Furniture / Fixtures	Village Hall		£25,500.00	Kitchen fixtures, IT equipment, Tables, Chairs, etc		
A002	Unknown	Recreation Field (5.93 acres)	Land	Just off Waggon Lane		£59,300.00	Council is trustee of the charitable open space		
A003	Unknown	War Memorial	Memorials / Heritage	Wrangbrook Road		£1.00	Part of combined memorial assets		
A004	31-Dec-1966	Rose Estate Playing Field (11 acres)	Assets	Rear of Rose Estate	£1,670.00	£114,500.00	Land asset		
A005	02-Jul-1976	Hill Estate Land	Land	Hill Estate	£0.00	£0.00			
A006	20-Mar-1986	Miners Memorial & Garden	Memorials / Heritage	Waggon Lane / High Street	£1.00	£845.00			
A007	11-May-1987	Village Hall	Assets	Harewood Lane	£16,500.00	£86,598.00			
A008	20-Dec-1989	Harewood Lane Pit Tip Land	Buildings / Structures	Rear of Harewood Lane	£2,500.00	£100,000.00			
A009	1990	Club House (Rugby Club building)	Land	Quarry Lane Sports Field	£1.00	£1.00	Structure located on Council land		
A010	03-Dec-1991	Quarry Lane Sports Ground (7.08 acres)	Buildings / Structures	Quarry Lane	£5,000.00	£125,000.00			
A011	27-Aug-1992	School Street Grassed Area (3.71 acres)	Land	Strickland Rd / Malton Rd / School St	£2,500.00	£12,500.00			
A012	2000	Upton Stones (4)	Memorials / Heritage	Various locations		£1.00	Combined asset		
A013	2000	Metal Container	Assets	Harewood Lane Allotment	£1,500.00	£1,500.00			
A014	2008	North Elmsall Stone	Buildings / Structures	North Elmsall	£600.00	£5,463.64			
A015	01-Apr-2009	School Street Allotment Site	Memorials / Heritage	School Street	£1.00	£1.00	Approx 3380 sq m		
A016	01-Apr-2009	Harewood Lane Allotment Site	Assets	Harewood Lane	£1.00	£51,000.00	Approx 4335 sq m		
A017	2009	Metal Fencing - School Street Green	Land	School Street Green	£25,000.00	£25,000.00			
A018	2009	Metal Fencing - Rose Estate	Infrastructure	Rose Estate Playing Field	£20,000.00	£20,000.00			
A019	2009	Metal Fencing - School Street Allotments	Infrastructure	School Street Allotments	£16,000.00	£16,000.00			
A020	2009	Metal Fencing - Harewood Lane Allotments	Infrastructure	Harewood Lane Allotments	£50,000.00	£50,000.00			
A021	2009	Metal Fencing - Stable Blocks	Infrastructure	Stable Blocks 1 & 2	£10,000.00	£10,000.00			
A022	Feb-2012	Play Equipment	Play / Recreation	Rose Estate Playing Field	£45,000.00	£45,000.00	Funded equipment		
A023	2012	Petrol Rotavator	Equipment	Harewood Lane Allotment	£150.00	£0.00	Not fit for use		
A024	2014	Stables & Tack Room	Grounds Maintenance	Harewood Lane Allotment Site	£12,500.00	£12,875.00			
A025	2014	30ft Metal Container	Buildings / Structures	Village Hall	£4,500.00	£4,500.00			
A026	2014	Memorial Gardens (leased) & Fixtures	Memorials / Heritage	Waggon Lane		£1,545.00	Land leased from WMDC - Fixtures owned by PC		
A027	2014-2015	Metal Seats (8)	Assets	Street Furniture		£9,500.28	Combined seat assets		
A028	2015	Petrol Strimmer	Grounds Maintenance	Various locations					
A029	2015	Flag Poles (2)	Equipment	Village Hall	£350.00	£350.00			
A030	Aug-2016	Metal Seats (replacement)	Infrastructure	War Memorial / Memorial Garden	£1,200.00	£1,200.00			
A031	2016	10ft Metal Container	Street Furniture	Miners Memorial / Allotment Site	£450.00	£450.00	Old seats relocated		
A032	2016	Defibrillators (5)	Buildings / Structures	Harewood Lane Allotment Site	£1,500.00	£1,500.00			
A033	2016	Stables (6)	Infrastructure	Various locations	£7,500.00	£7,500.00	Village Hall, Upton Arms, Brookside Garage, Minsthorpe Academy, Crows Nest		
A034	2018	Books / Computers / Children's Equipment	Buildings / Structures	Harewood Lane Allotment Site	£11,000.00	£11,000.00			
			IT / Electronic Equipment	Book Exchange, Village Hall	£5,000.00	£4,000.00			

A035	2019	Community Garden / Eco Allotment	Land	Harewood Lane	£4,000.00	£4,000.00	Raised beds, wildlife pond, structures		
A036	2019	Benches (4) & Picnic Bench	Street Furniture	School Street Green	£10,030.00	£10,030.00			
A037	2019	Dog/Litter Bins (4)	Street Furniture	School Street Green	£900.00	£900.00			
A038	2019	Dog/Litter Bins (2)	Street Furniture	Recreation Ground / Waggon Lane	£700.00	£700.00			
A039	2019	Dog/Litter Bins (4)	Street Furniture	Rose Estate Playing Field	£1,100.00	£1,100.00			
A040	2019	Dog/Litter Bin	Street Furniture	High Street	£200.00	£200.00			
A041	2022	Container & Poly Tunnel	Buildings / Structures	Community Garden	£6,000.00	£6,000.00	Tools and equipment		
			Grounds Maintenance						
A042	2022	Ride-on Mower	Equipment	Harewood Lane Allotment	£3,500.00	£3,500.00			
A043	2023	Small Works Van	Vehicles	Village Hall	£7,000.00	£0.00	Vehicle disposed	2025	£5,050.00
A044	2023	Whiskey Barrel Planters (68)	Street Furniture	Various locations	£2,640.00	£2,640.00			
A045	2024	20ft Containers (2)	Buildings / Structures	Community Garden	£8,000.00	£8,000.00			
			Grounds Maintenance						
A046	2024	Wood Shredding Machine	Equipment	Various locations	£1,500.00	£0.00	Disposed	Apr-2025	£0.00
A047	2024	Summerhouse added to Eco Allotment	Buildings / Structures	Harewood Lane	£1.00	£3,000.00	Improvement to garden		
			Play / Recreation						
A048	May-2024	Additional Play Equipment	Equipment	Rose Estate Playing Field	£70,216.00	£70,216.00			
A049	Jul-2024	Gazebo 3x3	Buildings / Structures	Stored by Cllr L Taylor	£180.00	£180.00			
			Play / Recreation						
A050	Aug-2024	Outdoor Exercise Equipment	Equipment	Rose Estate Playing Field	£13,500.00	£13,500.00			
A051	Aug-2024	Palisade Fencing	Infrastructure	Rose Estate Playing Field	£16,535.00	£16,535.00			
A052	Aug-2024	Pit Foot Showers (2)	Infrastructure	Community Garden	£1,500.00	£1,500.00			
A053	Sep-2024	Large Pit Tubs (2)	Street Furniture	Miners Memorial Garden	£4,000.00	£4,000.00			
			Play / Recreation						
A054	May-2025	Outdoor Exercise Equipment	Equipment	School Street Playing Field	£10,513.00	£10,513.00			
			Play / Recreation						
A055	Jan-2025	Goal Posts (12x6)	Equipment	Rose Estate Playing Field	£1,240.00	£1,240.00			
			Grounds Maintenance						
A056	May-2025	Lawn Mower & Strimmer	Equipment	Eco Allotment	£500.00	£500.00			
			Play / Recreation						
A057	Jun-2025	Goal Posts (12x6)	Equipment	School Street Green	£1,340.00	£1,340.00			
A058	Sep-2025	CCTV Package (15 cameras)	IT / Electronic Equipment	Village Hall	£1,995.00	£1,995.00			
			Grounds Maintenance						
A059	Oct-2025	Hand Tools & Toolbox	Equipment	Village Hall	£127.50	£127.50			
A060	Nov-2025	Portable PA System	IT / Electronic Equipment	Village Hall	£309.98	£309.98			
			IT / Electronic Equipment						
A061	Nov-2025	Work Mobile Phone	IT / Electronic Equipment	Village Hall / Clerk Home	£65.30	£65.30			
A062	Dec-2025	Christmas Tree Chamber	Infrastructure	Outside Village Hall	£47.16	£47.16			
			IT / Electronic Equipment						
A063	2026	Work Laptops (4)	Village Hall / Employee & Cllr Homes	£2,600.00	£2,600.00				
A064	Jan-2026	Shed	Buildings / Structures	Stables	£820.00	£820.00			
A065	Feb-2026	Portable Heaters (2)	Furniture / Fixtures	Village Hall	£399.98	£399.98			
A066	Feb-2026	Shelving Units (6)	Furniture / Fixtures	Village Hall	£84.72	£84.72			
			Community Garden / Harewood Allotments						
A067	Feb-2026	Fruit Trees (12)	Environmental Assets	Allotments	£300.00	£300.00			

TOTAL ASSET VALUE

£412,268.64 £968,974.56

**UPTON & NORTH ELMSALL PARISH COUNCIL
CONTRACT PROCUREMENT LIST**

LAST UPDATED: March 2026

Supplier	Purpose of Contract	Annual NET value	Start Date	Term of Contract	End / Review Date	Notes
Adam Washington	Waste Bins & Watering / Tree works / Groundwork (Various)	£2,160.00 / Various / Various	May-25	Annual	Apr-26	
ADT Security	Alarms, Security	£1,314.93	Apr-13	Rolling	Apr-27	
British Gas	Gas Charges	Various	Oct-17	Rolling	Apr-27	
Creative Pensions	Pension Administration	£324.00	Dec-16	Rolling	Dec-26	
DRD Communications	Phone / Broadband	£582.48	Jan-26	Contract	Jan-27	
E.On	Electric Charges	Various	Sep-20	Rolling	Apr-27	
Euro Digital Solutions / Grenke	Photocopier Charges & Lease	£2,115.96	Dec-25	Lease	Dec-26	
Integra Accounting	Payroll	£462.00	Dec-25	Annual	Dec-26	
Pegasus Fire	Fire Extinguishers, Emergency Lighting	£434.65	Dec-25	Rolling	Dec-25	
Peninsula	HR & H&S services	£4,216.08	Jul-25	Contract	Jul-30	
PHS Group	Hygiene bins	£1,013.95	Dec-25	Rolling	Dec-26	
Pro Logic Computers	Computer software / Email accounts / Backups / Equipment	£1,779.00	Apr-25	Rolling	Apr-26	
Scottish Water	Water Charges	Various	Aug-23	Rolling	Apr-27	
Simply Auto Enrolment (Via Integra)	Staff Pension Enrolment	£240.00	Dec-25	Rolling	Dec-26	
Smarty	Mobile Data Network	£237.60	Jan-26	Rolling	Jan-27	
T & D Contractors	Grass Cutting / Groundwork / Roadworks / Demolitions (Various)	£11,700.00 / Various / Various / Various	Apr-25	Contract	Apr-26	
Tornado Pest Control	Pest control maintenance on allotments	£1,020.00	Apr-25	Rolling	Apr-26	
Wakefield Website Design	Website / Domain	£334.00	Jan-26	Rolling	Jan-27	
WMDC	Waste services / Play equipment inspections	£1,020.10	Apr-26	Service	Apr-27	
Zurich	Council Insurance	£3,453.05	Jun-25	Annual	Jun-26	

This register records the Council's ongoing service contracts and procurement arrangements. It is reviewed annually by the Clerk and reported to Council as required.

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
			£23,116.80	£4,209.47	£27,326.27

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	
			£515.28	£13.05	£528.33	

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	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	

Date:03/03/2026

Upton & North Elmsall Parish Council

Page 1

Time: 11:49

**Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		26,681.12
			<u>26,681.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,681.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,681.12
		Balance per Cash Book is :-	26,681.12
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 2 - Base RateTracker A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Rate Tracker	28/02/2026		91,525.19
			91,525.19
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			91,525.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			91,525.19
		Balance per Cash Book is :-	91,525.19
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:03/03/2026

Upton & North Elmsall Parish Council

Page 1

Time: 11:44

**Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		13.41
			13.41
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			13.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			13.41
		Balance per Cash Book is :-	13.41
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:03/03/2026

Upton & North Elmsall Parish Council

Page 1

Time: 11:45

**Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		14.64
			14.64
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			14.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			14.64
		Balance per Cash Book is :-	14.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:03/03/2026

Upton & North Elmsall Parish Council

Page 1

Time: 11:47

**Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		25,342.64
			25,342.64
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			25,342.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			25,342.64
		Balance per Cash Book is :-	25,342.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate