

# Winteringham Parish Council

Minutes of the Annual Parish Council meeting held on Tuesday 7<sup>th</sup> May 2024 at  
7.30pm at Winteringham Village Hall, Frost Close, Winteringham

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## Present

Cllr Gaynor Snell

Cllr Lauren Javes

Cllr Sharon Gibson

Cllr Lindsay Hutchinson

Cllr Lesley Fowler (Vice Chair)

Cllr Joshua Taylor

Cllr Andrew Grantham (Chair)

Frances Altoft Clerk

Abbreviation – NLC – North Lincolnshire Council. NHW – Neighbourhood Watch. NPG – Northern Powergen

Quorate – 7 Councillors present

3 members of the public

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## Public Participation.

No questions received

20240507:01 Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office  
Cllr Andrew Grantham was re-elected as Chair. Proposed Cllr Snell seconded Cllr Taylor

20240507:02 Signing of the Acceptance of Office  
Cllr Grantham signed the acceptance of office statement; Counter signed by the Clerk

20240507:03 Election of Vice-Chairman  
Cllr Fowler was elected as Vice Chair. Proposed Cllr Gibson seconded Cllr Javes

20240507:04 Receive Apologies and Approve Reasons for Absence  
Apologies received from Ward Councillors Ogg, Marper and Rowson.

20240507:05 Declarations of Interest  
a. No declarations made.  
b. No dispensations required.

20240507:06 Minutes of previous meeting  
The minutes of the meeting held on 2<sup>nd</sup> April 2024 were approved and signed as a true and accurate record of business conducted. Proposed Cllr Hutchinson Seconded Cllr Fowler

20240507:07 Reports from Ward Councillor(s)  
No Ward Councillors present.

20240507:08 Internal Audit 2023/2024  
The Clerk presented the internal Audit report. Two implications and actions noted

- (a) Consolidation receipts Agar Form; cashbook do not balance. The interest from the reserve account had not been added into the consolidation figure on the cashbook but was added into AGAR figure. Interest was listed on a separate tab. Clerk to add reserve funds into cashbook consolidation prior to sending information to External Auditor. In future interest to be added into cashbook consolidation
  - (b) Assets – AGAR Form box 9 shows an annual increase of +£213, whereas asset register shows an annual increase of +£505.06. 2022-2023 asset register had some items added as gross (not nett).
  - (c) Internal Audit report was circulated to all councillors for inspection. Recommendations and actions discussed and noted – see appendix to minutes. Clerk to ensure all recommendations and actions completed prior to next internal audit.
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# *Winteringham Parish Council*

20240507:09 Annual Governance Statement Section 1 AGAR 2023/2024

- I. The Clerk read out the Governance Statement to all Councillors.
- II. Members voted to approve the Governance Statement. Proposed Cllr Gibson seconded Cllr Fowler
- III. The Governance Statement was signed and dated by the Chairman and Clerk

20240507:10 Annual Accounting Statement Section 2 AGAR 2023/2024

- I. The Clerk read out the Accounting Statement to all Councillors.
- II. Members voted to approve the Accounting Statement. Proposed Cllr Taylor seconded Cllr Javes
- III. The Accounting statement was signed and dated by the Chairman and Clerk

20240507:11 Annual Governance and Accountability Return (AGAR) 2023/2024

All Council members approved the submission of the AGAR to the external auditors as per the stated requirements. Proposed Cllr Fowler seconded Cllr Hutchinson

20240507:12(a) Notice of Public rights and publication of unaudited Annual Governance and Accountability Return. Accounts for the year ended 31 March 2024

All council members approved the following dates as the notice of Public Rights; Commencing Monday 3<sup>rd</sup> June 2024 and ending on Friday 12<sup>th</sup> July 2024. Proposed Cllr Hutchinson seconded Cllr Taylor. Clerk to display on Web page and noticeboards. AP070524:01

20240507:12(b) Election of Meeting Representatives

Cllrs Taylor and Javes were elected to represent this council at ERNLLCA district committee meetings. Proposed Cllr Hutchinson seconded Cllr Fowler.

20240507:13 Election of Committee Representatives

Cllrs Hutchinson and Fowler were re-elected as Personnel Committee representatives. Proposed Cllr Gibson seconded Cllr Snell

20240507:14 Policies and Procedures

- a) To review and approve the NALC model Standing Orders (2020).  
Council approved – Proposed Cllr Snell seconded Cllr Fowler
- b) To review and approve the NALC model Financial Regulations (2019).  
Council approved – Proposed Cllr Gibson seconded Cllr Javes
- c) Council approved – Proposed Cllr Gibson seconded Cllr Javes
- d) To review, approve and sign the Asset Register and any changes to insurance policy.  
No amendments to insurance policy required Council approved – Proposed Cllr Taylor seconded Cllr Fowler. Asset register signed and dated by Chair
- e) To review, approve and sign the Financial Risk Assessment policy  
Council approved – Proposed Cllr Snell seconded Cllr Taylor. Financial Risk Assessment signed and dated by Chair
- f) To review, approve and sign the Health and Safety policy.  
Council approved – Proposed Cllr Gibson seconded Cllr Hutchinson. Health and Safety Policy signed and dated by Chair
- g) To review and approve the Personnel Committee terms of reference.  
Council approved – Proposed Cllr Fowler seconded Cllr Snell.
- h) To review and approve the General Powers of Competency  
Council approved – Proposed Cllr Snell seconded Cllr Javes
- i) To review, approve and sign the General Risk Assessment  
Council approved – Proposed Cllr Taylor seconded Cllr Fowler. General Risk Assessment signed and dated by Chair
- j) To review and approve the Disciplinary policy  
Council approved – Proposed Cllr Javes seconded Cllr Hutchinson.
- k) To review and approve the Grievance policy  
Council approved – Proposed Cllr Gibson seconded Cllr Snell.
- l) No other policies reviewed

# Winteringham Parish Council

## 20240507:15 Highways/Footpaths

- a) Road surfaces and footpaths –
  - (i) FS524089198 – Ermine Street culverts – still require mending
  - (ii) FS514643492 - Marsh Lane Drain cover – still requires mending
  - (iii) FS536304791 – West End Drain blocked
  - (iv) FS567329142 – Suttons Hill Pot hole.No updates from NLC regarding the above case logs. All cases presented to Cllr Waltham
- b) Haven Drain – Lock gates were stuck in open position – required urgent resolution from EA.
- c) Civil enforcement officers – raised with Cllr Waltham. Cllr Javes proposed asking school children to design a dog fouling sign. Two age groups 1<sup>st</sup> and 2<sup>nd</sup> in each group. £20 voucher for 1<sup>st</sup>; £10 for second. Information to be posted in next newsletter. **Resolution passed** Proposed Cllr Gibson seconded Cllr Fowler. Cllr Javes to discuss with school AP070524:02
- d) Ferry Lane culvert. Site meeting with Ward Councillors. Still no resolution – difficult to resolve
- e) Northern Powergrid – case reference 240221-003288. Clerk continue to chase NPG AP020423:01 on going
- f) Western Green parking. Cllr Fowler provided Cllr Waltham with photographic evidence of cars blocking the road. Still inconsiderate parking happening despite letter being sent.

## 20240507:16 Play Area, Playing Field and Tennis Courts

- a) Wicksteed Annual Inspection due **Resolution passed** Wicksteed to carry out inspection. Proposed Cllr Javes seconded Cllr Snell. Clerk to book with Wicksteed AP070524:03
- b) Scramble nets etc for older children. Cllr Hutchinson presented information from another parish. Grants are available. **Resolution passed Apply** for grant funding to cover the purchases. Proposed Cllr Hutchinson; seconded Cllr Javes. Cllr Hutchinson to follow through. AP070524:04
- c) Cllr Fowler proposed the purchase of a concrete table tennis table. £2750 ex Vat – utilise last of S106 funds. **Resolution passed** Proposed Cllr Fowler seconded Cllr Taylor. Clerk to arrange purchase AP070524:05
- d) Cllr Taylor mentioned damage to one of the baby swing handles. Wicksteed will check and advise during inspection.
- e) Handy person to erect football nets. Cllr Hutchinson proposed the purchase of more nets, clips etc. Costs as follows; Nets £23.99; Clips £15.99; Twine £13.99. **Resolution passed** Proposed Cllr Hutchinson seconded Cllr Snell. Clerk to purchase from eBay using debit card. AP070524:06
- f) Latest asset inspection report/ play area provided by Cllr Snell. Clerk to pass to handy person for review and actions.

## 20240507:17 Grounds Maintenance Contracts / Open Spaces

- a) Western Green Trees - FS550349876. Work has taken place but stumps have been left. NLC will return once tractor and trailer available. Clerk to monitor.
- b) Jubilee Gardens Trees – PA/2023/1925. Escalated to Cllr Waltham – decision still outstanding.
- c) In Bloom Grant. £160.00 awarded – receipts etc must be with NLC by 28<sup>th</sup> June 2024. Cllr Fowler – 4 new planters needed cost each £140 + VAT. Delivery charge £54.50 + Vat. Total cost £737.40. **solution passed** Proposed Cllr Fowler; seconded Cllr Snell. Cllr Fowler to forward supplier to clerk who will purchase. AP070524:06
- d) Refuse collections – Escalated to Cllr Waltham. Awaiting feedback. Council voted In March to leave this point until May- now moved to June and if no resolution from NLC, then council to investigate alternative solutions (purchase of own bins etc).

## 20240507:18 Planning

- (a) To receive any applications made to North Lincolnshire Council and resolve comments:  
None received since April meeting
- (b) To receive decisions made by North Lincolnshire Council  
PA/2024/191 – Application received on 19/02/2024 for a multi-purpose agricultural barn; Applicant Mr A Duck. Prior approval has been given.

# Winteringham Parish Council

- (c) To note any planning applications/information received after the agenda has been issued.  
None received

(d) Planning enforcement

Gate End Farmhouse (aka Winteringham Fields). No response received from NLC. Clerk raised with Cllr Waltham

FS602586712 – Marsh Lane Bungalows – Open plan frontage. Response received 19/04/2024 – not an open plan frontage. No issue with hedge

20240507:19 Police Matters, Crime and Neighbourhood Watch (NHW)

- CCTV – on-going with supplier
- Tradewatch signs – redesigned with assistance from safer Neighbourhood.
- Latest NATS meeting 01/05/2024. Nothing of significance to report
- Emergency ‘what if’ scenario. Personnel attending June. Cllr Fowler to request change of time to 18.30 AP070524:07
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20240507:20 Reports from representatives

- Village Hall – Cllr Fowler reported next meeting 13<sup>th</sup> May 2024. Things looking a bit more positive. Hopefully some more volunteers have come forward.
- Conservancy group – Nothing to report

20240507:21 Financial

To approve and sign the April 2024 finance documents as follows;

- April Financial Summary receipts and payments v budget; bank statement
- April Bank reconciliation
- Year End Bank reconciliation 2023-2024

To agree and load following payments onto Virgin Online banking for payment;

Date and invoice reference	Company	Reason for invoice	Amount	Authority
20/03/2024 0183	Mr Ogg	Lane stones as agreed	£900.00	Cllr Hutchinson/ Taylor
04/04/2024 74025649	NLC	Trade waste Collections 2024/2025	£443.80	Cllr Grantham/ Gibson
05/04/2024 Inv 5407	Barton Mowing	Grass cutting	£252.00	Cllr Gibson/Taylor
15/04/2024	HMRC	Q4 payments and one back pay ***	£64.09	Cllr Grantham/ Hutchinson
18/04/2024	Mr B Brooks	Internal Audit	£550.00	Cllr Gibson/ Hutchinson
24/04/2024 MO77 01	BT	Monthly Charges	£10.80	Direct Debit
30/04/2024	Clerk	April Salary and Expenses	£305.10	Cllr Taylor/Grantham
30/04/2024	Handy Person	April Salary and Expenses	£253.61	Cllr Hutchinson/Gibson
30/04/2024	Mr C Ellis	Verge Cut 1/9	£624.33	Cllr Hutchinson/Gibson

Two additional invoices received since agenda published

- Barton Mowing Invoice 5461 £252.00 Virgin Approvers Cllr Grantham/Taylor
- Vision ICT – SSL annual certification payment invoice £ 72.00. Virgin Approvers Cllr Taylor/Gibson

**Resolution passed** – All payments authorised by councillors. Proposed Cllr Fowler; seconded Cllr Hutchinson. Clerk to load into Virgin for payment

\*\*\* HMRC stated on April Agenda £63.82 – total amount paid £64.09 (interest). Already authorised and paid Income – Precept £20000 and NLC Grant £268

Advertising fees Newsletter. It was agreed to keep the costs as £10 full page £5 half page. **Resolution passed.** Proposed Cllr Hutchinson seconded Cllr Gibson

Handy person. Council agreed to allow Handy person to purchase monthly sundries up to the value of £100 without seeking prior council approval. All receipts to be provided. **Resolution passed** Proposed Cllr Fowler seconded Cllr Snell. Clerk to arrange contract amendment letter AP070524:08

# *Winteringham Parish Council*

20240507:22 Contracts and Bids.

No actions needed

20240507:23 Projects

- a. Marmion trail – Permitted development would have to be applied for to site information boards.
- b. Phone box. Handy person experiencing difficulties fitting frames etc. Cllr Hutchinson to speak with supplier AP070524:09 and to liaise with handy person
- c. Winteringham Bank. Project is stalled at present. Cllr Grantham to investigate assistance from local community

20240507:24 Neighbourhood Plan (NP)

Appleby PC – Clerk has not been able to contact anyone. AP071223:13 on going. Possibly ERNLLCA training available

20240507:25 New E mail addresses

E mails – Cllr Grantham AP010823:12 on going. Investigate with BT. Auditor report states private E mails cannot be used by councillors – this needs resolving

20240507:26 Correspondence

Correspondence received since last meeting; for review and comments;

- a. ERNLLA – Community Energy funding
- b. NLC District Committee meeting 25/04/2024
- c. ERNLLCA – Survey Community energy funding
- d. NLC – Tourism Partnership update
- e. ERNLLCA Standards in Public Life Survey 01.05.2024
- f. ERNLLCA training Courses 02.05.2024

20240507:27 Minor items

- a) Winteringham under 5's – new printer and tablets; Clerk awaiting invoices
- b) Cllr R Waltham 7<sup>th</sup> May 2024 visit. Cllr Waltham took away many outstanding issued and complaints. Cllr Waltham to attend June meeting with feedback
- c) Clerk Annual appraisal – signed by Chair
- d) Newsletter June to be printed. Need to include Dog sign competition and note about Marmion trail  
**Resolution passed** Proposed Cllr Snell seconded Cllr Fowler
- e) Clerk has provided revised contract letter for Handy Person confirming agreed Pay increase.

20240507:28 Agenda for next meeting.

No points requested

20240507:29 Next Meeting

To confirm the date and time of the next monthly meeting as, subject to any change 4<sup>th</sup> June 2024 19.15  
In the absence of any further business, the meeting closed at 20.54

# *Winteringham Parish Council*

## **Closed Action points**

AP020423:04 Cllr Fowler/Snell Costs for planters  
AP020423:05 Clerk – respond to resident  
AP020423:06 Clerk – Planning enforcement  
AP020423:08 Clerk – Payroll  
AP020423:09 Clerk – Planning for Marmion boards  
AP020423:11 Clerk – Advise under 5's  
AP020423:02 Clerk – letter  
AP020423:03 Cllr Hutchinson – scramble nets etc  
AP110723:09 Clerk – Trees  
AP020423:04 Cllr Fowler – planters prices  
AP031023:12 Cllr Grantham – resident contact  
AP120323:02 Clerk Skip

Accepted as a true record of business transacted;

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Winteringham Parish Council

## Appendix A - Internal Audit Checklist

2023/24

Name of Council	Winteringham PC	Name of Clerk	Frances Altoft	No. of Councillors	7 of 9
Name of RFO	Frances Altoft	Quorum	3	Precept	£ 20,500
Electorate	829	Gross budget income	30,722		

### 1. Book-Keeping

1.1 Ledger maintained and up to date?		N	Consolidation Receipts £ 35,582.81 Payments £ 26,038.32 Box 2+3 £ 35,635 Box 4+6 £ 26,038 <b>Clerk – The reserve interest was stated on a separate tab on the cash book but not added into the total income. Clerk will ensure that interest is added into the monthly income during 2024-2025</b>
1.2 Arithmetic correct?		N	Bank Statements balance with AS Box 8 but not with R & P Consolidation <b>Clerk – The reserve interest was stated on a separate tab on the cash book but not added into the total income. Clerk will ensure that interest is added into the monthly income during 2024-2025 then Bank statement balance AS Box 8 and R+P consolidation will match</b>
1.3 Evidence of Internal Control?	Y		FR 1.5 ; 3 & 4
1.4 VAT evidence, recording & reclaim?	Y		FR 9.8 - Ref 2,164.851,478.55 + 686.30 Paid £ 1,263.35
1.5 Payment ledger supported by invoices, authorised & minuted?	Y		<b>Recommend cross reference Inv with Cheque Number</b> Clerk – Cheques are no longer in use. If one is issued this recommendation will be adhered to. All payments are made via on line – Clerk to add to agenda list of payments the relevant Councillor to authorise – Implemented May 2024
1.6 S137 separately recorded & within limits?	Y		£ 100 VH 10/10 M Pinnock 120 06/12 VH 125 05/12 + 33 + 20 = £ 398
1.7 S137 expenditure direct benefit to electorate?	Y		<b>Recommend adopt Grants Policy</b> Clerk Grants Policy adopted June 2024

### 2. Due Process

2.1 Latest Standing Orders Adopted?	Y		02/06/23
2.2 Standing Orders reviewed at annual meeting?	Y		Min 14a APCM
2.3 Financial Regulations (FR) adopted?	Y		Min 14b APCM

# *Winteringham Parish Council*

2.4 FR properly tailored to council?	Y	
2.5 Equal Opportunities policy adopted?	Y	Oct 2023
2.6 Adequate Internal Controls for payments?	Y	

1.

2.7 List of member interests held?	Y		Cllrs should have an individual Council email account separate from their personal account <b>Clerk Already work in progress as of April 2024 (minute reference 020424:15). To complete by next internal audit.</b>
2.8 Agendas signed, specified & displayed with 3 clear days' notice?	Y		
2.9 Purchase orders raised for all expenditure (if used)?		N	Not used <b>Recommend</b> - Copies of Risk Assessment, Method Statement (RAMS) & liability insurance, training and accreditation for operatives undertaking the work. <b>Clerk - implement as from May 2024</b>
2.10 Purchasing authority defined in FR?	Y		
2.11 Legal powers identified to justify spending?		N	FR 10.5 eg – as listed in the Good Councillor Guide <b>Clerk Action on going</b>
2.12 Committee terms of reference exist & reviewed?			Personnel Committee <b>No minute identified</b> <b>Clerk Terms of reference adopted May 2024 minute reference</b>
2.13 Website accessible & regularly updated for Transparency Code?	Y		
2.14 Is eligibility for General Power of Competence properly evidenced?		N	<b>Clerk General Powers of Competency adopted May 2024 minute reference 240507:14(g)</b>
2.15 Do arrangements for public inspection of council's records exist?	Y		

## 3. Risk Management

3.1 Does scan of minutes reveal any unusual activity?	Y		Cllrs are advised to declare their interest when receiving reimbursements. <b>Clerk. Clerk to implement as from May 2024</b>
3.2 Annual risk assessment carried out?	Y		FR 15.1 RE 17 <b>To be completed and recorded annually during March</b> <b>Clerk Annual risk Assessment Policy reviewed May 2024 minute reference 240507:14(d)</b>
3.3 Insurance cover appropriate and adequate?	Y		Gallagher 28/09 2508.67



# Winteringham Parish Council

3.4 Evidence of annual insurance review?	Y		SO 4 J xiv FR 13 <b>To be reviewed and recorded annually during March</b> July Min <b>Clerk Reviewed at APCM Minute reference – to adopt for March 2025 review</b>
3.5 Minutes initialed, each page identified and overall signed?		N	Each page to be consecutively numbered from the APCM per Council year - LGA 72 Sch 12. Para 41(2) <b>Clerk - implement as from May 2024</b>
3.6 Regular financial reporting as agreed by council?	Y	N	FR 2.2; 4.8 SO 16c <b>Clerk Monthly Bank reconciliations and Spend v budget reports reviewed. 2 councillors to sign quarterly.</b>
3.7 S137 expenditure minuted?		N	Record S137 payments in the minutes and cross ref with Schedule <b>Clerk – implement as from May 2024</b>
3.8 Control measures specific to the risks of online banking?			

2

Risk Management			
3.9 Is public liability insurance in place?	Y		£ 10M
3.10 Is officer fidelity insurance in place?	Y		£ 500K
3.11 Evidence of internal & external audit reports received & actioned?			IA - June PCM Min 7 No minute identified for Ext Aud Cert dated 30/08/23 <b>Clerk - implement when external audit report received</b>
3.12 Are all electronic files backed up?	Y		Hard Drive
<b>4. Budget - 2023/24</b>			
4.1 Annual budget to support precept?	Y		FR 3 & 4.8
4.2 Has budget been discussed and adopted by council?	Y		Min 061222/15a) <b>39,592</b>
4.3 Any reserves earmarked?	Y		FR 4.9 £ 8K Conservancy Group Request for Playing Field
4.4 Any unexplained variances from budget?		N	<b>Clerk Variances to budget reported monthly.</b>
4.5 Precept demand correctly minuted?	Y		Min 061222/15b) - £ 20,500

3

## *Winteringham Parish Council*

<b>5. Employment - 2 No. Employees</b>			
<b>FA CE</b>			
5.1 Contract of employment?	Y		FA – 01/03/23 @11.63 /hr SCP 7 20hrsS /Moth Amd 01/11/23 @ 12.63/hr back dated 04/23 signed 15/02/23 CE 17/07/23 @ £ 11/hr
5.2 HMRC arrangements and payments correct?	Y		
5.3 Council or committee with devolved authority approved salary payment?	Y		
5.4 Other payments reasonable and approved by council?	Y		
5.5 Council registered with Pensions Regulator, if appropriate?		N	<b>Clerk – not applicable to current employees</b>
5.6 Pensions duties reviewed as required?			

3.

<b>Employment</b>			
5.7 Pension contributions recorded and paid?			
5.8 Does council have employer liability insurance?	Y		HISCOX Oct – Sept £ 10M
5.9 Does the council have disciplinary and grievance procedures in place?		N	Not listed on website or reviewed at APCM <b>Clerk – both policies adopted at APCM Minute reference minute reference 240507:14(j) and (k)</b>
<b>6. Asset Control</b>			
6.1 Does council keep a register of all assets owned?	Y		Ms Warburton ?Tennis Posts @ 197.14 21/08 @ 105.82 08/12 & 11/12 Lights 37.88 + 35.82 06/12 Handyman @ 34.00 ?
6.2 Is asset register up to date?		N	To be reviewed and recorded annually during March April 23 £ 156,678.27 - update 05/09/23 Min 14 c <b>23/24 Payments @ £ 505.06 / Box 9 + £ 213 Clerk – AR reviewed at APCM minute reference minute reference 240507:14(d) To agenda for review March 2025</b>
6.3 Value of individual assets included?	Y		Annual schedule Each Asset should record purchase date / cost less vat carriage etc.

## *Winteringham Parish Council*

			Donated items are valued at nominal £1
6.4 Inspected for risk and up to date inspection records exist?	Y		To be recorded & minuted
6.5 Record of deeds, articles and land resister references available?		N	Frost Close PF & PA Silver Street Nature Garden Silver Street/High Burgage Jubilee Gardens Recommend to be registered - SO 14.1 Clerk – to investigate on going
<b>7. Bank Reconciliations</b>			
7.1 Bank reconciliations covering accounts, investments & cash in hand?	Y		VIRGIN + BMM
7.2 Are reconciliations presented to council at agreed intervals?	Y		FR 16c
<b>8. Year End Procedures</b>			
8.1 Year end accounts prepared on correct accounting basis?	Y		R & P
8.2 Bank statements and ledger reconcile?	Y		
8.3 Underlying financial trail from records to presented accounts?	Y		
8.4 Where appropriate, debtors and creditors properly recorded?	Y		
8.5 Has council agreed, signed and minuted sections 1 & 2 of AGAR?		N	NB ORDER 1 <sup>st</sup> – IA`s REPORT & AGAR IAR 2 <sup>nd</sup> Sect 1 3 <sup>rd</sup> Sect 2 (Sect 1 – completed at the PCM - NOT pre prepared) Clerk – noted
<b>9. Cemetery</b>			
9.1 Cemetery Regulations adopted and up to date?			
9.2 Registers of burials & purchased graves completed correctly?			
9.3 Burial certificates issued correctly?			
9.4 Green Slips returned appropriately to Registrar?			
9.5 Cemetery burial plan up to date and backed up?			

4

## *Winteringham Parish Council*

9.6 Business rates exemptions correctly applied?			
<b>10. Garden Allotments</b>			
10.1 Are annual tenancy agreements issued?			Seen Draft copy <b>Clerk – not applicable we don't have allotments at Winteringham</b>
10.2 Are all rents received?		<b>N</b>	Due Annually in June <b>Not recorded in Receipts Clerk – not applicable</b>
10.3 Are allotment rules issued to all tenancy holders?			

<b>11. Parks &amp; Gardens</b>			
<b>Front Close    Silver Street    High Burgage</b>			
11.1 Are play equipment checks conducted in the timeframe agreed by council?	Y		<b>Periodic checks to be recorded &amp; minuted Clerk – on going</b>
11.2 Is an annual safety check carried out by an accredited body?	Y		Wicksteed June 23 INV 09/08
11.3 Are any necessary signs displayed regarding age limits?	Y		Labels 12/09 76.15
11.4 Is an annual check of landscape, trees and bushes undertaken?	Y		
5.			
<b>12. Transparency Codes &gt;25K</b>			
12.1 All items of expenditure as required published by 1 <sup>st</sup> July?	Y		

## *Winteringham Parish Council*

12.2 End of year accounts published by 1 <sup>st</sup> July?	Y		
12.3 Annual Governance Statement published by 1 <sup>st</sup> July?	Y		
12.4 Internal Audit Report published by 1 <sup>st</sup> July?	Y		
12.5 Councillor responsibilities published by 1 <sup>st</sup> July?	Y		
12.6 Asset register published by 1 <sup>st</sup> July?	Y		
12.7 Agendas and meeting papers published within 3 clear days?	Y		
12.8 (Draft) Minutes published within one month of the meeting?	Y		

6