

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



FINANCE AND STRATEGY COMMITTEE AGENDA

To: Committee members:

Councillor Sheila Bibb

Councillor Nigel Bowler

Councillor Michael Devine

Councillor Paul Hooton

Councillor Kenneth Woolley

Councillor Doug Owles (sub)

Councillor Stephen Blogg

Councillor Nicholas Coxon

Councillor David Dobbie

Councillor Paul Key

Councillor Richard Thompson (sub)

NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of the Finance and Strategy Committee of the Council to be held on **Tuesday 24 February 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum when members of the public may speak on any item set out in the agenda for the meeting. A maximum of two individuals to address the Committee for a maximum of 3 minutes each.

AGENDA

FS26/142 Apologies for Absence

To note apologies for absence.

FS26/143 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

FS26/144 Dispensation Requests

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

FS26/145 Items for Exclusion of Public and Press

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

FS26/146 Minutes of the Previous Meeting

To receive and resolve to sign as a true and accurate record the minutes of the Finance and Strategy Committee meeting held on Tuesday 27 January 2026.

Paper A (pages 4 to 9)

FS26/147 Finance Reports

To receive and consider for approval the following financial reports:

- i. Unpaid Expenditure Transactions for 19 February 2026 **Paper B** (pages 10 to 15)
- ii. Cashbook Summary (including due and unpaid transactions) for 19 February 2026 **Paper C** (pages 16 to 17)
- iii. Budget Comparison Report (including due and unpaid transactions) for 19 February 2026 **Paper D** (pages 18 to 35)

FS26/148 Bank Reconciliation

To approve and resolve to sign the monthly bank reconciliations for 31 January 2026 per paragraph 2.2 of Financial Regulations.

Paper E (pages 36 to 52)

FS26/149 Investment Strategy Review

To review and adopt updated Investment Strategy.

Paper F (pages 53 to 59) Track changed document

Paper G (pages 60 to 66) Proposed document

FS26/150 Councillor Laptop Use & Return Agreement

To consider recommending the adoption of the Councillor Laptop Use & Return Agreement.

Paper H (pages 67 to 81)

FS26/151 Fee Waiver Request

To consider request to suspend the agreed 2026/27 fee increase.

Exclusion of public and press recommended due to the confidential nature.

Paper I (pages 82 to 84)

FS26/152 Marshalls Bowls Club Lease

To consider new lease for Marshalls Bowls Club.

Exclusion of public and press recommended due to the confidential nature.

Paper J (pages 85 to 100)

FS26/153 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- i. Community Grants - March
- ii. Earmarked Reserves Review – March
- iii. Internal Controls - March
- iv. Debtor Review – March
- v. Asset Register Review - March
- vi. Love Lane Allotment Garages - March
- vii. Risk Management Policy & Register Review – April
- viii. Operation Bridges Review
- ix. Civic Protocol
- x. Registrar Lease renewal
- xi. Unity Trust Bank

- xii. Strategic Plan
- xiii. LCAS Silver Status submission

FS26/15 Time and Date of Next Meeting

To note the date and time of the next Finance and Strategy Committee meeting is scheduled for Tuesday 31 March 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Friday, 20 February 2026

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 27 January 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Nigel Bowler (Chair)

Councillor Sheila Bibb

Councillor Nicholas Coxon

Councillor David Dobbie

Councillor Richard Thompson (sub)

Councillor Stephen Blogg

Councillor Michael Devine

Councillor Paul Key

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

FS26/128 Apologies for Absence

Apologies were received from Councillor Woolley.

FS26/129 Declarations of Interest

No declarations of interest were declared.

FS26/130 Dispensation Requests

No dispensation requests were received.

FS26/131 Items for Exclusion of Public and Press

No items for the exclusion of the public and press.

FS26/132 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Finance and Strategy Committee meeting held on Tuesday 16 December 2025 be approved as a true and accurate record and signed by the Chair.

It was noted that following the meeting WLDC amended the Tax Base resulting in the increase of the precept being 4.72% and not 3.69% as stated in FS26/114.

Note: Councillors Bibb, Blogg, Dobbie abstained from voting on the above resolution. Councillor Key abstained from voting on the items after he left the meeting.

FS26/133 Finance Reports (Papers B, C & D)

Initialled:

RESOLVED: To **NOTE** and approve the following reports:

- i. Unpaid Expenditure Transactions for 22 January 2026.
- ii. Cashbook Summary (including due and unpaid transactions) for 22 January 2026.
- iii. Budget Comparison Report (including due and unpaid transactions) for 22 January 2026.

FS26/134 Bank Reconciliation (Paper E)

RESOLVED: That the monthly bank reconciliations for 31 December 2025 be approved and signed, with the following closing balances:

- HSBC Current/Deposit Account: £64,821.15
- CCLA: £500,000.00

FS26/135 Accessibility Statement for the Website Review (Paper F)

RESOLVED: To adopt updated Website Accessibility Statement.

FS26/136 Fees and Charges (Paper G)

RESOLVED: To

- 1) Approve the 2026/27 Sports Grounds charges as set in Appendix A.
- 2) Provide cricket pitch free of charge for children's all stars and dynamo's cricket sessions.
- 3) Approve the 2026/27 Cemetery charges as set in Appendix B.
- 4) Approve the 2027/28 Allotment charges at £0.139 per square metre and £0.150 per square metre for Non-residents.
- 5) Approve the 2026/27 water charges for Spital Hill at £11.50 per standard plot and Foxby Hill at £6.70 per standard plot (double charge for large plots).
- 6) Approve the 2026/27 Garage space charge at £60.78.
- 7) Approve the fee for fairs/circuses at £250 per trading day.
- 8) Approve the fee for the Motor caravanners for 2026/27 at £600 (Fri – Sun).
- 9) Approve the fee Charity / community groups for Marshalls whole site at £150 per event day.

Note: Councillor Dobbie abstained from voting on the above resolution.

FS26/137 Electronic Communications and Social Media Policy Review (Papers H - K)

RESOLVED: To adopt the Electronic Communications and Social Media Policy which supersedes the Councils Communications Policy, Communications Strategy and Social Media Policy.

FS26/138 Use of Work Vehicles by Councillors & Staff for Personal Domestic Use Review (Paper L)

RESOLVED: To adopt the reviewed Use of Work Vehicles by Councillors & Staff for Personal Domestic Use Policy, with the removal of 'two parts' in 4.1.

FS26/139 Councillor Laptop Use & Return Agreement (Paper M)

RESOLVED: To **RECOMMEND TO FULL COUNCIL** the adoption of the Councillor Laptop Use & Return Agreement.

Note: Councillor Dobbie abstained from voting on the above resolution.

FS26/140 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- i. Marshalls Bowls Club Lease
- ii. Love Lane Allotment Garages
- iii. Operation Bridges Review
- iv. Civic Protocol
- v. Investment Strategy – March
- vi. Asset Register Review - March
- vii. Risk Management Policy – April
- viii. Risk Register – April
- ix. Registrar Lease renewal
- x. Unity Trust Bank
- xi. Strategic Plan
- xii. LCAS Silver Status submission

FS26/141 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 24 February 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:52pm.

Signed as a true record of the Meeting: _____ Dated _____
Presiding Chair of approving meeting

Marshalls and Levellings Sports Ground Fees

1st April 2026 - 31st March 2027

Football Pitch - Seniors 11v11	£52.32	(per match)
Football Pitch - Juniors 9v9 & 11v11	£34.29	(per match)
Football Pitch - Juniors 5v5 & 7v7	£20.42	(per match)
Training Pitch	£14.03	

Cricket Pitch - Senior (not including use of kitchen or function room)	£57.43	(per match)
Cricket Pitch - Senior (Evening League) (not including use of kitchen or function room)	£33.19	(per match)
Cricket Pitch - Junior (per match, not including use of kitchen or function room)	£26.80	(per match)

Marshalls Bowls Club	£1,562.17	(per season)
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	Regular User	
	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	£19.22	£14.59

	Casual User	
	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	£23.15	£17.36

Peak Times	Monday - Friday	5:00pm - 11:30pm
Off Peak Times	Monday - Friday	9:00am - 4:59pm
	Saturday - Sunday	All Day

Gainsborough Town Council

Cemetery Charges for 1st April 2026 to 31st March 2027

Part 1 Exclusive Right of Burial	£
Cremated Remains 25 years	£293.55
50 years	£585.81
99 years	£781.09

Part 2 Interments	£
Stillborn child under 24 weeks	£0.00
**Child under 18 years of age Single	£781.09
**Child under 18 years of age Double	£924.03
Adult Single	£781.09
Adult Double	£924.03
Adult Triple (each application for a triple depth grave will be considered individually from the perspective of health and safety as not every location in the General Cemetery is suitable)	TBC with Grave Digger
Cremated Remains	£293.54
Extra Spoils removal	TBC with Grave Digger
Additional fee where outside standard hours (full burial)	£299.92
Additional fee where outside standard hours (cremation burial)	£104.66

Exhumation	£
Body	TBC with Grave Digger
Cremated Remains	£455.63

Use of	£
Chapel (per hour, min one hour booking)	£25.00
Grass Matting	No Charge

Part 3 Memorials	£
Headstone up to 3' (exclusive right for 30 years)	£260.37
Headstone up to 3' including kerbing (exclusive right for 30 years)	£293.54
Plaque	£98.28
Vase with an inscription	£98.28
Additional inscription	£69.46

ALL CHARGES ARE DOUBLED FOR RESIDENTS LIVING OUTSIDE OF THE GAINSBOROUGH PARISH

**An application to the Children's Funeral Fund will be made by the burial authority to meet these costs rather than the charge being collected directly.

PAPER B

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23069	BP260205B	14/11/2025	£2,302.34	£383.72	£1,918.62	2,302.34	IHASCO Ltd - Training subscription	Staff training	Annually
23072	BP2602	12/02/2026	£725.00	£0.00	£725.00		Kyle Holliday Grave Digger - Grave digging XGRC0122 (ND)	General Cemetery	
23073	BP2602	24/02/2026	£1,775.00	£0.00	£1,775.00	2,500.00	Kyle Holliday Grave Digger - Grave digging XLNC0026 (ND), XKNC0004 (RS), XGRC0035 (RS)	General Cemetery	
23074	BP2602	27/01/2026	£14,510.44	£2,418.41	£12,092.03	14,510.44	Timberwise (UK) Ltd - Dry Rot treatment and repairs	Richmond House Maint.	
23075	BP260218	03/02/2026	£200.00	£0.00	£200.00	200.00	A J Douce Roofing - Clean guttering, dry and seal joints	Richmond House Maint.	
23076	BP260216	05/02/2026	£360.00	£60.00	£300.00	360.00	Burton & Dyson Solicitors - WLDC Legal fees for Bowls licence	Legal Fees	
23087	BP2602	18/02/2026	£498.00	£83.00	£415.00	498.00	Burton & Dyson Solicitors - Legal fees for bowls lease	Legal Fees	
23077	BP2602	13/02/2026	£150.00	£25.00	£125.00	150.00	Grants Online Ltd - 12 month subscription	Subscriptions	
23078	BP260211	27/01/2026	£200.00	£0.00	£200.00	200.00	Hickman Hill Hotel - Civic Dinner deposit	Mayors Charity	
23079	BP2602	30/01/2026	£1,122.00	£187.00	£935.00		James Broadbent Plumbing & Heating Ltd - Service boiler & water heater, replace gasket and burner seal	Marshalls Pavilion	
23080	BP2602	30/01/2026	£1,734.00	£289.00	£1,445.00	2,856.00	James Broadbent Plumbing & Heating Ltd - Diagnose and repair boiler, replace burner, electrode & heat pad	Marshalls Pavilion	
23081	BP2602	23/01/2026	£661.40	£110.23	£551.17	661.40	Chantry Agricultural Engineers - Toro service	Equipment service and Maint.	
23082	BP2602	29/01/2026	£60.00	£10.00	£50.00		DS Heating & Plumbing - Repair flush on 2 toilets	Marshalls	
23083	BP2602	29/01/2026	£90.00	£15.00	£75.00	150.00	DS Heating & Plumbing - Replace trv on kitchen radiator	Richmond House	
23084	BP2602	22/01/2026	£1,106.40	£184.40	£922.00	1,106.40	Ross Davy Associates - Fee as per 14 Aug 25 quotation, survey, plans, printing & disbursements	Chapel Maintenance	
23085	BP2602	22/01/2026	£3,718.50	£619.75	£3,098.75	3,718.50	Edge IT Systems Limited - Epitaph & AdvantEdge Online (year 5 of 5)		

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23086	BP2602	28/01/2026	£536.00	£0.00	£536.00	536.00	West Lindsey District Council - X4 Green bins	Marshalls	
23088	BP2602	30/01/2026	£54.00	£9.00	£45.00	54.00	RJ Tyres - Puncture repair for tractor	Equipment service and Maint.	
23089	BP2602	31/12/2025	£766.08	£127.68	£638.40	766.08	Office Maid Ltd - Cleaning for January	Marshalls	
23090	BP2602	02/02/2026	£775.00	£129.17	£645.83	775.00	Gainsborough Trinity Supporters Club - Civic service buffet x100	Civic Service	
23091	BP2602	02/02/2026	£150.00	£0.00	£150.00	150.00	Sarah Marinescu - Solo violinist for Civic Service	Civic Service	
23092	BP2602	10/02/2026	£660.00	£110.00	£550.00	660.00	Lincolnshire Association of Local Councils - Internal Audit	Internal Audit	
23093	BP2602	10/02/2026	£142.76	£23.79	£118.97	142.76	Phs Group Plc - Sanitary disposal and air fresheners	Marshalls	
23094	BP2602	17/02/2026	£163.80	£27.30	£136.50	163.80	T.G. Sowerby Developments Ltd - Asbestos sampling and report for 272 garage LL allotments	Love Lane Allotment garage spaces	
23095	BP2602	05/02/2026	£180.00	£0.00	£180.00	180.00	West Lindsey District Council - Premises Licence	Richmond Park	
23108	BP2602	16/02/2026	£2,110.80	£351.80	£1,759.00	2,110.80	Second Element Ltd - Legionella Management	Richmond, Marshalls, Levellings	
23109	BP2602	09/02/2026	£453.60	£75.60	£378.00	453.60	Ashby Grass Care - Fertiliser, wetting agent for bowls maintenance	Marshalls Bowls	
23110	BP2602	26/01/2026	£80.35	£13.39	£66.96	80.35	Huws Gray Limited - Parts for boiler room pipe leak	Richmond Park outbuilding	
23111	BP260205	04/02/2026	£200.14	£33.36	£166.78	200.14	Travis Perkins Trading Company Ltd - Wood for fencing on the park	Richmond Park	
23112	BP2602	30/01/2026	£1,135.70	£189.28	£946.42		F5 Computing Ltd - Microsoft 365, back ups & protection	IT Services	
23113	BP2602	30/01/2026	£1,429.85	£238.31	£1,191.54	2,565.55	F5 Computing Ltd - 3 year firewall subscription, and 1 year server warranty	IT Services	
23115	BP2602	26/01/2026	£328.90	£54.82	£274.08		Lincolnshire Bearings and Fasteners Ltd - Fixing for bins	Richmond Park	
23116	BP2602	04/02/2026	£73.18	£12.20	£60.98		Lincolnshire Bearings and Fasteners Ltd - Nuts, washers, fixings and drill bits	Levellings play equipment	

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23117	BP2602	05/02/2026	£15.12	£2.52	£12.60	417.20	Lincolnshire Bearings and Fasteners Ltd - Plastic bolt caps	Levellings play equipment	
23118	BP2602	09/02/2026	£55.60	£9.26	£46.34		Peacock and Binnington - Petrol canister x2	Grounds Equipment	
23119	BP2602	31/01/2026	£33.40	£5.56	£27.84	89.00	Peacock and Binnington - Fuel filling system	Grounds Equipment	
23120	BP2602	04/02/2026	£76.98	£12.83	£64.15		Trade UK - Window cleaning supplies	Cleaning Supplies	
23121	BP2602	23/01/2026	£206.98	£32.48	£174.50		Trade UK - Propane Gas Cylinder 400g Draper 70049 120A Gasless MIG Inverter Welder 230V	New Equipment	
23122	BP2602	23/01/2026	£9.97	£0.47	£9.50		Trade UK - Rothenberger Butane / Propane Mix Gas 336g	New Equipment	
23123	BP2602	23/01/2026	-£16.99	-£0.81	-£16.18		Trade UK - Propane Gas Cylinder 400g	New Equipment	
23124	BP2602	20/01/2026	£67.20	£11.20	£56.00		Trade UK - Postcrete, bolts, washers and coat hook	Richmond Park fence & Marshalls disabled toilet	
23125	BP2602	27/01/2026	£57.46	£9.58	£47.88		Trade UK - Welder consumables	Consumables stock	
23126	BP2602	03/02/2026	£38.60	£6.44	£32.16		Trade UK - Door lock	Richmond House	
23127	BP2602	03/02/2026	£79.25	£13.21	£66.04		Trade UK - Gate, door bolt and hinges	Love Lane Allotments	
23128	BP2602	13/02/2026	£8.49	£1.42	£7.07		Trade UK - Outside tap	Richmond Park	
23129	BP2602	16/02/2026	£21.93	£3.66	£18.27	549.87	Trade UK - Projector screen fixings	Marshalls	
23100	CC2603	31/01/2026	£83.94	£13.98	£69.96		Amazon EU SARL - x6 Laptops cases	Councillor IT	
23101	CC2603	01/02/2026	£41.97	£6.99	£34.98		Amazon EU SARL - x3 Laptops cases	Councillor IT	
23102	CC2603	02/02/2026	£55.96	£9.32	£46.64		Amazon EU SARL - x4 Laptops cases	Councillor IT	
23103	CC2603	02/02/2026	£13.99	£2.33	£11.66		Amazon EU SARL - x1 Laptop case	Councillor IT	
23104	CC2603	06/02/2026	-£13.99	-£2.33	-£11.66		Amazon EU SARL - x1 Laptop case	Councillor IT	
23105	CC2603	04/02/2026	£13.99	£2.33	£11.66		Amazon EU SARL - x1 Laptop case	Councillor IT	
23106	CC2603	09/02/2026	£18.98	£3.16	£15.82	214.84	Amazon EU SARL - x1 Laptop case	Councillor IT	
23051	CC260127	14/01/2026	£406.73	£67.76	£338.97	406.73	Amazon EU SARL - x2 UGREEN Nexode 500W USB C Charger 6-Port GaN Desktop Charger Laptop Charger Fast Charging Station x10 UGREEN 240W USB C Charger Cable	IT	
23055	CC2603	29/01/2026	£19.97	£3.33	£16.64	19.97	Adobe Systems Software Ireland Ltd - Adobe Acrobat Pro DC Subscription	IT Services	Monthly
23040	DD260126B	24/01/2026	£117.82	£19.64	£98.18	117.82	Stallard Kane Associates Ltd - Employment Law Services	HR Services	Monthly

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23042	DD260202	01/02/2026	£119.12	£0.00	£119.12		West Lindsey District Council - Refuse & recycling service	Richmond Park	Monthly
23043	DD260202	01/02/2026	£59.05	£0.00	£59.05		West Lindsey District Council - Refuse & recycling service	Marshalls	Monthly
23044	DD260202	01/02/2026	£180.27	£0.00	£180.27		West Lindsey District Council - Refuse & recycling service	General Cemetery	Monthly
23045	DD260202	01/02/2026	£46.70	£0.00	£46.70	405.14	West Lindsey District Council - Refuse & recycling service	Spital Hill Allotments	Monthly
23046	DD260216F	01/02/2026	£99.00	£0.00	£99.00		West Lindsey District Council - Non-Domestic Rates	North Warren Cemetery	Monthly
23047	DD260216G	01/02/2026	£707.00	£0.00	£707.00		West Lindsey District Council - Non-Domestic Rates	General Cemetery	Monthly
23048	DD260216H	01/02/2026	£936.00	£0.00	£936.00		West Lindsey District Council - Non-Domestic Rates	Marshalls	Monthly
23049	DD260216I	01/02/2026	£295.00	£0.00	£295.00	2,037.00	West Lindsey District Council - Non-Domestic Rates	Richmond Park	Monthly
23050	DD260209	26/01/2026	£1,681.65	£296.94	£1,384.71		British Gas Business - Electricity usage	Richmond House Main House	26/11/25 - 26/1/26
23052	DD260216B	02/02/2026	£35.10	£1.67	£33.43		British Gas Business - Electricity usage	Levelling's	30/12/25 - 2/2/26
23053	DD260216C	02/02/2026	£67.26	£3.20	£64.06		British Gas Business - Electricity usage	Marshalls External Changing	30/12/25 - 2/2/26
23054	DD260216	02/02/2026	£126.82	£6.04	£120.78		British Gas Business - Electricity usage	Richmond House Flat	30/12/25 - 2/2/26
23064	DD260217	03/02/2026	£512.70	£85.45	£427.25		British Gas Business - Electricity Usage	Marshalls Main Pavilion	1/1/26 - 31/1/26
23057	DD260218	04/02/2026	£334.69	£20.70	£313.99		British Gas Business - Electricity usage ESTIMATE	Marshalls Bowls Portacabin	26/11/25 4/2/26
23058	DD2602	10/02/2026	£939.86	£173.31	£766.55		British Gas Business - Electricity usage ESTIMATE	General Cemetery Chapel	26/11/25 26/1/26
23059	DD2602	10/02/2026	£120.16	£5.72	£114.44	3,818.24	British Gas Business - Electricity usage ESTIMATE	Richmond Park Greenhouse	7/1/26 - 10/2/26
23065	DD260211D	05/02/2026	£233.47	£38.91	£194.56		Pozitive Energy Ltd - Gas Usage	Marshalls Main Pavilion	1/1/26 - 21/1/26
23066	DD260211C	05/02/2026	£8.89	£1.48	£7.41		Pozitive Energy Ltd - Gas Usage	Marshalls Main Pavilion	1/1/26 - 21/1/26
23067	DD260211B	05/02/2026	£25.69	£1.22	£24.47		Pozitive Energy Ltd - Gas Usage	Levelling's	1/1/26 - 21/1/26
23068	DD260211	05/02/2026	£12.20	£0.58	£11.62	280.25	Pozitive Energy Ltd - Gas Usage	Levelling's	22/1/26 - 31/1/26
23060	DD260218B	03/02/2026	£902.18	£150.36	£751.82	902.18	E.ON Next Energy Ltd - Gas usage	Richmond House	5/1/25 - 1/2/26
23096	BP2602	08/02/2026	£22.73	£0.00	£22.73		Water Plus Ltd - Used water & surface water drainage	Richmond Park	7/12/25 - 7/2/26
23097	BP2602	13/02/2026	£44.49	£0.00	£44.49		Water Plus Ltd - Used water & surface water drainage	Marshalls	12/1/26 - 12/2/26
23098	BP2602	14/02/2026	-£6.88	£0.00	-£6.88		Water Plus Ltd - Used water & surface water drainage	General Cemetery	13/12/25 - 13/2/26

ExpTno	Cheque	Ledger date	Gross	Vat	Net	Chq / Trans Total	Transaction Details	Heading	Occurrence
23099	BP2602	17/02/2026	£8.79	£0.00	£8.79	69.13	Water Plus Ltd - Used water & surface water drainage	Levelling's	15/1/26 - 15/2/26
23107	DD260218C	27/01/2026	£3.62	£0.00	£3.62	3.62	HSBC - Bank charges	Bank Charges	28/12/25 - 27/1/26
23063	DD260216D	02/02/2026	£84.43	£14.07	£70.36	84.43	Integrating Solutions Ltd - Copier charges	Printing	1/1/26 - 31/1/26
23056	DD260204	23/12/2025	£211.20	£35.20	£176.00	211.20	PEAC (UK) Ltd - Photocopier lease rental	Photocopier	4/2/26 - 3/5/26
23061	DD2602	09/02/2026	£183.32	£30.55	£152.77	183.32	British Telecommunications Plc - Phone line and broadband services	Phone & Broadband	Monthly
23070	DD2602	11/02/2026	£109.09	£18.18	£90.91	109.09	EE Ltd - X4 mobiles	Mobiles	Monthly
23071	DD2602	10/02/2026				140.65	Clear Business Electricity - Landline, broadband & electricity charges		Monthly
		1	£36.37	£6.06	£30.31		Alarm line	Richmond House	
		2	£51.49	£8.58	£42.91		CCTV Broadband & Phoneline	Richmond House	
		3	£52.79	£8.80	£43.99		CCTV Broadband & Phoneline	Marshalls	
23041	DD260202B	16/01/2026	£1,038.04	£173.00	£865.04	1,038.04	Lex Autolease Limited - Lease rental	Vehicle Expenses	15/2/26 - 14/3/26
23062	DD260213	02/02/2026	£438.47	£73.08	£365.39	438.47	Fuelgenie - Fuel usage	Vehicle Expenses	1/1/26 - 31/1/26
23114	BP260219/20	01/02/2026				34,208.54	Rigel Wolf Ltd - February Payroll		
		1	£24,946.60	£0.00	£24,946.60		February Payroll	Gross Salary	
		2	£3,179.03	£0.00	£3,179.03		February Payroll	Employer NI	
		3	£6,001.91	£0.00	£6,001.91		February Payroll	Employer Pension Cont	
		4	£81.00	£0.00	£81.00		February Payroll	Mileage	
				£7,168.64	£76,627.25	£83,795.89			
Chairman Signature _____						RFO Signature _____		Date _____	

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Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 19/02/26 inclusive. This may include transactions with ledger dates outside this period. Includes current debtors and creditors.

Balances at the start of the year

Ordinary Accounts

HSBC Current/ Deposit Account	£252,970.40
Petty Cash	£100.00

Short Term Investment Accounts

CCLA Investment Management Limited	£200,000.00
Total	£453,070.40

RECEIPTS	Net	Vat	Gross
Precept	£691,000.00	£0.00	£691,000.00
Administration	£86,409.46	£0.00	£86,409.46
Grounds Maintenance	£12,856.95	£0.00	£12,856.95
Richmond Park & House	£4,035.00	£0.00	£4,035.00
Sports Grounds	£58,163.07	£0.00	£58,163.07
Cemetery	£47,949.99	£0.00	£47,949.99
Allotments	£11,940.10	£0.00	£11,940.10
Events	£1,000.00	£0.00	£1,000.00
Mayors Charity	£725.64	£0.00	£725.64
Total Receipts	£914,080.21	£0.00	£914,080.21

PAYMENTS	Net	Vat	Gross
Employee Costs	£392,487.45	£1,474.30	£393,961.75
Administration	£58,661.85	£6,399.12	£65,060.97
Grounds Maintenance	£51,389.99	£10,206.87	£61,596.86
Richmond Park & House	£52,504.05	£8,122.04	£60,626.09
Sports Grounds	£36,946.94	£4,054.24	£41,001.18
Cemetery	£32,674.73	£1,276.36	£33,951.09
Play Areas	£2,920.47	£584.08	£3,504.55
Allotments	£14,852.30	£2,300.22	£17,152.52
Public Realm	£5,033.93	£639.66	£5,673.59
Events	£4,025.00	£5.00	£4,030.00
Christmas Lights	£28,851.66	£4,732.84	£33,584.50
Ear Marked Reserves	£164,507.25	£14,749.84	£179,257.09
Mayors Charity	£600.00	£0.00	£600.00
Total Payments	£845,455.62	£54,544.57	£900,000.19

Closing Balances at 19/02/26

Ordinary Accounts

HSBC Current/ Deposit Account	£37,050.42
Petty Cash	£100.00
	£37,150.42

Short Term Investment Accounts

CCLA Investment Management Limited	£430,000.00
Total	£467,150.42

Not all the accounts have been reconciled exactly to the end date on this summary.

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Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Precept					
Income					
100	Precept	£690,900.00	£690,900.00	£0.00	0.00%
105	WLDC Precept Contribution	£100.00	£100.00	£0.00	0.00%
Total Income		£691,000.00	£691,000.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Employee Costs					
Expenditure					
1000	Payroll	£418,000.00	£382,093.66	£35,906.34	-8.59%
1010	Travel and Training	£5,800.00	£4,971.27	£828.73	-14.29%
1020	Workwear & ID	£2,750.00	£2,158.81	£591.19	-21.50%
1030	HR	£3,985.00	£2,929.30	£1,055.70	-26.49%
Total Expenditure		£430,535.00	£392,153.04	£38,381.96	-8.91%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Administration					
Income					
205	Bank Interest	£16,000.00	£12,577.83	-£3,422.17	-21.39%
210	Insurance Reimbursement (GTF)	£1,558.00	£0.00	-£1,558.00	-100.00%
215	Legal Fee Reinbursement	£0.00	£0.00	£0.00	0.00%
220	Subject Access Request / FOI	£0.00	£0.00	£0.00	0.00%
225	Insurance Claims	£8,072.00	£8,072.00	£0.00	0.00%
Total Income		£25,630.00	£20,649.83	-£4,980.17	-19.43%
Expenditure					
2000	Office Supplies & Telecom	£13,750.00	£11,807.68	£1,942.32	-14.13%
2010	Publicity	£550.00	£240.00	£310.00	-56.36%
2020	Subscriptions	£3,843.00	£4,042.72	-£199.72	5.20%
2030	Democratic & Civic	£19,670.00	£7,190.55	£12,479.45	-63.44%
2040	Grants	£8,919.00	£5,363.60	£3,555.40	-39.86%
2060	Insurance	£22,014.00	£22,014.10	-£0.10	0.00%
2070	HR & Finances	£3,580.00	£3,307.63	£272.37	-7.61%
2080	Legal Fees	£3,000.00	£2,683.50	£316.50	-10.55%
Total Expenditure		£75,326.00	£56,649.78	£18,676.22	-24.79%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Grounds Maintenance					
Income					
300	Vehicle Hire	£0.00	£0.00	£0.00	0.00%
310	LCC Contribution towards Highway Verge Cutting	£12,660.00	£12,660.81	£0.81	0.01%
320	Sale of Grounds Equipment	£0.00	£0.00	£0.00	0.00%
330	Scrap	£200.00	£196.14	-£3.86	-1.93%
Total Income		£12,860.00	£12,856.95	-£3.05	-0.02%
Expenditure					
3000	Vehicle Costs	£18,968.00	£14,815.98	£4,152.02	-21.89%
3010	Grounds Maintenance - All Sites	£46,000.00	£34,040.81	£11,959.19	-26.00%
3020	Cleaning Products	£1,700.00	£999.57	£700.43	-41.20%
Total Expenditure		£66,668.00	£49,856.36	£16,811.64	-25.22%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Richmond Park & House					
Income					
400	Richmond Park	£8,535.00	£4,035.00	-£4,500.00	-52.72%
Total Income		£8,535.00	£4,035.00	-£4,500.00	-52.72%
Expenditure					
4000	Richmond Park & House	£59,423.00	£51,883.81	£7,539.19	-12.69%
Total Expenditure		£59,423.00	£51,883.81	£7,539.19	-12.69%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Sports Grounds					
Income					
500	Roses	£0.00	£0.00	£0.00	0.00%
510	Marshalls	£18,972.00	£17,686.30	-£1,285.70	-6.78%
520	Levellings	£600.00	£498.30	-£101.70	-16.95%
Total Income		£19,572.00	£18,184.60	-£1,387.40	-7.09%
Expenditure					
5010	Marshalls	£51,518.00	£33,427.81	£18,090.19	-35.11%
5020	Levellings	£5,654.00	£3,369.34	£2,284.66	-40.41%
Total Expenditure		£57,172.00	£36,797.15	£20,374.85	-35.64%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Cemetery					
Income					
600	General Cemetery	£47,000.00	£42,185.51	-£4,814.49	-10.24%
610	North Warren Cemetery	£3,124.00	£3,125.08	£1.08	0.03%
Total Income		£50,124.00	£45,310.59	-£4,813.41	-9.60%
Expenditure					
6000	General Cemetery	£52,429.00	£26,379.75	£26,049.25	-49.68%
6010	North Warren Cemetery	£3,138.00	£3,164.71	-£26.71	0.85%
Total Expenditure		£55,567.00	£29,544.46	£26,022.54	-46.83%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Play Areas					
Income					
700	Funding	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	0.00%
Expenditure					
7000	Play Equipment Maintenance	£5,000.00	£337.47	£4,662.53	-93.25%
7005	Wet Pour Maintenance	£1,000.00	£0.00	£1,000.00	-100.00%
7010	Levellings	£0.00	£0.00	£0.00	0.00%
7020	Aisby Walk	£2,000.00	£1,393.00	£607.00	-30.35%
7030	Danes Road	£0.00	£0.00	£0.00	0.00%
7040	Mayflower Close	£0.00	£0.00	£0.00	0.00%
7080	St Georges	£0.00	£0.00	£0.00	0.00%
7090	Play Area Inspections	£1,200.00	£1,190.00	£10.00	-0.83%
Total Expenditure		£9,200.00	£2,920.47	£6,279.53	-68.26%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Allotments					
Income					
800	Allotments	£11,500.00	£11,460.69	-£39.31	-0.34%
815	Garage Space Ropery Road	£1,500.00	£0.00	-£1,500.00	-100.00%
Total Income		£13,000.00	£11,460.69	-£1,539.31	-11.84%
Expenditure					
8000	Foxby Hill	£4,827.00	£4,708.13	£118.87	-2.46%
8010	Love Lane	£6,179.00	£2,445.37	£3,733.63	-60.42%
8020	North Warren	£5,763.00	£3,963.76	£1,799.24	-31.22%
8030	Showfield	£1,046.00	£645.83	£400.17	-38.26%
8040	Spital Hill	£2,190.00	£1,898.11	£291.89	-13.33%
8050	Love Lane Garage Site	£300.00	£606.50	-£306.50	102.17%
8060	All Sites	£555.00	£489.60	£65.40	-11.78%
Total Expenditure		£20,860.00	£14,757.30	£6,102.70	-29.26%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Public Realm					
Income					
920	Bus Shelters	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	0.00%
Expenditure					
9000	Roundabouts / Islands	£0.00	£0.00	£0.00	0.00%
9010	Street Furniture	£4,260.00	£1,193.53	£3,066.47	-71.98%
9020	War Memorial	£400.00	£400.00	£0.00	0.00%
9030	Gainsborough in Bloom	£3,000.00	£3,058.96	-£58.96	1.97%
9040	Community Rail Partnership	£0.00	£0.00	£0.00	0.00%
Total Expenditure		£7,660.00	£4,652.49	£3,007.51	-39.26%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Events					
Income					
1005	Richmond Park	£0.00	£0.00	£0.00	0.00%
1015	Marshalls Sports Ground	£0.00	£0.00	£0.00	0.00%
1030	Levellings Playing Field	£1,000.00	£1,000.00	£0.00	0.00%
1040	Aisby Walk Playing Field	£1,000.00	£0.00	-£1,000.00	-100.00%
Total Income		£2,000.00	£1,000.00	-£1,000.00	-50.00%
Expenditure					
10010	Illuminate	£1,000.00	£0.00	£1,000.00	-100.00%
10020	Armed Forces Day	£0.00	£0.00	£0.00	0.00%
10040	Remembrance Sunday	£300.00	£25.00	£275.00	-91.67%
10050	GO Festival	£3,000.00	£0.00	£3,000.00	-100.00%
Total Expenditure		£4,300.00	£25.00	£4,275.00	-99.42%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Christmas Lights					
Expenditure					
11000	Switch On Event	£8,000.00	£7,449.74	£550.26	-6.88%
11010	Anchor Point / Electrical Testing	£1,200.00	£1,105.00	£95.00	-7.92%
11040	Market Place Christmas Tree	£1,600.00	£1,608.75	-£8.75	0.55%
11050	Lighting Contract	£18,910.00	£18,438.23	£471.77	-2.49%
11070	Lamp Post Electricity	£300.00	£249.94	£50.06	-16.69%
Total Expenditure		£30,010.00	£28,851.66	£1,158.34	-3.86%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Community Infrastructure Levy					
Income					
14000	CIL	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Ear Marked Reserves					
Expenditure					
12000	Ear Marked Reserves	£495,519.69	£146,127.67	£349,392.02	-70.51%
Total Expenditure		£495,519.69	£146,127.67	£349,392.02	-70.51%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Neighbourhood Plan					
Income					
1300	Neighbourhood Plan	£0.00	£0.00	£0.00	0.00%
Total Income		£0.00	£0.00	£0.00	0.00%
Expenditure					
13000	Neighbourhood Plan	£6,000.00	£0.00	£6,000.00	-100.00%
Total Expenditure		£6,000.00	£0.00	£6,000.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Actual Net	Balance	Bal %age
Mayors Charity					
Income					
1200	Events & Donations	£0.00	£60.00	£60.00	100.00%
Total Income		£0.00	£60.00	£60.00	100.00%
Expenditure					
14005	Mayor Events (HSBC)	£0.00	£200.00	-£200.00	100.00%
14010	Mayors Charity Donation (HSBC)	£0.00	£0.00	£0.00	0.00%
Total Expenditure		£0.00	£200.00	-£200.00	100.00%

Financial Budget Comparison

Comparison between 01/04/25 and 19/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	Revised	Actual Net	Balance	Bal %age
Total Income	£822,721.00	£804,557.66		
Total Expenditure	£1,318,240.69	£814,419.19		
Total Net Balance	-£495,519.69	-£9,861.53		

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Bank Account Reconciled Statement

HSBC Current/ Deposit Account 51418890+036629 40-22-01

Statement Number	156	Bank Statement No.	156
Statement Opening Balance	£64,821.15	Opening Date	01/01/26
Statement Closing Balance	£76,259.34	Closing Date	31/01/26
True/ Cashbook Closing Balance	£76,259.34		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/01/26	CR260102	Kixx West Lindsey	0.00	68.80	64,889.95
02/01/26	DD260102	West Lindsey District Council	405.14	0.00	64,484.81
02/01/26	DD260102B	Lex Autolease Limited	1,038.04	0.00	63,446.77
05/01/26	CR260105	Slimming World	0.00	94.04	63,540.81
05/01/26	CR260105B	CCLA Investment Management Limited	0.00	1,658.52	65,199.33
05/01/26	CR260105C	Wright Way Sports and Education	0.00	236.14	65,435.47
06/01/26	CR260106	Showfield Allotments	0.00	8.08	65,443.55
07/01/26	BP260107	Blachere Illumination UK Limited	11,800.80	0.00	53,642.75
07/01/26	CR260107	Cliff Bradley & Sons Ltd	0.00	1,956.94	55,599.69
08/01/26	CR260108	Lincolnshire County Council	0.00	361.14	55,960.83
08/01/26	CR260108B	Little Piglets	0.00	361.14	56,321.97
08/01/26	CR260108C	Marshall's Sports FC	0.00	371.74	56,693.71
08/01/26	DD260108	Pozitive Energy Ltd	37.20	0.00	56,656.51
08/01/26	DD260108B	Pozitive Energy Ltd	343.15	0.00	56,313.36
09/01/26	CC260109	Multiple Suppliers/ Customers	308.00	0.00	56,005.36
09/01/26	CR260109	Lincolnshire County Council	0.00	586.12	56,591.48
13/01/26	DD260113	Fuelgenie	317.75	0.00	56,273.73
14/01/26	BP260114	Machine Mart Ltd	155.98	0.00	56,117.75
14/01/26	CR260114		0.00	70,000.00	126,117.75
15/01/26	CR260115	Lincolnshire Cooperative Ltd (Gainsborough)	0.00	1,581.37	127,699.12
15/01/26	DD260115	Integrating Solutions Ltd	39.31	0.00	127,659.81
15/01/26	DD260115B	West Lindsey District Council	99.00	0.00	127,560.81
15/01/26	DD260115C	West Lindsey District Council	707.00	0.00	126,853.81
15/01/26	DD260115D	West Lindsey District Council	936.00	0.00	125,917.81
15/01/26	DD260115E	West Lindsey District Council	295.00	0.00	125,622.81
16/01/26	CR260116	Lincolnshire Memorials Ltd	0.00	279.56	125,902.37
16/01/26	CR260116B	Gainsborough Men's Shed	0.00	41.67	125,944.04

Bank Account Reconciled Statement

16/01/26	DD260116	British Gas Business	74.95	0.00	125,869.09
16/01/26	DD260116B	British Gas Business	19.82	0.00	125,849.27
16/01/26	DD260116C	British Gas Business	59.28	0.00	125,789.99
18/01/26	DR260118	HSBC	7.24	0.00	125,782.75
19/01/26	BP260119	Sleaford Town Council	68.00	0.00	125,714.75
19/01/26	BP260119B	Timpson	72.00	0.00	125,642.75
19/01/26	BP260119C	B & M Retail Ltd	10.00	0.00	125,632.75
19/01/26	CR260119	Slimming World	0.00	121.82	125,754.57
19/01/26	CR260119B	██████████	0.00	115.78	125,870.35
19/01/26	DD260119	EE Ltd	109.09	0.00	125,761.26
19/01/26	DD260119B	British Gas Business	453.91	0.00	125,307.35
20/01/26	DD260120	E.ON Next Energy Ltd	924.68	0.00	124,382.67
21/01/26	BP260120/21	Shucksmith Accountants (Gainsborough) Ltd	34,157.30	0.00	90,225.37
21/01/26	CR260121	██████████	0.00	74.43	90,299.80
21/01/26	CR260121B	LAS Metals	0.00	51.94	90,351.74
21/01/26	CR260121C	Cliff Bradley Memorials	0.00	93.60	90,445.34
21/01/26	DD260121	Clear Business Electricity	157.81	0.00	90,287.53
22/01/26	BP260122	Huws Gray Limited	9.95	0.00	90,277.58
22/01/26	BP260122B	Brexons Workwear Ltd	198.57	0.00	90,079.01
22/01/26	BP260122C	The National Allotment Society	84.00	0.00	89,995.01
22/01/26	BP260122D	Agri-Gem Ltd	297.60	0.00	89,697.41
22/01/26	BP260122E	Foxstone Forestry	900.00	0.00	88,797.41
22/01/26	BP260122F	Chantry Agricultural Engineers	757.81	0.00	88,039.60
22/01/26	BP260122G	Chubb Fire & Security Ltd	363.83	0.00	87,675.77
22/01/26	BP260122H	Peacock and Binnington	303.47	0.00	87,372.30
22/01/26	BP260122I	F5 Computing Ltd	72.00	0.00	87,300.30
22/01/26	BP260122J	Trade UK	242.69	0.00	87,057.61
22/01/26	BP260122K	Landscape Supply Company	351.86	0.00	86,705.75
22/01/26	BP260122L	RJ Tyres	318.00	0.00	86,387.75
22/01/26	BP260122M	Gainsborough Skip & Aggregates LTD	275.00	0.00	86,112.75
22/01/26	BP260122N	Lincoln Rural Training	954.00	0.00	85,158.75
22/01/26	BP260122O	Hewitt Plant Hire Ltd	384.00	0.00	84,774.75
22/01/26	BP260122P	Lincolnshire Association of Local Councils	2,974.72	0.00	81,800.03
22/01/26	BP260122Q	Office Maid Ltd	940.32	0.00	80,859.71
22/01/26	BP260122R	Institute of Cemetery and Crematorium Management	180.00	0.00	80,679.71

Bank Account Reconciled Statement

23/01/26	BP260123	Marshall's and Rose Brothers Memorial Charity	1,000.00	0.00	79,679.71
23/01/26	CR260123	██████████	0.00	41.35	79,721.06
23/01/26	DD260123	British Telecommunications Plc	183.32	0.00	79,537.74
26/01/26	CR260126	Slimming World	0.00	121.82	79,659.56
26/01/26	DD260126	British Gas Business	41.70	0.00	79,617.86
26/01/26	DD260126B	Stallard Kane Associates Ltd	117.82	0.00	79,500.04
27/01/26	CC260127	Amazon EU SARL	406.73	0.00	79,093.31
27/01/26	CR260127	Lincolnshire County Council	0.00	1,008.75	80,102.06
27/01/26	CR260127B	██████████	0.00	279.57	80,381.63
27/01/26	CR260127C	Cliff Bradley & Sons Ltd	0.00	1,682.26	82,063.89
29/01/26	CR260129	Friendship FC Reserves	0.00	99.66	82,163.55
29/01/26	CR260129B	Spital Hill Allotments	0.00	4.92	82,168.47
30/01/26	BP260130	Viking Direct	230.11	0.00	81,938.36
30/01/26	BP260130B	Blachere Illumination UK Limited	5,772.36	0.00	76,166.00
30/01/26	BP260130C	Green Stripe Garden Machinery Ltd	906.00	0.00	75,260.00
30/01/26	BP260130D	Chubb Fire & Security Ltd	375.22	0.00	74,884.78
30/01/26	BP260130E	Chantry Agricultural Engineers	1,005.85	0.00	73,878.93
30/01/26	BP260130F	F5 Computing Ltd	8,629.58	0.00	65,249.35
30/01/26	BP260130G	Gainsborough Building Services Ltd	1,620.00	0.00	63,629.35
30/01/26	BP260130H	Trade UK	98.98	0.00	63,530.37
30/01/26	BP260130I	Anglian Water Business (National) Ltd	40.73	0.00	63,489.64
30/01/26	BP260130J	Water Plus Ltd	18.03	0.00	63,471.61
30/01/26	BP260130K	Water Plus Ltd	47.47	0.00	63,424.14
30/01/26	BP260130L	Water Plus Ltd	33.87	0.00	63,390.27
30/01/26	BP260130M	Water Plus Ltd	2.52	0.00	63,387.75
30/01/26	CR260130	HMRC	0.00	12,821.76	76,209.51
31/01/26	CR260131	Otter FC	0.00	49.83	76,259.34

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
-----------------------------------	------	------

Bank Account Reconciled Statement

Total debits / credits 82734.56 94172.75

Reconciled by Rachel Allbones

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Your Statement

Miss Rachel Allbones
Gainsborough Town Council
Richmond House
Morton Terrace
Gainsborough
DN21 2RJ



Account Summary

Opening Balance	10,000.00
Payments In	141,325.40
Payments Out	141,325.40
Closing Balance	10,000.00

29 December 2025 to 28 January 2026

International Bank Account Number

GB60HBUK40220151418890

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

51418890 970

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Dec 25	BALANCE BROUGHT FORWARD			10,000.00
29 Dec 25	DD BRITISH GAS	125.59		
	DD INTEGRATING SOLUTI	24.00		
	CR 			
	SLIMMING WORLD REN		94.04	
	TFR TRANSFER 03662918		55.55	10,000.00
31 Dec 25	DD ANGLIAN WATER BUSI	110.03		
	TFR TRANSFER 03662918		110.03	10,000.00
02 Jan 26	DD WEST LINDSEY DISTR	405.14		
	DD LEX AUTOLEASE	1,038.04		
	CR KIXX WEST LINDSEY			
	Kixx May		68.80	
	TFR TRANSFER 03662918		1,374.38	10,000.00
05 Jan 26	CR 			
	SLIMMING WORLD REN		94.04	
	CR CCLA Investment Ma			
	PS1008661-GAINSBOR		1,658.52	
	CR WRIGHT WAY SPORTS			
	F396		236.14	
	TFR TRANSFER 03662918	1,988.70		10,000.00
06 Jan 26	CR CASH IN P.O. JAN06			
	13 MARKET ST@13:57			
	465941XXXXXX6651		8.08	
	TFR TRANSFER 03662918	8.08		10,000.00
07 Jan 26	TFR 402201 03662918			
	INTERNET TRANSFER		11,000.00	
	BP Blachere Illuminat			
	CGAINTC	11,800.80		
	BALANCE CARRIED FORWARD			9,199.20

29 December 2025 to 28 January 2026

Your Statement

Account Name
Gainsborough Town Council

Sortcode 40-22-01 **Account Number** 51418890 **Sheet Number** 971

Your BUSINESS CURRENT ACCOUNT details					
Date	Payment type and details		Paid out	Paid in	Balance
		BALANCE BROUGHT FORWARD			9,199.20
	CR	Cliff Bradley & So C120		1,956.94	
08 Jan 26	TFR	TRANSFER 03662918	1,156.14		10,000.00
	CR	CHQ IN AT 407080		371.74	
	CR	LINCOLNSHIRE CC		361.14	
	DD	POZITIVE ENERGY	37.20		
	DD	POZITIVE ENERGY	343.15		
	CR	ULTIMATE LTD F389		361.14	
09 Jan 26	TFR	TRANSFER 03662918	713.67		10,000.00
	CR	LINCOLNSHIRE CC		586.12	
	DD	COMMERCIAL CARD	308.00		
13 Jan 26	TFR	TRANSFER 03662918	278.12		10,000.00
	DD	WL ITS FUELGENIE	317.75		
14 Jan 26	TFR	TRANSFER 03662918		317.75	10,000.00
	CR	CCLA Investment Ma PS1008661-GAINSBOR		70,000.00	
	BP	Sean Alcock Gains Town Council	155.98		
15 Jan 26	TFR	TRANSFER 03662918	69,844.02		10,000.00
	CR	LINCS COOP		1,581.37	
	DD	INTEGRATING SOLUTI	39.31		
	DD	WEST LINDSEY DC	99.00		
	DD	WEST LINDSEY DC	707.00		
	DD	WEST LINDSEY DC	936.00		
	DD	WEST LINDSEY DC	295.00		
	TFR	TRANSFER 03662918		494.94	10,000.00
16 Jan 26	DD	BRITISH GAS	74.95		
	DD	BRITISH GAS	19.82		
	DD	BRITISH GAS	59.28		
	CR	LINCOLNSHIRE MEMOR 4179		279.56	
18 Jan 26	CR	GAINSBOROUGH MENS INV F406		41.67	
	TFR	TRANSFER 03662918	167.18		10,000.00
	DR	TOTAL CHARGES TO 27DEC2025	7.24		
	TFR	TRANSFER 03662918		7.24	10,000.00
19 Jan 26	DD	EE LIMITED	109.09		
	DD	BRITISH GAS BUSINE	453.91		
	CR	██████████			
	CR	SLIMMING WORLD REN		121.82	
		██████████ F401		115.78	
		BALANCE CARRIED FORWARD			9,674.60

29 December 2025 to 28 January 2026

Your Statement

Account Name
Gainsborough Town Council

Sortcode 40-22-01 **Account Number** 51418890 **Sheet Number** 972

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			9,674.60
	BP Sleaford Town Coun			
	Gains Town Council	68.00		
	BP Sean Alcock			
	Gains Town Council	72.00		
	BP Sean Alcock			
	Gains Town Council	10.00		
20 Jan 26	TFR TRANSFER 03662918		475.40	10,000.00
	DD E.ON NEXT LTD	924.68		
	TFR 402201 03662918			
	INTERNET TRANSFER		30,000.00	
	BP RIGEL WOLF CLIENT			
	GTC PAYROLL	30,000.00		
21 Jan 26	TFR TRANSFER 03662918		924.68	10,000.00
	DD CLEARBUSINESS	157.81		
	BP RIGEL WOLF CLIENT			
	GTC PAYROLL	4,157.30		
	CR 			
	Prescott- October		74.43	
	CR LAS METALS			
	LAS METALS LRD		51.94	
	CR Cliff Bradley Memo			
	4178		93.60	
22 Jan 26	TFR TRANSFER 03662918		4,095.14	10,000.00
	TFR 402201 03662918			
	INTERNET TRANSFER		10,000.00	
	BP Huws Gray Ltd			
	G7305	9.95		
	BP Brexons Workwear L			
	64324	198.57		
	BP NSALG Ltd			
	S4426A	84.00		
	BP Agri-Gem Ltd			
	13201	297.60		
	BP Foxstone Forestry			
	0797	900.00		
	BP CHANTRY AGRICULTUR			
	GAINS TOWN COUNCIL	757.81		
	BP CHUBB FIRE & SECUR			
	52071549	363.83		
	BP PEACOCK & BINNINGT			
	6159	303.47		
	BP F5 COMPUTING LTD			
	GAINS TOWN COUNCIL	72.00		
	BALANCE CARRIED FORWARD			17,012.77

29 December 2025 to 28 January 2026

Your Statement

Account Name
Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
40-22-01 51418890 973

Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD			17,012.77
	BP Screwfix Direct Lt 6331640014561849	242.69		
	BP LANDSCAPE SUPPLY C GAI001	351.86		
	BP RJ Tyres 1833	318.00		
	BP Gainsborough Skip INV-1613	275.00		
	BP Lincoln Rural Trai 03780	954.00		
	BP Hewitt Plant Hire GAI1	384.00		
	BP LALC GAINSBOROUGH	2,974.72		
	BP Office Maid Ltd 1346	940.32		
	BP ICCM 20455	180.00		
	TFR TRANSFER 03662918	392.18		10,000.00
23 Jan 26	DD BT GROUP PLC	183.32		
	BP Marshalls and Rose Gains Town Council	1,000.00		
	CR XXXXXXXXXX Booking 10th Jan		41.35	
	TFR TRANSFER 03662918		1,141.97	10,000.00
26 Jan 26	DD BRITISH GAS	41.70		
	DD STALLARD KANE ASSO	117.82		
	CR XXXXXXXXXX SLIMMING WORLD REN		121.82	
	TFR TRANSFER 03662918		37.70	10,000.00
27 Jan 26	CR LINCOLNSHIRE CC		1,008.75	
	CR XXXXXXXXXX INVOICE NO 4177		279.57	
	CR Cliff Bradley & So C121		1,682.26	
	BP COMMERCIAL 486483 486483*****4056	406.73		
	TFR TRANSFER 03662918	2,563.85		10,000.00
28 Jan 26	BALANCE CARRIED FORWARD			10,000.00

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29 December 2025 to 28 January 2026

Your Statement

Account Name
Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
40-22-01 51418890 974

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Credit Interest Rates	<i>balance</i>	<i>AER variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR variable</i>
Credit interest is not applied			Debit interest		21.34%

40-22-01 51418890
Business c/a - Gains twn cn

GBP 8,678.64
GBP 8,678.64 available

✓

Account information

Balance details	Recent transactions	Next working day transactions	Statements	Charges and interest
-----------------	---------------------	-------------------------------	------------	----------------------

All transactions for the last

7 days	14 days	1 month	3 months	6 months	12 months	29 Jan 2026 to 31 Jan 2026
--------	---------	---------	----------	----------	-----------	----------------------------

 Advanced search ▾

Items posted may still be reversed, returned, or recalled.

Last updated 02 Feb 2026 10:45

Date ▾	Type ⬆	Description	Paid out ⬆	Paid in ⬆	Balance
31 Jan 2026		Balance carried forward			10,000.00
31 Jan 2026	TFR	TRANSFER 03662918	49.83		10,000.00
31 Jan 2026	CR	OTTER FC PITCH FEE		49.83	10,049.83
30 Jan 2026	TFR	TRANSFER 03662918		5,958.96	10,000.00
30 Jan 2026	BP	WATER PLUS 7001679673	2.52		4,041.04
30 Jan 2026	BP	WATER PLUS 0880007483	33.87		4,043.56
30 Jan 2026	BP	WATER PLUS 7001587165	47.47		4,077.43
30 Jan 2026	BP	WATER PLUS 0229006916	18.03		4,124.90
30 Jan 2026	BP	Anglian Water Busi88888970792	40.73		4,142.93
30 Jan 2026	BP	Screwfix Direct Lt6331640014561849	98.98		4,183.66

Date ▼	Type ◆	Description	Paid out ◆	Paid in ◆	Balance
30 Jan 2026	BP	Gainsborough Build25/26 500	1,620.00		4,282.64
30 Jan 2026	BP	F5 COMPUTING LTD GAINS TOWN COUNCIL	8,629.58		5,902.64
30 Jan 2026	BP	CHANTRY AGRICULTURGAINS TOWN COUNCIL	1,005.85		14,532.22
30 Jan 2026	BP	CHUBB FIRE & SECUR52071549	375.22		15,538.07
30 Jan 2026	BP	Greenstripe Innova6077	906.00		15,913.29
30 Jan 2026	BP	Blachere IlluminatCGAINTC	5,772.36		16,819.29
30 Jan 2026	BP	Viking Office UK L1354765	230.11		22,591.65
30 Jan 2026	CR	HMRC VTR		12,821.76	22,821.76
29 Jan 2026	TFR	TRANSFER 03662918	104.58		10,000.00
29 Jan 2026	CR	CASH IN P.O. JAN2913 MARKET ST@11:26465941XXXXXX6651		104.58	10,104.58
29 Jan 2026		Balance brought forward			10,000.00

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Your Statement

Miss Rachel Allbones
Gainsborough Town Council
Richmond House
Morton Terrace
Gainsborough
DN21 2RJ



Account Summary

Opening Balance	54,821.15
Payments In	77,266.35
Payments Out	65,828.16
Closing Balance	66,259.34

Interest Rate - Valid as at end date of the statement period
1.33 % AER

1 January to 31 January 2026

International Bank Account Number

GB04HBUK40220103662918

Branch Identifier Code

HBUKGB4131T

Account Name

Gainsborough Town Council

Sortcode

40-22-01

Account Number Sheet Number

03662918 364

Your Business Money Manager details				
Date	Payment type and details	Paid out	Paid in	Balance
31 Dec 25	BALANCE BROUGHT FORWARD			54,821.15
02 Jan 26	TFR TRANSFER 51418890	1,374.38		53,446.77
05 Jan 26	TFR TRANSFER 51418890		1,988.70	55,435.47
06 Jan 26	TFR TRANSFER 51418890		8.08	55,443.55
07 Jan 26	TFR 402201 51418890			
	INTERNET TRANSFER	11,000.00		
	TFR TRANSFER 51418890		1,156.14	45,599.69
08 Jan 26	TFR TRANSFER 51418890		713.67	46,313.36
09 Jan 26	TFR TRANSFER 51418890		278.12	46,591.48
13 Jan 26	TFR TRANSFER 51418890	317.75		46,273.73
14 Jan 26	TFR TRANSFER 51418890		69,844.02	116,117.75
15 Jan 26	TFR TRANSFER 51418890	494.94		115,622.81
16 Jan 26	TFR TRANSFER 51418890		167.18	115,789.99
18 Jan 26	TFR TRANSFER 51418890	7.24		115,782.75
19 Jan 26	TFR TRANSFER 51418890	475.40		115,307.35
20 Jan 26	TFR 402201 51418890			
	INTERNET TRANSFER	30,000.00		
	TFR TRANSFER 51418890	924.68		84,382.67
21 Jan 26	TFR TRANSFER 51418890	4,095.14		80,287.53
22 Jan 26	TFR 402201 51418890			
	INTERNET TRANSFER	10,000.00		
	TFR TRANSFER 51418890		392.18	70,679.71
23 Jan 26	TFR TRANSFER 51418890	1,141.97		69,537.74
26 Jan 26	TFR TRANSFER 51418890	37.70		69,500.04
27 Jan 26	TFR TRANSFER 51418890		2,563.85	72,063.89
29 Jan 26	TFR TRANSFER 51418890		104.58	72,168.47
	BALANCE CARRIED FORWARD			72,168.47

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1 January to 31 January 2026

Your Statement

Account Name
Gainsborough Town Council

Sortcode **Account Number** **Sheet Number**
40-22-01 03662918 365

Your Business Money Manager details					
<i>Date</i>	<i>Payment type and details</i>		<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD				72,168.47
30 Jan 26	TFR	TRANSFER 51418890	5,958.96		66,209.51
31 Jan 26	TFR	TRANSFER 51418890		49.83	66,259.34
31 Jan 26	BALANCE CARRIED FORWARD				66,259.34

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Bank Account Reconciled Statement

CCLA Investment Management Limi 74455479 40-05-30

Statement Number	13	Bank Statement No.	13
Statement Opening Balance	£500,000.00	Opening Date	01/01/26
Statement Closing Balance	£430,000.00	Closing Date	31/01/26
True/ Cashbook Closing Balance	£430,000.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
14/01/26	CR260114		70,000.00	0.00	430,000.00

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	70000	0

Reconciled by Rachel Allbones

Signed
Clerk / Responsible Financial Officer

Chair

Date

Statement of Account

GAINSBOROUGH TOWN COUNCIL
Richmond House
Richmond Park, Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ

5 February 2026

Account name: **GAINSBOROUGH TOWN COUNCIL**
Account number: **PS1008661-001**
Statement period: **31/12/2025 to 31/01/2026**

Account summary

Total valuation as at 31 January 2026 **£430,000.00**
Total valuation as at last statement at 31 December 2025 **£500,000.00**

Holdings as at 31 January 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	430,000.0000	£1.00	£430,000.00
			Total value
			£430,000.00

Transactions for the period from 31 December 2025 to 31 January 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
14/01/2026	Withdrawal	-70,000.0000	£1.0000	-£70,000.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 3.80% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jan 2026	03/02/2026	Paid to Nominated Bank Details	£1,482.20	

All CCLA forms are available on our website: www.ccla.co.uk/resources/client-documentation. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on www.ccla.co.uk/glossary. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at clientservices@ccla.co.uk.

PAPER F

Investment Strategy

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Document History

Adopted by Council – 4 September 2019
Reviewed & Adopted - 6 February 2024
Reviewed & Adopted – 4 March 2025
Reviewed & Adopted – 24 February 2026

1. Policy Aim

1.1 To ensure that reserve funds held on behalf of the Gainsborough community are prudently invested as part of its fiduciary duty.

2. Introduction

2.1 Gainsborough Town Council (the Council) acknowledges its duty and the importance of the effective and safe management in relation to the importance of wisely investing the temporary surplus funds held on behalf of the community, as part of its duty to have the highest standard of care for precept payers' money.

2.2 This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account:

- Section 15 (1) (a) of the Local Government Act 2003
- Statutory Guidance on Local Government Investments (3rd Edition)
- Guidance within JPAG Practitioner's Guide March 2025⁴.

2.3 The Local Government Act 2003 states that a local authority may invest:

- for any purpose relevant to its functions under any enactment
- for the purpose of prudent management of its financial affairs

2.4 The Council defines its financial management activities as:

“the effective and safe management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

3. Policy Statement

3.1 This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

4. Investment Objectives

4.1 The Council's investment priorities are:

- ~~the~~ security of its reserves (both general reserves and ear marked reserves) ~~(to ensure that money held is protected from~~ and in order to minimise ~~loss)~~
- ~~the~~ adequate liquidity of its investments, ~~(to ensure money is available when it is needed and not locked away~~ for lengthy period with or without financial penalty)
- ~~the~~ return on investment – the Council aims to get the best rate of interest that can be achieved whilst also ensuring that the investment is low risk and easy to access

4.2 All investments will be made in pounds sterling (£).

4.3 The Department for Levelling Up, Housing and Communities (DLUHC) ~~Communities and Local Government~~ maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

4.4 The Council will monitor the risk ~~of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality based on information from via~~ credit rating agencies ~~(e.g such as~~ Standard & Poor's (S&P) Moody's, and Fitch) investing only in high-credit-quality institutions.

4.5 Investments will be spread over at least two different providers (where appropriate) to minimise risk of financial loss.

4.6 ~~The fundamental principle governing Gainsborough Town Councils investment criteria is the security of its investments, although investment return will be a consideration.~~

- Investment principle: security first, return second. For 2024-27 the Council will invest as much of its balances as possible in low risk, accessible ~~and~~ short-term schemes ~~in order to achieve its investment objectives. Investment schemes will be with~~ ethical, responsible and of high credit quality, domiciled within the UK with a sovereign rating of A or higher.

5. Specified Investments

5.1 Specified investments are ~~those offering~~ high security ~~and~~ high liquidity, ~~made in sterling~~ -denominated investments ~~and with a maturitiesy~~ of no more than a year. ~~Such short-term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.~~

5.2 The Council, for the effective prudent management of its treasury balances may use: -

- Treasury Deposits with UK clearing banks (of at least A- rating)
- Local Authorities or other Public Authorities
- Other approved public-sector investment funds (i.e. CCLA)

5.3 ~~The choice of institution~~ choice and deposit ~~and length of deposit~~ will require be at the approval of the Finance and Strategy Committee approval.

5.4 ~~The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of~~ Investments aim to optimise return while maintaining security and liquidity.

6. Non-Specified Investments

6.1 These investments have greater potential risk – examples include investment in:

- the money market
- stocks and shares

6.2 Given the unpredictability and uncertainty surrounding such investments the Council will generally not use this type of investment.

6.3 ~~Any~~ such investments require ~~will be subject to~~ specific consideration and Full council approval ~~by Full Council~~.

7. Local Investments (Lending by Local Councils)

7.1 The Town Council may loan funds to:

- other Local Authorities
- non-profit voluntary organisation
- other (i.e. contractual investment)

7.2 Loans may be interest-free if mutually agreed, benefiting local inhabitants.

8. Liquidity of Investments

8.1 The ~~Council's~~ Finance and Strategy Committee, in consultation with the Responsible Finance Officer / Town Clerk, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

8.2 Investments ~~will be regarded as commencing~~ on the date the commitment ~~to invest is entered rather than not~~ the date ~~on which the funds are transferred paid over to the counterparty.~~

9. Long Term Investments

9.1 Long Term Investments are defined in the Guidance as greater than ~~12~~ 36 months. ~~The Town Council will only consider investing funds in long term investments to a maximum of 60 month and such investment will be subject to specific consideration and approval by Full Council.~~

~~9.2 The Council currently holds no long-term investments.~~

~~9.2 The Council does not currently hold any funds in long term investments. Any investment greater than 12 months will be subject to specific consideration and approval by Full Council.~~

10. Investment Strategy 202~~5~~4 – 202~~6~~5

10.1 ~~For 2024-25,~~ the Council will seek to invest as much of its balance as possible in low-risk products ~~in order~~ to achieve ~~its~~ investment objectives.

10.2 The Council is mindful of the need to not make the administration, monitoring and reporting of investments too complex, especially when considering the current low rates of return and the administration costs associated with managing multiple accounts and creating new accounts.

10.3 The following have been identified using Standard & Poor's (S&P), Moody's, and Fitch ratings as being suitably secure in the following scenarios:

- For day-to-day banking including current account a high degree of liquidity is required with suitable banking arrangements easy access for both deposit and withdrawal.

This condition has limited the practical choice to local "High Street" banks.

Gainsborough Town Council has a long-term relationship with HSBC PLC.

- Business Current & Deposit Account will continue to be held at HSBC PLC for in year finances plus not less than 3 months working capital from reserves for cash flow purposes.

10.4 The Council has plans for some medium to large projects for ~~2024/25 and~~ 2025/26 and ~~2026/27 and~~ liquidity of funds remains a higher priority than return on investment especially when the differential in rates of interest are very modest and limited.

10.5 Investment Account will be with CCLA with the current amount of ~~£200,000~~ £430,000. It is noted that CCLA is set to be taken over by Jupiter Group in 2025 (subject to FCA agreement).

10.6 Earmarked Reserves and any remaining General Reserve not allocated to the current / deposit accounts.

10.7 The Council has approved to invest some of its reserves in the CCLA Public Sector Deposit Fund, a UK FCA Qualifying Money Market Fund managed by CCLA that offers the substantial benefits of cooperation between public sector bodies. The main objective of this fund is to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high quality sterling denominated deposits and instruments. The Fund is AAmmf rated by Fitch Ratings. It offers instant access to deposit

and withdraw funds and as such it meets the requirements of the Council's Investment Strategy.

11. Investment Approval

11.1 The Council has the delegated authority to consider and make any short-term investments (maximum of twelve months), in accordance with the Investment Strategy, subject to the prior recommendation of the investment provider by the Finance and Strategy Committee.

11.2 The Responsible Finance Officer together with two (2) Council signatories shall have delegated authority to make all necessary transfers between the accounts from time to time as necessary to meet the annual Investment Strategy.

11.3 The Investments will be split between:

- CCLA Public Sector Deposit Account
- HSBC Money Manager (Deposit) Account
- HSBC Current Account (will hold a working balance)

11.4 See Appendix A for balances as at 31st January 2025.

12. Risk Assessment

12.1 The Council's reserves are not covered by the Financial Services Compensation Scheme and must therefore be carefully managed to mitigate the risk of losses. The Council will only invest in institutions of "high credit quality" as set out in section 5 of this strategy.

12.2 The Council will monitor the risk of loss on investments by reference to credit ratings. The Council should aim for ratings equivalent to the Fitch F1 rating for short-term investments or Fitch A- for long term investments. The Council will also have regard for the general economic and political environment in which institutions operate. The investment position will be reviewed quarterly by the Responsible Financial Officer and reported to the Finance and Strategy Committee (or Full Council).

12.3 The Council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

13. Regular and Year End Investment Report

Investment forecasts for the coming year will be accounted for when the budget is prepared. The Responsible Finance Officer will report on investment activity to the Finance and Strategy Committee as part of the Quarterly monthly Financial Reporting.

14. Review and Amendment of Regulations

11.1 The Annual Investment Strategy must be reviewed annually and revised if considered necessary.

11.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. Any variations will be made available to the public.

15. Monitoring

~~The policy will be monitored in the following ways:~~

MONITORING ACTIVITY	PERSON RESPONSIBLE
--------------------------------	-------------------------------

Quarterly checks of compliance to strategy	RFO
Twice yearly checks on compliance and review of investment	Finance and Strategy Committee

APPENDIX A

Statement of Reserves (as at 31st March 2025)

- ~~1. At the end of 2023/24 financial year Gainsborough Town Council had £214,693.49 in its General Reserve and £357,481.43 in its Earmarked Reserves (which included £18,122.42 of CIL monies). Total £572,174.92~~
- ~~2. The precept of £645,316 was received in 2024/25.~~
- ~~3. The precept of £691,000 for 2025/26 will be paid into the current account in April 2025.~~
- ~~4. A report containing a summary of the reserve position was considered by Finance and Strategy Committee in December 2024.~~
- ~~5. The balance as at date 31st January 2025 in each of the specified investments is as follows:—~~
 - ~~• HSBC Current Account £10,000~~
 - ~~• HSBC Money Manager (Deposit) Account £564,899.92~~
 - ~~• CCLA Public Sector Deposit Fund £0~~

1. General Reserve: £164,243.60

2. Earmarked Reserves: £331,276.09 (including £34,367.08 of CIL monies)

3. Total Reserves: £495,519.69

Precept:

- 2025/26: £691,000
- 2026/27: £748,220 (to be paid in April 2026)

Specified Investments (31 January 2026):

- HSBC Current Account: £10,000
- HSBC Money Manager (Deposit) Account: £66,259.34
- CCLA Public Sector Deposit Fund: £430,000

A report containing a summary of the reserve position was considered by Finance and Strategy Committee in January 2026.

PAPER G

Investment Strategy

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- 2. Introduction..... 2
- 3. Policy Statement..... 2
- 4. Investment Objectives 2
- 5. Specified Investments..... 3
- 6. Non-Specified Investments..... 3
- 7. Local Investments (Lending by Local Councils)..... 3
- 8. Liquidity of Investments 3
- 9. Long Term Investments 3
- 10. Investment Strategy 2025 – 2026..... 3
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- 13. Regular and Year End Investment Report..... 5
- 14. Review and Amendment of Regulations..... 5

Document History

Adopted by Council – 4 September 2019
Reviewed & Adopted - 6 February 2024
Reviewed & Adopted – 4 March 2025
Reviewed & Adopted – 24 February 2026

1. Policy Aim

- 1.1 To ensure that reserve funds held on behalf of the Gainsborough community are prudently invested as part of its fiduciary duty.

2. Introduction

- 2.1 Gainsborough Town Council (the Council) acknowledges its duty and the importance of the effective and safe management in relation to investing the temporary surplus funds held on behalf of the community.
- 2.2 This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account:
 - Section 15 (1) (a) of the Local Government Act 2003
 - Statutory Guidance on Local Government Investments (3rd Edition)
 - Guidance within JPAG Practitioner's Guide March 2025.
- 2.3 The Local Government Act 2003 states that a local authority may invest:
 - for any purpose relevant to its functions under any enactment
 - for the purpose of prudent management of its financial affairs
- 2.4 The Council defines its financial management activities as:

“the effective and safe management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

3. Policy Statement

- 3.1 This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks.

4. Investment Objectives

- 4.1 The Council’s investment priorities are:
 - security of its reserves (both general reserves and ear marked reserves) to ensure that money held is protected from and in order to minimise loss
 - adequate liquidity of its investments, to ensure money is available when it is needed and not locked away for lengthy period with or without financial penalty
 - return on investment – the Council aims to get the best rate of interest that can be achieved whilst also ensuring that the investment is low risk and easy to access
- 4.2 All investments will be made in pounds sterling (£).
- 4.3 The Department for Levelling Up, Housing and Communities (DLUHC) maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.
- 4.4 The Council will monitor the risk via credit rating agencies such as Standard & Poor’s (S&P), Moody’s, and Fitch investing only in high-credit-quality institutions.
- 4.5 Investments will be spread over at least two different providers where appropriate to minimise risk of financial loss.
- 4.6 Investment principle: security first, return second. For 2024-27 the Council will invest as much of its balances as possible in low risk, accessible, short-term schemes with

ethical, responsible and of high credit quality, domiciled within the UK with a sovereign rating of A or higher.

5. Specified Investments

- 5.1 Specified investments are high security, high liquidity, sterling -denominated investments with maturities of no more than a year.
- 5.2 The Council, for the effective prudent management of its treasury balances may use: -
 - Treasury Deposits with UK clearing banks (of at least A- rating)
 - Local Authorities or other Public Authorities
 - Other approved public-sector investment funds (i.e. CCLA)
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6. Non-Specified Investments

- 6.1 These investments have greater potential risk – examples include investment in:
 - the money market
 - stocks and shares
- 6.2 Given the unpredictability and uncertainty surrounding such investments the Council will generally not use this type of investment.
- 6.3 Such investments require specific consideration and Full council approval.

7. Local Investments (Lending by Local Councils)

- 7.1 The Town Council may loan funds to:
 - other Local Authorities
 - non-profit voluntary organisation
 - other (i.e. contractual investment)
- 7.2 Loans may be interest-free if mutually agreed, benefiting local inhabitants.

8. Liquidity of Investments

- 8.1 The Finance and Strategy Committee, in consultation with the Responsible Finance Officer / Town Clerk, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 8.2 Investments commence on the date the commitment not the date funds are transferred.

9. Long Term Investments

- 9.1 Long Term Investments are defined in the Guidance as greater than 36 months. The Town Council will only consider investing funds in long term investments to a maximum of 60 month and such investment will be subject to specific consideration and approval by Full Council.
- 9.2 The Council currently holds no long-term investments.

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- 10.1 The Council will seek to invest as much of its balance as possible in low-risk products to achieve investment objectives.

10.2 The Council is mindful of the need to not make the administration, monitoring and reporting of investments too complex, especially when considering the current low rates of return and the administration costs associated with managing multiple accounts and creating new accounts.

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11.4 See Appendix A for balances as at 31st January 2025.

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- 12.1 The Council's reserves are not covered by the Financial Services Compensation Scheme and must therefore be carefully managed to mitigate the risk of losses. The Council will only invest in institutions of "high credit quality" as set out in section 5 of this strategy.
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- 12.3 The Council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

13. Regular and Year End Investment Report

- 13.1 Investment forecasts for the coming year will be accounted for when the budget is prepared. The Responsible Finance Officer will report on investment activity to the Finance and Strategy Committee as part of the monthly Financial Reporting.

14. Review and Amendment of Regulations

- 11.1 The Annual Investment Strategy must be reviewed annually and revised if considered necessary.
- 11.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. Any variations will be made available to the public.

APPENDIX A**Statement of Reserves (as at 31st March 2025)**

1. General Reserve: £164,243.60
2. Earmarked Reserves: £331,276.09 (including £34,367.08 of CIL monies)
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Specified Investments (31 January 2026):

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- CCLA Public Sector Deposit Fund: £430,000

A report containing a summary of the reserve position was considered by Finance and Strategy Committee in January 2026.

PAPER H

Councillor Laptop Use & Return Agreement

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3. Purpose of Use	2
4. Acceptable Use	3
5. Data Protection & Security	3
6. Loss, Theft, or Damage	3
7. Return of Equipment	4
8. Inspection and Maintenance	4
9. Breach of Agreement	4
10. Acceptance	4

Document History

Adopted by Council – 3 March 2026

Reviewed & Adopted –

1. Introduction

- 1.1 This Agreement sets out the terms and conditions under which Gainsborough Town Council ("the Council") provides a laptop computer to a Councillor for the purpose of carrying out Council business.
- 1.2 This Agreement was developed within a framework of legislation including, for example, the General Data Protection Regulations, Data Protection Act, Computer Misuse Act and Freedom of Information Act. It is expected that Members will safeguard any Council information in accordance with the Data Protection Act and Freedom of Information requirements and should be read in conjunction with the Council's Standing Orders and Code of Conduct, and all other adopted Council policies.

2. Equipment Details

- 2.1 The Council issues the following equipment to the Councillor:
 - i. Device: HP 255R G10 Laptop
 - ii. Screen Size: 15"
 - iii. Specification: 16GB RAM, 512GB SSD
 - iv. Operating System: Windows 11 Pro
 - v. Accessories (if applicable): Charger / Case / Other: _____
 - vi. Serial Number: _____
- 2.2 The equipment always remains the property of Gainsborough Town Council.

3. Purpose of Use

- 3.1 The laptop is provided exclusively for Council-related duties in accordance with the Council's Standing Orders and the Councillors' Code of Conduct, including but not limited to:
 - i. Accessing Council email accounts and official documents
 - ii. Preparing for and attending Council or Committee meetings (in person or remotely)
 - iii. Research, correspondence, and administration directly connected to Council business
- 3.2 Personal use is not permitted, except where incidental and unavoidable (for example, brief personal internet access while travelling), and must never:
 - i. Interfere with the performance of Council duties
 - ii. Breach the Councillors' Code of Conduct
 - iii. Breach the Council's Data Protection, Information Security, or Acceptable Use policies
 - iv. Bring the Council into disrepute
- 3.3 The laptop must not be used for electioneering purposes or for any activity that would conflict with the Councillor's obligations under the Code of Conduct.

4. Acceptable Use

4.1 The Councillor agrees to:

- i. Take all reasonable care of the laptop and any accessories
- ii. Use the device strictly in line with:
 - o The Council's Standing Orders
 - o The Councillors' Code of Conduct
 - o NALC Model Policies and guidance where adopted by the Council
 - o The Council's Data Protection and Information Security policies
- iii. Not install, download, or use unauthorised software, applications, or cloud services
- iv. Not alter system settings, security controls, or user accounts
- v. Not allow the device to be used by any other person, including family members
- vi. Ensure the device is secured with a strong password, PIN, or biometric protection
- vii. Lock the device when unattended and store it securely when not in use
- viii. Immediately report any faults, loss, theft, or damage to the Town Clerk

5. Data Protection & Security

5.1 The Councillor must:

- i. Comply at all times with the UK GDPR and the Data Protection Act 2018
- ii. Act in accordance with the Councillors' Code of Conduct in relation to confidentiality and information handling
- iii. Ensure personal data and confidential information is accessed, stored, and transmitted securely
- iv. Use only Council-approved email accounts and systems for Council business
- v. Not copy or transfer Council data to personal devices, email accounts, or external storage without written authorisation
- vi. Acknowledge that the laptop is subject to remote management by the Council's appointed external IT support provider. Any decision to apply remote management measures, including remote wiping of the device, will be made by the Council. Councillors will be informed that remote management applies to the device and, where practicable, prior to any remote wiping being carried out.

6. Loss, Theft, or Damage

- i. Any loss, theft, or damage must be reported to the Town Clerk immediately
- ii. In cases of theft, a police crime reference number must be provided
- iii. The Councillor may be held responsible for replacement or repair costs where loss or damage results from negligence or misuse

7. Return of Equipment

- 7.1 The Councillor agrees to return the laptop and all accessories:
- i. Upon resignation, disqualification, or cessation of office
 - ii. At the end of the Council term, if requested
 - iii. Immediately upon request by the Council
- 7.2 All equipment must be returned in good working order, subject to fair wear and tear.

8. Inspection and Maintenance

- 8.1 The Council reserves the right to:
- i. Inspect the laptop at any reasonable time
 - ii. Carry out maintenance, updates, or security checks
 - iii. Replace the device if required

9. Breach of Agreement

- 9.1 Failure to comply with this Agreement, the Council's Standing Orders, or the Councillors' Code of Conduct may result in:
- i. Immediate withdrawal of the laptop
 - ii. Referral to the Monitoring Officer, where appropriate
 - iii. Further action in line with the Council's adopted procedures and NALC guidance

10. Acceptance

- 10.1 By signing below, the Councillor confirms that they have read, understood, and agree to comply with the terms of this Agreement.

Councillor Name: _____

Signature: _____

Date: _____

On behalf of Gainsborough Town Council

Name: Rachel Allbones

Role: Town Clerk

Signature: _____

Date: _____

Members ICT Policy

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IT Security Considerations	page 8
Internet Acceptable Usage	Page 9
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Members ICT Policy

Title: Members ICT Policy	Approved:	Effective from: Click here to enter a date.	Next review: 20/12/2025
Version: 1.01	Author: Cliff Dean		Last review: 22/12/2022

Version History

Revision Date	Reviser	Previous Version	Description of Revision
May 2019	Cliff Dean	1.0	Updated to reflect password changes
December 2022	Cliff Dean	1.01	Updated Policy reference IT and ICT, update personnel use, removed reference to tablet.

Document Approvals

This document requires the following approvals:

Sponsor Approval
West Lindsey - Corporate Policy and Resources Committee

Document Distribution

This document will be distributed to:

Name	Method
All members	Members Handbook

Notes: All roles listed above receive copies, or are notified, of updated versions of the document.

The Method of Issue includes provision of paper or electronic copy of authorised document, or notification by e-mail to those with access to the authorised version on the Intranet.

1. Introduction

West Lindsey District Council promotes the effective use of ICT technology by its Elected Members to enable them to perform their duties as a Councillor.

The Council's general presumption is for electronic provision of information and transaction of business wherever possible, while recognising that Councillors have different needs and requirements. By accepting a Council issued device, Members are asked to use the Council's ICT facilities to access Council information, including committee papers, to support a more sustainable approach by reducing paper consumption and postage usage, whilst improving timeliness in communication.

This policy applies to all Elected Members and Co-opted Members of the Council and aims to protect Members and the Council against legal challenge, criminal liability and damage to reputation. This is supported by four key objectives, which are:

- To prevent Council resources from being used to promote political activity;
- To prevent the Council's name from being used to promote a Member's personal or business interests;
- To protect the Council's private, personal and sensitive information from all threats, whether internal or external, deliberate or accidental;
- To prevent unnecessary cost being incurred by the Council.

The use of all ICT equipment, systems provided, or apps etc made accessible, by the Council is subject to this policy. Any Member wishing to use the Council's ICT equipment and/or systems is required to undertake in writing that they observe and will comply with this policy.

2. Members ICT Support

ICT support is provided for Members through Democratic Services at committeeadmin@west-lindsey.gov.uk or the ICT Team at the ICT ServiceDesk on 01427 675165 or via email ICT_ServiceDesk@sharedlincs.net.

To escalate any ICT issues or concerns, please contact the Council's Shared ICT Manager at Cliff_Dean@west-lindsey.gov.uk.

The Council will provide training opportunities at the Council's expense on all aspects of Council related use of the software/hardware provided by the Council.

3. Members ICT Provision

3.1 Council Issued Hardware

Members will be provided with a maximum of 2 devices for accessing systems, email, calendar, committee papers; etc. This can be used to access Council systems.

Due to advances in technology, alternative hardware may become available for use by Members. The Council retains the right to offer alternative hardware should the situation arise.

The devices provided by the ICT Section will be installed with the current standard software that will be configured to regularly update the device operating system.

The software and ICT equipment will be maintained, replaced and repaired as necessary at the Council's expense.

3.2 Members Own Hardware or Any Other Device

Members can be given access to use their own devices for accessing email on another device, subject to the device meeting the minimum-security requirements, this can be requested via the ICT ServiceDesk.

3.3 Access to Systems

Members will be provided with access to the Council's preferred choice of services and applications, e.g., OneDrive and Modern.Gov. The Council will download and set up the required applications and will notify you when there are updates to be applied. These will be applied remotely on the device provided by the Council.

3.4 Acceptable Use

Members will not be able to use Council provided ICT software and systems in connection with Council business on any personal device(s) apart from that defined in section 3.2..

Council business means matters relating to a Member's duties as an Elected Member, as a member of a Committee, Sub Committee, working party, or as a Council representative on another body or organisation.

Council ICT equipment is available to enable:

- Communications with individual Members of the public, other Members, officers, and government officials in connection with those duties set out above;
- To facilitate discussion by a political group of the Council, so long as it relates to the work of the Council and not the political party.
- Members must also note the General Principles in the Members Code of Conduct with particular regard to the following principles:
- Members should uphold the law and on all occasions act in accordance with the trust that the public is entitled to place in them;
- Members should do whatever they are able to do to ensure that the Council uses its resources prudently and in accordance with the law.

ICT equipment should not be used in a manner that breaches the Members' Code of Conduct. The Code makes it clear that when using the resources of the Council Members must:

Act in accordance with the Council's reasonable requirements;

- Ensure that such resources are not used improperly for political purposes (including party political purposes). This means that the use of the ICT equipment for purely party-political purposes, designing and distributing party political material produced for publicity purposes and support of any political party or group activities, elections and campaigning is likely to amount to a breach of the Code of Conduct;
- For any illegal activities which may bring the Council into Disrepute;
- For any purpose which is inconsistent with this policy.

The following do not constitute Council business and Council resources should not be used:

- Communications for constituency party meetings, ward party meeting, etc. or letters to party members collectively or in their capacity as party members;
- Documents relating to the policy and organisation of political parties, particularly regarding the conduct of elections.

3.5 Responsibilities of Members

There is an expectation that reasonable care is taken in the use and security of equipment. The Council may, at its discretion, require the Member to pay all or some of the cost incurred if loss or damage has resulted from their wilful neglect.

Security – reasonable care must be exercised in order to prevent theft, loss or damage at all times. Specifically, any mobile devices, e.g., tablets, must not be left unattended. An appropriate carrying case should be used to prevent damage to the equipment. All ICT equipment should be kept out of sight overnight in a secure location;

- Bit lockers should not be left in laptops(these are the usb keys used to secure a device).
- Transit – ICT equipment must be kept out of sight and secured in a locked boot where available. ICT equipment must not be left in sight in an unattended vehicle and must be removed from the vehicle overnight. When using hotel accommodation Members should consider the use of the hotel reception safe when a mobile device is not in use, and where not available, the use of a room safe or lockable cabinets within the room.

3.6 Restriction of Use

The Council reserves the right to restrict the use of ICT equipment if it has reason to believe that the use of the ICT equipment is likely to be in breach of the Council's IT Security Policy and supporting guidance. In particular, the Council reserves the right to:

- Remove or disable any software or equipment;
- Remove any information stored on the computer.

3.7 Return and Recovery of Equipment

All ICT equipment and software assigned remains the property of the Council. The Council reserves the right to require the Member to return the ICT equipment at any time and the right to recover the ICT equipment from the Member.

Any Member to whom ICT equipment has been supplied and ceases to hold office, for whatever reason, will be required to return all equipment to Democratic Services within two weeks of ceasing office. All information held on the equipment will be deleted and the equipment may be re-issued.

4. Members Personal Use

The ICT equipment provided for Members is intended to assist the Member in his or her duties as a Councillor.

Council ICT equipment may also be used for reasonable and appropriate personal use, for example, web browsing, email, if this does not degrade the performance of the equipment or contravene this policy, providing that the primary use of the equipment remains for conducting Council business. However, the downloading of any additional apps onto the device is prohibited.

Councillors are permitted to store personal information and files on the device. However, the Council accepts no liability or responsibility for the loss of any such data and Councillors should back up any valuable personal data. The loss of data can occur, for example, if the device fails or if the device is required to be rebuilt for any reason.

All of the ICT equipment and software provided to Members remains the property of the Council. Members therefore have an obligation to ensure that they:

- Take reasonable care to safeguard ICT equipment and software supplied;
- Follow the instructions given by the Council, authorised contractors and manufacturers of the equipment as to its use and not allow it to be interfered with;
- Protect ICT equipment against theft and unauthorised access;
- Do not modify the ICT equipment in any way; this includes any amendments to the hardware and software configuration;
- Maintain the ICT equipment in working condition and report any faults to the IT Section as soon as is reasonably practicable;
- Allow reasonable access to the equipment for regular inspection, maintenance, upgrades or remedial work;
- Otherwise, comply with the terms of this policy and any other Information Management Policy and IT Security Policy.

5. IT Security Considerations

When using Council provided ICT equipment it is necessary that Members comply with the Council's IT Security Policy requirements as below:

Email and Internet access is provided to Members as a means of improving communications, knowledge and effectiveness at work. Nevertheless, all usage of the Council's email and Internet facilities must be regarded as the property of the Council and should not be regarded as private.

Use of email and Internet access introduces security threats such as malicious code attached e.g., viruses, unsolicited or undesirable email, fraudulent attempts to acquire sensitive information such as passwords and credit card details, unauthorised content, and breaches of legislation e.g., computer misuse and copyright act.

The security of ICT equipment is the responsibility of each Member as its 'custodian.' Access to the Council's information systems via ICT equipment is subject to password security. Members must keep passwords secure, and they must be of adequate complexity as advised by the ICT Team.

6. Email Usage

The Council will provide Members with a Council email address which must be used for all emails when conducting, or in support of, official Council business.

Non-Council email platforms e.g., webmail, Hotmail, must not be used to conduct or support official Council business.

Members must ensure that any emails containing confidential or sensitive information must be sent from an official Council email.

The legal status of an email message is similar to any other form of written communication. Consequently, any e-mail message sent from a facility provided to conduct or support official Council business should be considered to be an official communication from the Council.

Under no circumstances should Members use email and Internet facilities for:

- Illegal or malicious use, including downloading or transmitting copyright material;
- Accessing, sorting or transferring illegal, pornographic or obscene material.
- Access to or distribution of material, which does not comply with the Council's Equality and Diversity policy;
- For potentially libellous or defamatory purposes.

7. Internet Acceptable Usage

The Council will provide access to the Internet through your network account which comprises a secure logon-id (username) (password). The Council's ICT Department is responsible for the technical management of this account.

You are responsible for the security provided by your network account. Only you should know your log-on id and you should be the only person who uses your account.

The provision of Internet access is owned by the Council and all access is recorded, logged and interrogated for the purposes of:

- monitoring total usage to make sure business use is not impacted by lack of capacity; and
- monitoring and recording all access for reports that can be produced for the Monitoring Officer and auditors on request.

Except where it is strictly and necessarily required for your work as a Councillor, you must not use your Internet account to:

- create, download, upload, display or access knowingly, sites that contain pornography or other “unsuitable” material that might be deemed illegal, obscene or offensive;
- subscribe to, enter or use peer-to-peer networks or install software that allows sharing of music, video or image files;
- subscribe to, enter or utilise real time chat facilities such as chat rooms, text messenger or pager programs;
- subscribe to, enter or use online gaming or betting sites;
- subscribe to or enter “money making” sites or enter or use “money making” programs;
- run a private business;
- download any software; or
- use any material obtained from the Internet in a manner which might infringe the owner’s copyright.

The above list gives examples of “*unsuitable*” usage but is neither exclusive nor exhaustive. “*Unsuitable*” material would include data, images, audio files or video files the transmission of which is illegal under British law, and material that is against the rules, essence and spirit of this and other Council policies.

Non-compliance with this Policy could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide necessary services to our customers.

Any Councillor found to have breached this Policy may be subject to investigation under the Members Code of Conduct. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

8. Information Security and Management

8.1 Confidentiality

Members accessing confidential Council information using Council provided ICT equipment are responsible for ensuring the continuing security of any such confidential information that they deal with.

Members are reminded of their obligations under the Council's Code of Conduct for Members not to disclose confidential information to any third party. Members are reminded that when conducting case work they are data controllers in their own right and must comply with data protection principles.

8.2 Legislative Framework

This policy was developed within a framework of legislation including, for example, the General Data Protection Regulations, Data Protection Act, Computer Misuse Act and Freedom of Information Act. It is expected that Members will safeguard any Council information in accordance with the Data Protection Act and Freedom of Information requirements.

More information about the relevant acts and regulations can be found in the Information Governance Policy or alternatively contact the Corporate Information Officer

PAPER I

PAPER J