

# ELKESLEY PARISH COUNCIL

Minutes the Annual Meeting of the Parish Council held in the  
Elkesley Memorial Hall  
on Wednesday 6 May 2026 at 6.45pm  
DRAFT UNTIL RATIFIED

**Present :** Councillors J Skelton, J O'Brien, J Gilson, M Stronach and L Ashley

**Others :** The Clerk and seven members of public attended

## **26/2460) Election of Chair and Vice Chair and Acceptance of Office**

**Resolved.** Cllr Skelton was proposed by Cllr O'Brien, and re-elected as Chair, Cllr O'Brien was proposed by Cllr Skelton, and re-elected as Vice-Chair. **Carried.** Cllrs Skelton and O'Brien signed their Declarations of Acceptance of Office.

## **26/2461) Apologies and Declarations of Interest**

**Resolved.** Apologies were received from Cllr MacIntosh, County Councillor Wright and District Councillor Adams.

## **26/2462) Agree minutes of previous Annual Meeting 8 May 2025**

**Resolved.** The minutes of the Annual Meeting of the Parish Council 8 May 2025 were proposed by Cllr O'Brien, seconded by Cllr Stronach and approved. **Carried**

## **26/2463) Consider and Confirm Standing Orders and Financial Regulations**

**Resolved.** The updated standing orders and financial regulations were proposed by Cllr O'Brien, seconded by Cllr Gilson and approved. **Carried**

## **26/2464) Consider and Confirm Policies**

**Resolved.** The updated policies were proposed by Cllr O'Brien, seconded by Cllr Gilson and approved. **Carried**

## **26/2465) Consider and Confirm Asset Register**

**Resolved.** The Asset Register was proposed by Cllr O'Brien, seconded by Cllr Gilson and approved. **Carried**

## **26/2466) Consider and Confirm Insurance**

**Resolved.** The new 3-year Long Term Undertaking Insurance policy with Clear Insurance was proposed by Cllr O'Brien, seconded by Cllr Gilson and approved. **Carried**

## **26/2467) Consider and Confirm Code of Conduct**

**Resolved.** The Code of Conduct proposed by Cllr O'Brien, seconded by Cllr Gilson and approved. **Carried**

## **26/2468) Financial Report for Year Ending 31 March 2026\***

The clerk/RFO gave a financial report for 2025-26, which is attached to these minutes\*

## **26/2469) Approve payment list and financial reports for May 2026**

**Resolved.** The payment list and financial reports were proposed by Cllr Ashley, seconded by Cllr Stronach and approved. **Carried**

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**The next meeting will be held on Tuesday 16 June at 6.30pm**

**The Chair ended the meeting at 7.05pm**

**Signed**

**Chair**

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## \*Financial Report Year Ending 31 March 2026

The Clerk/Finance Officer reported that Bassetlaw District Council's support for Town and Parish Councils, in the form of a Concurrent Grant, was maintained for 2025-26. The Clerk reported that the precept of £20050 was provided in 2 tranches to Elkesley Parish Council.

Elkesley PC underspent its proposed budget by £1420.07, with some areas' shortfalls covered by underspends elsewhere, eg, grounds maintenance.

The PC's Bank Account Balances on 01 April 2025 opened at £28484.59 , and closed on 31 March 2026 at £35827.55, which includes the Reserves. The accounts are operated online with Unity Trust Bank. Credit interest earned over the full year totals £666.79. The PC's actual reserve balance, on 31 March 2026 stands at £27228.97.

The council uses Scribe for its accounting software, and Bank Reconciliations are produced on a monthly basis.

Elkesley PC currently is due Community Infrastructure Levy monies of £ £8,360.95 pending from 2021-22 and 2024-25. These funds will be directed to a separate CIL bank account.

The Council is fully insured with Zurich Insurance. The payroll system is supplied by Darby's Chartered Certified Accountants.

The internal audit, for 2024-25 was completed in a timely fashion by the PC, which complied with the exemption requirements, without the need for External Audit from PKF Littlejohn. The Parish Council has engaged the services of Susan MacDonald, Internal Auditor for 2025-26 Annual Governance and Accountability Return.

Cheryl Day

Clerk and RFO