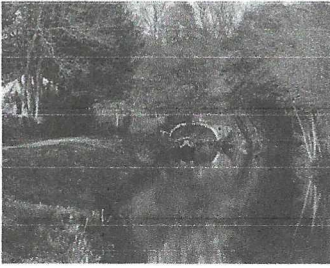
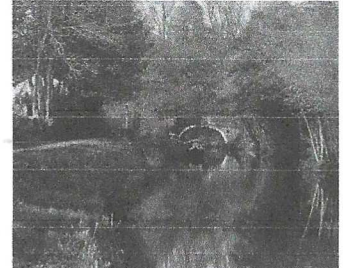


AGENDA

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
Salterforth Village Hall
Chapel Hill
Salterforth, Lancashire BB18 5TU
Email: clerk@salterforth-pc.gov.uk
Website: www.salterforth-pc.gov.uk



Salterforth Parish Council 24th June 2026 after the Annual Parish Council Meeting Village Hall, Salterforth

Members of the Council are hereby summoned to attend a full Meeting of the Parish Council in accordance with schedule 12, para. 10(2)(b) of the Local Government Act 1972 to be held as detailed above. If you are unable to attend, your apologies and reason for absence should be forwarded to the Chair in advance.

AGENDA

Meetings are open to the public and may be recorded by representatives of the media or by members of the public. Any persons intending to record the meeting are requested to respect the wishes of members of the public who have come to speak at a meeting; and reminded that it is not permitted for oral commentary to be provided during a meeting.

1. Welcome

The Chair of the Parish Council to welcome all to the meeting.

2. Attendance, Apologies and Non-attendance

2.1 To record attendance, non-attendance, and written apologies for absence.

3. Declarations of Interest

To receive declarations of personal interest in any matter identified in this agenda.

4. Public Participation

To allow for members of the public to be offered the opportunity to address Council on any subject not already an agenda item.

Questions or comments for the Council on agenda items should be sent via post/email to the Clerk using the Village Hall address or at clerk@salterforth-pc.gov.uk at least 24 hours prior to the meeting.

5. To approve and accept as an accurate representation, the draft minutes of the Annual Parish Council Meeting and the Ordinary Parish Council Meeting, both held 22nd May 2026.

6. Updates on Items from Previous Meetings

6.1 Bench for Bus stop.

6.2 Ginnel ownership.

6.3 Jinney Well ownership.

7. Reports from Meetings with other Organisations

To receive for information purposes, verbal, or written reports from Councillors on any such meetings attended.

7.1 West Craven Area Committee 9th June 2026.

8. Correspondence

Nothing received.

9. Toilets

10. Community Garden

AGENDA

11. Assets & Maintenance Requirements

11.1 Playing Field Gate

12. Village Summer Planting

13. Events

14. Impact Fund

15. Legacy Fund

16. Planning Matters

Any applications received after the agenda has been published will be tabled at the meeting.

Nothing.

17. Finance

Clerk/RFO has authority to make payments as required for items included in the Direct Debit and Regular Payment Review

RFO to present the financial report for review, approval, and countersignature:

17.1 Cash Book (Enc) Balance as of 31st May 2026 - £26,763.56

17.2 Receipts, Payments, Invoices and **Payment Schedule** from 1st May to 31st May 2026.

17.3 Bank Reconciliation for May 2026 (Attached)

17.4 Bank Statement for May 2026 (Enc)

17.5 Budget Analysis 26_27 (Attached)

18. Insurance

19. Date of next Meeting.

D	M	YR	DEBTOR	BUD	DESCRIPTION	TYPE	GROSS DEBIT £
01	05	2026	HMRC	PAY	Salary Tax April 26	BACS	66.20
01	05	2026	Clerk/RFO	PAY	Salary April 26	BACS	265.41
05	05	2026	L J Eccles	MTN	Toilet Repairs	BACS	650.00
08	05	2026	Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99
11	05	2026	British Gas	LOO	Electricity Bill for 3rd April to 2nd May 2026	BACS	13.54
12	05	2026	Hugo Fox Ltd	WEB	Website Hosting	DD	23.99
19	05	2026	Clerk/RFO	SUB	Land Registry Search	BACS	7.00
19	05	2026	Clerk/RFO	SUB	ICO Annual Registration	BACS	52.00
19	05	2026	Internal Audit Yorkshire	AUD	Annual Internal Audit for AGAR 25_26	BACS	500.00
26	05	2026	Pendle Borough Council	MOV	Grass Cutting & Play Area Inspection 07.04.2026 & 20.04.2026	BACS	537.45
28	05	2026	HMRC	PAY	Salary Tax May 26	BACS	66.40
28	05	2026	Clerk/RFO	PAY	Salary May 26	BACS	265.21
29	05	2026	Zurich Municipal	INS	Annual Insurance Renewal for 1st June 2026 to 31st May 2027	BACS	913.43
Total							3,363.62

**Examined, Certified
& Verified By:**

Clerk & RFO

Karen Shawcock

Date: 2/6/26

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D	M	YR	ST	CREDITOR	DEBTOR	BUD	DESCRIPTION	TYPE	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	INVOICE	MINUTE REF	INV DATE	VAT No.	CASH BOOK £	STATEMENT £	
30,127.18																		30,127.18	
01	05	2026	May-26		HMRC	PAY	Salary Tax April 26	BACS	66.20	66.20	-	-	HMRC 1	26.22.05.9			30,060.98		
01	05	2026	May-26		Clerk/RFO	PAY	Salary April 26	BACS	265.41	265.41	-	-	Salary April 26	26.22.05.9			29,795.57		
05	05	2026	May-26		L J Eccles	MTN	Toilet Repairs	BACS	650.00	650.00	-	-	00166	26.22.05.9	03.05.2026		29,145.57		
08	05	2026	May-26		Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99	2.49	0.50	-	26988	26.22.05.9	11.05.26	156339683	29,142.58		
11	05	2026	May-26		British Gas	LOO	Electricity Bill for 3rd April to 2nd May 2026	BACS	13.54	12.90	0.64	-	804087033	26.22.05.9	05.05.26	684966762	29,129.04		
12	05	2026	May-26		Hugo Fox Ltd	WEB	Website Hosting	DD	23.99	19.99	4.00	-	27196	26.22.05.9	13.05.2026	156339683	29,105.05		
19	05	2026	May-26		Clerk/RFO	SUB	Land Registry Search	BACS	7.00	7.00	-	-	Land Registry	26.25.03.6.3			29,098.05		
19	05	2026	May-26		Clerk/RFO	SUB	ICO Annual Registration	BACS	52.00	52.00	-	-	ICO	26.22.05.9			29,046.05		
19	05	2026	May-26		Internal Audit Yorkshire	AUD	Annual Internal Audit for AGAR 25_26	BACS	500.00	500.00	-	-	25260000253	26.22.05.9	16.05.2026		28,546.05		
26	05	2026	May-26		Pendle Borough Council	MOW	Grass Cutting & Play Area Inspection 07.04.2026 & 20.04.2026	BACS	537.45	447.87	89.58	-	5169899	26.22.05.9	19.05.2026	175332564	28,008.60		
28	05	2026	May-26		HMRC	PAY	Salary Tax May 26	BACS	66.40	66.40	-	-	HMRC 2	26.22.05.9			27,942.20		
28	05	2026	May-26		Clerk/RFO	PAY	Salary May 26	BACS	265.21	265.21	-	-	Salary May 26	26.22.05.9			27,676.99		
29	05	2026	May-26		Zurich Municipal	INS	Annual Insurance Renewal for 1st June 2026 to 31st May 2027	BACS	913.43	913.43	-	-	555759418 556652002	26.22.05.9	01.05.26 26.05.26		26,763.56		
Totals									3,363.62	3,268.90	94.72	-						26,763.56	26,763.56

Examined, Certified
& Verified By:
Clerk & RFO
Karen Shawcock
Date: 21/6/26

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MONTH

May-26
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE

30.04.2026	£ 30,127.18
PAYMENTS	3,363.62
RECEIPTS	-
CARRIED FORWARD BALANCE	31.05.2026 £ 26,763.56

BANK STATEMENT £

STATEMENT BALANCE	30.04.2026	£ 30,127.18
PAYMENTS		3,363.62
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.05.2026	£ 26,763.56

Examined, Certified
& Verified By:

Clerk & RFO



Date: 2/6/26

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ADMINISTRATION	CAT	Budget	YTD £	Comments	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27
Clerk & RFO Salary	PAY	3,592.08	530.62		-	530.62										
Lengthsman Salary	PAY	2,100.00	-		-	-										
HMRC	PAY	1,400.00	132.60		-	132.60										
Payroll Admin	PAD	235.00	33.00		33.00	-										
Training & Development	TRA	300.00	-		-	-										
Internal Audit	AUD	494.40	500.00		-	500.00										
External Audit	AUD	216.30	-		-	-										
Website & Email Provision	WEB	500.00	44.98		22.48	22.48										
Insurance	INS	1,000.00	913.47		-	913.47										
Village Hall Rent	REN	550.00	210.00		210.00	-										
Subscriptions	SUB	102.40	7.00		-	7.00										
Subscription for Office 365	SUB	55.00	-		-	-										
Subscription for ICO	SUB	52.00	52.00		-	52.00										
Consumables	CON	100.00	4.99		4.99	-										
Total Administration		10,697.18	2,428.64		270.47	2,158.17	-	-	-	-	-	-	-	-	-	-
SERVICES/AMENITY	CAT	Budget	YTD £	Comments	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27
Community Events	EVE	2,200.00	-		-	-										
Asset Maintenance	MTN	2,000.00	650.00		-	650.00										
Community Garden	CGD	1,000.00	-		-	-										
Defibrillator	MTN	-	-		-	-										
Grass Cutting	MOW	3,600.00	382.13		-	382.13										
Community Planting	PLA	1,500.00	-		-	-										
Watering Up	PLA	950.00	-		-	-										
Toilets (General)	LOO	500.00	-		-	-										
Electricity (Toilets)	LOO	400.00	26.23		13.33	12.90										
Water (Toilets)	LOO	400.00	-		-	-										
Bi-weekly Playground Inspections	PRK	800.00	126.48		60.74	65.74										
Annual Playground Inspection	PRK	80.00	-		-	-										
Community Grants	GRA	1,500.00	-		-	-										
Xmas Tree	XMS	2,200.00	-		-	-										
Contingency		1,000.00	-		-	-										
Total Service/Amenities		18,130.00	1,184.84		74.07	1,110.77	-	-	-	-	-	-	-	-	-	-

**Examined, Certified
& Verified By:**
Clerk & RFO
Kareel Shawood
Date: 2/6/26

CHARK :

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