

**Hollym Parish Council -
Monthly Payment Schedule**

Date	Description	Ref:	Amount	Budget Item	Notes	Power to Spend
10/07/2025	Clerk Salary and HMRC Payment		237.29	Salaries	June Salary	LGA 1972, s112
	Bank Charges		4.25	Expenses	July Bank Charges	LGA 1972, s111
	Tesco *		26.00	Chair Fund	Gift to Resident	LGA 1972, s111
	Hollym Village Hall		48.00	Hall Hire	Apr/May/June	LGA 1972, s111
	Yorkshire Grant Maintenance		40.00	Pinfold	2 Cuts - June	Open Spaces Act 1906, s9 and s10
01/08/2025	Clerk Salary and HMRC Payment		237.29	Salaries	July Salary	LGA 1972, s112
	Bank Charges		4.25	Expenses	August Bank Charges	LGA 1972, s111
	Yorkshire Grant Maintenance		40.00	Pinfold	2 Cuts - July	Open Spaces Act 1906, s9 and s10
	July and August Monthly Payment		637.08			
	* Clerk Expenses being reclaimed as paid upfront		26.00			
Note:	Payments are to be made via Bank Transfer once					
	authorised at the meeting by the Chair and Clerk					
	and ' Resolved ' by the PC					
10/07/2025	Authorised:					
	Chair:					
	Clerk:				Minute Ref: 25/07/	

Hollym Parish Council - Bank Reconciliation 2025/2026

	A	B	C
1	01/04/2025		
2	Opening Balance - Treasurer Account		225.31
3	Opening Balance - Saver Account		11473.45
4			
5	Income		3,240.64
6	Total		14939.40
7			
8	Less:		
9	Payments		1507.01
10			
11	Reconciliation at 30/06/2025		13432.39
12			
13			
14	Closing Balances as at 30/06/2025:		432.02
15	Treasurer Account		13000.37
16	Saver Account		
17			
18	Less Uncleared Items		
19			
20			13432.39
21			
22	Signed By Chair:	Date:	
23			
24	Signed By Clerk:	Date:	
25			
26			
27			
28	Minute Ref: 25/07/		

Hollym Parish Council
Budget 2025 to 2026 - Quarter 1 Ending 30 June 2025

<u>Description(s)</u>	<u>2020/2021</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>		<u>Comments</u>
EXPENDITURE	Actual	Actual	Actual	Actual	Actual	Budget	Actual	% of Budget
Accountants Fees	200.00	200.00	210.00	220.00	240.00	250.00	250.00	100.00%
Pinfold	112.00	237.50	100.00	373.00	100.00	100.00	45.00	100.00%
Village Hall Hire	24.00	84.00	132.00	160.00	160.00	176.00	32.00	100.00% Based on existing hourly rate of £8.00
Insurance	410.37	271.76	241.00	241.00	241.00	400.00		100.00%
Flyers	0.00	0.00	0.00	20.00	0.00	0.00		0.00%
Defibrillator	75.95	0.00	668.00	124.00	0.00	200.00		100.00%
ERNLLCA/SLCC	313.74	366.77	380.50	391.02	401.12	450.00	360.61	100.00%
Bins	754.32	0.00	0.00	45.00	0.00	0.00		0.00%
Events - J/C/D-Day	0.00	0.00	1481.40	752.65	176.72	200.00		100.00%
Gritting	0.00	0.00	0.00	0.00	159.82	0.00		0.00%
Xmas Party	0.00	100.00	100.00	150.00	150.00	200.00		100.00%
Planters/Plants Etc	0.00	70.00	0.00	0.00	0.00	100.00		100.00%
Salaries	2056.27	2166.66	2456.09	2653.39	2808.88	3064.00	709.07	100.00%
Expenses	159.69	377.08	174.16	1406.50	525.07	520.00	30.73	100.00% Inc cost of new gov.co.uk emails etc.
Seat(s)	0.00	1806.43	0.00	0.00	0.00	0.00		0.00%
Bus Shelters	0.00	0.00	84.86	0.00	0.00	100.00		100.00%
Training Courses	0.00	75.00	25.00	55.00	10.42	250.00		100.00%
Donations/Grants	500.00	100.00	200.00	10000.00	0.00	0.00		0.00%
Chairman Fund	0.00	0.00	0.00	0.00	0.00	100.00	26.00	100.00%
VAT	225.05	0.00	0.00	0.00	0.00	0.00		0.00%
Zoom Meetings	35.97	0.00	0.00	0.00	0.00	0.00		0.00%
	4867.36	5855.20	6253.01	16591.56	4973.03	6110.00	1453.41	23.79%
INCOME								
Precept	5000.00	5200.00	5400.00	5600.00	5800.00	6000.00	3000.00	50.00%
Bank Interest	1.14	1.51	13.57	416.57	129.03	125.00	26.92	21.54% Rates are dropping so this could reduce
Donations	0.00	810.04	96.00	0.00	0.00	0.00	0.00	0.00%
Yorkshire Water	0.00	15000.00	0.00	0.00	0.00	0.00	0.00	0.00%
Grants(s)	0.00	0.00	500.00	500.00	176.82	200.00	0.00	0.00% Assumes a VE Day Grant to match spending
VAT	0.00	276.10	732.46	554.46	0.00	100.00	213.72	213.72% VAT for 2024/25 and part from 2023/2024
	5001.14	21287.65	6742.03	7071.03	6105.85	6425.00	3240.64	50.44%
Nett - I less E	133.78	15432.45	489.02	-9520.53	1132.82	315.00	1787.23	567.37%

Notes:

Reserves

Guidance recommends a reserve be kept between 50% and 100% of Precept for Smaller Councils.

Grants

This is the remainder of the money paid to the village from Yorkshire Water.

RESERVE	01/04/2025
General	6699.00
Grants	5000.00
	11699.00

SUGGESTED PRECEPT

Expenditure	6110.00
Income	425.00
Precept	6000.00
Income - Expenditure	315.00

HOLLYM PARISH COUNCIL

Hollym Parish Council IT Policy

1. Introduction

Hollym parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Hollym parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Hollym parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Hollym parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Hollym parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Hollym parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Hollym parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Hollym parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Hollym parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Hollym parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Hollym parish council will provide regular training opportunities and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular updates on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the clerk, Kim Dalton.

All staff and councillors are responsible for the safety and security of Hollym parish council's IT and email systems. By adhering to this IT and Email Policy, Hollym parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Date Adopted:

Minte Ref: