

Clerk's Report
Thursday 26th March 2026

ECPC 120-25 a) To receive a progress update on the Clerks Priorities Report.

Background

Good Progress continues to be made to deliver the actions within the Priority Report, with the report updated to reflect recent progress, additional assignments and adjustment for impacts of available resources.

Recommendation

Council to note the update and confirm any further required amendments or addition to the priorities report.

ECPC 120-25 b) To consider relocation of caving system and associated cost.

Background

The Heritage and Wellbeing Centre currently houses a caving system within in one of the rooms. This system was provided through a grant to the Council and should remain within the Parish. Creswell Craggs have been approached to see if they are willing to accommodate the caving system on their site. The following details were received from Creswell Craggs regarding estimated relocation costs.

The group note that they have recently had a willow tunnel and willow fence installed in their meadow and that would help to disguise the cave system and keep it cooler in summer. An enquiry to one of the groups landscapers has indicated a cost of around seven thousand pounds to accommodate the system. The work would include putting a layer of stone on top and digging out earth to install a gentle hill on two sides of the cave system (to disguise it and help with flooding). It is suggested a cost to provide lights would be around two thousand pounds.

The proposal is to gift the caving system and free up space in the Centre for alternative use, however there is no allocated budget for relocating the system.

Recommendation

Council to consider the future arrangements for the caving system.

ECPC 120-25 c) To receive a request from Bolsover District Council regarding a storage contain at Heritage and Wellbeing Centre.

Background

The Council have received a request from Bolsover District Council to purchase a shipping container for storage purposes at the Heritage and Wellbeing Centre.

Recommendation

Given this expenditure is not budgeted, and ongoing discussions with a third-party charity in respect to the Centre, the request is deferred.

ECPC 120-25 f) To set a date for the Annual Parish Meeting.

Background

The Annual Parish Meeting is a mandatory legal meeting which has to be held between 1st March and 1st June. This is not a formal Council meeting, but a forum where any registered electors of the Parish can speak and vote on local issues. Any resolutions passed do not bind the Parish Council.

Recommendation

Council to consider holding the Annual Parish Meeting on Thursday 23rd April 2026 at 18:00.

Kimberley Walker

Kimberley Walker FdA, BA (Hons), CiLCA, PSLCC
Clerk & Proper Officer

Ref	Item	Priority	Officer lead	Report to meeting	Completed
1	Bowls club clean up	1	Kimberley	Sep-25	Sep-25
2	Youth Centre/Community hub lease review	2	James	Oct-25	Oct-25
3	RBL Grant	2	Kimberley	Nov-25	Oct-25
4	Asset Register review	2	Kimberley	Dec-25	Now found
5	Moving to Unity Bank	2	James	Sep-25	Ongoing
6	Issues with Parish van	2	Kimberley	Nov-25	Oct-25
7	Utilities require reviewing	3	Tracy	Mar-26	Complete
8	Cemetery Wall (insurers)	2	Kimberley	Oct-25	Oct-25
9	Review option for passing Markland back to Bolsover	2	Kimberley	Dec-25	Nov-25
10	Buttercup - Lock on gate needs removing	2	Kimberley	n/a	Ongoing
11	Contact Proctor re post removal	1	James	n/a	Sep-25
12	Councillor training set date for DALC	1	Kimberley	n/a	25th November
13	Insurance Renewal - Due October	2	James	Oct-25	Oct-25
14	Arrange meeting with David Eyre - Undertaker - Cemetery	2	James	Nov-25	Jan-26
15	Arrange meeting Wayne Carter - Leisure Direct BDC - HWBC, SLA & figures	2	Kimberley	Nov-25	Nov-25
16	HR Essential Course 12 Nov DALC - Need to re-schedule	2	Kimberley	Sep-25	Re-schedule
17	Freedom of Information Essentials Course DALC online	2	Kimberley	Sep-25	Nov-25
18	Cemetery Management 1&2 Course DALC	2	Kimberley	Sep-25	Feb-26
19	Fuel card - Grant	1	James	n/a	Oct-25
20	Screwfix card - Grant	1	James	n/a	Oct-25
21	Account required for Drapers - toilet cemetery	2	James	n/a	Not required
22	Paperwork for CCLA requires completing	2	James	n/a	Ongoing
23	Pension - Local Government	2	Kimberley/James	Nov-25	Nov-25
-	Policies that require reviewing		-	-	-
25	Disciplinary	3	Kimberley	Mar-26	Nov-25
26	Press & Media	3	Kimberley	Mar-26	Nov-25
27	Financial Risk Management	3	James	May-26	
28	Meeting Public Participation - New	2	Kimberley	Sep-25	Sep-25
29	Grants - New	2	Kimberley	Nov-25	Nov-25
30	Events and Rates	2	James	May-26	
31	Tracy induction plan	1	Kimberley	n/a	Tracy joined
32	.gov emails set up	2	Kimberley	n/a	Nov-25
33	New Website set up	2	Kimberley	n/a	Sep-25
34	Office working hours planning	1	Kimberley	n/a	Complete
35	Office opening hours report	2	Kimberley	Nov-25	Nov-25

36	Team meeting arrangements	2	Kimberley	n/a	
37	Staff appraisals	3	Kimberley	n/a	Jan-26
38	Health and Wellbeing Centre options review	2	James	Nov-25	Jan Property
39	NALC Report action plan progress review and further plan	2	Kimberley	Nov-25	Nov-25
40	Scribe anomalies	2	James	n/a	Oct-25
41	Banking of monies in safe	1	James	n/a	Mar-26
42	26/27 Budget setting inc Reserves Policy review	2	James	Nov-25	Nov-25
43	Full Council - agendas/minutes	1	Kimberley	Ongoing	Ongoing
44	HR - agendas/minutes	1	Kimberley	Ongoing	Ongoing
45	Finance - agendas/minutes	1	Kimberley/James	Ongoing	Ongoing
46	Property - agendas/minutes	1	Kimberley	Ongoing	Ongoing
47	Review audit report	2	Kimberley/James	n/a	Complete
48	Half year budget position	2	James	Oct-25	Nov-25
49	Banking signatures updates	2	James	n/a	Ongoing
50	Ratify Clerk appointment	1	Kimberley	Sep-25	Sep-25
51	Explore possible SUDS project	3	Kimberley	Apr-26	
52	Model Village Youth Engagement Event	2	Kimberley	Apr-26	To close?
53	Community Engagement with CRAGS (George Buchanan)	2	Kimberley	Apr-26	No email received
54	Dissolution of Chartable Trust	2	Kimberley	n/a	Complete
55	Ratify Admin appointment	1	Kimberley	Sep-25	Sep-25
56	New Facebook page	3	Kimberley	n/a	
57	Playparks tidy up and painting	2	Tracy	n/a	See 85-87
58	Complete War Memorial cleaning	2	Kimberley	n/a	Complete
59	Conclude SLA for Heritage and Wellbeing Centre	2	Kimberley	n/a	Ongoing
60	Office365 set up	1	Kimberley	n/a	Complete
61	Review/remove old policies on Website	1	Kimberley	n/a	Complete
62	Debit Card Application	2	James	n/a	Nov-25
63	Set CCLA Account	2	James	n/a	Duplicate
64	Markland Damage - Recovery from Football Club	2	James	n/a	To close?
65	Cricket Club rent review	3	James	Dec-25	Ongoing
66	Quarterly meeting with BWC and Charity	2	Kimberley	n/a	Superseded
67	Review DALC report and establish any open actions/action plan	2	Kimberley	Nov-25	Nov-25
68	Public Engagement Strategy	3	Kimberley	Jul-26	
-	Missing policies for review/issue		-	-	-
69	Lone Worker Policy	3	Kimberley	Nov-25	Nov-25
70	Expenses Policy	3	Kimberley	Nov-25	Nov-25

71	Risk Management Policy	3	Kimberley	Nov-25	Nov-25
72	Produce work schedule for play park repairs	2	Kimberley/James	Mar-26	Jan Property
73	Investigate possibilities for Markland Campus	2	Kimberley/James	Sep-26	Ongoing
74	Produce a report for PC allotment plot	2	Kimberley/James	Apr-26	
75	To sign bus shelter agreements	1	Kimberley	n/a	Dec-25
76	To sign amendment to Youth Hub Lease	1	Kimberley	n/a	Jan-26
77	To agree final budget and Precept for FY 2026/27	1	James	Jan-26	Jan-26
78	Peer reviewed accreditation under Local Council Award Scheme	3	Kimberley	Jun-26	
79	Ongoing monitoring of outstanding NALC actions	3	Kimberley	Ongoing	
80	Christmas Lights plan 2026	3	Kimberley	Jun-26	Ongoing
81	Grants for play parks	3	James	Jun-26	
82	Contact Welbeck Estates ref. various early termination/delaps matters	1	James	Apr-26	Mar-26
83	Cemetery Management Plan	3	Kimberley/James	Sep-26	
84	Charity deliberations - H&WC and Youth Hub	1	Kimberley/James	May-26	Ongoing
85	Park re-painting work Welbeck St & Wood St	1	Grant	Apr-26	Ongoing
86	Park re-painting work East Str, Markland	1	Grant	Apr-26	Ongoing
87	Park re-painting work Fox Green	1	Grant	May-23	Ongoing
88	Bouncing frog to be secure as soon as possible	1	Grant	Mar-23	Ongoing
89	Contact grave owners in respect of unpermitted items on graves	2	Kimberley/James	Jun-26	
90	Master key to be issues to teams at Markland	2	James	Jun-26	Mar-26
91	Identify saving within the Events Centre	2	James	Jun-26	
92	Revise RFO/Deputy Clerk's contract hours	1	Kimberley	Mar-26	Mar-26
93	Advertisement for Supervisor/deputy manager	1	Kimberley/James	Mar-26	Mar-26
94	Arrange appointment for Occupational Health for employee concerned	1	James	Apr-26	Ongoing
95	Revise Administration Assistants contract	1	Kimberley	Mar-26	Mar-26
96	Complete Pension forms for LGPS	1	Kimberley	Mar-26	Mar-26
97	Recruitment of Deputy Manager for the Events Centre	3	Lisa	Ongoing	

Priorities:

- 1 High
- 2 Medium
- 3 Low

Elmton with Creswell Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 28/02/2026		
	Cash in Hand 01/04/2025		78,104.82
	ADD Receipts 01/04/2025 - 28/02/2026		1,087,623.84
	SUBTRACT Payments 01/04/2025 - 28/02/2026		1,165,728.66
	Cash in Hand 28/02/2026 (per Cash Book)		974,926.16
B			190,802.50
	Cash in hand per Bank Statements		
	Petty Cash	28/02/2026	12,546.15
	Virgin Money	28/02/2026	113,120.64
	Santander	28/02/2026	91,846.30
	BDC Investment	28/02/2026	2,012.72
	BDC Loan	28/02/2026	0.00
			219,525.81
	Less unrepresented payments		29,529.99
			189,995.82
	Plus unrepresented receipts		806.68
	Adjusted Bank Balance		190,802.50
	A = B Checks out OK		

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
314	Bar Takings Income	02/02/2026		Virgin Money		Receipt - square card sales	Square	S	178.75	35.75	214.50
315	Bar Takings Income	02/02/2026		Virgin Money		Receipt - square card sales	Square	S	627.45	125.49	752.94
317	Room Hire Income	03/02/2026		Virgin Money		Receipt - Slimming World Roon	Slimming World	Z	70.00		70.00
316	cash back debit card	03/02/2026		Virgin Money		Receipt - card cashback	Virgin Money	Z	2.67		2.67
563	Scribe	03/02/2026		Virgin Money		Payment - scribe annual fee bo	Starboard System Ltd	S	-624.00	-124.80	-748.80
564	Equipment Services	03/02/2026		Virgin Money		Payment - Screwfix Various sup	Trade UK	S	-247.47	-49.49	-296.96
318	Bar Takings Income	04/02/2026		Virgin Money		Receipt - square card sales	Square	S	91.70	18.34	110.04
328	Bar Takings Income	04/02/2026		Virgin Money		Receipt - square card sales	Square	S	17.19	3.44	20.63
568	Stationery	05/02/2026		Virgin Money		Payment - connect stationery	Connect Office Supplies	S	-142.34	-28.47	-170.81
569	Stationery	05/02/2026		Virgin Money		Payment - connect stationery	Connect Office Supplies	S	-8.39	-1.68	-10.07
565	software	05/02/2026		Virgin Money		Payment - McAfee anti virus	McAfee	S	-45.82	-9.17	-54.99
566	VOA fine	05/02/2026		Virgin Money		Payment - voa office fine	VOA	X	-100.00		-100.00
641	Phones/Broadband	05/02/2026		Santander		Payment - BT Phone Internet f	BT	S	-253.80	-50.76	-304.56
567	Domestic Supplies	05/02/2026		Virgin Money		Payment - expenses Lisa Turne	Lisa Turner	S	-31.08	-6.22	-37.30
642	Till Software	05/02/2026		Santander		Payment - Till software	Tillpoint	S	-40.00	-8.00	-48.00
290	Allotment Water Income	06/02/2026		Santander		Receipt - Water Charges Allotr	Morven St Allotment Societ	Z	1,513.00		1,513.00
602	EON Electric - Events Centre	06/02/2026		Virgin Money		Payment - electricity Events Ce	British Gas	S	-668.46	-133.69	-802.15
631	Fuel	09/02/2026		Virgin Money		Payment - Right Fuel Card	Right Fuel Card	S	-161.21	-32.24	-193.45
319	Room Hire Income	10/02/2026		Virgin Money		Receipt - Slimming World Roon	Slimming World	Z	70.00		70.00
320	Bar Takings Income	11/02/2026		Virgin Money		Receipt - square card sales	Square	S	17.19	3.44	20.63
571	Payroll	11/02/2026		Virgin Money		Payment - Wages BDC Jan 26	Bolsover District Council	X	-14,161.83		-14,161.83
601	EON Electric - Events Centre	11/02/2026		Virgin Money		Payment - elec events centre	British Gas	S	-0.57	-0.11	-0.68
291	Bar Takings Income	12/02/2026		Santander		Receipt - Bar takings cash depr	Events Centre Bar takings	S	3,333.33	666.67	4,000.00
322	Bar Takings Income	12/02/2026		Virgin Money		Receipt - square card sales	Square	S	81.87	16.38	98.25
628	Payroll	12/02/2026		Virgin Money		Payment - Nest pension contrit	NEST Pensions	X	-310.01		-310.01
572	shredding	13/02/2026		Virgin Money		Payment - Shredding services	Shred it	S	-87.00	-17.40	-104.40
329	VAT refund	16/02/2026		Santander		Receipt - VAT Refund	HMRC - VAT	X	35,388.63		35,388.63
629	multisports phone	16/02/2026		Virgin Money		Payment - Daisy phone cricket	Daisy	S	-52.68	-10.54	-63.22
630	Phones/Broadband	16/02/2026		Virgin Money		Payment - daisy phones EC an	Daisy	S	-48.00	-9.60	-57.60
599	EON Electric - Events Centre	17/02/2026		Virgin Money		Payment - electricity Events Ce	British Gas	S	-1,129.31	-225.86	-1,355.17
598	Electricity Markland	17/02/2026		Virgin Money		Payment - electric markland	British Gas	S	-86.28	-17.26	-103.54
321	Room Hire	18/02/2026		Virgin Money		Receipt - Slimming World Roon	Slimming World	Z	70.00		70.00
600	EON Multisports	18/02/2026		Virgin Money		Payment - electric cricket club	British Gas	S	-45.83	-9.17	-55.00

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
638	EON Multisports	18/02/2026		Virgin Money		Payment - Eon Cricket club ele	EoN	S	-3.69	-0.74	-4.43
640	EON - Gas	18/02/2026		Virgin Money		Payment - Eon HWC Gas	EoN	S	-971.76	-194.35	-1,166.11
570	EON Electric - Events Centre	18/02/2026		Virgin Money		Payment - Eon Events Centre E	EoN	S	-2,317.43	-463.49	-2,780.92
639	EON - Electric	18/02/2026		Virgin Money		Payment - eon youth club elec	EoN	S	-68.28	-13.66	-81.94
309	BDC Debt refund	19/02/2026		Virgin Money		Receipt - loan refund overpaym	Bolsover District Council	X	6,563.12		6,563.12
643	Bank Charges	19/02/2026		Santander		Payment - Bank Charges	Santander Bank PLC	X	-4.99		-4.99
292	Equipment sale	20/02/2026		Virgin Money		Receipt - Compact Roller	Sarjant Construction Ltd	S	3,000.00	600.00	3,600.00
597	Electric - Well Being Centre	20/02/2026		Virgin Money		Payment - British Gas HWC ele	British Gas	S	-1,576.55	-315.31	-1,891.86
627	Catering Supplies	20/02/2026		Virgin Money		Payment - bookers food	Booker	S	-446.51	-89.30	-535.81
323	Bar Takings Income	23/02/2026		Virgin Money		Receipt - square card sales	Square	S	84.25	16.85	101.10
324	Room Hire Income	24/02/2026		Virgin Money		Receipt - Slimming World Roon	Slimming World	Z	70.00		70.00
594	Stationery	24/02/2026		Virgin Money		Payment - Amazon ink	Amazon	S	-28.45	-5.69	-34.14
632	Water Charges	24/02/2026		Virgin Money		Payment - Everflow Various wa	Everflow	Z	-445.64		-445.64
326	Burial Charges	25/02/2026		Virgin Money		Receipt - A Leah burial plot res	Alison Leah	X	800.00		800.00
325	Bar Takings Income	25/02/2026		Virgin Money		Receipt - square card sales	Square	S	290.89	58.18	349.07
595	IT Equipment	25/02/2026		Virgin Money		Payment - CLS Ltd IT equipmei	CLS Computers	S	-16.66	-3.33	-19.99
603	key cutting	25/02/2026		Virgin Money		Payment - timpson key cut	Timpson	S	-31.67	-6.33	-38.00
635	Gas - Events Centre	25/02/2026		Petty Cash		Payment - Chesterfield Gas	Chesterfield Gas	S	-105.00	-21.00	-126.00
310	Room Hire Income	26/02/2026		Petty Cash		Receipt - Room Booking Cresw	Creswell Craft Group	Z	56.00		56.00
596	Van repairs	26/02/2026		Virgin Money		Payment - wipers for the van	Wilco Motorsave	S	-34.58	-6.92	-41.50
633	Water Charges	26/02/2026		Virgin Money		Payment - water charge hwc	Waterplus	Z	-95.60		-95.60
327	Bar Takings Income	27/02/2026		Virgin Money		Receipt - square card sales	Square	S	1,619.86	323.97	1,943.83
311	Markland Hire Annual Fee	27/02/2026		Virgin Money		Receipt - Football Fees Annual	BlackDiamond FC	E	400.00		400.00
605	HMRC Fines	27/02/2026		Virgin Money		Payment - HMRC VAT penalty	HMRC	X	-200.00		-200.00
608	DALC Subscription	27/02/2026		Virgin Money		Payment - Dalc annual subs 26	DALC	X	-1,545.94		-1,545.94
607	Staff training	27/02/2026		Virgin Money		Payment - dalc training cemete	DALC	X	-120.00		-120.00
609	staff expenses	27/02/2026		Virgin Money		Payment - Flowers Kim Walker	Tracy Shooter	S	-20.83	-4.17	-25.00
615	shredding	27/02/2026		Virgin Money		Payment - Shredding services	Shred it	S	-87.00	-17.40	-104.40
604	mower service	27/02/2026		Virgin Money		Payment - Mower repairs	B& B Mowers	X	-406.34		-406.34
613	Allotment Rent	27/02/2026		Virgin Money		Payment - welbeck allotment5	Welbeck Estates	X	-125.00		-125.00
606	Catering Supplies	27/02/2026		Virgin Money		Payment - holdsworth food sup	Holdsworth Foods	Z	-423.94		-423.94
606	Catering Supplies	27/02/2026		Virgin Money		Payment - holdsworth food sup	Holdsworth Foods	S	-211.53	-42.30	-253.83
610	Catering Supplies	27/02/2026		Virgin Money		Payment - Lisa T expenses	Creswell Events Centre	Z	-50.03		-50.03
611	Bar Supplies	27/02/2026		Virgin Money		Payment - Huttons drinks and l	Hutton	S	-1,359.33	-271.87	-1,631.20
612	Bar Supplies	27/02/2026		Virgin Money		Payment - Huttons beer	Huttons	S	-1,310.42	-262.08	-1,572.50

Elmton with Creswell Parish Council

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
614	Rent	27/02/2026		Virgin Money		Payment - Events Centre Rent	Welbeck Estates	Z	-591.36		-591.36
Total									23,503.29	-583.89	22,919.40