

Re: Potential Heritage Project

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From Joshua Daniels

Date Sat 21/03/2026 21:51

To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

 1 attachment (9 KB)

Armthorpe Heritage and Community Project Joshua Daniels.docx;

Hi Sarah,

Thanks for getting back to me, and apologies it took me a while to respond, been a bit of a hectic week for me! Please find attached an overview - let me know what gets decided, and if you need any more information from me I'd be happy to help.

Kind regards,

Josh

#### Armthorpe Heritage and Community Project

This would be a multi-faceted heritage and community project. It could be expanded, reduced, or amended based on how you see fit, including choosing specific elements if you don't want to choose the whole project. It would take place over a couple of months. If funding is an issue, I'd be happy to write an application for some funding. Plus, if we do seek funding, we could also look at new equipment and other things too.

- Accessible-for-all guided heritage walks with leaflets and a website (£600);
- Skills workshops for local students (but also any local people too) - £200 for each: filmmaking, walk leadership, and interviewing;
- Interviewing local people about their heritage, with the local young people helping out [called 'Bridging the Gap'] (£800);
- A documentary about the local history, along with social media videos about places to visit, with the local young people helping out (£900)
- A public showing of the documentary with refreshments (£200).

Our Ref: 4237-01-FQ-SM

DATE: 18<sup>th</sup> November 2025

Armthorpe Parish Council,  
Armthorpe Community Centre,  
Welfare Park,  
Church Street,  
Armthorpe,  
Doncaster,  
DN3 3AG

**For the attention of Bev Walton**

Dear Bev

**RE: PLAYPARK TO REAR OF ARMTHORPE COMMUNITY CENTRE DN3 3AG**

Further to our meeting and discussion on site regarding architectural services to support you with a new play park behind the community centre, I would like to thank you for your time and emails explaining your requirements.

I can confirm that Building Link Design would be delighted to assist you in finding the most suitable solution and moving your proposals forward.

The outline brief in summary as indicated to us and which forms the basis of this fee proposal is to assist you architectural services to prepare and submit a planning application to the local authority for planning permission. We have included for acting as design team lead during this stage dealing with all other consultants and supporting reports as required.

Please find below confirmation of our fee quotation on a stage-by-stage basis which also describes how we would move the project forward on your behalf:

**Brief Preparation & Concept Design (RIBA Work Stages 0 – 2)**

1. Identify scope of work, brief and timescales;
2. Obtain a topographical survey of the land/ plot if required (see disbursements)
3. Preparation of concept sketches and plans based on HACS layout plan drawing Q-33157-Z8Y9-C revision 1;
4. Outline materials and finishes specifications;
5. Fine tune concept design to preferred solution
6. Prepare a car park design layout drawing with auto tracking software.
7. Give advice regarding Planning implications of the preferred solution;

**Our fee for undertaking Work Stages 0-2 will be £2,625.00 + VAT.**

Please be advised that, following changes to the planning process effective from 1st May 2025, local planning authorities may no longer accept design amendments after an application has been submitted, unless expressly agreed by the assigned Planning Case Officer.

In light of this, we strongly recommend that any proposal requiring planning consent be submitted for a pre-application enquiry prior to a formal submission. Should you choose not to

pursue this optional stage, please note that we cannot guarantee the local authority will engage constructively to achieve a favourable outcome.

### **Developed Design (RIBA Work Stage 3a) Formal Pre-application Enquiry - OPTIONAL**

8. Prepare and submit a pre-application enquiry to the LPA

**Our fee for undertaking Work Stage 3a will be £1,050.00 + VAT.**

### **Developed Design (RIBA Work Stage 3b) Planning Application**

9. Develop agreed concept design and prepare drawings for a Planning Application.
10. Co-ordinate and update proposals with all parties;
11. Design Co-ordination with other consultants if necessary;
12. Prepare final designs for client review & sign off;
13. Prepare supplementary documentation and supporting statements as required to accompany the Planning Application if necessary;
14. Submit the application to the Local Authority on your behalf and deal with the application until determination.

**Our fee for undertaking Work Stage 3b will be £2,100.00 + VAT.**

Please note we have not included the submission fee or involvement of any external consultants in the Planning process within the above fee. (See disbursements).

We have also not included at this stage for dealing with any pre-commencement conditions relating to the Planning approval until we know what they are.

Please note although we will endeavour to secure Planning consent for your proposals, we cannot guarantee Planning permission will be forthcoming. We will of course look at all Planning issues and aim to resolve any concerns as much as possible, before and during the application process. Our fee will be payable upon submission of the application.

### **Technical Design (RIBA Work Stage 4b) Production Information and Tender**

1. Prepare production information, detailed design drawings and interface details at appropriate scales sufficient to enable contractor/s to tender;
2. Co-ordinate architectural and structural information for tender purposes and building services (M and E) specifications;
3. Prepare full NBS specification;
4. Assist with list of potential Contractors to tender;
5. Arrange for production of PCIP (Pre-construction Information Plan – Health and Safety) (Subject to role as Principal Designer for CDM role. See below).
6. Prepare architectural information for Employers Requirements for tender;
7. Issue tender to agreed tender list.
8. Deal with queries during the tender process;
9. With other consultants carry out appraisal of tender submission;
10. If required carry out negotiations with successful contractor to agree revised scope of works to suit clients budget and establish agreed contract sum;
11. With other consultants where necessary carry out pre-contract meetings with successful contractor and agree construction information as required for and by the building contract;
12. Prepare contract documentation for signature.

**Our fee for undertaking Work Stage 4b (Production Info and Tender) can be confirmed upon request**

## Construction & Handover (RIBA Work Stage 5-7) Construction Stage

15. Make visits to construction works as Designer and Contract Administrator;
16. Provide further information reasonably required for construction;
17. Review design information from Contractors or Specialists;
18. Provide As Built drawings on completion;
19. Review compliance with statutory and contract requirements regarding specification costings and programme;
20. Conduct progress meetings as necessary during construction period;
21. Make and certify Interim Certificates based on Contractors Valuations and Tender submission.

**Our fee for undertaking Work Stage 5-7 (Construction Stage) can be confirmed upon request**

### Health and Safety – Principal Designer – CDM Regulations 2015.

We have a duty as Designers to inform you of the Construction (Design and Management) Regulations 2015 (CDM Regs) which came into force on 6 April 2015 and applies to all building and construction projects, regardless of the size, duration and nature of the work.

Under the regulations the role of the CDM Co-Ordinator has been replaced by **Principal Designer**. This means that the responsibility for co-ordination of the pre-construction phase – which is crucial to the management of any successful construction project – will rest with an existing member of the design team.

We can undertake the role of **Principal Designer** on this project for you if you wish. Please confirm.

*NB. Where no appointment is made the Client will assume the applicable duties under the regulations.*

### Known Disbursements at Workstage 0-2

Statutory Utility Enquires	£250.00 plus VAT (budget)
O.S. Map	£60.00 plus VAT
Topographical Survey,	£550.00 plus VAT

### Known Disbursements at Workstage 3

Design and Access Statement	Included
Planning Application Submission Fee	£528.00 per 75sq.m. Floor area created
Discharge of Planning Conditions Application Fee	£145.00 per application
Planning Portal Fee	£70.33 plus VAT per application
Tree Survey	TBC
Ecology Survey	TBC
CEMP	TBC
Biodiversity Net Gain Assessment	TBC
Phase 1 Contamination Study	TBC
Planning Statement	TBC
Drainage strategy	TBC
Underground services survey	TBC
Flood Risk assessment & Sequential test	TBC
Landscaping Design	TBC
Transport Assessment	TBC
Lighting Design	TBC

The disbursement list above may not be exhaustive and additional disbursements may be identified as necessary as we work through the relevant work stages. Where the cost of each disbursement has not yet been identified we will clarify these as part of each work stage as and when they are required.

We have quoted based on the current scheme and brief made known to us at this time. Should the scheme change to the extent a significant amount of additional time is required or the scope of work is changed significantly we may need to revise our fee appropriately.

Please find enclosed our Standard Terms of Engagement (which require signing and returning) for your consideration, which if agreeable together with the cost will form the basis of our agreement to take the project forward on your behalf.

Thank you for asking us to look at this project with you and we look forward to hearing from you soon regarding your thoughts on the way forward.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Shane Marsh', written in a cursive style.

**Shane Marsh** M.C.I.A.T.  
Managing Director

Enc – Conditions of Engagement



# Internet Banking Policy

## Background

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for two elected members to sign cheques and other orders for payment.

The removal of this particular legal requirement enables Parish Councils to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

The Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system.

## Account details

The Parish Council has an account with The Co-operative Bank. This account is organised with the bank to require internet payments to be authorised by two signatories. This is in accordance with the guidance on page 14 of the document "The Good Councillor's Guide to Finance and Transparency" where it states – "Where electronic banking is used, arrangements should ensure that at least two people are involved in any transaction, one of whom must be a councillor".

## Account signatories

The following are signatories on the account:

- The Clerk (with internet access)
- Councillor T. Needham
- Councillor E. North
- Councillor A. Bradley
- Councillor S. Rose

## Internet Banking Procedure

Payments will be made by internet banking where possible. The following sentences (a – g) set out the principles and procedures of operation of the online account with particular attention to the raising of payment requests and their authorisation. The actual process of operating the online account will be the subject to the rules and security authorisation process of the bank:

- a. The Council's Financial Regulations 7.1 to 7.14 will be adhered to for internet banking.
- b. All orders for payment will be verified for accuracy by the Parish Clerk.

- c. A schedule of all payments shall be prepared by the Parish Clerk and presented to each meeting of the Council together with any supporting invoices or other documentation for approval. The approved schedule will be initialled by the Chairman of the meeting.
- d. Once the payments have been authorised, the Parish Clerk will set up the payments and inform one of the Councillor signatories with internet access by email.
- e. On receipt of the email the Councillor will authorise the payment, cross referencing with the schedule which was agreed at the meeting (Point (a) above) to ensure there are no discrepancies.
- f. Where payments may be required in between meetings the Parish Clerk will email copies of the invoices requiring payment to one of the Councillor signatories with internet access before raising a payment request online. The Councillor will then authorise the payment as in (e) above.
- g. All payments authorised between meetings will be done so in accordance with the Council's Financial Regulations. If such a payment requires authorisation by the chairman (Financial Regulation 5.15), the email from the chairman containing the authorisation will be forwarded to the councillor authorising the online payment with the associated papers (point (f) above).

**Dated:** 10<sup>th</sup> November 2025

**Approved:** 3<sup>rd</sup> March 2026

**Review Date:** March 2028

# INVESTMENTS POLICY

## 1. Introduction

- 1.1 A local council may invest funds for any purpose relevant to its statutory functions or for the purpose of prudent financial management (ss.12, 19 and 23 LGA 2003 [LGA2003 s12 onwards](#)). The latest guidance on local authority investments was issued by the Department of Levelling-Up, Housing and Communities (DLUHC) in 2018.
- 1.2 Armthorpe Parish Council acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the Council.

## 2. Objectives

- 2.1 The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are:
- (i) Security of reserves  
and then
  - (ii) Liquidity of investments
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

## 3. Investment policy

- 3.1 Armthorpe Parish Council shall diversify its reserves between multiple relatively highly rated UK banks and building societies. The Council shall only use specified investments as defined by the Department for Communities and Local Government (DCLG) guidance.
- 3.2 A significant percentage of the Council's reserves shall be placed on interest bearing term/notice deposits.
- 3.3 To retain liquidity these shall be placed with phased end dates i.e. there will always be some maturing sooner than others.
- 3.4 No one investment shall be for a period longer than 12 months.
- 3.5 No investment shall be held with the council's current bankers.
- 3.6 The Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd.

- 3.7 Investments shall be placed by the Responsible Financial Officer (if delegated authority is in place) having used due diligence including as a minimum finance search engines and ratings agencies.
- a. This shall be under the oversight of at least two members of the Parish Council.
  - b. The actual movement of money shall be by the usual authorised signatories.
- 3.8 The procedure for undertaking investments, considering the need for timely and speedy placing of deals shall be documented by the Responsible Financial Officer and approved by the Parish Council before any investments are placed.
- 3.9 The Responsible Financial Officer shall review credit ratings of organisations in which the Council hold investments on a quarterly basis. Should the credit rating of an organisation fall below that specified under 3.6, the Responsible Financial Officer shall consult the Parish Council and take the appropriate action.

#### **4. Revision**

- 4.1 Any revisions to this policy shall be approved by the Full Council.
- 4.2 The Parish Council shall review this policy annually and recommend any proposed changes prior to the commencement of the new financial year.
- 4.3 Where no changes are proposed, Full Council shall note the policy.
- 4.4 Notwithstanding 4.2 this policy shall be reviewed in the event the Bank of England increases its base rate above 3.75% or the Financial Services Compensation Scheme is extended to cover the Council.

Dated: 11<sup>th</sup> November 2025  
Approved: 3<sup>rd</sup> March 2026  
Reviewed: March 2027



## Financial Risk Assessment

The Council has looked at the financial risks that it must deal with and resolved to adopt the following policy.

### **1. Handling Cash**

The Parish Council tries to limit the amount of cash received, all cash is secured in a locked cabinet and is banked monthly. Other items of regular income including the precept, bank interest and annual VAT return are paid directly into the Parish Council's bank account. Customers are encouraged to pay by card or BACS for functions.

### **2. Employers Liability**

The Council employs seventeen members of staff. Its insurance policy with Zurich Municipal provides employers liability cover of £5,000,000.

### **3. Public Liability**

The Council has public liability cover to £10 million under its policy with Zurich Municipal.

### **4. Fidelity Guarantee**

The Council has fidelity guarantee cover to £500,000.

### **5. Contracts and tendering**

The Council has a standing order in place for contract, which is mandatory.

### **6. Banking Arrangements**

Four Councillors are currently signatories, this will be reviewed in May 2025 to increase to two. Two Councillor signatures are required by the bank and in law. Cheques are only signed at meetings of the council and are rarely used. The Clerk, and three Councillors also have access to online banking. The Council uses the BACS system to make payments and all payments entered onto the system are required to be authorised by a Councillor before being released.

### **7. Bank Reconciliation**

The Council receives a monthly bank reconciliation statement.

### **8. Cash Book Records**

Cash book records are entered onto Rialtas Business Suite system and reconciled on a monthly basis. All records are backed up regularly.

### **9. Internal Audit**

The Council has appointed an independent internal auditor. An audit is carried out every six months.

**10. Internal Control**

The Council has established a system of internal control and set criteria for the appointed Councillors to work to. Two Councillors are appointed at the annual meeting to undertake the internal control checks throughout the year as agreed in the Council's policy (see Financial Regulations).

**11. PAYE and Workplace Pensions Compliance**

The Council receives evidence of PAYE payments to HMRC via a monthly payment schedule and is compliant with its duties in respect of automatic enrolment and workplace pensions (i.e. declaration of compliance and list of monthly pension payments).

Financial Risk Assessment adopted/reviewed at a meeting of Armthorpe Parish Council held on 7<sup>th</sup> April 2026.

Chairman .....

Responsible Financial Officer .....



## **Statement of Internal Control and Effectiveness of Internal Control**

### **Introduction**

Armathorpe Parish Council is a local authority funded by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently, and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its systems of financial control. This is informed by the work of the internal auditor and the Council as the body corporate who has responsibility for the development and maintenance of the internal and external auditors in their respective interim and annual reports.

### **Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- Identify and prioritise the risks to the achievement of the Council's policies, aims and objectives.
- Evaluate the likelihood of those risks being realised and the impact should they be realised; and manage them effectively, efficiently, and economically.

The system of internal control accords with the practices set out in the Joint Panel on Accountability and Governance; A Practitioners Guide (2024 edition).

### **The Internal Control Environment**

#### **The Council:**

- Has adopted Financial Regulations which set parameters for its financial operations.
- Reviews its obligations and objectives and approves budgets for the following year at its December meeting.
- Approves the level of precept for the following budget year at its January meeting.
- Will appoint two Councillors to conduct monthly bank reconciliation checks.
- Will meet once a quarter and monitor progress at each meeting by receiving reports from the RFO/Clerk.
- Conducts regular reviews of its internal controls, systems, and procedures.

#### **The Clerk:**

- Has been appointed by the Council and acts as the Council's advisor and administrator.
- Is the Council's Responsible Financial Officer (RFO) and is responsible for administering the Council's finances.
- Conducts regular budget monitoring and reports quarterly to the Council.
- Is responsible for the day-to-day compliance with laws and regulations that the Council is subject and for managing risks.
- Ensures that the Council's procedures, control systems and policies are adhered to.

**Payments:**

- All payments are reported to the Council for approval.
- Two members of the Council must authorise all payments and adhere to the Council's Financial Regulations as appropriate.
- Where delegation permits, as per the Local Government Act 1972, s10(1a) and the Council's Financial Regulations, a report will be provided to the next full Council.

**Risk Assessments/Risk Management:**

- The Council maintains up to date risk assessments as appropriate, reviewing all documents at least annually, and regularly reviews its systems and controls.
- The Council seeks and receives appropriate property, legal, insurance and health and safety advice as appropriate to manage risk.

**Internal Audit:**

- The Council appoints an independent and competent internal auditor who reports to the Council on an annual basis on the adequacy of its records, procedures, systems, internal controls, and risk management.
- Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been conducted and implemented within agreed timescales.
- The Council reviews the effectiveness of internal audit annually.

**External Audit:**

- The Council has appointed an External Auditor, PKF Littlejohn, until further notice to conduct a limited assurance review.
- Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to Council.

**Review of Effectiveness:**

The Council has responsibility for conducting a review of effectiveness of the system of internal control and internal audit process, which is monitored and informed by:

- The Council.
- The Clerk to the Council/RFO.
- The work of nominated Councillors reporting to the Council as the 'body corporate.'
- The work of the Independent Internal Auditor.
- The External Auditors through the Annual Return.

Dated: 24<sup>th</sup> March 2026

Approved: 7<sup>th</sup> April 2026

Review Date: April 2027.

Aim	Risk	Actions to Minimise Risk	Person(s) Responsible	Risk Level pre Action	Risk Level after Action
<p><b>COUNCIL PROCEDURES</b></p> <p>1. To ensure compliance with the law and the Parish Council's Code of Conduct, Financial Regulations and Standing Orders</p>	<p>1. Ignorance of requirements</p> <p>2. Out of date Standing Orders and Financial Regulations</p> <p>3. Ultra vires action</p> <p>4. Lack of commitment to procedures and legal requirements</p> <p>5. Payments made without proper authority</p> <p>6. VAT procedures not complied with</p> <p>7. Fraud</p>	<p>Ensure that all Councillors are kept aware of legislative requirements, and are provided with copies of the Code of Conduct, Financial Regulations and Standing Orders</p> <p>Ensure that Standing Orders and Financial Regulations are reviewed regularly annually</p> <p>Ensure that the Clerk has access to relevant publications. GPC payments recorded separately. Any uncertainties over powers referred to YLCA. All actions minuted &amp; approved monthly.</p> <p>Standing reference to requirements in agendas.</p> <p>Ensure Councillors each have a copy of Standing Orders and Financial Regulations</p> <p>Ensure all payments comply with Standing Orders and Financial Regulations.</p> <p>Ensure that the Clerk is fully-aware of VAT requirements. VAT returns submitted quarterly.</p> <p>Ensure an adequate system of internal audit, both within the Council and by employment of an independent internal auditor</p>	<p>Clerk to the Council</p> <p>Clerk to the Council and Councillors</p> <p>Clerk to the Council and Councillors</p> <p>Clerk to the Council and Councillors (As above)</p> <p>Clerk to the Council/RFO, Councillors &amp; Internal Auditor</p> <p>Clerk to the Council/RFO and Councillors</p> <p>Clerk to the Council/RFO, Councillors &amp; Internal Auditor</p>	<p>4 - Medium</p> <p>4- Medium</p> <p>3- Low</p> <p>3- Low</p> <p>5- Medium</p> <p>3- Low</p> <p>4 - Medium</p>	<p>2- Low</p> <p>2- Low</p> <p>2- Low</p> <p>2- Low</p> <p>2- Low</p> <p>2- Low</p> <p>1- Low</p> <p>1- Low</p>
<p><b>ACHIEVE OBJECTIVES</b></p> <p>2. To identify and regularly review the Council's priorities and</p>	<p>1. Lack of knowledge of how to set objectives and identify risks to their</p>	<p>All Councillors to be made aware of the need for objectives and identification of risk.</p>	<p>Clerk to the Council and Councillors</p>	<p>4- Medium</p>	<p>2- Low</p>

associated risks	achievement	Attend relevant training courses	Clerk to the Council and Councilors	4- Medium	2- Low
<b>COMMUNICATIONS</b> 3. To carry influence with other organisations in achieving the requirements of the Parish	2. Unsatisfactory reporting mechanism to Council	Ensure that progress against objectives and issues are regularly reviewed through inclusion on agendas	Clerk to the Council and Councilors	5- Medium	1- Low
	3. Inadequate review of risk	Ensure that the risk assessment policy document (this document) is reviewed annually	Clerk to the Council and Councilors	5- Medium	2- Low
	4. Steps not taken to combat identified risks	As 2.3	Clerk to the Council and Councilors	5- Medium	2- Low
	5. Evaluation of specific risks not properly recorded for future reference	Ensure that evaluation documentation is attached to the risk assessment policy document	Clerk to the Council and Councilors	5- Medium	2- Low
<b>INSURANCE</b> 4. To ensure that all Councilors are aware of their responsibilities and possible liabilities, and to provide adequate insurance cover for all possible risks	1. Lack of effective lines of communication with other organisations	Establish a relationship and dialogue with relevant organisations. Invite relevant organisations to present reports to Annual Parish Meeting	Clerk to the Council and Councilors (As above)	5- Medium	2- Low
	2. Lack of effective lines of communication with parishioners	Publicise initiatives and matters of importance in Newsletter publication and publish regular reports	Clerk to the Council and Councilors (As above)	5- Medium	2- Low
	3. Lack of preparation on subjects requiring	Publicise Annual Parish Meeting	Clerk to the Council and Councilors (As above)	5- Medium	2- Low
	3. Lack of preparation on subject matters.	Ensure that all Councilors are aware of the need	Clerk to the Council and Councilors	5- Medium	2- Low
	3. Lack of confidence in Councilors	Ensure Councilors are aware of the importance of research and where to look for information	Clerk to the Council and Councilors	5- Medium	2- Low
	4. Lack of confidence in Councilors	Establish a relationship and dialogue with relevant organisations. Experienced Councilors to assist newcomers to establish contacts	Clerk to the Council and Councilors	5- Medium	2- Low
	1. Lack of knowledge of possible culpability of Councilors	All Councilors to be made aware of the need to read and understand Standing Orders and Financial Regulations. Attend relevant training courses	Clerk to the Council and Councilors (as above)	5- Medium	2- Low

	2. Inadequate insurance cover	Review risk on a monthly basis. Public liability to £10m Employers £5m.	Clerk to the Council, Internal Auditor annually	5- Medium	1- Low	
<b>ACCOUNTS</b>	5. To keep appropriate books of account accurately and up-to-date throughout the financial year	<p>1. Lack of knowledge of accounting requirements</p> <p>2. Lack of commitment to accounting requirements</p> <p>3. Bank charges unnecessarily incurred</p> <p>4. Failure to attract Bank Interest</p> <p>5. Failure to attract best interest rates</p> <p>6. Inadequate control of cash receipts and payments</p> <p>7. Books of account to be kept up-to-date</p> <p>8. Receipts to be banked and payments to be made promptly</p> <p>9. Clerk taken ill or departs suddenly</p>	<p>Ensure that the Clerk is properly trained and all Councillors to be made aware of the need to read and understand Standing Orders and Financial Regulations.</p> <p>As at 5.1 Schedules of payments and bank reconciliation statements to be submitted to every ordinary meeting, together with a report on budget monitoring.</p> <p>Internal Audit reports to be reported to Council and acted on.</p> <p>Audit plan to be reviewed annually</p> <p>Bank reconciliation to be carried out monthly. Periodic internal audit by Councillors</p> <p>As at 5.3</p> <p>Review banking arrangements periodically</p> <p>Arrange new account for reserves</p> <p>Avoid cash as far as possible, but, where cash is received, ensure that a receipt is issued and the cash is banked at the earliest opportunity</p> <p>As at 5.3</p> <p>Computerised cash book maintained</p> <p>As at 5.3</p> <p>Income summary provided monthly to members</p> <p>Deputy Clerk with CiLCA qualification in post to provide cover</p>	<p>Clerk to the Council/RFO and Councillors</p> <p>Clerk to the Council/RFO, and Councillors</p> <p>Clerk to the Council/RFO, Councillors and Internal Auditor</p> <p>(as above)</p> <p>Clerk to the Council/RFO and Councillors</p> <p>Clerk/RFO and Councillors</p> <p>Clerk to the Council/RFO and Councillors</p> <p>Clerk to the Council/RFO, Councillors &amp; Internal Auditor</p> <p>Clerk to the Council/RFO, Councillors &amp; Internal Auditor</p> <p>Clerk to the Council/RFO, Councillors &amp; Internal Auditor</p> <p>Chairman</p>	<p>4- Medium</p> <p>4- Medium</p> <p>3- Low</p> <p>3- Low</p> <p>3- Low</p> <p>5- Medium</p> <p>3- Low</p> <p>3- Low</p> <p>3- Low</p> <p>3- Low</p>	<p>2- Low</p> <p>1- Low</p> <p>1- Low</p> <p>1- Low</p> <p>1- Low</p> <p>3- Low</p> <p>1- Low</p> <p>1- Low</p> <p>2- Low</p>
<b>EXPENDITURE</b>	6. To ensure that payments made from Council funds, and the use of assets, represent value for money,	<p>As at 3.1 and 3.2.</p> <p>Ensure public consultation on major expenditure</p>	<p>Clerk to the Council/RFO and Councillors</p> <p>(as above)</p>	<p>4- Medium</p>	<p>2- Low</p>	

<p>are adequately managed, and comply generally with the wishes of residents</p>	<p>2. Value for money not being obtained</p>	<p>Ensure effective budget planning process. . . Annual budget meeting and monthly monitoring</p> <p>Ensure Standing Orders and Financial Regulations regarding contracts to be complied with.</p> <p>Effective budget planning process.</p>	<p>Clerk to the Council/RFO and Councillors</p> <p>Clerk to the Council/RFO and Councillors</p> <p>Clerk to the Council/RFO and Councillors</p>	<p>4- Medium</p> <p>4- Medium</p>	<p>2- Low</p> <p>2- Low</p>
<p><b>BUDGETING</b></p> <p>7. To ensure that the annual precept requirements results from an adequate budgetary process, progress against the budget is regularly monitored, and reserves are appropriate.</p>	<p>1. Lack of knowledge of budgetary process</p> <p>2. Lack of commitment to budgetary process</p> <p>3. Inadequate internal controls with regard to monitoring expenditure</p> <p>4. Inadequate reserves</p>	<p>Ensure that the budget is considered at the Finance meeting and that Councillors receive a set of budget working papers</p> <p>All Councillors at the Finance meeting to be involved in budgetary process</p> <p>As at 5.2</p> <p>As at 5.3</p>	<p>Clerk to the Council/RFO, Councillors &amp; Internal Auditor</p> <p>Clerk to the Council/RFO and Committee</p> <p>Clerk to the Council/RFO and Councillors</p> <p>Clerk to the Council/RFO and Councillors</p>	<p>5- Medium</p> <p>5- Medium</p> <p>5- Medium</p> <p>5- Medium</p> <p>5- Medium</p>	<p>2- Low</p> <p>2- Low</p> <p>1- Low</p> <p>3- Low</p>
<p><b>INCOME</b></p> <p>8. To explore all possible sources of income and to ensure that expected income is fully received</p>	<p>1. Lack of knowledge of possible sources of income, e.g. grants</p> <p>2. Lack of commitment to pursuing grant availability</p> <p>3. Debts not promptly pursued</p> <p>4. VAT claims not made correctly or promptly</p>	<p>Ensure that the Clerk and Councillors attend training courses on grant-availability when required</p> <p>As at 8.1</p> <p>Periodic checks by Internal Auditor</p> <p>Ensure Clerk is up-to-date with requirements</p>	<p>Clerk to the Council/RFO and Councillors</p> <p>Clerk to the Council/RFO and Councillors</p> <p>Councillors &amp; Internal Auditor</p> <p>Councillors &amp; Internal Auditor</p>	<p>4- Medium</p> <p>6- Medium</p> <p>3- Low</p> <p>3- Low</p> <p>4- Medium</p>	<p>3- Low</p> <p>3- Low</p> <p>2- Low</p> <p>1- Low</p>
<p><b>PAYROLL</b></p> <p>9. To ensure that salaries paid to staff and monies paid to contractors are paid in accordance with Financial Regulations and</p>	<p>1. Incorrect rate of pay to staff</p> <p>2. Pensions. Tax and NI deductions incorrect</p>	<p>Ensure correct rates applied when setting budget</p> <p>Ensure Clerk to the Council/RFO is familiar</p>	<p>Clerk to the Council/RFO, Councillors &amp; Internal Auditor</p> <p>(as above)</p>	<p>3- Low</p> <p>4- Medium</p>	<p>1- Low</p> <p>1- Low</p>

are adequately monitored			with requirements. Yr End annual return filed - HMRC			
	3. Incorrect payments to contractors	Periodic review of contractual obligations	Clerk to the Council/RFO and Councillors	3 Low	1- Low	
<b>ANNUAL RETURN</b>						
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail	1. Lack of knowledge of Accounts and Audit Regulations 2. Inadequate audit trail from records to final accounts	Clerk and Councillors to attend training courses where appropriate. Ensure that the Clerk is properly trained and understands the Accounts and Audit Regulations. Public Notices displayed & accounts available for inspection and on the website	Clerk to the Council/RFO and Councillors Clerk to the Council/RFO, Councillors and Internal Auditor	4- Medium 4- Medium	1- Low 1- Low	
<b>ASSETS</b>						
11. To identify, value and maintain all the assets of the Council, and ensure that asset and investment registers are complete, accurate and properly maintained	1. Lack of knowledge of assets and investments of Council 2. Assets and investments lost or misappropriated 3. Inaccurate valuation of assets and investments 4. Inadequate reserves	Ensure that records in existence are maintained and kept up-to-date Clerk to monitor any assets Ensure that annual insurance valuations are reviewed Bank reconciliation to be carried out monthly	Clerk to the Council/RFO, Councillors & Internal Auditor Clerk to the Council/RFO and Nominated Councillor Clerk to the Council/RFO, Councillors & Internal Auditor Clerk to the Council/RFO and Councillors	4- Medium 3- Low 4- Medium 4- Medium	2- Low 2- Low 2- Low 2- Low	
<b>EQUAL OPPORTUNITIES ETC</b>						
12. To comply with legislation regarding disability, racial equality, safeguarding children, etc.	1. Lack of knowledge of legislation and other requirements 2. Lack of public awareness of requirements	Ensure that relevant legislation, requirements, etc. are known. Review responsibilities annually Use Newsletter /publications as and when necessary	Clerk to the Council and Councillors Clerk to the Council and Councillors	4- Medium 6- Medium	2- Low 2- Low	
<b>PROPERTY</b>						
13. To ensure that Council-owned property is properly-maintained and in a safe condition	1. Failure to regularly inspect and report matters requiring attention	Periodic inspections carried out and report to clerk Urgent work to be reported immediately to the Clerk to the Council	Clerk to the Council and staff	4- Medium	2- Low	
14. To ensure that Council-owned equipment is properly maintained and in a safe condition	1. Failure to regularly inspect	Handymen to carry out weekly inspections and report any findings Urgent work to be reported immediately to	Clerk to the Council and staff	6- Medium	3- Low	

		the Clerk to the Council. Less urgent work to be reported as required .				
	2. Failure to carry out any major annual inspections required	Qualified Company to carry out any annual inspections required	Clerk to the Council and Contractor	5-Medium	2-Low	
15. To ensure that the Cemetery is properly maintained and in a safe condition	1. Failure to regularly inspect for routine maintenance purposes 2. Failure to follow Memorial Safety procedure	Periodic inspections carried out and reported to clerk 5 year tests undertaken and unstable memorials monitored 12 monthly	Clerk to the Council and handymen Clerk to the Council and councillors	4-Medium 4-Medium	2-Low 2-Low	
16. To ensure that Marcel Avenue Allotment site is properly maintained and in a safe condition	1. Failure to regularly inspect for routine maintenance purposes	Periodic inspections carried out and reported to clerk Risk assessment to be reviewed annually	Clerk to the Council and handymen Clerk to the Council and councillors	4-Medium 4-Medium	2-Low 2-Low	
17. To ensure that Briar Road site is properly maintained and in a safe condition	1. Failure to regularly inspect for routine maintenance purposes	Periodic inspections carried out and reported to clerk Risk assessment to be reviewed annually	Clerk to the Council and handymen Clerk to the Council and councillors	4-Medium 4-Medium	2-Low 2-Low	
18. To ensure that Cow House Lane site is properly maintained and in a safe condition	1. Failure to regularly inspect for routine maintenance purposes	Periodic inspections carried out and reported to clerk Risk assessment to be reviewed annually	Clerk to the Council and handymen Clerk to the Council and councillors	4-Medium 4-Medium	2-Low 2-Low	
19. To ensure that Land at Mansfield Crescent site is properly maintained and in a safe condition	1. Failure to regularly inspect for routine maintenance purposes	Periodic inspections carried out and reported to clerk Risk assessment to be reviewed annually	Clerk to the Council and handymen Clerk to the Council and councillors	4-Medium 4-Medium	2-Low 2-Low	
<b>CONTRACTORS</b>						
20. To ensure that any contractors comply with all necessary requirements	1. The contractor has not carried out a site assessment 2. The contractor does not have adequate	Ensure that written site risk assessment is provided Ensure that a copy of the insurance certificate	Clerk to the Council and Councillors Clerk to the Council and	6-Medium 6-Medium	1-Low 1-Low	

	<p>public liability insurance in place</p> <p>3. The contractor does not have the necessary resources to satisfactorily comply with the contract</p> <p>4. Unsatisfactory contractual arrangement</p> <p>5. Unsatisfactory monitoring of contract performance</p>	<p>with min £5million public liability cover is provided</p> <p>Ensure that proper tender documents, including invitation to tender, specification and official tender, are prepared where necessary.</p> <p>Ensure that the contract includes an exchange of letters, together with the documentation</p> <p>Ensure that sites are inspected.</p>	<p>Councillors</p> <p>Clerk to the Council and Councillors</p> <p>Clerk to the Council and Councillors</p> <p>Clerk to the Council and Councillors</p> <p>4 - Medium</p> <p>4 - Medium</p> <p>4 - Medium</p> <p>2- Low</p> <p>2- Low</p> <p>2- Low</p>
<p><b>STAFF</b></p> <p>18. To ensure that staff are employed according to proper recruitment, conditions of service and health and safety requirements</p>	<p>1. Failure to ensure that staff are recruited in accordance with correct, fair and unbiased procedures</p> <p>2. Failure to ensure that staff are correctly paid and enjoy proper conditions of employment</p>	<p>Ensure that vacancies are widely advertised, based on job descriptions and person specifications.</p> <p>Ensure that staff are paid in accordance with nationally-agreed pay scales (NALC) and given contracts of employment based on national models.</p> <p>Review contracts of employment periodically</p>	<p>Clerk to the Council and Councillors</p> <p>Clerk to the Council/RFO, Councillors and Internal Auditor</p> <p>Clerk to the Council/RFO, Internal Auditor</p> <p>4- Medium</p> <p>3- Low</p> <p>1- Low</p> <p>2- Low</p>
	<p>3. Failure to ensure proper health and safety provision</p>	<p>Carry out risk assessments of duties performed.</p> <p>Ensure that staff receive training and instruction in relation to special risk situations.</p> <p>Ensure that staff who use plant and equipment are provided with adequate training to competently use such plant and equipment</p> <p>Ensure that staff are instructed to report accidents using a form to be provided.</p> <p>Ensure that staff working from home are working in safe and appropriate conditions.</p>	<p>Clerk to the Council, Councillors &amp; Internal Auditor</p> <p>Clerk to the Council and Councillors</p> <p>(all as above)</p> <p>5- Medium</p> <p>2- Low</p>
<p><b>Approved : April 2026</b></p>		<p><b>Review Date: April 2027</b></p>	
<p><b>RISK SCALE</b></p> <p>1-3 Low Risk</p> <p>4-6 Medium Risk</p> <p>7-9 High Risk</p>			

# Asset Register and Disposal Policy

## 1. Background

1.1 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year - Governance and Accountability for Local Councils: A Practitioner's Guide (England). The Council's Financial Regulations, section 14 refers to the custody of Assets, Properties and Estates.

## 2 Scope of Asset Register

2.1 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £50.00
- long term investments, shares and loans made by the Council
- assets held on trust (e.g. monies held)

2.2 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust.

2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale
- stationery and other consumable items
- boundaries of land owned (e.g. fences, hedges and gates)
- floor or land surfaces and drainage
- plants and trees
- assets with a purchase or resale value of less than £50 (other than items listed as for inclusion in the asset register)
- repairs
- cash, short term investments and other current assets
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights)
- negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)

2.4 A separate section of the asset register will contain a schedule of disposals. All asset disposal must comply with the Asset Disposal Procedure referenced within this policy.

### **3 Valuation of Assets**

3.1 Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England)).

3.2 Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear)

3.3 Where it is not possible to trace the purchase price of the asset the insurance valuation should be applied. As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted to the Council.

3.4 There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.

### **4 Procedure for Updating the Asset Register**

4.1 The start point is the asset register that has been agreed for the end of the previous financial year. The financial ledger should be reviewed for all purchases made during the year. A discussion should be held with all Council officers to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 2.1 above should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed or at £1 if gifted to the Council).

4.2 The financial ledger should also be reviewed for all asset sales made during the year. A discussion should be held with all Council officers to identify any assets that have been lost, disposed of or gifted by the Council. Any assets which fall in the categories stated at 2.1 above should be removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location and the date when the loan period ends.

4.3 It is the Councils responsibility to ensure that a 'stock take' of asset register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals. The disposal procedure must be carried out in accordance with the procedure stipulated in section 6.

4.4 The asset register, schedule of disposals and this policy will be reviewed annually and approved by the Council at the same time as the approval of the Annual Return.

### **5 The Asset Register and Insurance**

5.1 For insurance purposes, the asset register includes a column to record the replacement value of each asset.

5.2 The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the Asset Register. The Council should ensure land and building are valued accurately for insurance purposes. Buildings should therefore be valued every five years to ensure the appropriate insurance is held.

## **6 Asset Disposal Procedure**

6.1 In accordance with Financial Regulation 14, the disposal of any asset exceeding the value of £250.00 must be authorised by the Parish Clerk who is required to refer the matter to the Parish Council for approval. Where any asset still has value in the asset register in excess of £500 then the decision in regards to its disposal must be referred to full Council.

6.2 All proceeds from such disposal are the property of the Parish Council and must be accounted for. Asset disposal decisions, and the reasons for taking them, should be documented. Not only does this assist in audit process and other examinations, it also highlights successes and problems for future reference.

6.3 Value for Money The best value outcome to the Council must be a major consideration when disposing of assets. Goods should only be disposed of after checks have been made to ensure that the item could not be utilised by other areas of the Council. Disposal should be based on a fair market value for each item. The price established should be based on:

- current market value
- condition of the item
- age of the item
- an assessment of the usefulness of the item.

Using external evaluation services should be required in case of IT equipment. All data storage devices must be reformatted prior to disposal to delete any data they may contain. Any data must be professionally destroyed. Any company or persons that are asked to destroy IT equipment should provide a certificate or statement that states disposal of IT Equipment has been completed and conforms to the requirement of the Council Data Protection Policy and the Data Protection Act and the guidance from the Information Commissioners Office (ICO).

6.4. Reasons for disposal - Items can be available for disposal because they are:

- required to be disposed of under a particular policy e.g. motor vehicles
- no longer required due to changed procedures, functions or usage patterns;
- occupying storage space and not being needed in the foreseeable future;
- no longer complying with health and safety standards;
- beyond repair but able to be sold for scrap.

A list of suggested assets for disposal should be presented to the Finance Committee:

- by the Parish Clerk for items in parish office, parish vehicles or village assets such as street furniture
- by the Centre Manager for items within bar area, kitchen and parish suite

There should be a written reason of disposal. Items suggested for disposal by a Manager should be approved by the Parish Council. Special consideration should be given to items of potentially hazardous or pollutant items which are likely to have an impact on the environment.

## 6.5 Options for the Disposal of Assets

Assets identified for disposal may be dispensed with using the procedures listed below:

- Sale by public tender
- Donated to a community service or organisation
- Scrap

Choice of the most appropriate disposal option will normally be influenced by the nature of the goods for disposal and market value. In all cases, assets disposed of should be reported on an 'Asset Disposal' form to ensure they are removed from the Council's asset register and recorded in the disposals register.

## 6.6 Sale by tender

External tenders should be advertised using the appropriate channels and sealed bids sought. Assets should be sold as seen and no warranty should be given or implied. In both cases, at least two officers should be appointed to witness the opening, scrutiny and acceptance of the offers made. In all cases, the payment should be received in full prior to the equipment being released.

## 6.7 Sale to Staff

Items cannot be purchased by staff for the purpose of managing conflict of interests and fair offering.

## 6.8 Donations

Where the Council has determined that goods have no residual value, and where their disposal is therefore unlikely to produce sufficient revenue, it may authorise the donation of the goods to another organisation within the parish area such as schools, charities and volunteer organisations. Donations must be recommended and approved by the Full Parish Council meeting.

## 6.9 Scrap

Where items have negligible value or where the cost and time involved in managing the sale process would exceed the financial benefit, the equipment may be scrapped.

## 6.10 Asset Disposal Forms and the Asset Register

It is important that any asset disposals are correctly handled to ensure transparency and accountability. The asset disposal form (appendix A) should be used to record the authorisation of the disposal by the appropriate staff/committee within the Council and the value or values achieved by it. The Parish Clerk/RFO is responsible for updating of the Council's asset register following the appropriately authorised Asset Disposal Request. All asset disposals will be recorded in the Asset Disposals Register for audit purposes

**Dated:** 20<sup>th</sup> October 2025

**Approved:** 7<sup>th</sup> April 2026

**Review:** April 2027

# Asset Disposal Form

# Appendix A

Form to be completed by Clerk and presented to Full Council for recommendation of disposal in line with the Asset Register Policy and Disposal Procedure					
List of Assets to be Disposed					
Asset Reference and Serial Number	Location	Description	Purchase Date	Original Cost	Disposal Value
REASONS FOR DISPOSAL					
METHOD OF DISPOSAL					
Scrapped		Sold		Gifted/Donated	
Additional Information:					
Date of Disposal		Auth Ref/Minute Ref			
Authorising Officer and Position Held: (Sign and Print Name)					

**Felling Licence given by Forestry Commission to undertake woodland clearance and thinning in woodlands south of Armthorpe - 012/2935/2023**

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**From** Brocklebank, Andrea

**Date** Thu 12/03/2026 13:23

**To** Marriott, Christopher (Councillor) <Christopher.Marriott@doncaster.gov.uk>; Needham, Tim (Councillor) <Tim.Needham@doncaster.gov.uk>; Pritchard, Nick (Councillor) <Nick.Pritchard@doncaster.gov.uk>; clerk@armthorpeparishcouncil.co.uk <clerk@armthorpeparishcouncil.co.uk>

**Cc** Clarke, Jonathan (Planning)

Sykes, Roy

Bryant, Tim

 1 attachment (488 KB)

woodland felling - south of Armthorpe.pdf;

Good afternoon Councillors

It has come to my attention that the Forestry Commission has given a Forestry Licence 012/2935/2023 to undertake some woodland clearance and thinning of several woodlands on land south of Armthorpe. A copy of this licence can be located directly from the Forestry Commission and their website I believe, however I have attached the location for these woodlands to this email to show you where they are. There is a requirement under this licence for restocking of trees where clear felling takes place.

This licence is given by the Forestry Commission and is completely independent from the TPO regulations. As this licence is given under the Forestry Act(s) and this a stronger piece of legislation to the TPO Regulations there is no requirement for a TPO application to be made to Doncaster Council and consent given by us. The Forestry Commission would also enforce any contraventions to this Forestry Licence and any required restocking of trees.

As this land abuts many locations close to houses and I believe residents may be concerned, I thought I should make Ward Councillors and the Parish Council aware as it is likely that residents may contact you on this matter.

I do not believe that any works will commence until after bird nesting seasons, and likely start later this year however I do not have any timescales for this work.

I hope this information assists and explains, however please contact me if you need further guidance.

regards

Andrea Brocklebank

Andrea Brocklebank  
Trees and Hedgerow Officer

Planning Policy and Environment Team  
Directorate of Place

Phone 01302

Address Floor 2, Civic Office, Waterdale, Doncaster DN1 3BU Email  
@doncaster.gov.uk

Website www.doncaster.gov.uk

Follow MyDoncaster on Twitter and Facebook for the latest news:  
Twitter: @PlanningCDC or search 'Doncaster Planning'  
Facebook: Like 'Doncaster Council Planning' page.

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\*\*\*\*\*



**From:** Kate Parkes **Sent:** Thursday, March 12, 2026 9:38 AM  
**To:** deputyclerk@armthorpeparishcouncil.gov.uk  
<deputyclerk@armthorpeparishcouncil.gov.uk>  
**Cc:** clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>  
**Subject:** Our decision on your application



Application reference number: 20345431

Hello Bev

**We're sorry to let you know that your application was not successful.**

Our decision is final. But we know you've spent a lot of time working on your application. So we want to help you understand why we made this decision.

We get many good applications, but we do not have enough money to fund them all. This means we have to make some tough decisions about who we can fund. To help demonstrate the competitive nature of Reaching Communities, in England we had a budget of £388.8m between April 2024 and March 2025, however in that time we received applications for over £1.25 billion in total.

We decided not to fund your application because:

Your application details how you plan to empower the community in the future through this project and that you will ensure that "people are not just consulted but are actively involved in shaping the decisions, services and opportunities that affect their lives." However, it is unclear if the community have been consulted with regarding this project idea specifically, when this took place, how many adults, children and young people you engaged with, what you have found out from your community, and if the Community Development Officer is the approach that community asked for and shaped. Therefore, the panel felt there were other proposals that demonstrated stronger involvement from people and communities from the start.

Your application recognises that there are existing trusted local organisations who already support people facing disadvantage. However, it is unclear from the information provided what level of support and activity currently exists for the community within Armthorpe and why this is not sufficient for the community currently.

Your application identified 'mistrust of formal structures' as a challenge to community empowerment and detailed the Community Development Officer will address this challenged by building relationships over time, using inclusive and informal engagement methods, and working through trusted community organisations. However, it is unclear if you have piloted

this approach, prior to planning a 5 year project.

Additionally, we are aware of other similar initiatives locally, such as Well Doncaster, who support in the East of Doncaster. Your application did not detail if and how you work together with them or how the project will avoid duplication of any existing mechanisms of support.

It was also unclear from your application how you will ensure this project fits alongside the City Of Doncaster Council 'Doncaster Delivering Together 2026-30 strategy' or how you will ensure this project does not duplicate or disrupt, funds, services, support, or activities which will be continued or created as a result of the city wide strategy.

I hope this helps you understand why your application was not successful. If you want to discuss our feedback, you can email [kate.parkes@tnlcommunityfund.org.uk](mailto:kate.parkes@tnlcommunityfund.org.uk).

Thank you for your application. We know it takes a lot of effort, and we appreciate you taking the time to tell us about your project.

Best wishes,  
Kate Parkes

The National Lottery Community Fund

**CITY OF DONCASTER COUNCIL  
(VARIOUS ROADS, DONCASTER)  
(PARKING, STOPPING, WAITING AND LOADING)  
(CONSOLIDATION) ORDER 2018  
(AMENDMENT NO. ) ORDER 2026**

Notice is hereby given that City of Doncaster Council proposes to make an Order under the provisions of the Road Traffic Regulation Act 1984 and all other enabling powers.

The effect of the Order will be to introduce a no waiting at any time restriction on the following roads:

Larch Drive, Armthorpe

Both sides

From the junction with Mill Street for a distance of 10 metres in a general northerly direction.

Mill Street

West side.

From a point 10 metres west of its intersection with the extended west kerb-line of Larch Drive, for a distance of 25 metres in a general easterly direction.

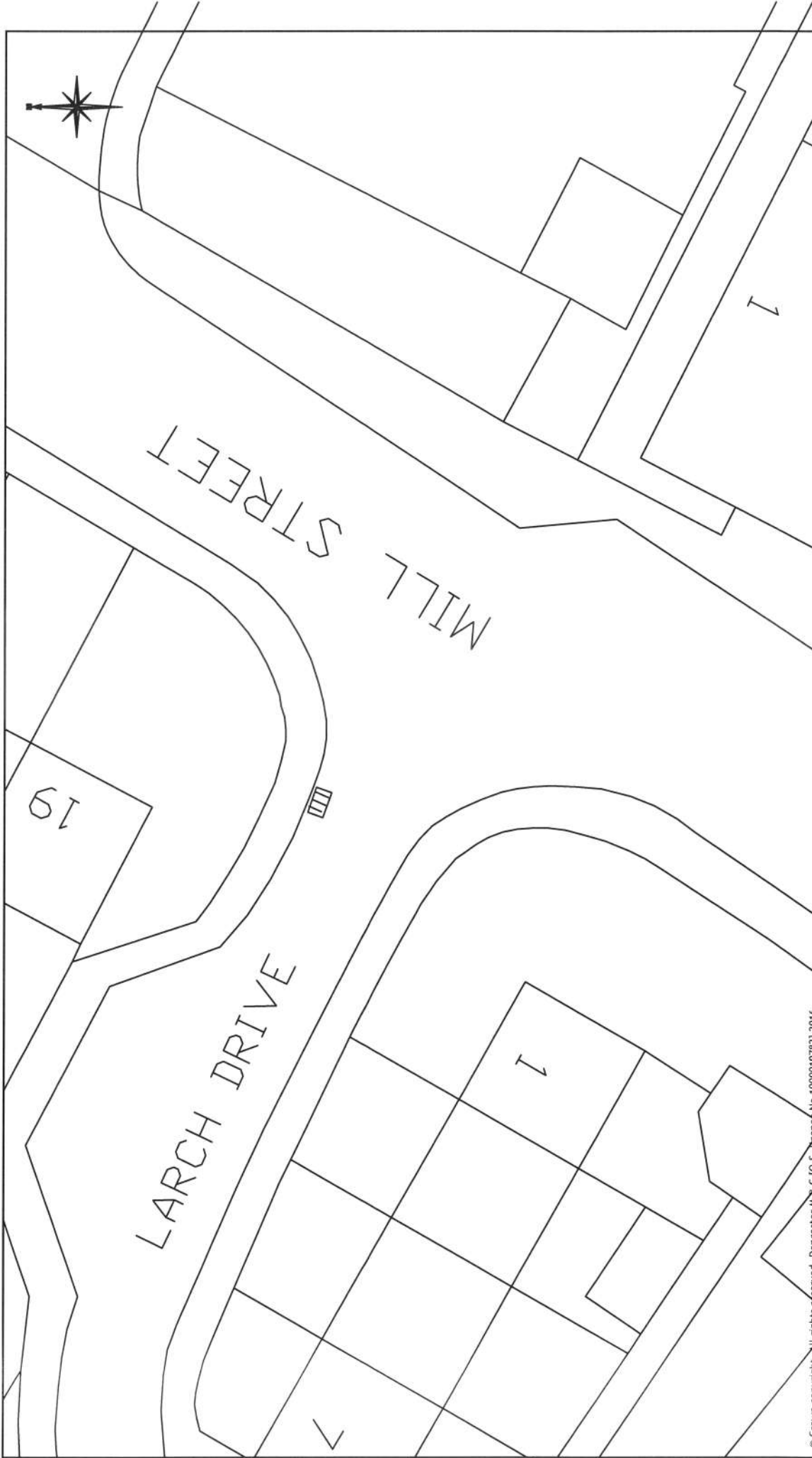
A copy of the proposed Order together with a map showing the restricted road and a statement of the Councils reasons for proposing to make the Order may be examined at the Council Office, Civic Office, Waterdale Doncaster between the hours of 9 am and 4.30 pm or on the City of Doncaster Council Website via the following link <https://www.doncaster.gov.uk/tro> or by scanning the QR code below.

If you wish to object to the proposed Order you should send the grounds for your objection in writing to City of Doncaster Council, Safer Roads, Civic Office, Waterdale, Doncaster DN1 3BU or by email to [TRO.Objections@doncaster.gov.uk](mailto:TRO.Objections@doncaster.gov.uk) quoting reference KL/104364 not later than the 22<sup>nd</sup> April 2026.

DATED this 26<sup>th</sup> March 2026

CITY OF DONCASTER COUNCIL  
Civic Office, Waterdale DONCASTER





LARCH DRIVE

MILL STREET

19

1

1

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DRAWING TITLE:

**DONCASTER COUNCIL**  
 CIVIC OFFICE  
 WATERBAILIE  
 DONCASTER  
 DN1 3BU



Larch Drive jct Mill Street, Armthorpe  
 Proposed DYL jct protection

PREPARED BY:	DATE:
KHL	Feb 2016
CHECKED BY:	SCALE:
--	1:
APPROVED BY:	DRAWING NO:
--	45014-3735/KHL
	REV
	--
	A4L