



Public Agenda Pack
Council Meeting
Thursday 14th April 2022



You are hereby summoned to attend the meeting of Planning Committee which will be held on Thursday 14 April 2022 commencing at 6.45 pm at the Caistor Town Hall.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Planning applications may be viewed online at <https://planning.west-lindsey.gov.uk/planning/>

Carl Thomas
Town Clerk
08/04/2022

AGENDA

- 1 To receive apologies and reasons for absence
- 2 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members Register of Interests
- 3 To approve the minutes of the Planning Committee Meeting held on 10th March 2022
- 4 To discuss planning applications:-
 - a) Application Number 144324. The Beeches, 44 Nettleton Road, Caistor LN7 6NJ (Mr and Mrs Hebdon). Planning application for single side extension to form sun room, side extension with flat roof, larger terraced areas and other internal and external alterations including increasing the size of the windows to the master bedroom suite. Granted time limit and conditions.
 - b) Application Number 144571. Caistor Grammar School, Caistor (Mrs Shona Buck). Request for compliance with condition 2 of planning permission 144085 granted 1 February 2022. Condition discharged.
 - c) Application Number 144379. 3 North Street, Caistor (Mr Neil and Mrs Ellen Knapton). Request for confirmation of compliance with condition 2 of planning permission 144093 granted 26 January 2022. Condition discharged.
 - d) Application Number 144513. Radley's Mill, Whitegate Hill, Caistor (Mr John Hazen-Smith). Request for confirmation of compliance with conditions 3-8 of listed building consent 142876 granted 9 July 2021. Condition Discharge Partially.
 - e) Application Number 144449. Radley's Mill, Whitegate Hill, Caistor (Mr John Hazen-Smith). Request for confirmation of compliance with conditions 3-12 of planning permission 142875 granted 9 July 2021. Condition Discharge Partially.
- 5 To confirm planning decisions:-



- a) Application Number 144570. Land at North Kelsey Road, Caistor (Mr James Collins). Request for confirmation of compliance with condition 10 of planning permission 136511 allowed on appeal 26 September 2018.
- b) Application Number 144609. 115 Brigg Road, Caistor (Mr Walter Thompson). Planning application to remove existing garage and erect double garage with games room.
- c) Application Number 144644. The Mill (Plot 6), Whitegate Hill, Caistor (Mr L Togher). Application for approval of reserved matters for Plot 6, considering appearance, landscaping, layout and scale, following outline permission 138304 granted 16 November 2018 for 5no dwellings – amendment to facing bricks.
- d) Application Number 144672. The Mill, Whitegate Hill, Caistor (Greentech Homes Ltd). Request for confirmation of compliance with condition 2 of 137707 granted 27 July 2018.
- e) Application Number 144675. Radley's Mill, Mill Grange, Caistor (Mr and Mrs Midgley). Application for non-material amendment to planning application 137707 granted 27 July 2018 – addition of rooflights to east and west roof slopes.
- f) Application Number 144661. Radleys Mill, Whitegate Hill, Caistor (Ms Teresa Wells). Planning application for conversion and extension of windmill site to form 1no dwelling.
- g) To discuss any further planning applications received.



Minutes of the Planning Committee held at 6.45 pm at the Caistor Town Hall on 10 March 2022

Present: Cllr J. Wright, Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr S. Critten, Cllr S. Gaughan (Chair),
Cllr R. Lyus, Cllr M. Galligan, Cllr S. Hodson, Cllr J. Hughes, Cllr A. Somerscales, C. Thomas (Clerk),
In Attendance: Cllr O. Bierley (WLDC),
Members of public present: 4

1 To receive apologies and reasons for absence - Ref: 1046

Cllr C. Mackenzie

2 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members Register of Interests - Ref: 1047

Cllr Galligan in item 5(e)

3 To approve the minutes of the Planning Committee Meeting held on 10/02/22 - Ref: 1048

It was resolved to approve these as a true record.

Proposed: Cllr J. Wright Seconder: Cllr S. Critten All in favour

4 To confirm planning decisions:- - Ref: 1049

a) Application Number 144358. Land at 15 Whitegate Hill, Caistor (Openreach). - Ref: 1050

Notice of intention to install 1no pole (7.2 metres in height) under Regulation 5 of the Electronic Communications Code (Conditions and restrictions) (Amendment) Regulation 2017 – reference PHG940SL).
No observations/objections.

b) Application Number 141068. 24 South Street, Caistor (Mr and Mrs Kneale). - Ref: 1051

Request for confirmation of compliance with conditions 2, 3, 4 and 5 of planning permission 137944 granted 7 September 2018. Condition Discharge Partially.

c) Application Number 141067. 24 South Street, Caistor (Mr and Mrs Kneale). - Ref: 1052

Request for confirmation of compliance with conditions 2, 3, 4 (part) and 5 of listed building consent 137945 granted 7 September 2018. Condition Discharge Partially.

d) Application Number 144342. Wolds View Touring Park, 115 Brigg Road, Caistor LN7 6RX (Mark Simmonds Planning Services Ltd). - Ref: 1053

Request for a Screening Opinion for proposed extension of site further to the west and relocation of the existing caravan storage area and reed bed system to allow the extension of the site for additional holiday lodges. EIA (Environmental Impact Assessment) not required.

e) Application Number 143663. 11 Plough Hill, Caistor (Mr Wilkin). - Ref: 1054

Request for confirmation of compliance with conditions 1-7 of planning permission 141820 granted 11 August 2021. Condition discharged.

5 To discuss planning applications:- - Ref: 1055

a) Application Number 144379. 3 North Street, Caistor (Mr Neil and Mrs Ellen Knapton). - Ref: 1056

Request for confirmation of compliance with condition 2 of planning permission 144093 granted 26 January 2022.

No objections

b) Application Number 144461. 1 Millfields, Caistor (Mr and Mrs Day). - Ref: 1057

Planning application for removal of existing conservatory, erect 2 storey extension to the rear, convert attic with installation of dormer windows to front.

No objections

c) Application Number 144449. Radley's Mill, Whitegate Hill, Caistor (Mr John Hazen-Smith). - Ref: 1058

Request for confirmation of compliance with conditions 3-12 of planning permission 142875 granted 9 July

These are draft minutes and have not been formally approved and adopted



2021.

Concern was raised by Cllr Wright regarding a historical restrictive covenant and it was agreed to defer any decision to seek further advice.

d) Application Number 144513. Application Number 144449. Radley's Mill, Whitegate Hill, Caistor (Mr John Hazen-Smith). - Ref: 1059

Request for confirmation of compliance with conditions 3-8 of listed building consent 142876 granted 9 July 2021

Concern was raised by Cllr Wright regarding a historical restrictive covenant and it was agreed to defer any decision to seek further advice.

e) Application Number 144514. Wolds View Touring Park, 115 Brigg Road, Caistor (Mr Walter Thompson). - Ref: 1060

Planning application for change of use of land for extension of existing tourist site, including relocation of caravan storage area, reed system, treatment plant for additional holiday lodges or touring caravans for use 12 months of the year and erect games room and storage barn.

Concerns were raised in respect of over development and habitation over 12 months. It was however proposed to support the application.

Proposed: Cllr S. Gaughan Seconder: Cllr J. Bowman For: 7 Against: 2 Abstain: 1

f) To discuss any additional planning applications received. - Ref: 1061

None

Meeting closed at 7.00 pm



Caistor Town Council
Town Hall
14 High Street
Caistor
LN7 6TX

You are hereby summoned to attend the meeting of Annual Parish Meeting which will be held on Thursday 14 April 2022 commencing at 7.00 pm at the Caistor Town Hall.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

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Carl Thomas
Town Clerk
08/04/2022

AGENDA

- 1 Welcome from the Mayor
- 2 Annual report of the Mayor & Council Committees
- 3 To invite members of the public to raise any matters



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 14 April 2022 commencing at 7.00 pm at the Caistor Town Hall.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

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Carl Thomas

Town Clerk

08/04/2022

AGENDA

- 1 Apologies for absence & reasons given
- 2 To receive declarations of interest
- 3 Public Session (10 minutes)
- 4 Chairmans Report
- 5 To approve the draft minutes of Council meeting held on 10th March 2022
- 6 Finance
 - a) To approve the Accounting Statements for period ending 31/03/22
 - b) To approve the Schedule of Payments
- 7 Reports from External bodies:-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Caistor Cares
 - e) Caistor Goes
- 8 Reports from Committee's
 - a) Finance Committee
 - b) Employment & Personnel Committee
 - c) Market Committee
 - d) Economic Development Committee
 - e) Town Hall Management Committee
- 9 Clerks Report & Parish Matters
 - a) Policy Review: Financial Regulations



- b) Policy Adoption: Terms of Reference - Economic Development Committee
 - c) Proposed speed limit reduction along North Kelsey Road
 - d) Memorial bench on Sports Field nr Sports & Social Club.
 - e) Painting of Railings
 - f) Parking in Market Place
 - g) Damage to property from tree
 - h) Jubilee Beacon Event
 - i) Caistor Magazine
 - j) Cricket Club lease
 - k) CCTV at sports ground
 - l) Lions container at South Street Park
 - m) Review Tracking Report
- 10 Correspondence Received
None received
- 11 Date of next meeting 12th May 2022 (Annual Council Meeting)



Minutes of the Caistor Town Council held at 7.00 pm at the Caistor Town Hall on 10 March 2022

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr S. Critten, Cllr S. Gaughan,
Cllr R. Lyus, Cllr M. Galligan, Cllr S. Hodson, Cllr J. Hughes, Cllr A. Somerscales,
In Attendance: C. Thomas (Clerk), Cllr O. Bierley (WLDC), Cllr T. Smith (LCC),
Members of public present: 4

1 Apologies for absence & reasons given - Ref: 1062

Cllr Mackenzie, Cllr Lawrence (WLDC)

2 To receive declarations of interest - Ref: 1063

Cllr Davey in Item 9b

3 Public Session (10 minutes) - Ref: 1064

No questions raised

4 Chairmans Report - Ref: 1065

Cllr Wright had not attended any civic functions.

5 To approve the draft minutes of Town Council meeting held on 10/02/22 - Ref: 1066

It was resolved to approve the minutes as a true record.

Proposed: Cllr A. Somerscales Seconder: Cllr S. Critten For; 10 Against: 0 Abstain: 1

6 Finance - Ref: 1067

a) To approve the Accounting Statements for period ending 28/02/22 - Ref: 1068

The Clerk had previously circulated the accounting statements for the period ending 28/03/22
It was resolved to approve these as a true record.

Proposed: Cllr J. Bowman Seconder: Cllr A. Somerscales All in favour

b) To approve the Schedule of Payments - Ref: 1069

It was resolved to approve the schedule of payments totalling £4640.68.

Proposed: Cllr J. Bowman Seconder: Cllr A. Somerscales All in favour

7 Reports from External bodies:- - Ref: 1070

a) Lincolnshire Police - Ref: 1071

There had been a spate of anti social behaviour in the town over the last 3 weeks with no positive identifications
albeit alot of rumours. Increased patrols had been taking place and visits to schools making children aware of
consequences including association.

Concern was raised by the Police as too much 'reporting' was done on social media and not to the Police.
Without reports direct to the Police resources cannot be provided.

b) West Lindsey District Council. - Ref: 1072

Cllr Bierley had previously circulated a report to councillors.

c) Lincolnshire County Council - Ref: 1073

Cllr Smith had updated councillors prior to the meeting on matters raised previously.

He confirmed work continued along Navigation Lane / Hersey Road repairing pot holes.

Hersey Road parking restrictions were currently under consultation and there was a proposal to reduce the
speed limit along North Kelsey Road to 30 mph.

A works order was in place for work to repair the pavement on Horsemarket.

Enquiries would be made regarding the metal fencing along A46/Nettleton Road.

d) Caistor Cares - Ref: 1074

The coffee mornings continue at the Town Hall on Friday mornings but are likely to move in April.

These are draft minutes and have not been formally approved and adopted



e) Caistor Goes - Ref: 1075

Plans are in hand for events to include the Classic Car Show on Sat 1st May 2022 and Afternoon Tea on Sun 5th June 2022 in connection with the Queens Jubilee celebrations.

8 Reports from Committee's - Ref: 1076

a) Finance Committee - Ref: 1077

The Clerk confirmed that a new agreement for waste collection had been agreed with West Lindsey District Council. The weekly contribution would increase from £27 per week to £44.07 effective 1st April. It was resolved to approve the new agreement.

Proposer: Cllr S. Critten Seconder: Cllr J. Wright All in favour

It was resolved to hold payment of CCTV charges until outstanding matters had been resolved.

Proposer: Cllr J. Bowman Seconder: Cllr M. Galligan All in favour

b) Employment & Personnel Committee - Ref: 1078

Cllr Davey confirmed the summer handyman schedule had been agreed to be effective 1st April.

Sweeping of the ramp between the Town Hall and Co-Op would be included as would placing signage in the Market Place on Fridays.

Pricing for cutting of the cemetery would be obtained from the new grass contractor.

It was agreed to trial mulching the grass at the Churchyard instead of collection.

c) Market Committee - Ref: 1079

Cllr Bowman advised that it had been relatively quiet of late but the market was becoming busier.

d) Economic Development Committee - Ref: 1080

Cllr Critten confirmed that alternative funding had been sought to make up the shortfall on 2-4 Market Place and a decision was hopeful during March.

e) Town Hall Management Committee - Ref: 1081

Management committee had met and reports would be circulated.

9 Clerks Report & Parish Matters - Ref: 1082

a) Co-option to two vacancies - Ref: 1083

It was resolved to co-opt Mr Jonathan Cox to the Council

Proposer: Cllr P. Richardson Seconder: Cllr S. Davey All in favour

It was resolved to co-opt Mr Paul Haslam to the Council

Proposer: Cllr J. Wright Seconder: Cllr S. Davey All in favour

b) CS&SC Kitchen - Ref: 1084

It was resolved to provide a grant to Caistor Sports & Social Club of £12870 towards kitchen replacement.

This may be reduced subject to external fund raising by CS&SC.

proposer: Cllr S. Critten Seconder: Cllr J. Wright For: 10 Against: 0 Abstain: 1

c) Committee Meetings - Ref: 1085

It was resolved to schedule the 3rd Thursday of every month for committee meetings.

Finance committee: Jan / Mar / May / Jul / Sep / Nov

Economic Development followed by Market Committee: Feb / Jun / Oct

Employment and Personnel: Apr / Aug / Dec

Committee meetings would be held at The Arts & Heritage Centre.

Meetings would not take place if their was no business to discuss.

d) Christmas Lights - Ref: 1086

It was agreed to form a working party of Cllrs Galligan, Wright, Somerscales, Davey, Hodson and Haslam to discuss and recommend christmas lights.



e) Policy Review:-Data Protection Policy, Dignity at Work Policy, GDPR Privacy Policy, Scheme of Delegation Policy, Social Media Policy

- Ref: 1087

It was resolved to adopt all policies.

Proposed: Cllr J. Wright Seconder: Cllr R. Lyus All in favour

f) New councillor Code of Conduct - Ref: 1088

It was resolved to adopt the new Code of Conduct

Proposed: Cllr S. Critten Seconder: Cllr J. Bowman All in favour

g) Review Tracking Report - Ref: 1089

15568 - CCTV at Sports Ground

The cost to take over from WLDC was awaited before matters could be advanced.

15627 - Welcome Back Fund

The funding was now complete.

16482 - Highway Service

Painting of the play areas was planned for 9-13 May

It was resolved to purchase mulch and wet pour to repair the play area surface up to a maximum of £150.

Proposer: Cllr J. Bowman Seconder: Cllr S. Critten All in favour

18761 - Cricket Club Lease & Ground Problems

Following a discussion it was suggested to have a meeting with cricket club representatives to discuss the lease, ground maintenance and chafer bug issues.

10 Correspondence Received - Ref: 1090

a) ES - Damage to property from Church tree - Ref: 1091

The Clerk had inspected the area and found no fallen branches. Several large twigs had fell which resulted in damage to two tiles. The homeowner had been advised to claim through their household insurance.

b) Law Together - Injury claim on play area (June 2021) - Ref: 1092

An injury claim had been received although the Council had no knowledge of any injury. The Clerk had been in correspondence with the claimants solicitor.

11 Date of next meeting 14th April 2022 - Ref: 1093

All items for the agenda by 7th April 2022.

Meeting closed at 8.20 pm



Accounting Statements

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

Explanation of Variances

PAYE & NI

Actual Total: 628.20 **Budget:** 2600.04 **Variation:** 1971.84 / -7584.00%

Reserves

Contractors

Actual Total: 16403.60 **Budget:** 11570.04 **Variation:** -4833.56 / 4178.00%

Additional job undertaken not budgeted for. Payrise given.

Other Staff Expenses

Actual Total: 49.40 **Budget:** 0.00 **Variation:** -49.40 / 10000.00%

Locum clerk expenses not budgeted for

Hall Hire

Actual Total: 300.00 **Budget:** 0.00 **Variation:** -300.00 / 10000.00%

Not budgeted for

Subscriptions

Actual Total: 598.10 **Budget:** 500.04 **Variation:** -98.06 / 1961.00%

Additional membership not originally budgeted.

Legal Fees

Actual Total: 5824.00 **Budget:** 0.00 **Variation:** -5824.00 / 10000.00%

Legal costs in burial matter not budgeted

Section 137

Actual Total: 50.00 **Budget:** 5000.04 **Variation:** 4950.04 / -9900.00%

Transfer this budget to Community Dev

Community Dev

Actual Total: 12010.67 **Budget:** 5000.04 **Variation:** -7010.63 / 14021.00%

Additional grants issued.

Electricity - Market Place LN7 6TU

Actual Total: 113.42 **Budget:** 50.04 **Variation:** -63.38 / 12666.00%

Insufficient budgeted.

Electricity - South Street Park

Actual Total: 169.85 **Budget:** 0.00 **Variation:** -169.85 / 10000.00%

Not budgeted

Explanation of Variances

Electricity - Market Place LN7 6TL

Actual Total: 66.64 **Budget:** 0.00 **Variation:** -66.64 / 10000.00%

Not budgeted

Electricity - Sports Ground

Actual Total: 183.73 **Budget:** 0.00 **Variation:** -183.73 / 10000.00%

Not budgeted

Gas

Actual Total: 0.00 **Budget:** 0.00 **Variation:** 0.00 / 10000.00%

Not budgeted

Water: Sports Ground

Actual Total: 150.50 **Budget:** 50.04 **Variation:** -100.46 / 20076.00%

Insufficient budgeted.

Water: Cemetery

Actual Total: 42.23 **Budget:** **Variation:** -42.23 /

Not budgeted

Projects

Actual Total: 450.00 **Budget:** **Variation:** -450.00 /

Marking out of Cornhill for parking not budgeted for

Equipment

Actual Total: 3082.84 **Budget:** 500.04 **Variation:** -2582.80 / 51652.00%

New mowers purchased £2264. Repairs/maintenance of equipment totalling £672 YTD.

Market Place

Actual Total: 908.44 **Budget:** 500.04 **Variation:** -408.40 / 8167.00%

Electrical work and repairs to christmas tree lights.



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

End of year forecast auto calculated based on actual year to date averaged over 12 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
Income					
Income: General					
100 Precept	0	93900	-93900	-100	93900
140 Cemetery Income	6565	3100	3465	112	6565
120 Allotment Income	595	350	245	70	595
130 Market Rents	2837	1000	1837	184	2837
150 Caistor Sports & Social Club	1563	312	1251	401	1563
160 WLDC Street Cleaning	2808	1404	1404	100	2808
170 Grass Cutting	1545	0	1545	100	1545
180 Grants	0	2665	-2665	-100	0
350 VAT Reclaimable	13935	0	-13935	100	13935
375 Town Hall	480	0	-480	100	480
199 Miscellaneous Income	3293		-3293		3293
Income: General Totals	33621	102731	-104527	-67	127521
Income Totals	33621	102731	-104527	-67	127521

Expenditure

Expense: General

500 Salaries	19285	27800	8515	-31	19285
503 PAYE & NI	628	2600	1972	-76	628
501 Staff Travel & Benefits	0	0	0	100	
502 Contractors	16404	11570	-4834	42	16404
509 Other Staff Expenses	49	0	-49	100	49
520 General Office	804	1000	196	-20	804
530 Hall Hire	300	0	-300	100	300
540 Insurance	3428	3535	107	-3	3428
550 Audit	760	850	90	-11	760
560 Subscriptions	598	500	-98	20	598
570 Training	155	500	345	-69	155
580 Election	0	0	0	100	0
581 Mayor Allowance	0	0	0	100	0
555 Professional Fees	46	1000	954	-95	46
556 Legal Fees	5824	0	-5824	100	5824
590 Amenity Cut	2758	4100	1342	-33	2758
591 Public Rights of Way	0	550	550	-100	0
592 Parks	1134	3000	1866	-62	1134
593 Sportsground	2302	3000	698	-23	1802
594 Cemeteries/Church	1395	2000	605	-30	1335
595 Allotments	0	300	300	-100	0
610 Market	0	0	0	100	0
596 Community Orchard	78	160	82	-51	78
750 Section 137	50	5000	4950	-99	50
650 Community Dev	12011	5000	-7011	140	10511
521 Telephone & Broadband	671	900	229	-25	671
700 Electricity - Market Place LN7 6TU	113	50	-63	127	113
701 Electricity - South Street Park	170	0	-170	100	170
702 Electricity - Market Place LN7 6TL	67	0	-67	100	67
703 Electricity - Sports Ground	184	0	-184	100	184
710 Gas	0	0	0	100	0
720 Water: Sports Ground	151	50	-100	201	151
721 Water: Cemetery	42		-42		42
722 Water: Allotments	0		0		0



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

End of year forecast auto calculated based on actual year to date averaged over 12 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance		EOY Forecast
				£	%	
765	Play Park Refurbishment	0	500	500	-100	0
760	Projects	450		-450		450
597	Caistor Sports & Social Club	2533	3500	967	-28	2533
522	Town Hall	39	2500	2461	-98	39
582	Civic	0	500	500	-100	0
601	Equipment	3083	500	-2583	517	3075
660	WLDC	0	1040	1040	-100	0
598	Market Place	908	500	-408	82	908
603	Gritting & Snow Clearance	2150	2500	350	-14	2150
751	Community Development	0	0	0	100	0
766	CCTV	0	3000	3000	-100	0
799	Contingency	0	1200	1200	-100	0
652	Grants & Donations	0		0		0
Expense: General Totals		78569	89205	10636	-12	76502
Expenditure Totals		78569	89205	10636	-12	76502



Bank Reconciliation

Balances as per bank statements as at 03/04/2022

Natwest Current Account	1853.20	95786.65
Natwest Business Reserve Account	93933.45	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
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Nett balance as at 03/04/2022 **95756.90**

General Reserves

Farmarked Reserves

CIL (Open plan 2340 + other)	5874.00
Elections (2022)	2050.00
Parks equipment	100.00
South Street Park Millenium	100.00
Market Place trading	500.00
Market Place layout	1000.00
Sports Field fencing	500.00
Sports and Social Club roof	1000.00
Sports and Socila Club	500.00
Youth Council	500.00
EMR ??	6250.00
Cash Reserves	12338.71

Cash Book

Openina Balance Bank 1	106333.36	144261.54
Openina Balance Bank 2	37928.18	
Openina Balance Bank 3	0.00	
Openina Balance Bank 4	0.00	

Receipts in current	33620.51
VAT to be claimed	3564.50
Unallocated cash	
Payments in current	78569.15

Cash Book Closing Balance **95756.90**



Outstanding Invoices

Report Date: 05/03/2022

	Total Outstanding	Current	31-60	61 - 90	90+
Caistor Sports & Social Club	175.00	175.00			
██████████	60.00		60.00		
██████████	30.00		30.00		
J. Marshall Funeral Directors	500.00		500.00		
██	30.00		30.00		
██████████	30.00		30.00		
Lincolnshire Co Op Funeral	125.00	125.00			
██████████	30.00		30.00		
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	980.00	300.00	680.00		



Budget Report - Income

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

This report is based on Payment Date

Details	Year 2020/21		Financial Year Ending 31/03/2022					Variation		
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept			93900	0	0	0	0	0	-93900	?
Cemetery Income			3100	1735	1220	710	2900	6565	3465	111.78
Allotment Income			350	225	100	0	270	595	245	69.98
Market Rents			1000	736	800	778	522	2837	1837	183.72
Caistor Sports & Social Club			312	163	0	875	525	1563	1251	400.80
WLDC Street Cleaning			1404	0	0	0	2808	2808	1404	100.00
Grass Cutting			0	0	0	1545	0	1545	1545	100.00
Grants			2665	0	0	0	0	0	-2665	?
VAT Reclaimable			0	0	13935	0	0	13935	-13935	100.00
Town Hall			0	0	0	520	-40	480	-480	100.00
Miscellaneous Income				360	1	2878	54	3293	-3293	
Income: General Total			102731	3219	16056	7307	7039	33621	?	-67
Total			102731	3219	16056	7307	7039	33621	?	-67



Budget Report - Expenditure

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

This report is based on Payment Date

Details	Financial Year Ending 31/03/2022									
	Year 2020/21		Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation	
	Budget	Actual							£	%
Expense: General										
Salaries	27800	3001	9358	3768	3158	19285	8515	-31		
PAYE & NI	2600	628	0	0	0	628	1972	-76		
Staff Travel & Benefits	0	0	0	0	0	0	0	100		
Contractors	11570	2088	4954	4576	4786	16404	-4834	42		
Other Staff Expenses	0	49	0	0	0	49	-49	100		
General Office	1000	0	163	319	323	804	196	-20		
Hall Hire	0	0	120	100	80	300	-300	100		
Insurance	3535	0	3428	0	0	3428	107	-3		
Audit	850	0	360	400	0	760	90	-11		
Subscriptions	500	35	0	0	563	598	-98	20		
Training	500	0	0	155	0	155	345	-69		
Election	0	0	0	0	0	0	0	100		
Mayor Allowance	0	0	0	0	0	0	0	100		
Professional Fees	1000	11	0	0	35	46	954	-95		
Legal Fees	0	0	5809	15	0	5824	-5824	100		
Amenity Cut	4100	0	1532	1226	0	2758	1342	-33		
Public Rights of Way	550	0	0	0	0	0	550	-100		
Parks	3000	22	436	484	192	1134	1866	-62		
Sportsground	3000	184	1089	471	558	2302	698	-23		
Cemeteries/Church	2000	0	325	620	450	1395	605	-30		
Allotments	300	0	0	0	0	0	300	-100		
Market	0	0	0	0	0	0	0	100		
Community Orchard	160	0	78	0	0	78	82	-51		
Section 137	5000	0	50	0	0	50	4950	-99		
Community Dev	5000	1010	1050	8419	1531	12011	-7011	140		
Telephone & Broadband	900	169	169	189	144	671	229	-25		
Electricity - Market Place LN7 6TU	50	34	34	11	34	113	-63	127		
Electricity - South Street Park	0	30	49	47	43	170	-170	100		
Electricity - Market Place LN7 6TL	0	33	33	0	0	67	-67	100		
Electricity - Sports Ground	0	43	46	19	76	184	-184	100		
Gas	0	0	0	0	0	0	0	100		
Water: Sports Ground	50	24	68	59	0	151	-100	201		
Water: Cemetery		0	13	17	13	42	-42			
Water: Allotments		0	0	0	0	0	0			
Play Park Refurbishment	500	0	0	0	0	0	500	-100		
Projects		0	0	450	0	450	-450			
Caistor Sports & Social Club	3500	1323	772	130	308	2533	967	-28		
Town Hall	2500	0	0	0	39	39	2461	-98		
Civic	500	0	0	0	0	0	500	-100		
Equipment	500	2037	826	156	64	3083	-2583	517		
WLDC	1040	0	0	0	0	0	1040	-100		
Market Place	500	0	182	350	376	908	-408	82		
Gritting & Snow Clearance	2500	0	0	0	2150	2150	350	-14		
Community Development	0	0	0	0	0	0	0	100		
CCTV	3000	0	0	0	0	0	3000	-100		
Contingency	1200	0	0	0	0	0	1200	-100		
Grants & Donations		0	0	0	0	0	0			
Expense: General Total			89205	10722	30943	21981	14923	78569	10636	-12



Budget Report - Expenditure

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

This report is based on Payment Date

Details	Year 2020/21		Financial Year Ending 31/03/2022							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Total			89205	10722	30943	21981	14923	78569	10636	-12



Sales Invoice Analysis

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

Invoice Date	Payment Date	Invoice No	Client	Details	Nett	VAT	Total
09/04/2021	09/04/2021	80	605114	Bank Payment: Miscellaneous Income	50.00		50.00
09/04/2021	09/04/2021	81	605114	Bank Payment: Miscellaneous Income	805.00		805.00
12/05/2021	12/04/2021	82	Caistor Running Club	Bank Payment: Caistor Sports & Social	52.00		52.00
12/05/2021	12/04/2021	83	Caistor Hillside	Bank Payment: Licence Fee	52.00		52.00
30/04/2021	30/04/2021	79	Natwest Bank	Bank Payment: Bank Interest	0.31		0.31
30/04/2021	30/04/2021	84	Market Rent	Bank Payment: Market Rents	31.50		31.50
30/04/2021	30/04/2021	85	West Lindsey District Council	Bank Payment: Miscellaneous Income	306.94		306.94
30/04/2021	30/04/2021	86	Nat West Bank	Bank Payment: Interest	0.31		0.31
01/05/2021	01/05/2021	87		Bank Payment:	0.01		0.01
07/05/2021	07/05/2021	88	Caistor Tennyson Tigers	Bank Payment: Caistor Sports & Social	52.00		52.00
10/05/2021	10/05/2021	89	Market Rents	Bank Payment: Market Rents	236.75		236.75
20/05/2021	20/05/2021	102	██████████	Bank Payment: Allotment Income	25.00		25.00
18/05/2021	23/05/2021	97	██████████	Allotment Rent	25.00		25.00
18/05/2021	25/05/2021	94	██████████	Allotment Rent	25.00		25.00
25/05/2021	25/05/2021	103	Market Rents	Bank Payment: Market Rents	131.25		131.25
18/05/2021	26/05/2021	91	██████████	Allotment Rent	25.00		25.00
28/05/2021	28/05/2021	117	Nat West Bank	Bank Payment: Interest	0.29		0.29
18/05/2021	01/06/2021	95	██████████	Allotment Income	25.00		25.00
19/05/2021	02/06/2021	101	██████████	Allotment rent for the period 01/04/2021	25.00		25.00
09/06/2021	09/06/2021	112	Market Rents	Bank Payment: Market Rents	216.05		216.05
09/06/2021	09/06/2021	113	Walking Football	Bank Payment: Miscellaneous Income	52.00		52.00
09/06/2021	09/06/2021	115	Overpayment	Bank Payment: Caistor Sports & Social	6.50		6.50
10/06/2021	11/06/2021	109	J.W. Varlow & Son	Exclusive Right of Burial	620.00		620.00
18/05/2021	17/06/2021	90	██████████	Allotment Income	25.00		25.00
23/06/2021	23/06/2021	118	Market Rents	Bank Payment: Market Rents	120.75		120.75
23/06/2021	23/06/2021	119	██████████	Bank Payment: Burial plot reservation	310.00		310.00
30/06/2021	30/06/2021	120	Nat West Bank	Bank Payment: Bank Interest	0.34		0.34
18/05/2021	11/07/2021	92	██████████	Allotment Income	25.00		25.00
18/05/2021	11/07/2021	93	██████████	Allotment Income	25.00		25.00
11/07/2021	11/07/2021	124	Lincolnshire Co-operative Funeral	Interment Fee	250.00		250.00
11/07/2021	11/07/2021	125	██████████	Credit as direct bank payment	-25.00		-25.00
11/07/2021	11/07/2021	126	██████████	Credit due to direct bank payment	-25.00		-25.00
11/07/2021	11/07/2021	131	Lincolnshire Co-operative Funeral	Credit on invoice 124 issued in error	-250.00		-250.00
11/07/2021	13/07/2021	123	Cliff Bradley and Sons	Exclusive Right of Burial	495.00		495.00
18/05/2021	15/07/2021	98	██████████	Allotment Income	25.00		25.00
18/05/2021	15/07/2021	99	██████████	Allotment Income	25.00		25.00
18/05/2021	16/07/2021	100	████████████████████	Allotment rent for the period 01/04/2021	25.00		25.00
21/07/2021	21/07/2021	133	Market Rents	Bank Payment: Market Rents	252.50		252.50
15/06/2021	26/07/2021	110	Co Op Funeralcare	Interment of the late Mr Bryan Hornsby	180.00		180.00
09/07/2021	30/07/2021	121	J. Naylor (Funeral Directors) Limited	Interment Fee	360.00		360.00
30/07/2021	30/07/2021	132	Nat West Bank	Bank Payment: Bank Interest	0.31		0.31
11/07/2021	31/07/2021	122	Co-Op Funeralcare	Interment fee for the late Mr Brian	180.00		180.00
31/07/2021	31/07/2021	174	Co-Op Funeralcare	Interment Fee credit	-180.00		-180.00
26/06/2021	04/08/2021	116	Lincolnshire Co-Operative Funeral Care	Interment of the late Edith Smith - Grave	185.00		185.00
18/08/2021	18/08/2021	137	Market Rents	Bank Payment: Market Rents	246.80		246.80
18/05/2021	25/08/2021	96	██████████	Allotment Income	25.00		25.00
31/08/2021	31/08/2021	138	Nat West Bank	Bank Payment: Interest	0.33		0.33
07/09/2021	07/09/2021	145	HMRC	Bank Payment: VAT Reclaimable	13935.25		13935.25
22/09/2021	22/09/2021	146	Market Rents	Bank Payment: Market Rents	300.65		300.65
20/09/2021	23/09/2021	142	Lincolnshire Co-Operative Funeral Care	Memorial application - plot 335 Jenny	65.00		65.00
23/09/2021	23/09/2021	143	Lincolnshire Co-Operative Funeral Care	Credit of invoice 142	-65.00		-65.00
30/09/2021	30/09/2021	159	Nat West Bank	Bank Payment: Interest	0.31		0.31
02/10/2021	02/10/2021	151	Opus Energy	Bank Payment: Electricity - South Street Park Duplicate	45.17		45.17



Sales Invoice Analysis

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

Invoice Date	Payment Date	Invoice No	Client	Details	Nett	VAT	Total
04/10/2021	04/10/2021	150	Caistor Goes	Bank Payment: Return of grant	1010.00		1010.00
12/09/2021	08/10/2021	140	Natwest Group	Town Hall car parking	520.00		520.00
08/10/2021	15/10/2021	147	Caistor Sports & Social Club	Lease Payment	525.00		525.00
16/09/2021	18/10/2021	141	Lincolnshire County Council	Grass cutting contribution	1544.83		1544.83
23/09/2021	25/10/2021	144	Lincolnshire Co-Operative Funeral Care	Memorial application x 2 - Mrs & Mrs	130.00		130.00
29/10/2021	29/10/2021	155	Natwets Bank	Bank Payment: Interest	0.30		0.30
01/11/2021	01/11/2021	148	Caistor Sports & Social Club	Lease Payment	175.00		175.00
03/11/2021	03/11/2021	157	Market Rents	Bank Payment: Market Rents	301.15		301.15
05/11/2021	05/11/2021	158	Leake's Masonry	Bank Payment: Memorial - A. Cressy	65.00		65.00
12/11/2021	12/11/2021	160	HMRC	Bank Payment: VAT Refund	1866.67		1866.67
23/11/2021	23/11/2021	161	██████████				
23/11/2021	23/11/2021	162	██████████				
23/11/2021	23/11/2021	163	██████████	Exclusive Right of Burial	500.00		500.00
30/11/2021	30/11/2021	167	Nat West	Bank Payment: Miscellaneous Income	0.65		0.65
01/12/2021	01/12/2021	164	Caistor Sports & Social Club	01/12/21 - 31/12/21 Lease payment of	175.00		175.00
08/12/2021	08/12/2021	168	Serenity Memorials	Bank Payment: Memorial fee	15.00		15.00
09/12/2021	09/12/2021	169	██████████	Bank Payment: Salary Overpayment	305.04		305.04
22/12/2021	22/12/2021	170	Market Rents	Bank Payment: Market Rents	377.25		377.25
31/12/2021	31/12/2021	173	Nat West Bank	Bank Payment: Bank Interest	0.87		0.87
24/12/2021	04/01/2022	171	Caistor Sports & Social Club	Lease Payment	175.00		175.00
04/01/2022	04/01/2022	176	Adjustment	Bank Payment: Electricity - Sports	12.14		12.14
13/01/2022	14/01/2022	177	J.W. Emberson	2nd interment (ashes of his wife)	625.00		625.00
14/01/2022	14/01/2022	179	Market Rents	Bank Payment: Market Rents	183.15		183.15
25/01/2022	25/01/2022	181	SM Bottles	Bank Payment: Market Rents ??	5.25		5.25
26/01/2022	26/01/2022	182	BT	Bank Payment: Telephone & Broadband	36.99	7.40	44.39
28/01/2022	28/01/2022	184	██████████	Bank Payment: Market Rents	5.25		5.25
29/12/2021	31/01/2022	172	Lincolnshire Co-Operative Funeral Care	Internment Fee	150.00		150.00
31/01/2022	31/01/2022	187	Natwest Group	Bank Payment: Interest	0.84		0.84
23/01/2022	01/02/2022	180	Caistor Sports & Social Club	Lease payment	175.00		175.00
27/01/2022	06/02/2022	183	██████████	Exclusive Right of Burial - Plot 667 Right	500.00		500.00
08/02/2022	08/02/2022	191	SM Bottles	Bank Payment: Market Rents	5.25		5.25
15/02/2022	15/02/2022	194	██████████	Bank Payment: Cemetery Income	125.00		125.00
18/02/2022	18/02/2022	195	J. Marshalls	Bank Payment: Cemetery Income L.	500.00		500.00
21/02/2022	21/02/2022	215	Market Rents	Bank Payment: Market Rents	176.50		176.50
22/02/2022	22/02/2022	205	██████████	Allotment Incom	30.00		30.00
22/02/2022	22/02/2022	211	██████████	Cancellation of invoice 205 due to	-30.00		-30.00
26/02/2022	26/02/2022	216	SM Bottles	Bank Payment: Market Rents	5.25		5.25
22/02/2022	28/02/2022	204	██████████	Allotment Incom	30.00		30.00
28/02/2022	28/02/2022	220	██████████	Bank Payment: Market Rents	5.25		5.25
28/02/2022	28/02/2022	228	Nat West Bank	Bank Payment: Bank Interest	0.72		0.72
11/02/2022	01/03/2022	192	West Lindsey District Council	01/04/20 - 31/03/21	1404.00		1404.00
12/02/2022	01/03/2022	193	West Lindsey District Council	01/04/21 - 31/03/22	1404.00		1404.00
01/03/2022	01/03/2022	196	Caistor Sports & Social Club	01/03/22 - 31/03/22 Lease payment of	175.00		175.00
02/03/2022	02/03/2022	224	██████████	Bank Payment: Contractors	1244.00		1244.00
02/03/2022	04/03/2022	222	██████████	Exclusive Right of Burial	500.00		500.00
22/02/2022	07/03/2022	203	██████████	Allotment Incom	30.00		30.00
07/03/2022	07/03/2022	227	██████████	Bank Payment: Electricity - Market	22.06	1.10	23.16
22/02/2022	11/03/2022	207	██████████	Allotment Incom	30.00		30.00
22/02/2022	17/03/2022	210	██████████		30.00		30.00
19/03/2022	19/03/2022	233	?? Stall fee	Bank Payment: Market Rents	5.25		5.25
23/03/2022	23/03/2022	238	Market Rents	Bank Payment: Market Rents	120.75		120.75
23/03/2022	23/03/2022	239	██████████	Bank Payment: Market Rents	5.25		5.25
22/02/2022	24/03/2022	202	██████████		30.00		30.00



Sales Invoice Analysis

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

Invoice Date	Payment Date	Invoice No	Client	Details	Nett	VAT	Total
22/02/2022	24/03/202	209	[REDACTED]		30.00		30.00
24/03/2022	24/03/202	236	[REDACTED]	Allotment rent for the period 31/03/2023	30.00		30.00
25/03/2022	25/03/202	242	[REDACTED]	Bank Payment: Market Rents	5.25		5.25
02/03/2022	28/03/202	221	[REDACTED]		500.00		500.00
28/03/2022	28/03/202	243	[REDACTED]		30.00		30.00
29/03/2022	29/03/202	246	[REDACTED]	Bank Payment: Contractors	1048.00		1048.00
31/03/2022	31/03/202	247	Caistor Lawn	Bank Payment: Not known	52.00		52.00
	2						
					36244.23	8.50	36252.73



Expense Analysis

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
06/04/2021	06/04/202	343	Opus Energy	Electricity	48.11	2.41	50.52
09/04/2021	09/04/202	344	Farm & Garden Machinery	Bank Payment: Handyman Equipment	138.66	27.73	166.39
09/04/2021	09/04/202	346	██████████	Bank Payment: Handyman wages	57.00		57.00
09/04/2021	09/04/202	347	West Lindsey District Council	Bank Payment: Premises licence	10.50		10.50
09/04/2021	09/04/202	348	██████████	Bank Payment: Staff Expenses	49.40		49.40
09/04/2021	09/04/202	349	██████████	Bank Payment: Padlock for Millfields	22.00		22.00
09/04/2021	09/04/202	350	Nugent Pumps	Bank Payment: Maintenance	184.24	36.85	221.09
12/04/2021	12/04/202	351	Information Commissioner Office	Bank Payment: Annual fee	35.00		35.00
14/04/2021	14/04/202	352	Vodaphone	Bank Payment: Telephone & Broadband	18.14	3.63	21.77
26/04/2021	26/04/202	353	BT	Bank Payment: Broadband	36.99	7.40	44.39
30/04/2021	24/05/202	354	Southdale Service Station	Fuel	10.00	2.00	12.00
28/02/2021	24/05/202	355	Southdale Service Station	Fuel	57.27	11.46	68.73
31/03/2021	24/05/202	356	Southdale Service Station	Fuel	15.21	3.05	18.26
12/04/2021	24/05/202	357	Caistor Farm & Garden Machinery	Ride on Mower	1806.94	361.39	2168.33
21/04/2021	24/05/202	358	Caistor Farm & Garden Machinery	Poly fingers for strimmer	9.20	1.84	11.04
30/04/2021	30/04/202	364	██████████	Salary - April 2021 M1	1321.79		1321.79
07/05/2021	24/05/202	366	LS Joinery	repairs to roof at CS&SC	1290.00		1290.00
04/05/2021	04/05/202	367	Opus Energy	Bank Payment: Electricity	47.93	2.40	50.33
18/05/2021	18/05/202	368	██████████	Bank Payment: Salaries	1321.79		1321.79
11/05/2021	11/05/202	369	HMRC	Bank Payment: PAYE & NI	628.20		628.20
12/05/2021	12/05/202	370	Vodaphone	Bank Payment: Telephone & Broadband	21.77		21.77
15/05/2021	15/05/202	371	██████████	Bank Payment: Contractors	981.00		981.00
18/05/2021	18/05/202	373	Anglian Water	Bank Payment: Water: Sports Ground	12.35		12.35
18/05/2021	18/05/202	374	Anglian Water	Bank Payment: Water: Sports Ground	11.27		11.27
24/05/2021	24/05/202	375	Caistor Sports & Social Club	Bank Payment: Keys	32.50		32.50
26/05/2021	26/05/202	382	BT	Bank Payment: Telephone & Broadband	36.99	7.40	44.39
27/05/2021	27/05/202	383	Caistor Goes	Bank Payment: Grants & Donations	1010.00		1010.00
28/05/2021	28/05/202	384	██████████	Bank Payment: Salary - May 2021 M2	1134.78		1134.78
03/06/2021	03/06/202	385	██████████	Bank Payment: Contractors	1049.50		1049.50
03/06/2021	03/06/202	386	Opus Energy	Bank Payment: Electricity	45.11	2.26	47.37
08/06/2021	12/07/202	388	Cassells Limited	Internal audit fees	360.00	72.00	432.00
31/05/2021	12/07/202	389	Southdale Service Station	Fuel	30.86	6.17	37.03
08/06/2021	12/07/202	390	Caistor Town Hall	Room hire 20/05/21 AGM	30.00		30.00
11/06/2021	12/07/202	391	Bridge Mcfarland LLP	Legal services in respect of Andre	4840.80		4840.80
15/06/2021	12/07/202	393	I C C M	Membership Fee	95.00		95.00
26/06/2021	26/06/202	394	BT	Bank Payment: Telephone & Broadband	36.99	7.40	44.39
26/06/2021	12/07/202	395	Rialtas Business Solutions Ltd	Alpha support contract	124.00	24.80	148.80
17/06/2021	12/07/202	396	Rialtas Business Solutions Ltd	Alpha support contract credit	-62.00	-12.40	-74.40
21/06/2021	12/07/202	397	The Cumbria Clock Company	Caistor Church clock service 24/05/21	170.00	34.00	204.00
14/06/2021	14/06/202	398	Vodaphone	Bank Payment: Telephone & Broadband	18.14	3.63	21.77
03/06/2021	12/07/202	399	Brian Hunter (Electrician)	Electrical installation condition reports	213.00	42.60	255.60
17/05/2021	12/07/202	401	Caistor Farm & Garden Machinery	Repairs to Stihl Strimmer	117.51	23.50	141.01
21/06/2021	12/07/202	402	Caistor Farm & Garden Machinery	Lawn mower repairs	19.12	3.82	22.94
02/07/2021	12/07/202	403	██████████	Expense Claim	140.48	28.10	168.58
12/06/2021	12/07/202	404	██████████	Expense Claim	9.97		9.97
02/07/2021	02/07/202	405	Opus Energy	Bank Payment: Electricity: South Street	17.57	0.88	18.45
02/07/2021	02/07/202	406	Opus Energy	Bank Payment: Electricity: Market Place	11.03	0.55	11.58
02/07/2021	02/07/202	407	Opus Energy	Bank Payment: Electricity: Market Place	10.86	0.54	11.40
02/07/2021	02/07/202	408	Opus Energy	Bank Payment: Electricity: Sports	13.85	0.69	14.54
29/06/2021	29/06/202	409	██████████	Bank Payment: Salaries - June 2021 M3	1679.64		1679.64
30/06/2021	03/09/202	410	S R Thompson	6 months mole control on sports field	560.00		560.00
30/06/2021	23/08/202	411	Southdale Service Station	Oil	43.12	8.63	51.75



Expense Analysis

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
26/07/2021	26/07/2021	412	BT	Bank Payment: Broadband	36.99	7.40	44.39
04/07/2021	23/08/2021	414	Caistor Town Hall	Hire of Town Hall	40.00		40.00
20/07/2021	23/08/2021	415	██████████	Expense Claim	22.08	4.42	26.50
05/07/2021	05/07/2021	416	██████████	Bank Payment: Contractors	1716.00		1716.00
14/07/2021	14/07/2021	430	Vodafone	Bank Payment: Telephone & Broadband	18.14	3.63	21.77
15/07/2021	15/07/2021	431	██████████	Bank Payment: Salaries	190.60		190.60
22/07/2021	29/07/2021	432	Glendale Countryside Services	Parks	461.77	92.35	554.12
22/07/2021	29/07/2021	433	Glendale Countryside Services	Amenity Cut	598.28	119.66	717.94
22/07/2021	29/07/2021	434	Glendale Countryside Services	Amenity Cut	630.85	126.17	757.02
17/07/2021	23/07/2021	435	Tailored Highway Support	Training for Caistor Goes	1050.00	210.00	1260.00
22/07/2021	23/08/2021	436	Bridge Mcfarland LLP	Interim invoice	418.20		418.20
28/06/2021	23/08/2021	437	Caistor Farm & Garden Machinery	Repairs to grass cutter	90.00	18.00	108.00
01/06/2021	23/08/2021	438	Caistor Farm & Garden Machinery	Repair to mower	59.86	11.57	71.43
09/06/2021	23/08/2021	439	Caistor Farm & Garden Machinery	Repairs to strimmer	18.92	3.78	22.70
01/06/2021	23/08/2021	440	Caistor Farm & Garden Machinery	New mower	458.33	91.67	550.00
27/07/2021	27/07/2021	441	Pul Sellars	Bank Payment: Supply & Fit New Front	750.00	150.00	900.00
29/07/2021	29/07/2021	447	██████████	Bank Payment: Salaries July 2021 M4	1154.21		1154.21
02/08/2021	02/08/2021	449	Opus Energy	Bank Payment: Electricity : Market	11.36	0.57	11.93
02/08/2021	02/08/2021	450	Opus Energy	Bank Payment: Electricity: Sports	15.49	0.77	16.26
02/08/2021	02/08/2021	451	Opus Energy	Bank Payment: Electricity: South Street	16.23	0.81	17.04
02/08/2021	02/08/2021	452	Opus Energy	Bank Payment: Electricity: Market Place	11.23	0.56	11.79
09/07/2021	23/08/2021	455	Wilkin Chapman	Legal charges in respect of Mr R.P.	550.00	110.00	660.00
31/07/2021	23/09/2021	456	Southdale Service Station	Fuel / Oil	44.10	8.82	52.92
03/08/2021	23/09/2021	457	Caistor Town Hall	Town Hall hire	50.00		50.00
03/08/2021	18/08/2021	458	Wave	Water	12.58		12.58
03/08/2021	18/08/2021	459	Wave	Water	67.91		67.91
26/08/2021	26/08/2021	460	BT	Bank Payment: Broadband	36.99	7.40	44.39
05/08/2021	05/08/2021	461	██████████	Bank Payment: Contractors	1904.00		1904.00
12/08/2021	12/08/2021	462	Vodafone	Bank Payment: Telephone & Broadband	21.77		21.77
25/08/2021	23/08/2021	467	Caistor Farm & Garden Machinery	VAT adjustment		0.40	0.40
21/07/2021	23/09/2021	472	Caistor Farm & Garden Machinery	Fingers	9.46	1.89	11.35
21/07/2021	23/09/2021	473	Caistor Farm & Garden Machinery	Fingers	9.46	1.89	11.35
10/08/2021	23/09/2021	474	Caistor Town Hall	Town Hall - Caistor Goes training event	50.00		50.00
27/08/2021	27/08/2021	475	██████████	Bank Payment: Salaries August 2021	1154.21		1154.21
01/09/2021	25/10/2021	481	Caistor Town Hall	12/08/20 room hire	20.00		20.00
31/08/2021	25/10/2021	482	Southdale Service Station	Fuel	19.91	3.99	23.90
10/09/2021	25/10/2021	484	PKF Littlejohn	External audit fee	400.00	80.00	480.00
26/09/2021	26/09/2021	485	BT	Bank Payment: Town Hall Broadband	36.99	7.40	44.39
30/08/2021	25/10/2021	488	Glendale Countryside Services	Grass cutting	461.77	92.35	554.12
21/09/2021	25/10/2021	489	GM Road Markings	Marking out of Cornhill	450.00	90.00	540.00
02/09/2021	02/09/2021	490	Opus Energy	Bank Payment: Electricity - Market	11.18	0.56	11.74
02/09/2021	02/09/2021	491	Opus Energy	Bank Payment: Electricity - Market	11.23	0.56	11.79
02/09/2021	02/09/2021	492	Opus Energy	Bank Payment: Electricity - Sports	16.04	0.80	16.84
02/09/2021	02/09/2021	493	Opus Energy	Bank Payment: Electricity - South Street	16.24	0.81	17.05
03/09/2021	03/09/2021	495	Zurich Insurance	Bank Payment: Insurance	3427.79		3427.79
06/09/2021	06/09/2021	496	██████████	Bank Payment: Contractors	1290.00		1290.00
14/09/2021	14/09/2021	497	Vodafone	Bank Payment: Telephone & Broadband	18.14	3.63	21.77
20/09/2021	20/09/2021	498	██████████	Bank Payment: Salaries	4570.06		4570.06
30/08/2021	25/10/2021	502	Carr Lane Nurseries	Flowers	5819.48	232.78	6052.26
09/09/2021	25/10/2021	503	Liam Marchant Plumbing & Heating	Heating repairs at Ciatsor Sports &	130.00		130.00
30/09/2021	25/10/2021	504	Southdale Service Station	Fuel	30.20	6.05	36.25
04/10/2021	04/10/2021	506	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	10.85	0.54	11.39



Expense Analysis

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
04/10/2021	04/10/202	507	Opus Energy	Bank Payment: Electricity - Sports	17.78	0.89	18.67
04/10/2021	04/10/202	508	Opus Energy	Bank Payment: Electricity - South Street	45.17	2.26	47.43
08/10/2021	25/10/202	509	██████████	Expense Claim	291.81	22.52	314.33
21/09/2021	25/10/202	510	██████████████████	Expense Claim	57.94	11.59	69.53
30/09/2021	30/09/202	511	██████████	Bank Payment: Salary - September	1154.21		1154.21
03/10/2021	12/11/202	513	Caistor Town Hall	Town Hall Hire - 28/09/21	40.00		40.00
12/10/2021	12/11/202	514	Ben Legard Estate	Chirstmas Tree	350.00		350.00
30/09/2021	12/11/202	515	Caistor Farm & Garden Machinery	Repairs to BMC Friskney Fox P20	56.00	11.20	67.20
11/09/2021	12/11/202	516	Caistor Farm & Garden Machinery	Fingers	9.46	1.85	11.31
26/10/2021	26/10/202	517	BT	Bank Payment: Telephone & Broadband	36.99	7.40	44.39
01/10/2021	01/10/202	518	██████████	Bank Payment: Contractors	1516.00		1516.00
04/10/2021	04/10/202	519	Burton & Dyson	Bank Payment: ?? S/O	15.00		15.00
02/10/2021	02/10/202	520	Opus Energy	Bank Payment: Electricity - South Street	45.17	2.26	47.43
25/10/2021	25/10/202	523	██████████	Bank Payment: Cemetery plot refund	620.00		620.00
13/10/2021	13/10/202	527	Vodaphone	Bank Payment: Telephone & Broadband	18.14	3.63	21.77
27/10/2021	27/10/202	532	Caistor Lions	Bank Payment: Grants & Donations	2500.00		2500.00
29/10/2021	12/11/202	533	Glendale Countryside Services	Verges	461.77	92.35	554.12
29/10/2021	29/10/202	534	██████████	Bank Payment: Salaries	1154.21		1154.21
03/11/2021	03/11/202	535	██████████	Bank Payment: Contractors	1676.00		1676.00
02/11/2021	12/11/202	536	Caistor Town Hall	Hire of Town Hall 14/10/21	20.00		20.00
01/11/2021	01/11/202	537	Lincolnshire Association of Local	Councillors Training - S. Hodson	55.00	11.00	66.00
01/11/2021	01/11/202	538	Lincolnshire Association of Local	Chairman Workshop - J. Bowman	22.50		22.50
25/11/2021	25/11/202	539	BT	Bank Payment: Town Hall Broadband	36.99	7.40	44.39
12/11/2021	12/11/202	544	Vodaphone	Bank Payment: Telephone & Broadband	18.14	3.63	21.77
02/11/2021	13/12/202	545	Caistor Town Hall	Town Hall hire	20.00		20.00
31/10/2021	13/12/202	546	Southdale Service Station	Fuel	10.83	2.17	13.00
03/11/2021	18/11/202	547	Wave	Water at cemetery	17.07		17.07
03/11/2021	18/11/202	548	Wave	Water at Sports Ground	58.97		58.97
16/11/2021	13/12/202	549	Lincolnshire Association of Local	Training: Council Procedures (Stephen	55.00	11.00	66.00
30/09/2021	13/12/202	550	Glendale Countryside Services	Verge grass cutting	923.54	184.71	1108.25
23/11/2021	13/12/202	553	Play Inspection Company	Inspection of play areas	315.00	63.00	378.00
26/11/2021	26/11/202	554	██████████	Bank Payment: November Salary	1459.25		1459.25
26/11/2021	26/11/202	556	Tamar Telecom	Bank Payment: Telephone & Broadband	5.99		5.99
29/11/2021	13/12/202	557	Lincolnshire Association of Local	New Councillor Training : Stephen	22.50	4.50	27.00
01/12/2021	01/12/202	558	██████████	Bank Payment: Contractors	1384.00		1384.00
01/12/2021	01/12/202	559	██████████	Bank Payment: Parks	18.00		18.00
30/11/2021	13/12/202	560	Southdale Service Station	Fuel for November 2021	6.66	1.34	8.00
03/12/2021	14/01/202	561	Caistor Town Hall	Thurs 04/11	40.00		40.00
08/12/2021	08/12/202	562	Earth Bound Misfits	'Bah Humbug' at Christmas light switch	100.00		100.00
08/12/2021	08/12/202	563	Earth Bound Misfits	paid from market cash on christmas light	-100.00		-100.00
12/12/2021	12/12/202	564	Tamar Telecom	Bank Payment: Telephone & Broadband	9.99	2.00	11.99
01/11/2021	01/11/202	572	Lincolnshire Association of Local	Chairman Workshop - J. Bowman	-22.50		-22.50
01/11/2021	01/11/202	573	Lincolnshire Association of Local	Chairman Workshop - J. Bowman	22.50	4.50	27.00
14/12/2021	14/12/202	575	Vodaphone	Bank Payment: Telephone & Broadband	18.14	3.63	21.77
29/12/2021	29/12/202	576	BT	Bank Payment: Telephone & Broadband	36.99	7.40	44.39
30/12/2021	30/12/202	577	██████████	Bank Payment: Salaries	1154.21		1154.21
03/01/2022	03/01/202	578	██████████	Bank Payment: Contractors	1256.00		1256.00
04/01/2022	04/01/202	579	Opus Energy	Bank Payment: Electricity - Market	11.74	0.59	12.33
04/01/2022	04/01/202	580	Opus Energy	Bank Payment: Electricity - Sports	30.33	1.52	31.85
04/01/2022	04/01/202	581	Opus Energy	Bank Payment: Electricity - South Street	19.65	0.98	20.63
05/01/2022	14/01/202	582	Len Hope Plumbing & Heating	Heating repairs	220.00		220.00
01/01/2022	14/01/202	583	Caistor Town Hall	Town Hall hire (02/12, 06/12, 09/12)	40.00		40.00



Expense Analysis

Current Financial Year Ending 31/03/2022

Financial Period 01/04/2021 to 31/03/2022

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
03/01/2022	14/01/202	584	██████████	Expense Claim	409.95	8.66	418.61
14/12/2021	14/01/202	587	Apex Services	Gritting in Caistor	1400.00	280.00	1680.00
11/01/2022	11/01/202	588	Tamar Telecom	Bank Payment: Telephone	4.99	1.00	5.99
31/12/2021	12/02/202	589	S R Thompson	Mole control at sports field and	560.00		560.00
12/01/2022	12/01/202	590	Vodafone	Bank Payment: Telephone & Broadband	18.14	3.63	21.77
26/01/2022	26/01/202	591	BT	Bank Payment: Broadband at Town Hall	36.99	7.40	44.39
16/01/2022	12/02/202	597	Apex Services	Gritting: 21/12, 05/01 and 07/01	750.00	150.00	900.00
26/01/2022	26/01/202	598	BT	Bank Payment: Telephone & Broadband	36.99	7.40	44.39
27/01/2022	27/01/202	599	Earnshaws Fencing Centre	Bank Payment: Postcrete for fence	88.17	17.63	105.80
27/01/2022	27/01/202	600	██████████	Expense Claim	411.00	72.30	483.30
28/01/2022	28/01/202	602	██████████	Bank Payment: Salaries - Jan 21 M10	1154.21		1154.21
01/02/2022	01/02/202	603	Lincolnshire Fieldpaths Association	Bank Payment: Subscriptions	5.00		5.00
01/02/2022	01/02/202	605	██████████	Bank Payment: Contractors	986.00		986.00
02/02/2022	02/02/202	606	Opus Energy	Bank Payment: Electricity - Market	11.55	0.58	12.13
02/02/2022	02/02/202	607	Opus Energy	Bank Payment: Electricity - South Street	10.24	0.51	10.75
02/02/2022	02/02/202	608	Opus Energy	Bank Payment: Electricity - Sports	25.00	1.25	26.25
04/02/2022	04/02/202	609	Caistor Methodist Church	Bank Payment: Grant	1500.00		1500.00
01/02/2022	11/03/202	610	Caistor Town Hall	Town Hall hire	40.00		40.00
24/01/2022	11/03/202	611	Lincolnshire Association of Local	LALC Membership	558.10		558.10
08/02/2022	08/02/202	612	West Lindsey District Council	Bank Payment: Garden waste collection	234.00		234.00
08/02/2022	08/02/202	613	West Lindsey District Council	Bank Payment: Garden Waste x 1	39.00		39.00
08/02/2022	08/02/202	614	West Lindsey District Council	Bank Payment: Garden Waste x 4	156.00		156.00
12/02/2022	12/02/202	617	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
13/02/2022	13/02/202	618	██████████	Expense Claim	24.96	2.99	27.95
14/02/2022	14/02/202	620	Turnbull & Co	Bank Payment: Parks	147.31	29.46	176.77
28/02/2022	28/02/202	621	BT	Bank Payment: Telephone & Broadband	36.99	7.40	44.39
18/02/2022	18/02/202	622	Wave / Anglian Water	Bank Payment: Water: Cemetery	12.58		12.58
30/04/2021	30/04/202	623	██████████	Salary - April 2021 M1 - paid direct from	-1321.79		-1321.79
28/02/2022	28/02/202	624	██████████	Bank Payment: Salary Feb 22 M11	1154.21		1154.21
14/02/2022	14/03/202	627	FedEx	Import VAT - Party tent	12.75	120.44	133.19
02/03/2022	02/03/202	628	██████████	Bank Payment: Contractors	1244.00		1244.00
02/03/2022	02/03/202	629	Opus Energy	Bank Payment: Electricity - Market	11.03	0.55	11.58
02/03/2022	02/03/202	630	Opus Energy	Bank Payment: Electricity - South Street	12.83	0.64	13.47
02/03/2022	02/03/202	631	Opus Energy	Bank Payment: Electricity - Market	11.03	0.55	11.58
02/03/2022	02/03/202	632	██████████	Bank Payment: Contractors	1244.00		1244.00
07/03/2022	07/03/202	633	Opus Energy	Bank Payment: Electricity - Market	11.03	0.55	11.58
02/03/2022	02/03/202	634	Opus Energy	Bank Payment: Electricity - Sports	32.45	1.62	34.07
11/03/2022	11/03/202	644	Tamar Telecom	Bank Payment: Telephone	4.99	1.00	5.99
13/03/2022	13/03/202	646	Glow Company (Rob Turner)	Bank Payment: Snow Fluid (Christmas	31.19	6.24	37.43
14/03/2022	14/03/202	647	FedEx	Import VAT	-12.75	-120.44	-133.19
14/02/2022	11/03/202	648	FedEx	Import VAT	12.75	122.99	135.74
25/03/2022	25/03/202	651	BT	Bank Payment: Broadband at Town Hall	36.99	7.40	44.39
28/03/2022	28/03/202	659	██████████	Bank Payment: Salary March 2021 M12	1154.21		1154.21
29/03/2022	29/03/202	662	██████████	Bank Payment: Contractors	2348.00		2348.00
31/03/2022	31/03/202	666	Information Commissioners Office	Bank Payment: ICO registration	35.00		35.00
31/01/2022	31/01/202	668	Southdale Service Station	Internal	8.00		8.00
					80386.7	3404.03	83790.73



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
02/03/2022	634	Opus Energy	Bank Payment: Electricity - Sports Ground	1.62	34.07	<input type="checkbox"/>	<input type="checkbox"/>
07/03/2022	635	Caistor & District Lions Club	Removal of Christmas tree	0.00	250.00	<input type="checkbox"/>	<input type="checkbox"/>
09/03/2022	636	Wragby Parish Council	50% contribution to cemetery training	0.00	22.50	<input type="checkbox"/>	<input type="checkbox"/>
09/03/2022	637	Lincolnshire Association of Local	Burial Training: Cllr J. Bowman	9.00	54.00	<input type="checkbox"/>	<input type="checkbox"/>
09/03/2022	638	Lincolnshire Association of Local	Annual Training Scheme	27.00	162.00	<input type="checkbox"/>	<input type="checkbox"/>
03/03/2022	639	Liam Marchant Plumbing & Heating	Boiler service at CS&SC	0.00	65.00	<input type="checkbox"/>	<input type="checkbox"/>
02/03/2022	640	Caistor Town Hall	Tpwn Hall hire	0.00	65.00	<input type="checkbox"/>	<input type="checkbox"/>
28/02/2022	641	Southdale Service Station	Fuel	2.67	16.00	<input type="checkbox"/>	<input type="checkbox"/>
11/03/2022	644	Tamar Telecom	Bank Payment: Telephone	1.00	5.99	<input type="checkbox"/>	<input type="checkbox"/>
12/03/2022	645	West Lindsey District Council	CCTV 010421 to 310322	300.00	1800.00	<input type="checkbox"/>	<input type="checkbox"/>
13/03/2022	646	Glow Company (Rob Turner)	Bank Payment: Snow Fluid (Christmas Event)	6.24	37.43	<input type="checkbox"/>	<input type="checkbox"/>
14/02/2022	648	FedEx	Import VAT	122.99	135.74	<input type="checkbox"/>	<input type="checkbox"/>
16/03/2022	650	Caistor & District Lions Club	Fitting of 6 benches throughout Caistor	0.00	275.00	<input type="checkbox"/>	<input type="checkbox"/>
25/03/2022	651	BT	Bank Payment: Broadband at Town Hall	7.40	44.39	<input type="checkbox"/>	<input type="checkbox"/>
02/02/2022	652	Caistor Farm & Garden Machinery	Polycut Fingers	1.89	11.35	<input type="checkbox"/>	<input type="checkbox"/>
08/03/2022	654	West Lindsey District Council	Council Tax at Cemetery	0.00	586.33	<input type="checkbox"/>	<input type="checkbox"/>
15/03/2022	657	Pestcotek	Rabbit control shoot	39.80	238.80	<input type="checkbox"/>	<input type="checkbox"/>
25/03/2022	658	Watson Lindsey Arboriculture Limited	Tree survey	0.00	210.00	<input type="checkbox"/>	<input type="checkbox"/>
28/03/2022	659	██████████	Bank Payment: Salary March 2021 M12	0.00	1154.21	<input type="checkbox"/>	<input type="checkbox"/>
26/03/2022	660	HMRC	PAYE March 2022 M12	0.00	404.71	<input type="checkbox"/>	<input type="checkbox"/>
29/03/2022	662	██████████	Bank Payment: Contractors	0.00	2348.00	<input type="checkbox"/>	<input type="checkbox"/>
02/06/2021	663	24-7 Drains	CS&SC drain inspection and CCTV analysis	40.00	240.00	<input type="checkbox"/>	<input type="checkbox"/>
31/03/2022	666	Information Commissioners Office	Bank Payment: ICO registration	0.00	35.00	<input type="checkbox"/>	<input type="checkbox"/>
31/03/2022	667	Alexander Hubbard	Tree works at cemetery	359.00	2154.00	<input type="checkbox"/>	<input type="checkbox"/>
05/04/2022	669	I C C M	ICCM Subscription	0.00	95.00	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2022	671	Opus Energy	Bank Payment: Electricity - Sports Ground	2.14	44.91	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2022	672	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	0.65	13.58	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2022	673	Opus Energy	Bank Payment: Electricity - South Street Park	0.90	18.94	<input type="checkbox"/>	<input type="checkbox"/>
31/03/2022	677	Southdale Service Station	Fuel	2.67	16.00	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2022	679	Caistor Arts & Heritage Centre	Room hire	7.00	35.00	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment
01/04/2022	680	Caistor Town Hall	Hal hire	0.00	40.00 <input type="checkbox"/> <input type="checkbox"/>
				TOTAL:	10612.95

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Report of District Councillor Owen Bierley to Caistor Town Council,

14th April 2022

(Prepared Thursday, 5th April 2022)

Community

At its meeting on Monday, 7th March the Council agreed a robust and balanced budget to support sustainability and investment for growth, based on an increase in West Lindsey's Council Tax precept of £5.00 (equivalent to 10 pence a week) for the 2022-23 financial year. This represents an increase of 2.2% at a time of significant inflation as the economy emerges from the effects of the coronavirus pandemic and in relation to the horrific events unfolding elsewhere in Europe. It should also be seen in the context of a further single year local government financial settlement.

The Council's new website, featuring a bright new look, went 'live' on Friday, 1st April. Our Enabling Technology team has also been working to develop a chatbot that will answer questions and signpost visitors to the website. Initially it will focus on signposting people to the latest information they need, specifically relating to the roll out of separate paper and card collections. NB. A chatbot is a piece of software used to conduct an on-line conversation via text or text-to-speech in lieu of direct contact with a customer service advisor. As such it offers an enhanced, faster response, especially well suited to frequently asked but relatively straightforward enquiries.

An allocation of additional financial resources for the Household Support Fund was announced during the Chancellor's Spring Statement last month, though details of the new scheme, including the criteria and parameters within which it will operate remain to be advised at the present time.

I'm delighted to report that West Lindsey District Council's Senior Management Team have been short-listed in their category in the 2022 MJ (Municipal Journal) Awards, with the ceremony to be held on the evening of Friday, 24th June in Westminster. We wish them every success at the event!

A central, key, component of West Lindsey's emerging Visitor Economy Strategy is the Love Lincolnshire Wolds brand that has been so important in developing the visitor economy in and around the present Area of Outstanding Natural Beauty, including Caistor. There is considerable potential to recognize that the Wolds' special qualities extend to the north of the present AONB designation through a boundary review. Caistor businesses are invited to 'sign up' for new and enhanced promotional pages on the website, which is at: <https://www.lovelincolnshirewolds.com>

I'm delighted to advise that the District Council has launched a new initiative 'Local Rewards' in collaboration with social media specialists Maybe* Tech to help all businesses recover from the impact of the coronavirus pandemic by giving them the support they need to reach more customers and make more sales. Free training and tools are available to those companies wishing to take part. Please visit <https://www.localrewards.chat/> for further information and insight. This offer complements and adds value to our existing Think Local campaign in which more than a hundred West Lindsey businesses are already participating. To view the complete and fully up to date list please visit: <https://www.west-lindsey.gov.uk/my-services/my-community/think-local>

Financial assistance is available to any household facing difficulty in paying their rent through an award of funding from Government. In this instance landlords are asked to contact our Home Choices Team to discuss the optimum case specific support options and to obtain professional advice and guidance. Separately L4WH, the Lincs 4 Warmer Homes service, remains open to support vulnerable householders by offering energy efficiency improvements and advice. It is led by North East Lincolnshire Council and largely funded through the Energy Company Obligation (ECO) scheme. Please telephone 01472 326434, visit: <https://www.nelincs.gov.uk/homes-and-property/lincs-4-warmer-homes> or send an e-mail to: l4wh@nelincs.gov.uk for further details.



The District Council has negotiated a special discounted subscription rate for the Federation of Small Businesses. More information regarding the range of benefits and services provided by the FSB can be found online at: <https://www.fsb.org.uk> We have also worked with Clare Bailey, a Lincolnshire-based independent advisor, who has provided several business support webinars. These are now available to view on our website by following this link: <https://www.west-lindsey.gov.uk/coronavirus/coronavirus-support-for-businesses/local-support-and-advice/> This page includes a wealth of other resources, including the latest information on grant availability.

Good Causes registered with the West Lindsey Lottery are on track to share in £23,244.00 of additional and most welcome income this year. Caistor, with around 2.72% of the population of the District and five participating causes, benefits from an almost 7.5% share of this income. Draws take place every Saturday with many prizes including a jackpot of £25,000.00 and regular 'add-ons' such as, until Saturday, 24th April, the opportunity to win a £1,000.00 B&Q voucher!

The Councillor Local Initiative Fund is available for applications for relatively small amounts of money, reflecting a 'pot' of £4000.00 per member to be spread over the four-year term of the Council. Application forms and guidance notes are available to download from the website, however would anyone considering this fund please speak with either Angela or me first?

Match-funding grants from £500.00 to £8000.00 remain available from the District Council. This scheme can be used when making an application to an external funder where there is a requirement to demonstrate that other financial support has already been secured for the project. For more advice and information please speak with either Angela or me or, alternatively, contact the team direct by 'phone on 01427 676676 or by e-mail to funding@west-lindsey.gov.uk

The West Lindsey Platinum Jubilee Community Fund assists organisers in the delivery of successful commemorative events through awards of amounts of between £70.00 and £700.00. Demand for this scheme has been exceptionally high and the closing date of Sunday, 15th May (or when fully allocated) and indeed the Platinum Jubilee weekend itself is now rapidly approaching.

Grants of up to £5,000.00 are available to businesses through the District Council's Feasibility Fund, which is designed to assist with the professional fees and technical survey work associated with development and growth when seeking ways to expand businesses and create new jobs. 50% match funding is required. For further information please visit our website, contact the Growth Team at the Guildhall, or speak with any elected member.


Environment

The increase in fly tipping experienced early in the coronavirus pandemic has been reversed, but please would colleagues and residents continue to assist the Operational Services team by reporting any suspicious activity (or new instances) they become aware of? This really does help!

The new purple-lidded bins were delivered to households in March, with Caistor's first paper and cardboard collection being on Monday, 25th April. Meanwhile new and renewal subscriptions to our green bin service are still welcome. West Lindsey's popular bulky waste collection service also remains available to assist residents in the removal and proper disposal of larger household items such as furnishings and furniture and white goods including cookers and washing machines.

Planning

The Proposed Submission version of the new Central Lincolnshire Local Plan is presently undergoing an eight-week formal public consultation period that will close at 23.59 on Monday, 9th May (Regulation 19). Following that it will be forwarded to the Planning Inspectorate (together with all of the representations received) in preparation for an Examination in Public. The consultation hub is at: <https://www.n-kesteven.gov.uk/central-lincolnshire/local-plan-review>





FINANCIAL REGULATIONS

Adopted 21st May 2021

Caistor Town Council
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Caistor
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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £1,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;

- initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £500; or
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two Councillors. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. Income received from an individual and specified event may be used to pay for expenses of that event provided a detailed analysis is kept. This analysis together with any balance of monies must be given to the RFO without delay or if a recurring event at a period agreed with the RFO.
- 9.6. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.7. The origin of each receipt shall be entered on the paying-in slip.
- 9.8. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.9. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made every six months coinciding with the financial year end.
- 9.10. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a

reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.



Caistor Town Council

TERMS OF REFERENCE

ECONOMIC DEVELOPMENT COMMITTEE

Membership

The committee will comprise of 6 members and may also include up to 3 non councillors.

The Mayor shall be an ex officio member of the committee and shall have voting rights.

The non councillors do not have voting rights.

The quorum of the committee shall be three Members.

Non councillors may be co-opted onto the committee by committee members.

Meetings

The committee shall meet four times a year and such meetings shall be included in the published schedule of meetings.

Ad hoc meetings may be arranged as required.

Terms of Reference

The committee is a delegated delegated committee of the Council

The committee has authority to spend up to £2000 or the annual budget provided; whichever is the lower amount.

The Committee shall function and operate in accordance with the Council's approved Standing Orders and Financial Regulations.

Membership of the Committee shall be ratified at the Council's Annual Council Meeting in May of each year.

The Chairman shall be elected annually by the Committee.

Responsibilities

The Committee shall undertake the following roles and functions:-

- To take active steps to support the development of the Town paying specific attention to tourism. This will include development and management of:-
 - Tourism and Economic Development policies
 - Tourism, business and social development initiatives
 - Marketing policies including management of the delegated budgets for such (subj if delegated committee)



Caistor Town Council

TERMS OF REFERENCE

ECONOMIC DEVELOPMENT COMMITTEE

- Promoting Caistor and the visitor economy which includes liaising with all businesses and community groups located in the Town.
 - To prepare and authorise publications
 - To appoint publishers / website providers
 - To arrange for printing, if applicable
 - To agree on number of publications required, if applicable
 - To arrange for distribution, if applicable
 - To receive visitor data and to use this information to determine ongoing policy.

- Developing and promoting economic well being by liaising with all businesses and community groups within the Town and other relevant agencies:-
 - To oversee communication with businesses as appropriate
 - To facilitate business to business support
 - To seek and promote relevant economic support such as grants and information

- To oversee the organisation of Town Council led events.
 - To agree date/s for events
 - To advertise and promote events
 - To seek financial support for events
 - To arrange appropriate press coverage
 - To make all other arrangements for Town Council events subject to being within allocated budget.
 - The committee may delegate to community groups as appropriate.

- To recommend specific events be held

- Any other matters delegated by the Council.



Caistor Town Council

TERMS OF REFERENCE

ECONOMIC DEVELOPMENT COMMITTEE

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area and to report these to the Council.
- Approve town events within budget
- Community engagement on issues linked to the purpose of this committee
- Planning of future events

The Chairman shall have the following delegated powers:

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval to the next meeting of the Committee.

The Town Clerk shall have the following delegated powers:

- To approve the wording of electronic publications and printed materials on behalf of the Council.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing Orders.



Caistor Town Council

RISK MANAGEMENT POLICY / REGISTER

Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of the Town council's objectives . Risk management is the process whereby the Town Council will methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the risks.
- Assess the risk
- Address the risk.
- Review and report

Risk Status Indications

The adopted risk management methodology uses an indication against each risk item to confirm its current status.

The coding is defined as follows:-

L Low This identified risk is being effectively managed with adequate reviews, processes and/or documentation as appropriate.

M Medium This identified risk is being managed. However there are aspects of risk management, which ought to be improved to achieve a low status. It is recognised that sometimes improvements may be difficult to achieve and remedial work may take time (e.g. a need for Councillor training).

Or

This identified risk is not under adequate management. However, if this risk arises, it will have a minimal impact upon the Council. Whilst attempts can be made over time to improve the management of this risk, there may be occasions where the cost of mitigation is not warranted (e.g. holding spare parts or equipment).

H High This identified risk, which has a serious potential impact upon the Council is not under adequate management. This represents a key risk, which will be highlighted to meetings of the Council until such time that it is adequately managed or mitigated. Certain key risks with a low probability may be entirely beyond the management control capability of the Council – such risks may retain a high status upon the agreement of Council

Subject	Risk(s) Identified	H/M/L	Control of Risk	Review/Assess/Revise	Responsible
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Town Hall office. The Clerk makes regular back-ups of files to Microsoft Cloud back up service. Business Continuity Plan available. In the event of the Clerk being indisposed the Chairman to contact LALC for advice.	Existing procedures adequate. Review annually	Clerk /Chair
Precept	Adequacy of precept Requirements not submitted to WLDC Amount not received by WLDC	L L L	The Council reviews the Precept requirement annually at the December meeting, reviews the presented budget update information including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from WLDC. This figure is submitted by the Clerk in writing to WLDC and informs Council and confirms receipt when the monies are received (normally April and October).	Existing procedure adequate.	Clerk/Council
Annual Governance and Accountability Return (AGAR)	Not submitted within time limits	L	AGAR is completed and signed by the Chair and the Internal Auditor. It is then checked and sent on to the External Auditor within time limit. Clerk prepares a timetable for submission to be presented at the April meeting.	Existing procedures adequate.	Clerk/Chair
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements	Existing procedure adequate. Review the Financial Regulations annually	Clerk/Council
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reviews the Council's banking arrangements regularly	Existing procedure adequate. Review the Financial Regulations annually and bank signatory list annually especially after an AGM and an election. Monitor the bank statements monthly	Clerk

Subject	Risk(s) Identified	H/M/L	Control of Risk	Review/Assess/Revise	Responsible
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations that set out the requirements. Cash received is banked regularly. A petty cash float is held limited to £250. The Council's insurance policy has a Fidelity Guarantee. Market Rents are paid to the Post Office and banked regularly. Post Office is not liable for losses.	Existing procedure adequate. Review the Financial Regulations annually. Ensure Fidelity Insurance is adequate.	Clerk/Council
Reporting and Auditing	Information communication compliance	L	A budget monitoring statement is produced before each Council meeting with the agenda and discussed and approved at the meeting. A full list of payments made, receipts and payments to be made is provided at the meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented at each meeting. Council should regularly audit internal control systems	Existing communication and reporting procedures adequate.	Clerk/Council
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Incorrect payments Unpaid invoices	L L L L	The Council has Financial Regulations that set out the requirements. Prior to each Council meeting the list of invoices awaiting approval is sent electronically to Councillors, Council then approves the list of requests for payment. . Unpaid invoices to the Council are pursued and where possible payment is obtained in advance.	Existing procedure adequate. Review the Financial Regulations when necessary	Clerk/Council
Best value accountability	Work awarded incorrectly Overspend on services	L	As per Financial Regulations normal Town Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Review Financial Regulations regularly.	Clerk/Council
Salaries and associated costs	Salary paid incorrectly Wrong hours paid Wrong rate paid Wrong deductions of NI or Tax	L L L L L	The Town Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid monthly by BACS. The payroll is administered using accredited payroll software.	Existing appointment and payment system is adequate.	Clerk/Council

Subject	Risk(s) Identified	H/M/L	Control of Risk	Review/Assess/Revise	Responsible
	Unpaid Tax & NI contributions to the HMRC	L	All Tax and NI payments are submitted in the Inland Revenue in accordance with the Real Time Information (RTI) protocols.		
Clerk/Other workers (voluntary/casual)	Loss of Clerk Fraud	L L	The Town Council has sufficient reserves to enable training for the CiLCA qualification in the event of the Clerk resigning. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Include in financial statement when setting precept. Existing procedure adequate. Purchase reference books where necessary. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly.	Clerk/Council
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Town Council to be resolved and minuted at Full Town Council Meetings.	All activities and payments minuted.	Clerk/Council
Council records - paper	Loss through: theft fire damage	L	The Town Council records are stored at the office within the Town Hall. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. Historical records are held by the Clerk in storage away from The Town Hall. Electronic copies of all important correspondence is kept.	Damage (apart from fire) and theft is unlikely and so provision adequate.	Clerk
Council records - electronic	Loss through: Theft, fire, damage Corruption of computer	L	The Town Council's electronic records are stored on a computer. Files are reconciled on a live basis to a Microsoft Cloud backup service.	Existing procedure adequate.	Clerk
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employer's and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.	Clerk

Subject	Risk(s) Identified	H/M/L	Control of Risk	Review/Assess/Revise	Responsible
Data protection	Policy Provision	L	The Council is registered with the Information Commissioner's Office and complies with GDPR regulations. Only personal data for lawful purposes is stored.	Ensure annual renewal of registration and data protection policy.	Clerk
Freedom of Information Act	Policy Provision	L	The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time.	Monitor and report any impacts of requests made under the FOI Act.	Clerk/Council
Meeting Location	Adequacy Health & Safety	L	The Town Council Meetings are held at the Town Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	Existing Health & Safety Policy	Clerk/Council
Noticeboards	Risk/damage/injury to third parties Road side safety	L L	Town Council has one notice board. All locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Town Council. Keys held by the Clerk.	Existing procedure adequate.	Clerk
Minutes, Agendas, Notices, Statutory Documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct	Clerk/Council
Members interests	Conflict of interest Register of Members' interests	M	Councillors have a duty to declare any interests at the start of the meeting. Register of Members' Interest forms to be reviewed annually by Councillors.	Existing procedure adequate. Members to take responsibility to update the Register.	Clerk/Council
Councillor and staff	Bringing the Council into disrepute	M	Councillors understand and receive training on the Code of Conduct. A professional approach is undertaken on all Town Council matters.	Existing procedure adequate.	Clerk/Council
Risk Assessment & Risk Register	Failure to assess new risks or re-assess risk register	L	The Risk Register will be minuted annually and any new procedure / activity will go through the risk assessment process and then added to the risk register	Existing procedure adequate.	Clerk/Council

Subject	Risk(s) Identified	H/M/L	Control of Risk	Review/Assess/Revise	Responsible
Compliance with legislation, Standing Orders, Financial Regulations	Lack of knowledge of rules and regulations	L	Councillors have access to Standing Orders and Financial Regulations and a copy of The Good Councillors Guide and The Good Councillors Guide on Finance & Transparency. All councillors provided with a Council Handbook Councillors portal available on the website with all necessary documentation	Standing Orders and Financial Regulations are reviewed annually	Clerk/Council
VAT	Failure to claim correct amount of VAT	L	VAT analysis is carried out by the Clerk on all purchases and contracts, a six monthly claim is made by the Clerk to HMRC for VAT recovery. The Clerk will also present a quarterly VAT report to the Council.	Existing procedure adequate.	Clerk
Waste Bins Grit Bins	Damage Waste Regularly emptied Grit available	L	Handyman undertakes weekly collections and reports any issues. Grit bins checked regularly by handyman between October and April. Clerk checks every 3 months with stock check of salt.	Existing procedure adequate.	Clerk Handyman
Town Hall	Damage	L	Clerk does a walk through and round every 3 months to include car park to identify any risks.	Existing procedure adequate.	Clerk
Handyman Equipment	Damage Equipment Failure Potential of Injury	L	Handyman inspects equipment prior to use. Reports any issues to the Clerk Equipment services as required and at least annually.	Existing procedure adequate.	Handyman
Play Areas Parks	Damage Health & Safety Clean, Tidy & Respectful	L	Clerk undertakes health & safety walk through every two weeks as a minimum. Monthly checks on play equipment, gates and fencing Any damage notified to handyman. Annual inspections are performed by an approved inspection company.	Existing procedure adequate.	Clerk
Allotments	Damage Health & Safety Clean, Tidy & Respectful	L	Clerk undertakes health & safety walk through every two weeks as a minimum. Monthly checks on gates, fencing, water supply Any damage notified to handyman.	Existing procedure adequate.	Clerk

Subject	Risk(s) Identified	H/M/L	Control of Risk	Review/Assess/Revise	Responsible
Burial Records	Loss of records Incorrect records	L	Records kept in fire proof bag Recent records kept electronically. Records updated within 24 hours of an interment	Existing procedure adequate.	Clerk
Burials Memorials	Incorrect grave	L	All interments must give 7 days notice Clerk checks plans against computer records upon receipt of interment request. Clerk re-checks plan 48 hrs prior to interment to mark grave. Grave marked with spray paint including the plot number. Photo of marked grave sent to funeral director Clerk endeavours to make himself available on day of interment and checks grave on the morning. Clerk checks grave after interment.	Existing procedure adequate.	Clerk
Cemetery	Damage Health & Safety Clean, Tidy & Respectful	L	Clerk undertakes health & safety walk through every two weeks as a minimum. Clerk checks all graves for damage and kept in accordance with cemetery rules. Any damage notified to handyman. All interments are cross checked.	Existing procedure adequate.	Clerk

RELEVANT DOCUMENTATION

- Standing Orders
- Financial Regulations
- Code of Conduct
- Equality Act 2010
- Employments Rights Act 1996
- Data Protection Act 2018
- Local Government Act 1972
- Local Government Act 2000
- Audit Commission Act 1998
- Local Government & Rating Act 1997
- Local Government Act 2003
- Local Audit and Accountability Act 2014
- Localism Act 2011

BUSINESS CONTINUITY PLAN

It's vital important that in the sudden incapacity of the Clerk that business can continue without hinderance. In addition, it's important that any new Clerk should be able to step into the role and take over pretty much instantly.

This document is a summary of the Business Continuity Plan and a folder will be made available, easily accessible, within the Clerks Office at The Town Hall to enable anybody to quickly assume the role. The Council Handbook should also be referred to.

This document should be reviewed on a regular basis and forms part of the Risk Management / Register.

Administration

Paper files are kept for the following:-

- Minutes
- Sales & purchase invoices
- Deeds / Assets
- Annual audit paperwork
- Register of Interests
- Acceptance of Office Declarations
- Dispensations

In addition, the above paper files and all other documentation is stored electronically in a real time triple backup system.:-

- Clerks Laptop Computer (real time)
- Microsoft Onedrive cloud system (real time)
- Clerks backup laptop computer (real time)

In the event of the Clerks immediate inability to work:-

- Laptop is always fully up to date and available in the Councils office at The Town Hall.
- Any Councillor can access the cloud directory on OneDrive using the log in provided to the Chairman.

Agenda, minutes and tracking information are administered using a computerised system. This system is available on the Councils laptop computer and a user manual can be created and stored in the Councils folder on Onedrive/Procedural/Councilmate Handbook.

Agenda, minutes and tracking systems can quickly be converted back to a manual system.

Accounts

The Council's accounts are administered using a computerised system called CouncilMate written by the Clerk. This system can be accessed via the cloud system or the Council's laptop or dongle. A user guide is available.

The data can easily be exported into a spreadsheet so anybody could access it on a spreadsheet if preferred.

In the event of the Clerk's immediate inability to work:-

- CouncilMate can be accessed from the cloud or laptop computer.
- The spreadsheet can be accessed on the cloud system or laptop computer.

Banking

There are presently five signatories on the account:-

- Carl Thomas
- Jayne Bowman
- Stephen Hodson
- Phil Richardson

At present the following have access to online banking:-

- Carl Thomas
- Jayne Bowman

In the event of the Clerk's immediate inability to work:-

- Either could access online banking.

Website Administration

The Clerk has access to the website administration console.

In the event of the Clerk's immediate inability to work:-

- Anybody can access the administration console using the username/password provided to the Chairman.
- Alternatively contact Lincolnshire County Council for advice. Alison Hickie, Information Officer T: 01522 553406 alison.hickie@lincolnshire.gov.uk

Facebook

There are multiple administrators of the Caistor Town Council Facebook page.

- Carl Thomas
- Steve Critten
- Jayne Bowman
- Jon Wright

Email

The Council's email is clerk.caistortc@gmail.com.

The Council's email is caistortc@outlook.com. Emails here are forwarded to clerk.caistortc@gmail.com

In the event of the Clerks' immediate inability to work:-

- Anybody can access the email system by using the log in and password provided to the Chairman.

Notice Boards

A Notice board key is stored in the key cabinet in the Clerks' office at The Town Hall.

Letterbox

A Letterbox key is stored in the key cabinet in the Clerks' office at The Town Hall.

Defibrillators

The Council maintains one defibrillator at the Caistor Sports & Social Club. The code to access the box has been provided to the Chairman.

Monthly Safety Checks

Visual and tests are completed monthly as follows:-

Defib	Every 3 months.
Notice Boards	Secure and no damage
Play Areas	Risk assessments undertaken (within Risk Assessment folder)
Cemetery	Risk assessments undertaken (within Risk Assessment folder)
Allotments	Risk assessments undertaken (within Risk Assessment folder)

Cemetery

All cemetery records are stored within the Clerks Office at The Town Hall.

A computerised system is operated together with a manual backup.

There is also a Cemetery Procedure Manual within the Councillors Handbook.

Allotments

Up to date allotment records are held both electronically and manually.



Caistor Town Council

COMMUNICATIONS POLICY

This Policy is designed to assist Town Councillors and staff to effectively communicate with the general public.

Objective

To provide a helpful response to telephone, or written enquiries in an efficient and polite manner.

Personal Contact

This can be in person or by telephone.

If it relates to a Town Council service, then the caller will be dealt with by the appropriate member of staff. If that member of staff is unavailable, contact details will be taken to ensure the caller can be contacted at the earliest suitable opportunity.

If it relates to a County Council or District Council service the caller will be advised to contact the County Council or District Council by providing them with the appropriate number / e-mail.

Town Councillors and Staff are advised against acting as an intermediary with the County Council and District Council Contact Centres; this is not being unhelpful, but to aid the trained staff of the County and District Council and /or their trained call centre staff to direct enquiries to the appropriate department or other public service. No direct dial numbers are to be given for any officer(s) at either the County or District Council.

Written Enquiries

These could be by letter or, more frequently, by email. Wherever possible a detailed reply should be given within 5 working days. If that is not possible, a holding response should be sent within 5 days.

There is no need to respond to unsolicited invitations or spam emails, indeed there are very good reasons for not so doing.

Inevitably, the Town Council may receive repeated communications from individual members of the public on the same subject(s). It is permissible for staff to merely acknowledge such emails/letters without having to respond to each and every point. In any such case, the Town Clerk should be consulted.

It should always be remembered that it is possible to recover any electronic correspondence.

Correspondence Issued By The Council

All correspondence representing the view of the Council should only be issued by the Clerk following agreement by the Council or relevant Committee. If individual Councillors choose to send letters to express their own opinion on Council policies, they are strongly advised to check their facts first with the Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Councillor.

Town Councillor's Details

If requested, the staff will provide a member of the public with the names and email addresses of Town Councillors. Telephone numbers or their private address will not be released without the express permission of the Councillor.

Media Statements

In accordance with the Scheme of Delegation Policy, the Town Clerk is the Council's nominated Press Officer with the authority to issue official press releases. No other member of staff (other than the Chair or Vice Chair deputising for the Town Clerk) has the authority to issue public statements on behalf of the Council.

Any press release from the Town Council is to be approved by the Town Clerk and where requested, copied to all Town Councillors.

Press releases from the Town Council need not be formally worded in stilted language but must not be partisan.

Councillors can communicate to the media but must ensure that it is clear that the opinions given are their own and not necessarily those of the Council e.g. 'A.N. Other is a Caistor Town Councillor but the views expressed here are his/her own and not necessarily those of the Caistor Town Council'.

For the avoidance of doubt, an individual Town Councillor or political party may issue their own statements to the media but those must not give the impression of being a release from the Town Council.

Publicity touching on issues that are controversial or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although Councils should not oversimplify facts, issues or arguments.

In particular, Officers and Councillors should always have due regard for the long term reputation of the Council in all their dealings with the media.

Purdah

Purdah is the period prior to an election, once a notice of poll has been officially given by the Returning Officer. It applies to Town and County Council elections as well as other national elections (e.g. a General Election).

It also applies if there is a local by-election.

During such a period, special care is needed to avoid any impression that the Town Council, as a body, supports any aspirant for elected office or a particular party.

More specific advice will be issued by the NALC and / or the Returning Officer at the County Council. A separate policy statement in respect of the 'purdah' period is available from the Town Clerk.

Obscene & Abusive Language

Staff and Councillors are not obliged to listen to abusive and obscene tirades or address members of the public in this way. In such a case the caller should politely be asked to desist and advised that if they continue to use such language the call will be terminated. If the abuse or obscenity continues then the call can be terminated.

Care however should be taken as some 'vivid descriptions' are used in the ordinary course of speech by certain sections of the community. A judgement should be made from the tone if that is the position. In such cases a councillor or member of staff can ask for moderation but may choose to continue the contact.



Caistor Town Council

ABUSIVE, PERSISTENT OR VEXATIOUS COMPLAINTS POLICY

1. Introduction

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatiously responding to these situations.

In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'.

This policy intends to assist in identifying and managing persons who seek to be disruptive to the Town Council, elected Members and members of staff through pursuing an unreasonable course of conduct. In cases of abusive, persistent or vexatious complaints against a member of staff, this policy will work in conjunction with the Town Council's Dignity at work Policy.

The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

Habitual or vexatious complainants can be a problem for Council staff and members.

The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants

For the purpose of this policy the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:-

- *unreasonable complaints and/or unrealistic outcomes*
- *reasonable complaints in an unreasonable manner*

Prior to considering its implementation the Council will send a *summary* of this policy to the complainant to give them prior notification of its possible implementation.

Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Personnel Committee (or appointed sub-committee) will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

The Town Clerk, as responsible officer, will notify, on behalf of the Town Council, complainants in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. West Lindsey District Council will also be informed that a constituent has been designated as a habitual or vexatious complainant.

The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Definitions

Caistor Town Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Town Council, hinder the Town Council's consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

Examples include the way in which, or frequency with which, complainants raise their complaint with staff or how complainants respond when informed of the Town Council's decision about the complaint.

Features of an unreasonably persistent and / or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

- Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- Refuse to specify the grounds of a complaint despite offers of assistance
- Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved

- Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- Refuse to accept that issues are not within the power of the Council to investigate, change or influence.
- Insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- Make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced make an unreasonable number of contacts with the Town Council, by any means in relation to a specific complaint or complaints
- Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and / or complex letters, faxes, telephone calls, e-mails or other social media communications)
- Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language
- Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- Introduce trivial or irrelevant new information whilst the complaint is being investigated and expects this to be taken into account and commented on
- Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- Deny statements he or she made at an earlier stage in the complaint process
- Electronically record meetings and conversations without the prior knowledge and consent of the other person(s) involved
- Adopts an excessively 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Town Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Members of this and other Councils, the Town Council's Independent Auditor, the Monitoring Officer, the Police or solicitors.
- Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- Make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences

- make these ‘new’ complaints which should be put through the full complaints procedure.
- Persistently approach the Town Council through different routes about the same issue
- Persist in seeking an outcome which Town Council has explained is unrealistic for legal or policy (or other valid) reasons
- Refuse to accept documented evidence as factual
- Complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- Combine some or all of these features.

4. **Imposing Restrictions**

Caistor Town Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.

In the first instance the Town Clerk will consult with the Personnel Committee (or appointed sub-committee) prior to issuing a warning to the complainant. The Town Clerk will contact the complainant in writing, or by email, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the council may take if they do not comply.

If the disruptive behaviour continues, the Town Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Town Council in future will be restricted. The Town Clerk will make this decision in consultation with the Personnel Committee and inform the complainant in writing of what procedures have been put in place and for what period.

Any restriction that is imposed on the complainant’s contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time that the restriction will be in place for. In most cases restrictions will apply for between 3 to 6 months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis.

Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- Banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
- Banning the complainant from sending emails to individual and / or all Council Officers and insisting they only correspond by letter
- Requiring contact to take place with one named member of staff only
- Restricting telephone calls to specified days and/or times and/or duration

- Requiring any personal contact to take place in the presence of an appropriate witness

Letting the complainant know that Caistor Town Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence)

When the decision has been taken to apply this policy to a complainant, the Town Clerk will contact the complainant in writing to explain:-

- Why the decision has been taken
- What action is being taken
- The duration of that action

The Town Clerk will enclose a copy of this policy in the letter to the complainant.

Where a complainant continues to behave in a way that is unacceptable, the Town Clerk, in consultation with the Personnel Committee (or appointed sub-committee) may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. **New Complaints** (from complainants who are treated as abusive, vexatious or persistent)

New complaints from people who have come under this policy will be treated on their merits. The Town Clerk and the Personnel Committee (or appointed sub-committee) will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.

The fact that a complainant is judged to be unreasonably persistent or vexatious and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. **Review**

The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Town Clerk, and the Personnel Committee (or appointed sub-committee) after three months, and at the end of every subsequent three months within the period during which the policy is to apply.

The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. Record Keeping

The Town Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:-

- The name and address of each member of the public who is treated as abusive, vexatious or persistent
- When the restriction came into force and ends
- What the restrictions are
- When the person and Council were advised

The Town Council will be provided with an annual report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

Any appointed sub-committee (the Complaints Committee) will consist of the Vice Chair and three other Councillors



Caistor Town Council

HEALTH & SAFETY POLICY

GENERAL STATEMENT

Caistor Town Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and other applicable legislation, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:-

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

As the Council's Safety Officer, the Clerk will:

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Village Council.

- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. and maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements.
- All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, contractors and voluntary helpers will:

- Cooperate fully with the Health and Safety Policy and comply with Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment tools or materials.
- Report any accidents or hazardous incidents to the Clerk.



Caistor Town Council

COMMUNITY ENGAGEMENT STATEMENT OF INTENT

INTRODUCTION

To achieve its ambitions, Caistor Town Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Its aim is to engage with its residents and encourage their participation in decision making, securing better services, being engaged with the local democratic process and creating a more active and informed community.

AIMS

The Council strives to undertake the following:

To enable an involved, empowered and active citizenship through:

- (i) Engage with all members of the community
- (ii) Reach out to the elderly and vulnerable members
- (iii) Seeking the views of young people

To communicate information to its community clearly, factually and appropriately through:

- (i) It's website detailing all council services and activities
- (ii) The use of social media where appropriate
- (iii) The use of plain English and no local government jargon
- (iv) The adherence to a corporate design/logo

To improve its communication with its partners and stakeholders and co-ordinate its community engagement efforts through:

- (i) Supporting the role and functioning of the local Unitary Authority;

To raise the image and reputation of the Council through:

- (i) Inviting residents to be actively involved in our meetings via the public forum
- (ii) Publicising the Annual Town Meeting
- (iii) Encouraging usage of the Council website and social media platforms
- (iv) Inviting residents/community groups to provide information for the Council website
- (v) Issuing press releases covering activities of the Council
- (vi) Encouraging Council members to actively become involved in community activities

To enable every Councillor to maximise their role as elected representatives and Community Leaders through:

- (i) The preparation of a comprehensive New Members Pack
- (ii) Uploading of agendas & minutes on the Council website
- (iii) Encouraging Councillors to attend meetings of community organisations and Town groups
- (iv) Develop training plans for Councillors

To ensure every member of staff understands the council's priorities through:

- (i) Having regular staff appraisals
- (ii) Encouraging staff to provide input into the decision making process
- (iii) Encouraging staff to actively represent the interest of the Council at community events

ENGAGEMENT

Listed below are the individuals/organisations which the Council wishes to actively engage with:

- West Lindsey District Council
- Lincolnshire County Council
- All other Town and Town Councils bordering Caistor
- Ward Councillors
- Caistor Schools
- Caistor Community Groups
- Churches in Caistor
- Residents
- Business's in Caistor
- Lincolnshire Association of Local Councils

HOW CAN THE SUCCESS BE MEASURED ?

- People feeling they are kept well informed by the Council
- People feeling that the Council listens to their views and acts on their concerns
- People feeling that complaints are handled well
- People feeling that the Council is trustworthy
- People feeling that they have opportunities to participate with the Council and can influence the decision making process
- People being satisfied with the way the Council runs things and with particular services.

ACTION PLAN

Minutes	Ensure copies of minutes are available on the Council website	Staff	Ongoing
Annual Report	Ensure Report is available on the Council website	Staff	Annually
Office Availability	Available at all reasonable hours by telephone and email.	Staff	Ongoing
Annual Town Meeting	Publicise meetings on notice boards, websites, Facebook.	Staff	Ongoing
Public Forum	Encourage residents to raise any matters of interest or concern via the public forum part of Full Council	Staff & members	Monthly
Noticeboards	Regularly update noticeboards with council & community activities	Staff & members	Ongoing
Website	Maintain website with info on council services & activities	Staff & members	Ongoing
Businesses	Engage with the businesses and business organisations	Staff & members	Ongoing
Local Democracy	Encourage Residents to both vote at and stand for the Council in Local Council elections	Staff & Members	Ongoing but high priority in the six months leading to local council elections
Press	Liaise regularly with the press sending details of council meetings and council activities	Staff	Ongoing
Ward Councillors	Maintain contact with Ward Councillors to ensure sharing of information	Staff & members	Ongoing