



Public Agenda Pack
Council Meeting
Thursday 9th June 2022



You are hereby summoned to attend the meeting of Planning Committee which will be held on Thursday 9 June 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
01/06/2022

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 12th May 2022
- 4 To confirm planning decisions:-
 - a) Application Number 144950. Local Authority Consultation for a Pavement Café and Stalls Licence. Objections Raised.
 - b) Application Number 144514. Wolds View Touring Park, 115 Brigg Road, Caistor (Mr Walter Thompson). 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. Granted time limit and conditions.
 - 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 – being variation of condition 1 of planning permission 143861 granted 29 November 2021 - amendment to facing bricks. Granted time limit and conditions.
- 5 To discuss planning applications:-
 - a) 144767 - Raynesway Canada Lane Caistor Market Rasen LN7 6RN (Mr & Mrs S L Chauhan) Planning application for erection of a detached stable and feed store.



- b) 144926 - Three Oceans Ltd Unit 10 Enterprise Road Caistor Market Rasen LN7 6PX (Wayen Parker). Planning application for removal of portable freezer, and erection of 1no. freezer building.
- c) 144952 - 7 Keyworth Drive Caistor Market Rasen LN7 6RE (Mr Ian Nicol)
Planning application for first floor extension and loft conversion.
- d) 144830 - Hillcrest Grimsby Road Caistor Market Rasen LN7 6JG (Mr Oliver Lawrence)
Planning application for proposed 17no rural enterprise units, consisting mainly of business use along with a retail unit, café and office. Demolition of existing buildings being removal of condition 23 of planning permission 135031 granted 16 December 2016 re: storage of materials, goods, waste or any other articles.
- e) To discuss any further applications received



Minutes of the Planning Committee held at 6.45 pm at the Caistor Town Hall on 12 May 2022

Present: Cllr J. Wright, Cllr P. Richardson, Cllr J. Bowman, Cllr S. Critten, Cllr S. Gaughan (Chair), Cllr M. Galligan,
Cllr S. Hodson, Cllr P. Haslam, Cllr A. Somerscales,
In Attendance: Carl Thomas,
Members of public present: 5

- 1** To receive apologies and reasons for absence - Ref: 1222
Cllrs Davey, Lyus, Cox, Hughes
- 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: 1223
None
- 3** To approve the minutes of the Planning Committee Meeting held on 14th April 2022 - Ref: 1224
It was resolved to approve these as a true record.
- 4** To confirm planning decisions:- - Ref: 1225
 - a)** Application Number 144675. Radley's Mill, Mill Grange, Caistor (Mr and Mrs Midgley). - Ref: 1226
Application for non-material amendment to planning application 137707 granted 27 July 2018 – addition of roof lights to east and west roof slopes
Granted without conditions.
 - b)** Application Number 144762. Caistor Grammar School, Church Street, Caistor (Mrs Shona Buck). - Ref: 1227
Request for compliance with condition 5 of planning permission 144085 granted 1 February 2022.
Condition discharged.
 - c)** Application Number 144449. Radley's Mill, Whitegate Hill, Caistor (Mr John Hazen-Smith). - Ref: 1228
Request for confirmation of compliance with conditions 3-12 of planning permission 142875 granted 9 July 2021.
Condition discharged.
 - d)** Application Number 144513. Radley's Mill, Whitegate Hill, Caistor (Mr John Hazen-Smith). - Ref: 1229
Request for confirmation of compliance with conditions 3-8 of listed building consent 142876 granted 9 July 2021.
Condition discharged.
 - e)** Application Number 144644. The Mill (Plot 6), Whitegate Hill, Caistor (Mr L Togher) - Ref: 1230
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 – being variation of condition 1 of planning permission 143861 granted 29 November 2021 - amendment to facing bricks.
Granted time limit and conditions.
 - g)** Application Number 144461. 1 Millfields, Caistor (Mr and Mrs Day)
Planning application for removal of existing conservatory, erect 2 storey extension to the rear, convert attic with installation of dormer windows to front. Granted time limit and conditions.
- 5** To discuss planning applications:- - Ref: 1231
 - a)** Application Number 144661. Radleys Mill, Whitegate Hill, Caistor (Ms Teresa Wells) - Ref: 1232
Planning application for conversion and extension of windmill site to form 1no dwelling.
No objections

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



- b) Application Number 144662. Radleys Mill, Whitegate Hill, Caistor (Ms Teresa Wells). - Ref: 1233**
Listed building consent for conversion and extension of windmill site to form 1no dwelling.
No objections
- c) Application Number 144780. Private Accommodation, 17 South Street, Caistor (Mr Sam Marriott). - Ref: 1234**
Planning application to remove 3m section of wall and form a new solid gateway.
No objections
- d) Application Number 144781. Private Accommodation, 17 South Street, Caistor (Mr Sam Marriott). - Ref: 1235**
Listed building consent to remove 3m section of wall and form a new solid gateway.
No objections
- e) Application Number 144759. Rear of, 5 Mill Lane, Caistor (Mr Oliver Lawrence). - Ref: 1236**
Planning application for 1no dwelling with detached garage
No objections
- f) Application Number 144440. Land adjacent to Nettleton House, Nettleton Road, Caistor (Mr Scott Olivant). - Ref: 1237**
Planning application to erect a building for the purpose of agriculture and the keeping of horses, and for the use of land for the purposes of agriculture.
No objections
- g) To discuss any further planning applications received - Ref: 1238**
None received

Meeting closed at 7.05 PM



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 9 June 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.

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.

Carl Thomas
Clerk to the Council
03/06/2022

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 12/05/22
- 6 To approve the draft minutes of Council Meeting (closed session) held on 12/05/22
- 7 Election of members to the Planning Committee
- 8 Appointment of Chairman to the Planning Committee
- 9 Appointment of Councillor(s) Responsible for Churchyards, Footpaths & Allotments
- 10 Appointment of Councillor(s) Responsible for Parks and Environment
- 11 Appointment of Councillor(s) Responsible for Town Hall
- 12 Appointment of Councillor(s) Responsible for Cemetery
- 13 Appointment of Councillor(s) Responsible for Audit
- 14 Finance
 - a) To approve the Accounting Statements for period ending 30/04/22
 - b) To approve the Schedule of Payments
 - c) Inland Revenue update
- 15 Reports from External bodies:-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council



- d) Community Groups
- e) Town Hall Management Committee
- 16 Reports from Committee's
 - a) Finance Committee
 - b) Employment & Personnel Committee
 - c) Market Committee
 - d) Economic Development Committee
- 17 Clerks Report & Parish Matters
 - a) Grammer School events (JB)
 - b) Street Food (JB)
 - c) Water supply and waste water at South Street Park (JB)
 - d) Grant Application - Caistor Goes
 - e) Review Tracking Report
- 18 Correspondence Received
 - a) GB - Lack of school places at Caistor Grammer School.
 - b) Armed Forces Community Advice Service
- 19 Date of next meeting 14th July 2022



Minutes of the Annual Council Meeting held at 7.00 pm at the Caistor Town Hall on 12 May 2022

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr S. Critten, Cllr S. Gaughan,
Cllr M. Galligan, Cllr S. Hodson, Cllr P. Haslam, Cllr A. Somerscales,
In Attendance: Carl Thomas, Cllr A. Lawrence (WLDC), Cllr T. Smith (LCC),
Members of public present: 5

1 Election of Chairman for the year 2022/23 - Ref: 1177

One nomination was received.

Cllr Jon Wright was duly appointed Chairman and Mayor for 2022/23

2 Apologies for absence & reasons given - Ref: 1178

Cllr Lyus, Hughes, Cox

3 To receive declarations of interest - Ref: 1179

Item 16A - Cllr Wright, Cllr Davey, Cllr Gaughan, Cllr , Cllr Richardson

Item 16C - Cllr Galligan, Cllr Somerscales

Under the Code of Conduct all councillors declaring in interest in Item 16A also had an interest in Item 16B and all councillors declaring an interest in Item 16C had an interest in Item 16A. As such, dispensations were granted to all councillors as the meeting would become inquorate and the business could not be transacted which would be detrimental to the residents of Caistor. Dispensations were granted to allow Cllrs Wright, Davey, Gaughan, Galligan and Richardson to participate in Item 16C and Cllrs Galligan and Somerscales to participate in Item 16A.

4 Public Session (10 minutes) - Ref: 1180

A resident thanked the Councillors and Clerk for serving the community and the Chairman for his courtesy and patience.

A resident asked if a bench could be commemorated to a local resident. The bench was a Lions donated bench and Lions would be approached.

5 Election of Vice Chairman for the year 2022/23 - Ref: 1181

Two nominations were received being Cllr Bowman and Cllr Gaughan.

Following a vote Cllr Gaughan was elected Vice Chairman for 2022/23.

- Ref: 1182

Prior to the election to committees the formation of committees was discussed.

It was resolved to merge the Economic Development and Market Committee into one.

Proposer: Cllr S. Critten Seconder: Cllr S. Davey All in favour

It was resolved to limit membership of 3 councillors to the Employment & Personnel Committee and 5 to the Finance and Economic Development & Market Committee.

Proposer: Cllr A. Somerscales Seconder: Cllr S. Hodson For: 8 Against: 2 Abstain: 0

6 Election of members to the Finance Committee - Ref: 1183

Cllrs Gaughan, Wright, Critten, Galligan and Bowman were elected to the Finance Committee

7 Election of members to the Employment & Personnel Committee - Ref: 1184

Following a vote Cllrs Bowman, Hodson and Davey were appointed to the Employment & Personnel Committee

8 Election of members to the Economic Development & Market Committee - Ref: 1185

Cllrs Galligan, Gaughan, Bowman, Critten and Richardson were appointed to the Economic Development & Market Committee

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- 9** **Subject to Item 8:**
Election of members to the Economic Development Committee - Ref: 1186
This item was not required as the Economic Development & Market Committee's were merged into one.
- 10** **Subject to Item 8:**
Election of members to the Market Committee - Ref: 1187
This item was not required as the the Economic Development & Market Committee's were merged into one.
- 11** **Chairmans Report - Ref: 1188**
The chairman hadn't attended any civic functions.
- 12** **To approve the draft minutes of Council Meeting held on 14/04/22 - Ref: 1189**
It was resolved to approve these as a true record
Proposed: Cllr S. Critten Seconder: Cllr A. Somerscales All in favour
- 13** **Finance**
- a) To approve the Accounting Statements for period ending 30/04/22 - Ref: 1190**
The accounting statements had been circulated prior to the meeting.
Proposed: Cllr J. Wright Seconder: Cllr S. Gaughan All in favour
- b) To approve the Schedule of Payments - Ref: 1191**
It was resolved to approve the schedule of payments totalling £4638.22
Proposed: Cllr S. Gaughan Seconder: Cllr J. Wright All in favour
- c) To approve Internal Auditors report - Ref: 1192**
It was resolved to approve the Internal Auditors report.
Proposed: Cllr S. Critten Seconder: Cllr J. Wright All in favour
- d) To approve Annual Governance Statement - Ref: 1193**
It was resolved to approve the Annual Governance Statement.
Proposed: Cllr J. Bowman Seconder: Cllr M. Galligan All in favour
- e) To approve Annual Accounting Statement - Ref: 1194**
It was resolved to approve the Annual Accounting Statements
Proposed: Cllr J. Wright Seconder: Cllr S. Critten All in favour
- 14** **Reports from External bodies:- - Ref: 1195**
- a) Lincolnshire Police - Ref: 1196**
No reports were available. The Clerk advised that the Police are dealing mainly with ant social behaviour problems within Caistor.
- b) West Lindsey District Council. - Ref: 1197**
Cllr Bierley had circulated a comprehensive report with no matters arising.
- c) Lincolnshire County Council - Ref: 1198**
Cllr Smith gave a brief report.
Cllrs asked if some old signage along A46 between Caistor and Nettleton could be removed and the railings outside the Methodist Church could be attended to.
- d) Town Hall Management Committee - Ref: 1199**
Cllr Gaughan advised members that the AGM would be held on 18th May at 7 pm.
- e) Community Groups - Ref: 1200**
Cllr Bowman confirmed the Beacon lighting event Community Cinema screening will take place on 2nd June and community picnic on 5th June.
- 15** **Reports from Committee's**

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a) Finance Committee - Ref: 1201

No meetings had taken place

b) Employment & Personnel Committee - Ref: 1202

No meetings had taken place

c) Market Committee - Ref: 1203

No meetings had taken place

The Clerk confirmed that Council waste was now being collected from Mill Lane to see if that alleviated the problem at the Multi Use Centre This would be monitored for 3 months. Provision of a waste container for market users would be chargeable.

d) Economic Development Committee - Ref: 1204

No meetings had taken place

16 Clerks Report & Parish Matters - Ref: 1205

a) Grant application: Caistor & District Lions - Ref: 1206

Cllrs Wright, Gaughan, Galligan, Davey, Richardson had declared an interest and left the room.
It was resolved to approve the grant application for £1000

b) Grant application: Lincolnshire Cares - Ref: 1207

It was resolved to approve the grant application for £850

c) Grant application: Caistor in Bloom - Ref: 1208

Cllrs Somerscales and Galligan had declared an interest and left the room.
It was resolved to approve the grant application for £7000

d) Tree survey & recommendations - Ref: 1209

The Clerk had circulated the survey results to Councillors. No work was recommended other than minor attention generally related to Ivy management.
One tree at South Street Park required a further aerial survey and it was agreed to delay this by 12 months as the tree was healthy.

e) Approval of proposals and budget for Queens Platinum Jubilee Beacon Lighting event - Ref: 1210

It was resolved to approve £400 to purchase generic event banners.
Proposed: Cllr M. Galligan Seconder: Cllr J. Bowman All in favour

f) Installation of new notice board - Ref: 1211

Seven approved contractors had been contacted with two providing a quotation.
It was resolved to appoint contractor B at a cost of £230.
Proposed: Cllr J. Wright Seconder: Cllr S. Critten All in favour

g) Review Tracking Report - Ref: 1212

16482 - Highway Service : Volunteering Days

This project had now been completed. Thanks went to the LCC Highways Volunteering Service.

18950 - Neighbourhood Plan Steering Group

A seminar was being held on 14th May 2022 after which the committee would reconvene and commence work.

19684 - Policy Review: Grievance Policy

It was resolved to adopt

20401 - Rabbits on Sports Field

Rabbit holes continued to be a problem and create a risk to users of the sports field.
It was resolved subject to appropriate insurance been provided to appoint Matt Croft to provide a regular shoot.
There was no cost for this.

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17 **Correspondence Received**

a) Zurich Insurance - Playpark injury claim - Ref: 1213

The Clerk outlined the current status of the claim.

18 **Date of next meeting: 9th June 2022 - Ref: 1214**

All items for the agenda by 2nd June 2022.

Meeting closed at 8.30 pm



Accounting Statements

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/05/2022



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/05/2022

End of year forecast auto calculated based on actual year to date averaged over 2 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
Income					
Income: General					
100 Precept	100000	100000	0	0	100000
140 Cemetery Income	250	3000	-2750	-1	
120 Allotment Income	30	420	-390	-1	
130 Market Rents	53	3000	-2948	-1	
150 Caistor Sports & Social Club	350	2412	-2062	-1	
160 WLDC Street Cleaning	0	1404	-1404	-1	
170 Grass Cutting	0	1545	-1545	-1	
180 Grants	0	0	0	100	
350 VAT Reclaimable	0	0	0	100	
375 Town Hall	-30	0	30	100	
199 Miscellaneous Income	1754		-1754		
185 Town Hall	0	520	-520	-1	
186 Magazine Advertising	0	1000	-1000	-1	
Income: General Totals	102407	113301	-14343	-10	100000
Income Totals	102407	113301	-14343	-10	100000

Expenditure

Expense: General

500 Salaries	2965	14124	11159	-1	
503 PAYE & NI	0	4598	4598	-1	
501 Staff Travel & Benefits	0	100	100	-1	
502 Contractors	1664	15000	13336	-1	
509 Other Staff Expenses	0	100	100	-1	
520 General Office	0	840	840	-1	
530 Hall Hire	0	480	480	-1	
540 Insurance	0	3500	3500	-1	
550 Audit	200	780	580	-1	
560 Subscriptions	95	353	258	-1	
570 Training	203	390	188	-0	
580 Election	0	500	500	-1	
581 Mayor Allowance	0	250	250	-1	
555 Professional Fees	0	500	500	-1	
556 Legal Fees	0	2500	2500	-1	
590 Amenity Cut	0	5040	5040	-1	
591 Public Rights of Way	0	0	0	100	
592 Parks	0	2640	2640	-1	
593 Sportsground	304	3760	3456	-1	
594 Cemeteries/Church	2120	2000	-120	0	
595 Allotments	0	250	250	-1	
610 Market	0	250	250	-1	
596 Community Orchard	0	0	0	100	
750 Section 137	0	0	0	100	
650 Community Dev	275	0	-275	100	
521 Telephone & Broadband	123	620	497	-1	
700 Electricity - Market Place LN7 6TU	25	200	175	-1	
701 Electricity - South Street Park	45	300	255	-1	
702 Electricity - Market Place LN7 6TL	0	150	150	-1	
703 Electricity - Sports Ground	80	250	170	-1	
710 Gas	0	0	0	100	
720 Water: Sports Ground	89	250	161	-1	



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/05/2022

End of year forecast auto calculated based on actual year to date averaged over 2 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
721	Water: Cemetery	11	50	39	-1	
722	Water: Allotments	0	75	75	-1	
765	Play Park Refurbishment	336	500	164	-0	
760	Projects	0	450	450	-1	
597	Caistor Sports & Social Club	265	1500	1235	-1	
522	Town Hall	133	2000	1867	-1	
582	Civic	0	500	500	-1	
601	Equipment	364	750	386	-1	
660	WLDC	0	0	0	100	
598	Market Place	250	250	-0	0	
603	Gritting & Snow Clearance	750	2500	1750	-1	
751	Community Development	0	0	0	100	
766	CCTV	1500	3000	1500	-1	
799	Contingency	0	383	383	-1	
652	Grants & Donations	0		0		
600	Grants & Donations	135	15000	14865	-1	
761	Project: Town Hall Car Park Makeover	0	1400	1400	-1	
Expense: General Totals		11932	88083	76151	-86	
Expenditure Totals		11932	88083	76151	-86	



Outstanding Invoices

Report Date: 05/03/2022

	Total Outstanding	Current	31-60	61 - 90	90+
Caistor Sports & Social Club	175.00	175.00			
J. Naylor (Funeral Directors) Limited	125.00		125.00		
Kirsty Naoyokas	30.00			30.00	
N. Corser	30.00	30.00			
	<hr/>				
	360.00	205.00	125.00	30.00	



Budget Report - Income

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/05/2022

This report is based on Payment Date

Details	Year 2021/22		Financial Year Ending 31/03/2023					Variation		
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept			?	?	0	0	0	?	0	0.00
Cemetery Income			3000	250	0	0	0	250	-2750	-0.92
Allotment Income			420	30	0	0	0	30	-390	-0.93
Market Rents			3000	53	0	0	0	53	-2948	-0.98
Caistor Sports & Social Club			2412	350	0	0	0	350	-2062	-0.85
WLDC Street Cleaning			1404	0	0	0	0	0	-1404	-1.00
Grass Cutting			1545	0	0	0	0	0	-1545	-1.00
Grants			0	0	0	0	0	0	0	100.00
VAT Reclaimable			0	0	0	0	0	0	0	100.00
Town Hall			0	-30	0	0	0	-30	30	100.00
Miscellaneous Income				1754	0	0	0	1754	-1754	
Town Hall			520	0	0	0	0	0	-520	-1.00
Magazine Advertising			1000	0	0	0	0	0	-1000	-1.00
Income: General Total			113301	?	0	0	0	?	-14343	-10
Total			113301	?	0	0	0	?	-14343	-10



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/05/2022

This report is based on Payment Date

Details	Year 2021/22		Financial Year Ending 31/03/2023						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries			14124	2965	0	0	0	2965	11159	-1
PAYE & NI			4598	0	0	0	0	0	4598	-1
Staff Travel & Benefits			100	0	0	0	0	0	100	-1
Contractors			15000	1664	0	0	0	1664	13336	-1
Other Staff Expenses			100	0	0	0	0	0	100	-1
General Office			840	0	0	0	0	0	840	-1
Hall Hire			480	0	0	0	0	0	480	-1
Insurance			3500	0	0	0	0	0	3500	-1
Audit			780	200	0	0	0	200	580	-1
Subscriptions			353	95	0	0	0	95	258	-1
Training			390	203	0	0	0	203	188	-0
Election			500	0	0	0	0	0	500	-1
Mayor Allowance			250	0	0	0	0	0	250	-1
Professional Fees			500	0	0	0	0	0	500	-1
Legal Fees			2500	0	0	0	0	0	2500	-1
Amenity Cut			5040	0	0	0	0	0	5040	-1
Public Rights of Way			0	0	0	0	0	0	0	100
Parks			2640	0	0	0	0	0	2640	-1
Sportsground			3760	304	0	0	0	304	3456	-1
Cemeteries/Church			2000	2120	0	0	0	2120	-120	0
Allotments			250	0	0	0	0	0	250	-1
Market			250	0	0	0	0	0	250	-1
Community Orchard			0	0	0	0	0	0	0	100
Section 137			0	0	0	0	0	0	0	100
Community Dev			0	275	0	0	0	275	-275	100
Telephone & Broadband			620	123	0	0	0	123	497	-1
Electricity - Market Place LN7 6TU			200	25	0	0	0	25	175	-1
Electricity - South Street Park			300	45	0	0	0	45	255	-1
Electricity - Market Place LN7 6TL			150	0	0	0	0	0	150	-1
Electricity - Sports Ground			250	80	0	0	0	80	170	-1
Gas			0	0	0	0	0	0	0	100
Water: Sports Ground			250	89	0	0	0	89	161	-1
Water: Cemetery			50	11	0	0	0	11	39	-1
Water: Allotments			75	0	0	0	0	0	75	-1
Play Park Refurbishment			500	336	0	0	0	336	164	-0
Projects			450	0	0	0	0	0	450	-1
Caistor Sports & Social Club			1500	265	0	0	0	265	1235	-1
Town Hall			2000	133	0	0	0	133	1867	-1
Civic			500	0	0	0	0	0	500	-1
Equipment			750	364	0	0	0	364	386	-1
WLDC			0	0	0	0	0	0	0	100
Market Place			250	250	0	0	0	250	-0	0
Gritting & Snow Clearance			2500	750	0	0	0	750	1750	-1
Community Development			0	0	0	0	0	0	0	100
CCTV			3000	1500	0	0	0	1500	1500	-1
Contingency			383	0	0	0	0	0	383	-1
Grants & Donations				0	0	0	0	0	0	
Grants & Donations			15000	135	0	0	0	135	14865	-1
Project: Town Hall Car Park Makeover			1400	0	0	0	0	0	1400	-1
Expense: General Total			88083	11932	0	0	0	11932	76151	-86



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/05/2022

This report is based on Payment Date

Details	Year 2021/22		Financial Year Ending 31/03/2023							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Total			88083	11932	0	0	0	11932	76151	-86



Sales Invoice Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/05/2022

Invoice Date	Payment Date	Invoice No	Client	Details	Nett	VAT	Total
01/04/2022	01/04/202	250	West Lindsey District Council	Bank Payment: Precept	?		?
24/03/2022	04/04/202	235	Caistor Sports & Social Club		175.00		175.00
05/04/2022	05/04/202	252	T Simpson	Bank Payment: Market Rents	5.25		5.25
11/04/2022	11/04/202	253	Denise Poplewell	Bank Payment: Market Rents	5.25		5.25
13/04/2022	13/04/202	255	A M Bullas	Bank Payment: Market Rents	5.25		5.25
13/04/2022	13/04/202	262	Nat West	Bank Payment: Miscellaneous Income	13.04		13.04
14/04/2022	14/04/202	256	Market Income	Bank Payment: Market Rents	5.25		5.25
06/04/2022	19/04/202	257	Co Op Funeralcare	Intermnetof Mr Wayne George Louis	125.00		125.00
23/04/2022	23/04/202	259	SM Bottles	Bank Payment: Market Rents	5.25		5.25
24/03/2022	27/04/202	234	Lincolnshire Co Op Funeral		125.00		125.00
01/05/2022	01/05/202	263	Bll	Bank Payment: Market Rents	5.25		5.25
01/05/2022	01/05/202	264	SM Bottles	Bank Payment: Market Rents	5.25		5.25
03/05/2022	03/05/202	266	Helen Thorpe	Bank Payment: Market Rents	5.25		5.25
03/05/2022	03/05/202	267	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
01/05/2022	04/05/202	260	Caistor Sports & Social Club		175.00		175.00
10/05/2022	10/05/202	270	H.M. Customs	Bank Payment: VAT Reclaim	1689.33		1689.33
11/05/2022	11/05/202	269	Caistor Bowls Club	Bank Payment: Lease payment	52.00		52.00
14/05/2022	14/05/202	271	SM Bottles	Bank Payment: Market Rents	5.25		5.25
14/05/2022	14/05/202	272	??	Bank Payment: Market Rents	5.25		5.25
23/05/2022	23/05/202	274	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
23/05/2022	23/05/202	276	Lydia Hodson	Bank Payment: Allotment Income	30.00		30.00
					102447.37	0.00	102447.37



Expense Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/05/2022

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
18/01/2022	15/04/202	626	Caistor Farm & Garden Machinery	Servicing of Stiga Tornado mower	310.97	62.19	373.16
07/03/2022	15/04/202	635	Caistor & District Lions Club	Removal of Christmas tree	250.00		250.00
09/03/2022	15/04/202	636	Wragby Parish Council	50% contribution to cemetery training	22.50		22.50
09/03/2022	15/04/202	637	Lincolnshire Association of Local	Burial Training: Cllr J. Bowman	45.00	9.00	54.00
09/03/2022	15/04/202	638	Lincolnshire Association of Local	Annual Training Scheme	135.00	27.00	162.00
03/03/2022	15/04/202	639	Liam Marchant Plumbing & Heating	Boiler service at CS&SC	65.00		65.00
02/03/2022	15/04/202	640	Caistor Town Hall	Tpwn Hall hire	65.00		65.00
28/02/2022	15/04/202	641	Southdale Service Station	Fuel	13.33	2.67	16.00
12/03/2022	15/04/202	645	West Lindsey District Council	CCTV 010421 to 310322	1500.00	300.00	1800.00
16/03/2022	15/04/202	650	Caistor & District Lions Club	Fitting of 6 benches throughout Caistor	275.00		275.00
02/02/2022	15/04/202	652	Caistor Farm & Garden Machinery	Polycut Fingers	9.46	1.89	11.35
15/03/2022	15/04/202	657	Pestcotek	Rabbit control shoot	199.00	39.80	238.80
25/03/2022	15/04/202	658	Watson Lindsey Arboriculture Limited	Tree survey	210.00		210.00
02/06/2021	15/04/202	663	24-7 Drains	CS&SC drain inspection and CCTV	200.00	40.00	240.00
31/03/2022	15/04/202	667	Alexander Hubbard	Tree works at cemetery	1795.00	359.00	2154.00
05/04/2022	15/04/202	669	I C C M	ICCM Subscription	95.00		95.00
04/04/2022	04/04/202	671	Opus Energy	Bank Payment: Electricity - Sports	42.77	2.14	44.91
04/04/2022	04/04/202	672	Opus Energy	Bank Payment: Electricity - Market	12.93	0.65	13.58
04/04/2022	04/04/202	673	Opus Energy	Bank Payment: Electricity - South Street	18.04	0.90	18.94
07/04/2022	08/04/202	675	Caistor Arts & Heritage Centre	Room hire	35.00	7.00	42.00
01/04/2022	08/04/202	676	Caistor Arts & Heritage Centre	Hall hire	40.00		40.00
31/03/2022	15/04/202	677	Southdale Service Station	Fuel	13.33	2.67	16.00
08/04/2022	08/04/202	678	Caistor Arts & Heritage Centre		-75.00	-7.00	-82.00
04/04/2022	15/04/202	679	Caistor Arts & Heritage Centre	Room hire	28.00	7.00	35.00
01/04/2022	15/04/202	680	Caistor Town Hall	Hal hire	40.00		40.00
14/03/2022	15/04/202	681	Caistor Farm & Garden Machinery	Easy Start & Fingers	16.71	3.34	20.05
12/04/2022	12/04/202	683	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
26/04/2022	26/04/202	700	BT	Bank Payment: Telephone & Broadband	56.33	11.27	67.60
18/04/2022	18/04/202	701	Emma Waters	Bank Payment: Cemeteries/Church -	220.00	44.00	264.00
23/04/2022	17/05/202	703	Apex Services	Salt spreading (30/03, 31/03, 01/04)	750.00	150.00	900.00
28/04/2022	28/04/202	704	Carl Thomas	Bank Payment: Salary Apr 22 M1	1355.72		1355.72
03/05/2022	03/05/202	705	Opus Energy	Bank Payment: Electricity - Sports	37.02	1.85	38.87
03/05/2022	03/05/202	706	Opus Energy	Bank Payment: Electricity - South Street	27.32	1.37	28.69
03/05/2022	03/05/202	707	Opus Energy	Bank Payment: Electricity - Market	11.97	0.60	12.57
04/05/2022	04/05/202	708	Kim Hodson	Bank Payment: Contractors Wages	1064.00		1064.00
04/05/2022	04/05/202	709	Kim Hodson	Bank Payment: Contractors	600.00		600.00
02/05/2022	17/05/202	710	Caistor Town Hall	Town hall hire 14/04 and 29/04	30.00		30.00
06/05/2022	06/05/202	711	B&Q (paid via Carl Thomas)	Bank Payment: Play Park	336.09	67.22	403.31
10/05/2022	10/05/202	712	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
12/05/2022	12/05/202	713	Andy Hopkins	Bank Payment: Internal Audit Fee	200.00		200.00
03/05/2022	18/05/202	715	Wave	Water at cemetery	10.77		10.77
03/05/2022	18/05/202	716	Wave	Water at Sports Ground	89.44		89.44
22/05/2022	22/05/202	720	Caistor in Bloom Donation	Bank Payment: Donation: Paint and	134.65	26.93	161.58
25/05/2022	25/05/202	723	BT	Bank Payment: Telephone & Broadband	57.00	11.40	68.40
29/05/2022	29/05/202	728	Carl Thomas	Bank Payment: Salary May 22 M2	1609.31		1609.31
					11961.64	1174.89	13136.53



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
10/05/2022	712	Tamar Telecom	Bank Payment: Telephone & Broadband	1.00	5.99	<input type="checkbox"/>	<input type="checkbox"/>
12/05/2022	713	Andy Hopkins	Bank Payment: Internal Audit Fee	0.00	200.00	<input type="checkbox"/>	<input type="checkbox"/>
30/04/2022	714	Southdale Service Station	Fuel	5.70	34.18	<input type="checkbox"/>	<input type="checkbox"/>
03/05/2022	715	Wave	Water at cemetery	0.00	10.77	<input type="checkbox"/>	<input type="checkbox"/>
03/05/2022	716	Wave	Water at Sports Ground	0.00	89.44	<input type="checkbox"/>	<input type="checkbox"/>
22/05/2022	720	Caistor in Bloom Donation	Bank Payment: Donation: Paint and equip for painting of railings	26.93	161.58	<input type="checkbox"/>	<input type="checkbox"/>
25/05/2022	723	BT	Bank Payment: Telephone & Broadband	11.40	68.40	<input type="checkbox"/>	<input type="checkbox"/>
11/05/2022	725	Woodpecker Trees Ltd	Town Hall car park tree cutting	90.00	540.00	<input type="checkbox"/>	<input type="checkbox"/>
25/05/2022	726	Total Signs & Graphics	Banners (generic Coming Next)	62.17	373.01	<input type="checkbox"/>	<input type="checkbox"/>
29/05/2022	727	HMRC	PAYE May 21 M2	0.00	523.08	<input type="checkbox"/>	<input type="checkbox"/>
29/05/2022	728	Carl Thomas	Bank Payment: Salary May 22 M2	0.00	1609.31	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2022	730	Caistor Farm & Garden Machinery	Fingers	1.89	11.35	<input type="checkbox"/>	<input type="checkbox"/>
	731	Carl Thomas	Expense Claim	13.33	150.56	<input type="checkbox"/>	<input type="checkbox"/>
01/06/2022	732	Kim Hodson	Bank Payment: Contractors	0.00	1230.00	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL:					5007.67		

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Public Tracking Report

Metal Railings Nettleton Road/A46 corroded/falling to bits.	Ref: 14957	Created: 19/04/2021
CCTV at Sports Ground	Ref: 15568	Created: 30/05/2021
Nettleton Motors / Hersey Road	Ref: 17784	Created: 10/08/2021
Cricket Club Chafer Bugs	Ref: 18761	Created: 02/09/2021
Neighbourplan Steering Group - 14 May 22	Ref: 18950	Created: 15/09/2021
Bank Lane, Caistor Parking	Ref: 19114	Created: 01/11/2021
Disabled Bays in Market Place	Ref: 19151	Created: 27/11/2021
Pavement Crumbling on Horsemarket o/s ACIS flats	Ref: 19199	Created: 13/01/2022
Policy Review: Disciplinary Policy	Ref: 19685	Created: 20/02/2022
Policy Review: Complains Procedure Policy	Ref: 19686	Created: 20/02/2022
Policy Review: Member & Officer Protocol Policy	Ref: 19687	Created: 20/02/2022
Policy Review: Lone Worker Policy	Ref: 19688	Created: 20/02/2022
Policy Review: Publication Scheme	Ref: 19689	Created: 20/02/2022
Caistor School Parking	Ref: 19764	Created: 15/03/2022
Cricket Club Lease	Ref: 19826	Created: 06/04/2022
Queens Jubilee Tree and Plaque (WLDC)	Ref: 20349	Created: 15/04/2022
Rabbits on Sports Ground	Ref: 20401	Created: 06/05/2022
Parking on North Kelsey Road alongside Grammar School	Ref: 20402	Created: 06/05/2022



Caistor Town Council

COMPLAINTS PROCEDURE POLICY

To determine whether a complaint procedure is appropriate:

1. It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. The Council will need to refer or use procedures / bodies in respect of the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local electors' statutory right to object Council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, the Councils may need to consult their appointed auditor or the Audit Commission.
Criminal activity	The Police
Member conduct	A complaint relating to a member's failure to comply with the Code of Conduct must be submitted to the Monitoring Officer at West Lindsey Lincolnshire Council
Employee conduct	Internal disciplinary procedure

2. A member of the public may also consider a criticism about a service (e.g. an untidy park area) to be a complaint, but these do not fall within the formal complaints procedure unless the Council has acted improperly and should be treated as normal service requests.

Prior to a meeting where any complaint is to be heard

3. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Town Clerk. The Town Council shall provide reasonable assistance to the complainant, to accurately record the complaint, where the complainant cannot or has difficulty in setting out a written complaint.
4. If the complainant does not wish to put the complaint to the Town Clerk, he or she will be advised to address it to the Chairman of the Council.
5. The Town Clerk shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the council or by the committee established for the purposes of hearing complaints. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way (if, for example, the complaint is to be heard by a committee).
6. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting. The Council shall provide reasonable assistance to the complainant in accessing any written documentation or materials.

At the Meeting

7. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
8. The Chairman should introduce everyone and explain the procedure.
9. The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the Town Clerk and then (ii), Members.
10. The Town Clerk will have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and (ii), Members.
11. The Town Clerk, and then the complainant should be offered the opportunity to summarise their position.
12. The Town Clerk and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, *both* parties shall be invited back.
13. The Town Clerk and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

After the Meeting

14. The decision should be confirmed in writing within seven working days, together with details of any action to be taken.



Caistor Town Council

DISCIPLINARY POLICY

INTRODUCTION

This policy is based on and complies with the ACAS Code of Practice (2017). It is designed to help council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

1. This policy confirms:

- The Council will fully investigate the facts of each case
- The Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective.
- Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- Employees have a statutory right to be accompanied or represented by a trade union representative or a work colleague at any disciplinary interview. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- The Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- Any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and

the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the Data Protection Act 1998 / GDPR 2018

- Recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- Employees have the right to appeal against any disciplinary action. The appeal decision is final
- If an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- Disciplinary action taken by the Council can include a verbal warning, written warning, final written warning or dismissal
- Except for gross misconduct when an employee may be dismissed without notice, the Council may not dismiss an employee on the first occasion that it decides there has been misconduct
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
- The Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and the employee's consent.

2. Examples of misconduct

Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct.

- Unauthorised absence/failure to attend work on a regular basis
- Poor timekeeping
- Misuse of the Council's resources and facilities including telephone, email and internet
- Inappropriate behaviour
- Refusal to follow reasonable instructions
- Breach of health and safety rules.

3. Examples of gross misconduct

Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct.

- Bullying, discrimination and harassment
- Incapacity at work because of alcohol or drugs
- Violent behaviour
- Fraud or theft
- Gross negligence
- Gross insubordination
- Serious breaches of health and safety rules
- Serious and deliberate damage to property
- Use of the internet or email to access pornographic, obscene or offensive material
- Disclosure of confidential information.

4. Examples of unsatisfactory work performance

- Inadequate application of office procedures
- Inadequate IT skills
- Unsatisfactory management of staff
- Unsatisfactory communication skills.

5. DISCIPLINARY INVESTIGATION

There will be an investigation of the facts. The council's Personnel Committee will appoint an Investigator who will be responsible for undertaking the disciplinary investigation. The Investigator will be independent and will normally be a councillor. If the Personnel Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the council. The Investigator will be appointed as soon as possible after the allegations have been made. The Investigator will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigating committee may not be necessary and the council may decide to commence disciplinary proceedings at the next stage.

The Personnel Committee will first notify the employee in writing of the alleged misconduct and ask him/her to attend a meeting with the Investigator. The employee will be given at least five working days' notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee should be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigating committee, he/she will have the opportunity to comment on the allegations of misconduct.

If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigators should try to obtain it from them in advance of the meeting with the employee.

The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report on the findings

The Personnel Committee will recommend either:

- The employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- The employee has a case to answer and there should be action under the Council's disciplinary procedure.

The Personnel Committee will submit the report to the Council which will decide whether further action will be taken.

If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

6. THE DISCIPLINARY MEETING

If the Personnel Committee decides that there is a case to answer, it will appoint a sub-committee of three Councillors. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- The names of its Chairman and other two members
- Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- A copy of the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure
- The time and place for the meeting. The employee will be given reasonable notice of the hearing (at least 15 working days) so that he /she has sufficient time to prepare for it
- That witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting
- That the employee and the Council will provide each other with all supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least five working days before the hearing
- That the employee may be accompanied by a companion, either a trade union representative or a work colleague

The disciplinary meeting will be conducted as follows:

- The Chairman will introduce the members of the sub-committee to the employee
- The investigator will present the findings of the investigation report
- The Chairman will set out the council's case and present supporting evidence (including any witnesses)
- The employee (or the companion) will set out his/her case and present evidence (including any witnesses)
- Any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness.
- The employee (or the companion) will have the opportunity to sum up his/her case.
- The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

7. DISCIPLINARY ACTION

If the sub-committee decides that there should be disciplinary action, it may be any of the following:

Verbal Warning

A verbal warning is issued for most first instances of minor misconduct. The council will notify the employee:

- Of the reason for the warning, the improvement required (if appropriate) and the time period for improvement
- That further misconduct/failure to improve will result in more serious disciplinary action
- Of the right to appeal
- That a note confirming the verbal warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for six months.

Written warning

If there is a repetition of earlier misconduct which resulted in a verbal warning, or for different and more serious misconduct, the employee will normally be given a written warning. A written warning will set out:

- The reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- That further misconduct/failure to improve will result in more serious disciplinary action
- The employee's right of appeal

- That a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

Final written warning

If there is further misconduct during the period of a written warning or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will set out:

- The reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- The employee's right of appeal
- That a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 18 months.

Dismissal

The council may dismiss:

- For gross misconduct
- If there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- If another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

The council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.

If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

8. THE APPEAL

An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

The grounds for appeal include;

- A failure by the Council to follow its disciplinary policy
- The sub-committee's decision was not supported by the evidence
- The disciplinary action was too severe in the circumstances of the case

- New evidence has come to light since the disciplinary meeting.

The Appeal will be heard by a panel of three members of the Council who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Council who have not previously been involved. If so, the appeal panel will be a committee of three members of the council who may include members of the Personnel Committee. The appeal panel will appoint a Chairman from one of its members.

The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion, either a trade union representative or a work colleague.

At the appeal meeting, the Chairman will:

- Introduce the panel members to the employee
- Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
- Explain the action that the appeal panel may take

The employee (or his companion) will be asked to explain the grounds for appeal.

The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal hearing.

The appeal panel may decide to uphold the decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

The appeal panel's decision is final.



Caistor Town Council

LONE WORKING POLICY

1. Introduction

The Town Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours. The purpose of this policy is to protect such staff so far as is reasonably practicable from the risks of lone working.

The Council also recognises it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its employees.

Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.

2. Scope

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Town Council's employees.

3. Definition

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all of the Town Council's employees including the Clerk, all of whom are required to carry out their duties for all or part of their working day working in isolation.

4. Aims

The aim of the policy is to,

- (a) Increase staff awareness of safety issues relating to lone working.
- (b) Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- (c) Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- (d) Ensure that appropriate support is available to staff who have to work alone.
- (e) Encourage full reporting and recording of all adverse incidents relating to lone working.
- (f) Take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

5. Responsibilities

5.1 Clerk to the Town Council

The Clerk on behalf of the Town Council is responsible for:-

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the Town Council regularly reviews the effectiveness of this policy.
- Ensuring that all staff are aware of the policy.
- Ensuring that risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that staff are given appropriate information, instruction and training.
- Ensuring that appropriate support is given to staff involved in any incident.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

5.2 Employees

Employees are responsible for:-

- Taking reasonable care of themselves and others affected by their actions.
- Co-operating by following rules and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

6. Risk Assessment

Risk assessment is essential tool in the effective management of risk Assessment will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as mobile staff whose work takes them out into the community.

Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.

A lone workers' checklist will be completed. This will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working.

Once the checklist has been completed a risk assessment will be carried out and documented in a risk assessment form.

Risk assessments for site based lone workers will include:-

- Safe access and exit.
- Risk of violence.
- Safety of equipment for individual use.

- Channels of communication in an emergency.
- Site security.
- Security arrangements i.e. alarm systems
- If an employee has a medical condition are they able to work alone ?
- Level and adequacy of on/off site supervision.
- Does the workplace present a specific risk to the lone worker,
- Is there machinery involved in the work that one person cannot operate safely?
- Are chemicals or hazardous substances being used that may pose a particular risk to the lone worker?
- Does the work involve lifting objects too large for one person?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone (for example if they are young, pregnant, disabled or a trainee)?
- Is there a risk of violence and/or aggression?
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communications, especially in an emergency?

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required.

7. Incident Reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threatened or 'unsafe' (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

8. Contacting / Involving Police

The Town Council is committed to protecting staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff are encouraged to report violent incidents to the police and will be supported by the Town Council throughout the process. Except in cases of emergency, employees should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident.

9. Support for Staff

Employees working for the Town Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive appropriate training.

10. Immediate Support Following a Violent Incident

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee receives any necessary medical treatment and/or advice. If an incident occurs out of hours

the Town Council Chair should be contacted. The Clerk will also consider whether the employee needs specific information or assistance relating to legal or insurance aspects. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.

11. Lone Working for the Clerk

Where the items above relate directly to the Clerk as a staff member the appropriate controls will be exercised by the Personnel Committee or, in emergency situations, by the Chair of the Personnel Committee



Caistor Town Council

MEMBER/OFFICER PROTOCOL

1.0 Reason for policy

- 1.1 Mutual trust and respect between Councillors and Officers is essential to ensure good governance and the effective running of a council. To help ensure that relationships do not go awry, it is advisable to have a written protocol, which can cover the respective roles and responsibilities of the Councillors and the Clerk (and any other staff employees); the relationships between Councillors and Officers; how concerns should be raised; and who is responsible for making decisions.
- 1.2 The same fundamental principles apply regardless of the nature and size of a council.
- 1.3 This protocol is intended to assist Councillors and the Clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.
- 1.4 The reputation and integrity of the council is significantly influenced by the effectiveness of Councillors, the Clerk and other staff working together to support each other's roles.
- 1.5 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity should be avoided.

2.0 Respective roles

- 2.1 The respective roles of Councillors and employees can be summarised as follows:

Councillors and Officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the council. Their job is to give advice to Councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

3.0 Councillor

- 3.1 Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

- 3.2 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.
- 3.3 Councillors should not involve themselves in the day to day running of the Council. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.
- 3.4 Committee Chairs and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality.

4.0 Officers

- 4.1 The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.
- 4.2 In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

5.0 Respective expectations

- 5.1 All Councillors can expect:
- a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillor's or political group;
 - a working partnership;
 - Officers to understand and support respective roles, workloads and pressures;
 - A timely response from Officers to enquiries and complaints;
 - Officer's professional advice, not influenced by political views or personal preferences;
 - regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
 - Officers to be aware of and sensitive to the public and political environment locally;
 - Respect, courtesy, integrity and appropriate confidentiality from Officers;
 - training and development opportunities to help them carry out their role effectively;
 - not to have personal issues raised with them by Officers outside the council's agreed procedures;
 - that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
 - that Officers will at all times comply with the relevant code of conduct.

5.2 Officers can expect from Councillors:

- a working partnership;
- an understanding of, and support for, respective roles, workloads and pressures;
- leadership and direction;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;
- that Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- that Councillors will at all times comply with the council's adopted Code of Conduct.

5.3 Some General Principles:

- Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment.
- Special relationships with particular individuals or party political groups should be avoided as it can create suspicion that an employee favours that Councillor or political group above others.

6.0 Political Groups

- 6.1 The operation of political groups is becoming more of a feature within parish councils. Councillors are elected to serve their community and should ensure that is the guiding principle by which decisions are made. Party politics within a parish or town council can pose particular difficulties for employees in terms accountability. The council remains the employer and staff, via the management structure, are answerable to the council as a whole.
- 6.2 Party political groups have no power to require the Clerk or any other employee to attend group meetings or to prepare written reports for them, and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the council as a whole and should not take action under instructions from any individual Councillor, even if he/she has been styled as 'Leader' of the Council.
- 6.3 If your council has adopted party political groupings, the Clerk should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. It is not the Clerk's role to make recommendations to a political group.
- 6.4 If a report is prepared for one political group, the Clerk should advise all other political groups that the report has been prepared, or that advice was given.
- 6.5 Any Clerk needing advice or guidance on matters relating to party groups or how to operate within a political environment, can seek advice from the County Association.

7.0 Problem areas

- 7.1 From time to time the relationship between Councillors and the Clerk (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party, it is important that the council adopts a formal grievance protocol or procedure.
- 7.2 The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way if they cannot be resolved informally. LALC has issued a workable policy and procedure which can be accessed from the website. Further advice is available from the LALC office. The Chair of the Council cannot, formally, resolve such matters by him or herself. The creation of a committee of no less than, and no more than, three members with devolved authority to resolve such matter is the appropriate mechanism..
- 7.3 If a Councillor is dissatisfied with the conduct, behaviour or performance of the Clerk or another employee, the matter should be raised in the first instance with the Clerk (if it applies to another member of staff) or the Chair of the Personnel Committee (if it applies to the Clerk). If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure. LALC has issued a workable policy and procedure which can be accessed from the website. Further advice is available from the LALC office.



Caistor Town Council

PUBLICATION SCHEME

SCHEME OF PUBLICATION

The Scheme of Publication sets out what kinds of information that the ICO would expect Town Councils to provide in order to meet their commitments under the model publication scheme.

The ICO would expect Town Councils to make the information in this definition document available unless:

- (a) it does not hold the information;
- (b) the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- (c) the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- (d) the information is archived, out of date or otherwise inaccessible; or,
- (e) it would be impractical or resource-intensive to prepare the material for routine release.

The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of reuse”.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts This will be current information only	Hard copy Website	10p per A4 sheet Free
Who’s who on the Council and its Committees	Council: Hard copy or website Council: website Committee: Contact the Clerk	10p per A4 sheet Free
Contact details for Twon Clerk and Council Members (named contacts where possible with telephone number and email address (if used)	Hard copy website	10p per A4 sheet Free

Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum	Hard copy Website	10p per A4 sheet Free
Annual return form and report by auditor	Hard copy Website	10p per A4 sheet Free
Finalised consolidated budget	Hard copy Website	10p per A4 sheet Free
Standing Orders	Hard copy Website	10p per A4 sheet Free
Financial Regulations	Hard copy Wwebsite	10p per A4 sheet Free
Grants given and received	Hard copy Website	10p per A4 sheet Free
List of current contracts awarded and value of contract	Hard copy Website	10p per A4 sheet Free

Members allowances and expenses – currently none are claimed	Not applicable	
Class 3 – What our priorities are and how we are doing		
Annual report to Twon Meeting (current and previous year as a minimum)	Hard copy Website	10p per A4 sheet Free
Class 4 – How we make decisions Decisions making processes and records of decision Current and previous council year as a minimum	Hard copy Website	10p per A4 sheet Free
Timetable of meetings (Council and any committee/sub committee meetings and Twon meetings)	Hard copy Website	10p per A4 sheet Free
Agendas of meetings	Hard copy Website	10p per A4 sheet Free
Minutes of meetings (NB this will exclude information that is properly regarded as private to the meeting)	Hard copy Website	10p per A4 sheet Free

Reports presented to council meetings (NB this will exclude information that is properly regarded as private to the meeting)	Hard copy Website	10p per A4 sheet Free
Responses to consultation papers	Hard copy or Website	10p per A4 sheet Free
Responses to Planning applications	Hard copy Website	10p per A4 sheet Free

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our service and responsibilities Current information only	Hard copy Website	10p per A4 sheet Free
Policies and procedures for the conduct of Council business : Procedural Standing Orders Committee and sub committee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements	Hard copy Website	10p per A4 sheet Free

Policies and procedures for the provision of services and about the employment of staff.	Hard copy Website	10p per A4 sheet Free
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Complaints Procedure (including those covering request for information and operating the publication scheme)	Hard copy Website	10p per A4 sheet Free
Data Protection Policy Any other policies	Hard copy Website	10p per A4 sheet Free

Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard copy Website	10p per A4 sheet Free
Any publicly available register or list (if any are held this should be publicised in most circumstances existing access provisions will suffice)	Hard copy Website	10p per A4 sheet Free
Assets register (updated annually)	Hard copy Website	10p per A4 sheet Free

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Twon Councils)	Hard copy Website	10p per A4 sheet Free
Register of Members' Interests	Hard copy Website	10p per A4 sheet Free
Register of gifts and hospitality	Hard copy Website	10p per A4 sheet Free
Class 7 The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	Hard copy Website	10p per A4 sheet Free

Town Clerk Email : caistortc@outlook.com Website : www.caistor.lincolnshire.gov.uk