



Public Agenda Pack

Council Meeting

Thursday 10th November 2022



You are hereby summoned to attend the meeting of Planning Committee which will be held on Thursday 10 November 2022 commencing at 7.00pm 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
04/11/2022

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 13th October 2022
- 4 To confirm planning decisions:-
 - a) Application Number 144173 - 9 South Street, Caistor (Mr Audin)
Planning application for conversion of existing outbuilding into 1no independent dwelling – re-submission of application 140964. Refused.
 - b) Application Number 145318 - Caistor Grammar School, Church Street, Caistor (Mrs Shona Buck).
Planning application for the removal of existing asbestos cladding and replacing with new metal sheet cladding and insulation of PV cells and air source heat pump. Granted time limit plus conditions.
- 5 To discuss planning applications:-
 - a) Application Number 145699 - Land adj 'Woodlands', North Kelsey Road, Caistor LN7 6HF (Mr R Sodha)
Planning application to erect a portal framed, steel clad storage building.
 - b) Application Number 145725 - 10 Cornhill, Market Place, Caistor (Ms Heather Sugden)
Planning application for the change of use of ground floor shop and office space above to ground floor shop and 1no dwelling above with separate rear access and internal alterations.
 - c) Application Number 145726 - 10 Cornhill, Market Place, Caistor (Ms Heather Sugden)
Listed building consent for the change of use of ground floor shop and office space above to ground floor shop and 1no dwelling above with separate rear access and internal alterations.



- d) Application Number 145771 - Land to the South of 95 Brigg Road, Caistor (Mr Barry Cox)
Planning application for change of use from paddock land to equestrian use, including erection of portal framed stable block with storage and sand menage.
- e) To discuss any further planning applications



Minutes of the Planning Committee held at 6.45 pm at the Caistor Town Hall on 13 October 2022

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

- 1** To receive apologies and reasons for absence - Ref: 1454
Cllrs Cox, Hughes, Haslam
- 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: 1455
Cllr S. Davey in item 5A
- 3** To approve the minutes of the Planning Committee Meeting held on 8th September 2022 - Ref: 1456
It was resolved to approve these as a true record.
Proposed: Cllr J. Wright Seconder: Cllr A. Somerscales For: 8 Against: 0 Abstain: 1
- 4** To confirm planning decisions:- - Ref: 1457
 - a)** Application Number 145423. Mast, High Street, Caistor ((Dot Surveying). - Ref: 1458
Notification under the Electronic Communications Code Regulations of the intention to install electronic communications apparatus, including replacement of three existing antennas at 35m, installation of three new antennas at 36.8m, installation of one new GPS module, internal works within the equipment cabin and installation of ancillary equipment to support the installation – WL1026/244029.
No observation/objections.
 - b)** Application Number 144570. Land at North Kelsey Road, Caistor (Mr James Collins) - Ref: 1459
Request for confirmation of compliance with condition 10 of planning permission 136511 allowed on appeal 26 September 2018.
Condition discharged.
 - c)** Application Number 145003. Land to the rear of, 132 North Kelsey Road, Caistor (CCEO Property Limited) - Ref: 1460
Application for the approval of reserved matters to erect 7no bungalows considering appearance, landscaping, layout and scale – following outline planning permission 142153 granted 22 January 2019.
Granted with conditions
 - d)** Application Number 145178. Wolds View Touring Park, 115 Brigg Road, Caistor (Mr Walter Thompson) - Ref: 1461
Planning application to change the use of the existing managers lodge to holiday accommodation, the erection of a new managers lodge in an alternative location and 1no additional lodge.
Granted time limit plus conditions.
- 5** To discuss planning applications:- - Ref: 1462
Cllr S. Davey arrived at 1847.
Cllr S. Davey left the meeting having declared an interest in Item 5A
 - a)** Application Number 145318. Caistor Grammar School, Church Street, Caistor (Mrs Shona Buck). - Ref: 1463
Planning application for the removal of existing asbestos cladding and replacing with new metal sheet cladding and insulation of PV cells and air source heat pump.
No objections.

Cllr S. Davey re-joined the meeting

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



Minutes of the Planning Committee held at 6.45 pm
at the Caistor Town Hall on 13 October 2022

- b) Application Number 145531.12 Fountain Street, Caistor (Ms Anne and Tracey Good Mills. - Ref: 1464**
Planning application to remove front entrance lobby and replace with bay window, remove single storey side extension and erect two storey extension.
No objections.
- c) To discuss any further planning applications - Ref: 1465**
No further applications were received

Meeting closed at 6.51 pm



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 10 November 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
Town Clerk
04/11/2022

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 13/10/22
- 6 Finance
 - a) To approve the Accounting Statements for period ending 31/10/22
 - 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) Community Groups
 - e) Town Hall Management Committee
- 8 Reports from Committee's
 - a) Finance Committee
 - b) Employment & Personnel Committee
 - c) Economic Development & Market Committee
- 9 Clerks Report & Parish Matters
 - a) To discuss provision of a grit bin on Canada Lane
 - b) Caistor Lions - use of South Street Park 05/06/23 - 12/06/23



- c) Urban Highway Grass Cutting (Parish Agreement Scheme)
 - d) Review of allotment fees
 - e) Review of cemetery fees
 - f) To adopt Employment & Personnel Committee Terms of Reference
 - g) Review Tracking Report
- 10 Correspondence Received
- a) SN - Injury whilst using roundabout at South Street Park.
 - b) AB - Damaged fencing / overgrown shrubbery
- 11 Date of next meeting: 08/12/22
- 12 Resolve to go into closed session in view of the confidential nature of the business to be discussed
- 13 To discuss the Clerks vacancy and potential appointment of new Clerk.



Minutes of the Caistor Town Council held at 7.00 pm at the Caistor Town Hall on 13 October 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 A. Somerscales,
In Attendance: Carl Thomas (Clerk), Cllr O. Bierley (WLDC), Cllr T. Smith (LCC),
Members of public present: 1

1 Apologies for absence & reasons given - Ref: 1466

Cllrs Cox, Hughes Haslam
Cllr A. Lawrence (WLDC)

2 To receive declarations of interest - Ref: 1467

None

3 Public Session (10 minutes) - Ref: 1468

No members of the public present

4 Chairmans Report - Ref: 1469

The Chairman had not attended any functions.

5 To approve the draft minutes of the Council meeting held on 08/09/22 - Ref: 1470

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

Proposed: Cllr J. Bowman Seconder: Cllr S. Gaughan For: 9 Against: 0 Abstain: 1

6 Finance - Ref: 1471

a) To approve the Accounting Statements for period ending 30/09/22 - Ref: 1472

The Clerk had previously circulated the accounting statements for the period ending 30/09/22.

It was resolved to approve these as a true record.

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

b) To approve the Schedule of Payments - Ref: 1473

It was resolved to approve the Schedule of Payments totalling £8898.35

Proposed: Cllr J. Bowman Seconder: Cllr J. Wright All in favour

7 Reports from External bodies:- - Ref: 1474

a) Lincolnshire Police - Ref: 1475

The Clerk advised that the only matter of concern was a spate of vandalism which the Police were dealing with and did have names.

b) West Lindsey District Council. - Ref: 1476

Cllr Bierley had previously circulated a report and took questions from councillors.

Cllr Lyus asked if the removal on bins on the lay-by on Riby Road adjacent to Canada Lane could be re-instated

c) Lincolnshire County Council - Ref: 1477

Cllr T. Smith gave a brief report in respect of a grit bin on Canada Lane and speeding along the A1084 Brigg Road. A letter had been received and circulated from the Police which would be re-circulated to councillors.

d) Community Groups - Ref: 1478

The Go2 Group would be hosting an electric car day on 22/04/23 and sought permission to use the Market Place.

The Christmas Market & tree lighting would be held on 04/12/23

e) Town Hall Management Committee - Ref: 1479

Cllr Gaughan advised of future meetings.

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



8 Reports from Committee's - Ref: 1480

a) Finance Committee - Ref: 1481

No meetings had taken place.

The next meeting would be 17/11/22 when the budget will be reviewed for 2023/24. Any items for consideration were requested from councillors.

b) Employment & Personnel Committee - Ref: 1482

No meetings had taken place.

Cllr Davey suggested the committee membership be increased.

Cllrs Richardson and Cllrs Lyus nominated themselves and were duly elected.

The Clerk advised that the Terms of Reference would need to be amended to accommodate the increased membership.

c) Economic Development & Market Committee - Ref: 1483

Cllr Critten confirmed that a 'high street task force' consisting of Government officials would be attending the town on 17th October.

9 Clerks Report & Parish Matters - Ref: 1484

a) New policy for adoption: Training & Development Policy - Ref: 1485

It was resolved to adopt this policy.

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

b) Use of new notice board - Ref: 1486

The Clerk confirmed the new notice board was in place and suggested this was used for Council business and the old notice board be used as a Community Notice Board controlled by the Council and Arts & Heritage Centre. This was agreed.

c) Appointment of internal auditor 2022/23 - Ref: 1487

It was resolved to appoint Andy Hopkins as the internal auditor at a fee of £200.

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

d) Review Tracking Report - Ref: 1488

15568 - CCTV at Sports Ground

Two quotes had been received. The 3rd quote was awaited.

19690 - Policy Review: Equality & Diversity Policy

19691 - Policy Review: Grants Policy

19692 - Policy review: Reserves Policy

It was resolved adopt all of the above policies

Proposer: Cllr A. Somerscales Seconder: Cllr M. Galligan All in favour

10 Correspondence Received - Ref: 1489

a) Caistor In Bloom - Ref: 1490

The Clerk circulated various correspondence in support of Caistor in Bloom to members.

11 Date of next meeting - Ref: 1491

10/11/22 at 7 pm

Meeting closed at 7.35 pm



Accounting Statements

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/10/2022

Explanation of Variances

Salaries

Actual Total: 9308.27 **Budget:** 14124.00 **Variation:** 4815.73 / -34.00%

National pay award

Electricity - South Street Park

Actual Total: 262.93 **Budget:** 300.00 **Variation:** 37.07 / -12.00%

Increase in wholesale electrical costs

Electricity - Sports Ground

Actual Total: 248.07 **Budget:** 249.96 **Variation:** 1.89 / -1.00%

Increase in wholesale electrical costs

Miscellaneous Income

Actual Total: 8604.47 **Budget:** **Variation:** -8604.47 /

£5019.86 refund from HMRC PAYE

Play Park Refurbishment

Actual Total: 731.26 **Budget:** 500.04 **Variation:** -231.22 / 46.00%

336.09 painting / 395.17 surface repairs

Projects

Actual Total: 4500.00 **Budget:** 450.00 **Variation:** -4050.00 / 900.00%

Return of Neighbourhood grant

Grants & Donations

Actual Total: 12947.34 **Budget:** 15000.00 **Variation:** 2052.66 / -14.00%

Additional grants provided

Investments

Actual Total: 10000.00 **Budget:** **Variation:** -10000.00 /

Transfer from reserves

Neighbourplan Review

Actual Total: 1743.75 **Budget:** 5874.00 **Variation:** 4130.25 / -70.00%

Transferred from reserves



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/10/2022

End of year forecast auto calculated based on actual year to date averaged over 7 months manually adjusted where appropriate.

| | | Actual | Budget | Variance | | EOY | |
|-------------------------------|------------------------------|---------------|---------------|---------------|----------|---------------|--|
| | | YTD | | £ | % | Forecast | |
| Income | | | | | | | |
| Income: General | | | | | | | |
| 100 | Precept | 100000 | 100000 | 0 | 0 | 100000 | |
| 140 | Cemetery Income | 1205 | 3000 | -1795 | -1 | 2066 | |
| 120 | Allotment Income | 60 | 420 | -360 | -1 | 180 | |
| 130 | Market Rents | 972 | 3000 | -2028 | -1 | 1666 | |
| 150 | Caistor Sports & Social Club | 1225 | 2412 | -1187 | -0 | 2100 | |
| 160 | WLDC Street Cleaning | 0 | 1404 | -1404 | -1 | 1404 | |
| 170 | Grass Cutting | 1592 | 1545 | 47 | 0 | 1545 | |
| 180 | Grants | 0 | 0 | 0 | 100 | | |
| 350 | VAT Reclaimable | 0 | 0 | 0 | 100 | | |
| 375 | Town Hall | -30 | 0 | 30 | 100 | -30 | |
| 199 | Miscellaneous Income | 8604 | | -8604 | | 7642 | |
| 185 | Town Hall | 0 | 520 | -520 | -1 | 0 | |
| 186 | Magazine Advertising | 0 | 1000 | -1000 | -1 | 0 | |
| Income: General Totals | | 113628 | 113301 | -16821 | 0 | 116573 | |
| Income Totals | | 113628 | 113301 | -16821 | 0 | 116573 | |

Expenditure

Expense: General

| | | | | | | | |
|-----|------------------------------------|------|-------|------|-----|-------|--|
| 500 | Salaries | 9308 | 14124 | 4816 | -0 | 15957 | |
| 503 | PAYE & NI | 988 | 4598 | 3610 | -1 | 1694 | |
| 501 | Staff Travel & Benefits | 0 | 100 | 100 | -1 | 100 | |
| 502 | Contractors | 9198 | 15000 | 5802 | -0 | 15768 | |
| 509 | Other Staff Expenses | 0 | 100 | 100 | -1 | 100 | |
| 520 | General Office | 237 | 840 | 603 | -1 | 475 | |
| 530 | Hall Hire | 154 | 480 | 326 | -1 | 264 | |
| 540 | Insurance | 3365 | 3500 | 135 | -0 | 3365 | |
| 550 | Audit | 600 | 780 | 180 | -0 | 600 | |
| 560 | Subscriptions | 95 | 353 | 258 | -1 | 353 | |
| 570 | Training | 203 | 390 | 188 | -0 | 390 | |
| 580 | Election | 0 | 500 | 500 | -1 | 0 | |
| 581 | Mayor Allowance | 0 | 250 | 250 | -1 | 250 | |
| 555 | Professional Fees | 0 | 500 | 500 | -1 | 500 | |
| 556 | Legal Fees | 0 | 2500 | 2500 | -1 | 2500 | |
| 590 | Amenity Cut | 1150 | 5040 | 3890 | -1 | 5040 | |
| 591 | Public Rights of Way | 0 | 0 | 0 | 100 | 0 | |
| 592 | Parks | 1392 | 2640 | 1248 | -0 | 2640 | |
| 593 | Sportsground | 1482 | 3760 | 2278 | -1 | 3760 | |
| 594 | Cemeteries/Church | 2930 | 2000 | -930 | 0 | 2000 | |
| 595 | Allotments | 0 | 250 | 250 | -1 | 250 | |
| 610 | Market | 0 | 250 | 250 | -1 | 250 | |
| 596 | Community Orchard | 0 | 0 | 0 | 100 | 0 | |
| 750 | Section 137 | 0 | 0 | 0 | 100 | 0 | |
| 650 | Community Dev | 888 | 0 | -888 | 100 | 888 | |
| 521 | Telephone & Broadband | 330 | 620 | 291 | -0 | 565 | |
| 700 | Electricity - Market Place LN7 6TU | 86 | 200 | 114 | -1 | 148 | |
| 701 | Electricity - South Street Park | 263 | 300 | 37 | -0 | 471 | |
| 702 | Electricity - Market Place LN7 6TL | 0 | 150 | 150 | -1 | 150 | |
| 703 | Electricity - Sports Ground | 248 | 250 | 2 | -0 | 453 | |
| 710 | Gas | 0 | 0 | 0 | 100 | 0 | |
| 720 | Water: Sports Ground | 149 | 250 | 101 | -0 | 268 | |
| 721 | Water: Cemetery | 27 | 50 | 23 | -0 | 32 | |



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/10/2022

End of year forecast auto calculated based on actual year to date averaged over 7 months manually adjusted where appropriate.

| | | Actual | | Variance | | EOY | |
|--------------------|--------------------------------------|---------------|---------------|-----------------|--------------|-----------------|---------------|
| | | YTD | Budget | £ | % | Forecast | |
| 722 | Water: Allotments | 22 | 75 | 53 | -1 | 75 | |
| 765 | Play Park Refurbishment | 731 | 500 | -231 | 0 | 731 | |
| 760 | Projects | 4500 | 450 | -4050 | 9 | 4500 | |
| 597 | Caistor Sports & Social Club | 525 | 1500 | 975 | -1 | 636 | |
| 522 | Town Hall | 299 | 2000 | 1701 | -1 | 513 | |
| 582 | Civic | 0 | 500 | 500 | -1 | 500 | |
| 601 | Equipment | 1563 | 750 | -813 | 1 | 750 | |
| 660 | WLDC | 0 | 0 | 0 | 100 | | |
| 598 | Market Place | 500 | 250 | -250 | 1 | 250 | |
| 603 | Gritting & Snow Clearance | 750 | 2500 | 1750 | -1 | 2500 | |
| 751 | Community Development | 0 | 0 | 0 | 100 | | |
| 766 | CCTV | 1500 | 3000 | 1500 | -1 | 3000 | |
| 799 | Contingency | 0 | 383 | 383 | -1 | 383 | |
| 652 | Grants & Donations | 12947 | 15000 | 2053 | -0 | 12947 | |
| 600 | Grants & Donations | 0 | | 0 | | | |
| 761 | Project: Town Hall Car Park Makeover | 645 | 1400 | 755 | -1 | 1106 | |
| 770 | Investments | 10000 | | -10000 | | 10000 | |
| 762 | Neighbourplan Review | 1744 | 5874 | 4130 | -1 | 5874 | |
| Expense: General | | Totals | 68819 | 93957 | 25138 | -27 | 102996 |
| Expenditure | | Totals | 68819 | 93957 | 25138 | -27 | 102996 |



Bank Reconciliation

Balances as per bank statements as at 31/10/2022

| | | |
|----------------------------------|-----------|-----------|
| Natwest Current Account | 2269.97 | 138300.54 |
| Natwest Business Reserve Account | 136030.57 | |

Unrepresented Payments & Receipts

| Date | Invoice Ref Type | Description | Credit | Debit |
|------|------------------|-------------|--------|-------|
|------|------------------|-------------|--------|-------|

Nett balance as at 31/10/2022 **139681.53**

Cash Book

| | | | | |
|--------------------------|-----------|----------------------------------|----------|------------------|
| | | Opening Balance Bank 1 | 1853.45 | 95787.70 |
| Receipts in current year | 113628.48 | Opening Balance Bank 2 | 93934.25 | |
| VAT to be claimed | 321.16 | Opening Balance Bank 3 | 0.00 | |
| Unallocated cash | -265.00 | Opening Balance Bank 4 | 0.00 | |
| Payments in current | 69148.49 | | | |
| | | Cash Book Closing Balance | | 139681.53 |

General Reserves

42925.00

Earmarked Reserves

| | | | |
|---|---------|-------------------------------|----------|
| CIL (Open plan 2340 + other) <i>Moved into 2022/23 budget (5874)</i> | | Computer | 500.00 |
| Elections (2022) | 3050.00 | Town Magazine | 1600.00 |
| Parks equipment | 2100.00 | Cornhill Re-Surfacing | 1500.00 |
| South Street Park Millenium Garden | 500.00 | Water (South St/Market Place) | 4000.00 |
| Market Place trading | 500.00 | Sports Field Toilet Refurb | 2000.00 |
| Market Place layout | 2000.00 | Cemetery | 2000.00 |
| Sports Field fencing | 1500.00 | New Cemetery | 1000.00 |
| Sports and Social Club roof | 2000.00 | Church Ground Trees | 1000.00 |
| Sports and Socila Club Bldg Upgrade | 5500.00 | Handyman Equipment | 2000.00 |
| Youth Council | 1000.00 | Jubilee Renovations | 2000.00 |
| Town Hall | 3500.00 | South Dale | 1500.00 |
| Fire Station | 1000.00 | | |
| Other Buildings | 1443.00 | | |
| Tree Maint - Sports Field | 1500.00 | | 49182.54 |
| Tree Maint - Parks | 1500.00 | | |



Budget Report - Income

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/10/2022

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 | | 3000 | 375 | 205 | 625 | 0 | 1205 | -1795 | -0.60 |
| Allotment Income | 420 | | 420 | 60 | 0 | 0 | 0 | 60 | -360 | -0.86 |
| Market Rents | 3000 | | 3000 | 89 | 867 | 16 | 0 | 972 | -2028 | -0.68 |
| Caistor Sports & Social Club | 2412 | | 2412 | 525 | 525 | 175 | 0 | 1225 | -1187 | -0.49 |
| WLDC Street Cleaning | 1404 | | 1404 | 0 | 0 | 0 | 0 | 0 | -1404 | -1.00 |
| Grass Cutting | 1545 | | 1545 | 0 | 0 | 1592 | 0 | 1592 | 47 | 0.03 |
| Grants | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100.00 |
| VAT Reclaimable | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100.00 |
| Town Hall | 0 | | 0 | -30 | 0 | 0 | 0 | -30 | 30 | 100.00 |
| Miscellaneous Income | | | | 1785 | 5882 | 937 | 0 | 8604 | -8604 | |
| Town Hall | 520 | | 520 | 0 | 0 | 0 | 0 | 0 | -520 | -1.00 |
| Magazine Advertising | 1000 | | 1000 | 0 | 0 | 0 | 0 | 0 | -1000 | -1.00 |
| Income: General Total | | | 113301 | ? | 7479 | 3345 | 0 | ? | -16821 | 0 |
| Total | | | 113301 | ? | 7479 | 3345 | 0 | ? | -16821 | 0 |



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/10/2022

This report is based on Payment Date

| Details | Financial Year Ending 31/03/2023 | | | | | | | | | |
|--------------------------------------|----------------------------------|--------|--------|-----------|-----------|-----------|--------|-----|-----------|---|
| | Year 2021/22 | | Budget | Q1 Actual | Q2 Actual | Q3 Actual | Actual | YTD | Variation | |
| | Budget | Actual | | | | | | | £ | % |
| Expense: General | | | | | | | | | | |
| Salaries | 14124 | 4228 | 3810 | 1270 | 0 | 9308 | 4816 | -0 | | |
| PAYE & NI | 4598 | 0 | 988 | 330 | 0 | 1318 | 3280 | -1 | | |
| Staff Travel & Benefits | 100 | 0 | 0 | 0 | 0 | 0 | 100 | -1 | | |
| Contractors | 15000 | 4476 | 3000 | 1722 | 0 | 9198 | 5802 | -0 | | |
| Other Staff Expenses | 100 | 0 | 0 | 0 | 0 | 0 | 100 | -1 | | |
| General Office | 840 | 11 | 129 | 98 | 0 | 237 | 603 | -1 | | |
| Hall Hire | 480 | 0 | 154 | 0 | 0 | 154 | 326 | -1 | | |
| Insurance | 3500 | 0 | 3365 | 0 | 0 | 3365 | 135 | -0 | | |
| Audit | 780 | 200 | 400 | 0 | 0 | 600 | 180 | -0 | | |
| 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 | 1150 | 0 | 0 | 1150 | 3890 | -1 | | |
| Public Rights of Way | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | |
| Parks | 2640 | 205 | 1187 | 0 | 0 | 1392 | 1248 | -0 | | |
| Sportsground | 3760 | 332 | 1150 | 0 | 0 | 1482 | 2278 | -1 | | |
| Cemeteries/Church | 2000 | 2120 | 170 | 640 | 0 | 2930 | -930 | 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 | 637 | 251 | 0 | 0 | 888 | -888 | 100 | | |
| Telephone & Broadband | 620 | 162 | 125 | 42 | 0 | 330 | 291 | -0 | | |
| Electricity - Market Place LN7 6TU | 200 | 37 | 37 | 12 | 0 | 86 | 114 | -1 | | |
| Electricity - South Street Park | 300 | 74 | 161 | 28 | 0 | 263 | 37 | -0 | | |
| Electricity - Market Place LN7 6TL | 150 | 0 | 0 | 0 | 0 | 0 | 150 | -1 | | |
| Electricity - Sports Ground | 250 | 132 | 83 | 33 | 0 | 248 | 2 | -0 | | |
| Gas | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | |
| Water: Sports Ground | 250 | 89 | 59 | 0 | 0 | 149 | 101 | -0 | | |
| Water: Cemetery | 50 | 11 | 16 | 0 | 0 | 27 | 23 | -0 | | |
| Water: Allotments | 75 | 0 | 22 | 0 | 0 | 22 | 53 | -1 | | |
| Play Park Refurbishment | 500 | 336 | 395 | 0 | 0 | 731 | -231 | 0 | | |
| Projects | 450 | 0 | 4500 | 0 | 0 | 4500 | -4050 | 9 | | |
| Caistor Sports & Social Club | 1500 | 265 | 260 | 0 | 0 | 525 | 975 | -1 | | |
| Town Hall | 2000 | 172 | 83 | 44 | 0 | 299 | 1701 | -1 | | |
| Civic | 500 | 0 | 0 | 0 | 0 | 0 | 500 | -1 | | |
| Equipment | 750 | 402 | 1038 | 123 | 0 | 1563 | -813 | 1 | | |
| WLDC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | |
| Market Place | 250 | 250 | 250 | 0 | 0 | 500 | -250 | 1 | | |
| 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 | 15000 | 2335 | 10613 | 0 | 0 | 12947 | 2053 | -0 | | |
| Grants & Donations | | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Project: Town Hall Car Park Makeover | 1400 | 645 | 0 | 0 | 0 | 645 | 755 | -1 | | |
| Investments | | 0 | 10000 | 0 | 0 | 10000 | -10000 | | | |
| Neighbourplan Review | 5874 | 0 | 1744 | 0 | 0 | 1744 | 4130 | -1 | | |



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/10/2022

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 Total | | | 93957 | 19666 | 45141 | 4341 | 0 | 69148 | 24809 | -26 |
| Total | | | 93957 | 19666 | 45141 | 4341 | 0 | 69148 | 24809 | -26 |



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/10/2022

This report is based on Payment Date

| Details | Financial Year Ending 31/03/2023 | | | | | | | | | |
|--------------------------------------|----------------------------------|--------|--------|-----------|-----------|-----------|--------|-----|-----------|---|
| | Year 2021/22 | | Budget | Q1 Actual | Q2 Actual | Q3 Actual | Actual | YTD | Variation | |
| | Budget | Actual | | | | | | | £ | % |
| Expense: General | | | | | | | | | | |
| Salaries | 14124 | 4228 | 3810 | 1270 | 0 | 9308 | 4816 | -0 | | |
| PAYE & NI | 4598 | 0 | 988 | 330 | 0 | 1318 | 3280 | -1 | | |
| Staff Travel & Benefits | 100 | 0 | 0 | 0 | 0 | 0 | 100 | -1 | | |
| Contractors | 15000 | 4476 | 3000 | 1722 | 0 | 9198 | 5802 | -0 | | |
| Other Staff Expenses | 100 | 0 | 0 | 0 | 0 | 0 | 100 | -1 | | |
| General Office | 840 | 11 | 129 | 98 | 0 | 237 | 603 | -1 | | |
| Hall Hire | 480 | 0 | 154 | 0 | 0 | 154 | 326 | -1 | | |
| Insurance | 3500 | 0 | 3365 | 0 | 0 | 3365 | 135 | -0 | | |
| Audit | 780 | 200 | 400 | 0 | 0 | 600 | 180 | -0 | | |
| 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 | 1150 | 0 | 0 | 1150 | 3890 | -1 | | |
| Public Rights of Way | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | |
| Parks | 2640 | 205 | 1187 | 0 | 0 | 1392 | 1248 | -0 | | |
| Sportsground | 3760 | 332 | 1150 | 0 | 0 | 1482 | 2278 | -1 | | |
| Cemeteries/Church | 2000 | 2120 | 170 | 640 | 0 | 2930 | -930 | 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 | 637 | 251 | 0 | 0 | 888 | -888 | 100 | | |
| Telephone & Broadband | 620 | 162 | 125 | 42 | 0 | 330 | 291 | -0 | | |
| Electricity - Market Place LN7 6TU | 200 | 37 | 37 | 12 | 0 | 86 | 114 | -1 | | |
| Electricity - South Street Park | 300 | 74 | 161 | 28 | 0 | 263 | 37 | -0 | | |
| Electricity - Market Place LN7 6TL | 150 | 0 | 0 | 0 | 0 | 0 | 150 | -1 | | |
| Electricity - Sports Ground | 250 | 132 | 83 | 33 | 0 | 248 | 2 | -0 | | |
| Gas | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | |
| Water: Sports Ground | 250 | 89 | 59 | 0 | 0 | 149 | 101 | -0 | | |
| Water: Cemetery | 50 | 11 | 16 | 0 | 0 | 27 | 23 | -0 | | |
| Water: Allotments | 75 | 0 | 22 | 0 | 0 | 22 | 53 | -1 | | |
| Play Park Refurbishment | 500 | 336 | 395 | 0 | 0 | 731 | -231 | 0 | | |
| Projects | 450 | 0 | 4500 | 0 | 0 | 4500 | -4050 | 9 | | |
| Caistor Sports & Social Club | 1500 | 265 | 260 | 0 | 0 | 525 | 975 | -1 | | |
| Town Hall | 2000 | 172 | 83 | 44 | 0 | 299 | 1701 | -1 | | |
| Civic | 500 | 0 | 0 | 0 | 0 | 0 | 500 | -1 | | |
| Equipment | 750 | 402 | 1038 | 123 | 0 | 1563 | -813 | 1 | | |
| WLDC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | |
| Market Place | 250 | 250 | 250 | 0 | 0 | 500 | -250 | 1 | | |
| 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 | 15000 | 2335 | 10613 | 0 | 0 | 12947 | 2053 | -0 | | |
| Grants & Donations | | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Project: Town Hall Car Park Makeover | 1400 | 645 | 0 | 0 | 0 | 645 | 755 | -1 | | |
| Investments | | 0 | 10000 | 0 | 0 | 10000 | -10000 | | | |
| Neighbourplan Review | 5874 | 0 | 1744 | 0 | 0 | 1744 | 4130 | -1 | | |



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/10/2022

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 Total | | | 93957 | 19666 | 45141 | 4341 | 0 | 69148 | 24809 | -26 |
| Total | | | 93957 | 19666 | 45141 | 4341 | 0 | 69148 | 24809 | -26 |



Schedule of Payments

| Invoice Date | Invoice Ref | Supplier/Payee | Details | VAT | Total Payment | | |
|--------------|-------------|---------------------------------|--|---------|---------------|--------------------------|--------------------------|
| 27/09/2022 | 852 | Jake Garden Care | Grass cutting at church | 32.00 | 192.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/10/2022 | 853 | Jake Garden Care | Grass cutting at church | 32.00 | 192.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/10/2022 | 854 | Tamar Telecom | Bank Payment: Telephone & Broadband | 1.05 | 6.29 | <input type="checkbox"/> | <input type="checkbox"/> |
| 03/10/2022 | 855 | Caistor Town Hall | Town Hall hire | 0.00 | 44.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 26/10/2022 | 856 | BT | Bank Payment: Telephone & Broadband | 7.39 | 44.34 | <input type="checkbox"/> | <input type="checkbox"/> |
| 20/10/2022 | 864 | Immingham Town Council | Amenity grass cutting | 1794.00 | 10764.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 18/10/2022 | 865 | Ben Legard Estate | Christmas tree | 0.00 | 370.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 29/10/2022 | 866 | ██████████ | Bank Payment: Salary Oct 22 M7 | 0.00 | 1270.03 | <input type="checkbox"/> | <input type="checkbox"/> |
| 29/10/2022 | 867 | HMRC | PAYE Oct 22 M7 | 0.00 | 329.65 | <input type="checkbox"/> | <input type="checkbox"/> |
| 01/11/2022 | 869 | ██████████ | Bank Payment: Contractors | 0.00 | 1478.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 04/11/2022 | 871 | Caistor Farm & Garden Machinery | Repairs to Honda mower | 17.47 | 104.84 | <input type="checkbox"/> | <input type="checkbox"/> |
| 26/09/2022 | 872 | Caistor Farm & Garden Machinery | Fingers | 1.99 | 11.94 | <input type="checkbox"/> | <input type="checkbox"/> |
| 22/09/2022 | 873 | Caistor Farm & Garden Machinery | Service of Stiga Tornado | 31.18 | 187.10 | <input type="checkbox"/> | <input type="checkbox"/> |
| 04/11/2022 | 874 | Southdale Service Station | Fuel | 8.14 | 48.79 | <input type="checkbox"/> | <input type="checkbox"/> |
| 04/11/2022 | 875 | Sandhams Wine Merchants | Wine for Caistor Twinning | 23.32 | 139.94 | <input type="checkbox"/> | <input type="checkbox"/> |
| 04/11/2022 | 876 | Jake Garden Care | Grass cutting at Church (Gods Acre) | 32.00 | 192.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 02/11/2022 | 878 | Opus Energy | Bank Payment: Electricity - Market Place LN7 6TU | 0.62 | 12.93 | <input type="checkbox"/> | <input type="checkbox"/> |
| 02/11/2022 | 879 | Opus Energy | Bank Payment: Electricity - South Street Park | 1.05 | 22.07 | <input type="checkbox"/> | <input type="checkbox"/> |
| 02/11/2022 | 880 | Opus Energy | Bank Payment: Electricity - Sports Ground | 1.99 | 41.71 | <input type="checkbox"/> | <input type="checkbox"/> |

TOTAL: 15451.63

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Caistor Town Council

CEMETERY RULES & REGULATIONS

14th August 2021

INTRODUCTION

1. The purpose of approving a Cemetery Management policy is:-
 - a. To provide clear and unambiguous information to all users and visitors to the cemetery.
 - b. To set out appropriate rules and regulations for the effective implementation of health and safety requirements.
 - c. to always ensure a safe and aesthetically pleasing appearance of the cemetery, to all users.
 - d. To provide for the efficient use of burial space for the future.

GENERAL INFORMATION

2. This information has been prepared in accordance with relevant legislation and recommended codes of conduct as prescribed and practiced by the National Professional Bodies, engaged in the management of cemeteries. The policy will be reviewed and updated periodically in accordance with such legislative changes as may be appropriate from time to time.
3. All aspects of this policy shall apply equally to all persons having appropriate business in the cemetery i.e.
 - Members and Staff of Caistor Town Council
 - Visitors
 - Bereaved Persons
 - Clergy
 - Funeral Directors and Staff
 - Monumental Masons and Staff
 - All contractors
4. The cemetery will be open for pedestrian access at all times, although the Council reserves the right to make such closures as may be necessary for repairs, emergencies or in the interests of public safety .
5. The dignity and calm of the cemetery must be respected at all times and dogs must be kept on a lead under proper control.
6. The Council will regularly maintain the cemetery grounds. Bins are provided for the use of visitors and all litter should be placed therein.
7. The Council reserves the right to remove any dead floral tributes after 4 weeks from being placed on the grave in order to accommodate appropriate grounds maintenance. Christmas tributes will be removed after the end of the following January. All floral tributes **must** be placed on the headstone base and not on surrounding grassed areas.
8. It should be noted that only Rights of Interment are granted and not ownership of the ground upon which a grave or cremated remains are situated.
9. The Council provides a water supply.
10. No trees, shrubs or flowers shall be planted in the cemetery. The Council reserves the right to prune or remove any planted material already existing if, in the opinion of the Council, it has become unsightly, overgrown or is deemed to have an adverse impact upon any grave space or interferes with the general maintenance.
11. As the burial authority the Council, as owner of the site, has a duty under health and safety regulations to do all that is reasonably practical to protect the health and safety of persons who enter the site.
12. To identify potential hazards and risks, a monthly informal site inspection will be conducted by the Council and any required action taken.
13. A copy of the statutory registers and records in relation to burials conducted at the cemetery shall be kept by the Council. The registers and records are open for inspection, by prior appointment with the Clerk to the Council. An administrative fee of £10 plus £5 for every additional hour, will apply. These fees will be reviewed periodically.



Caistor Town Council

CEMETERY RULES & REGULATIONS

14th August 2021

14. Burial plots are 2.7 mtrs (9') x 1.35 mtrs (4'6").
15. Cremation plots are 1.35 mtrs (4'6") x 1.35 mtrs (4' 6").
16. This policy is effective from 1st April 2020

INTERMENTS – FEES AND PAYMENTS

17. The fees set out below apply where the person to be interred or in respect of whom the right is granted is (or immediately before death was) a resident of Caistor, or in the case of a still-born child, where a parent is a resident.
18. All standard fees for burial or interment of cremated remains, relate to persons who have a proven residency or connection with the Town over the previous 12 months.
19. All fees and charges must be paid in full to Caistor Town Council by the date of the interment.

EXCLUSIVE RIGHTS OF BURIAL

20. If the interment is in a new grave and the bereaved family wish to reserve that grave for a future burial and/or place a memorial upon it, it is necessary to purchase an exclusive right to burial in that grave in accordance with the schedule of fees above.
21. For the exclusive right of burial in a new grave for one interment or suitable for two interments, the maximum period granted will be 99 years
22. For the exclusive right of burial of cremated remains only, in a full size grave, the maximum period granted will be for 99 years.

23. At the end of the said 99 years, or any extension thereof, the right to use the plot shall cease. Any interested person may, before the expiry of the said period, give to the Clerk of the Parish Council at their offices, written notification that they wish to retain any memorial erected or placed on the plot. If, after the expiry of the grant or extension thereof, no notice is received by the Parish Council or written notice has been received but the memorial is not removed within one month from the expiry of the grant/ extension, at the expense of the person giving notice, the memorial will be removed by the Parish Council and disposed of in such a manner as the Parish Council shall choose. Proof of posting of the said notice shall not be deemed to be the proof of the receipt thereof by the Parish Council.

EXCLUSIVE RIGHTS OF BURIAL IN RESERVED SPACES

24. The exclusive right of burial in a grave space may be purchased for a period of 99 years.
25. The reasons for renewal are:
 - a. to ensure that contact with the family is maintained.
 - b. to allow for re-use of the plot in the event of non-renewal.
26. Should the permit holder, or his executors, wish to relinquish the plot or transfer permission to another member of the family, due notice in writing must be sent to the Town Clerk. No fee will be payable.

INTERMENT ARRANGEMENTS

27. A certificate from the Registrar of Births, Deaths & Marriages of the registration of death or in cases where a Coroner's inquest has been held the Coroner's Warrant, must be produced to the Town Clerk prior to the interment.



Caistor Town Council

CEMETERY RULES & REGULATIONS

14th August 2021

28. In the case of a still born child a certificate in accordance with the Births and Deaths Registration Acts 1926 will be required.
29. No interment shall take place without the express permission of the Council. Requests for interment must be made at least three working days prior to the interment to the Town Clerk. **NB. Access to the cemetery to undertake work can only be gained via the clerk.**
30. The hours of interment shall generally be between 9.30am and 4.00pm, Monday to Friday. Interments will not normally take place at weekends or public holidays, although Saturday interments will be permitted in special circumstances.
31. The Town Council will consider sympathetically any reasonable application for interment outside normal hours, where such application:-
32. Burials must take place in the grave space allocated by the Town Clerk.
33. The Town Council will not be responsible for the preparation of the graves. All excavations applicable thereto will be the responsibility of the Funeral Director. Graves must be left tidy after interment.
34. All graves shall be dug by hand. Mechanical diggers are not allowed in the cemetery.
35. Interment of cremated remains will only be permitted in accordance with the following:
 - a. In a designated area of the Cemetery as directed by the Council
 - b. In existing family grave spaces where all interments have been completed.
37. Because of the need for settlement of the grave, headstones should not be erected for a minimum of six months after the date of burial.
38. When seeking to erect a memorial, the Monumental Mason must complete a memorial application form which includes details of the purchaser. The named purchaser will be regarded as the owner of the memorial and any relevant change of detail should be notified to the Town Clerk in writing as soon as possible.
39. All fees and charges must be paid to the Town Clerk. Cheques should be made payable to Caistor Town Council.
40. Following the granting of erection, the Monumental Mason must give at least 3 working days notice prior to erection. This must be done on application to the Town Clerk.
41. It is the responsibility of the owner to maintain their memorial in a good state of repair. In the event of any memorial becoming dangerous or defective, the Council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities Cemetery Order 1977, give notice to the owner requiring them to repair or remove the memorial.

MONUMENTS, HEADSTONES AND INSCRIPTIONS

36. No headstone shall be placed in the Cemetery and no additional inscription shall be made on any memorial without the permission of the Council. This should be done on application to the Town Clerk.



Caistor Town Council

CEMETERY RULES & REGULATIONS

14th August 2021

42. The owner will be given a reasonable timescale to commission the necessary remedial work, having regard to the level of risk posed by the memorial. If, after the expiration of the notice period given by the Council, the owner has failed to repair or to remove the memorial or if the Council has been unable to trace the owner after it has taken such reasonable steps as it may consider necessary for that purpose, the Council reserves the right to take appropriate action to make the Cemetery safe.

Dimensions & Specification:-

Council recommends that:-

Headstones should not exceed 5 feet in height and 9 inches in thickness

Tablets should not exceed 7 feet by 3 feet

Kerbstones or border stones should not exceed 12 inches in height

Cremation tile should not exceed 8 inches by 6 inches

43. Anything other than the above, will be at Caistor Town Council's discretion.

INSURANCE

44. The Council recommends that owners take out appropriate insurance in respect of all future maintenance of their memorials.



Caistor Town Council

CEMETERY RULES & REGULATIONS

14th August 2021

| Item | Resident of Caistor | Non-resident of Caistor |
|---|--------------------------------|------------------------------------|
| Exclusive Right of Burial | £500 | £1000 |
| Second Burial | £125 | £250 |
| Administration fee to renew exclusive rights | £11 | £22 |
| Body of child stillborn or under 1 month | No charge | No charge |
| Body of child aged 1 month to 12 years | No charge | No charge |
| Body of person over 12 years | £185 | £555 |
| Cremated remains in grave where exclusive rights of burial granted | £185 | £555 |
| Permission for headstone including one inscription (with kerbstone) | £80 | £195 |
| Further inscriptions | £60 | £60 |
| Permission to erect vase or tile in lieu of headstone | £45 | £45 |
| Interment of ashes in Garden of Remembrance | £150 | £300 |
| Permission to install a tile on a burial plot | £15 | £30 |



Caistor Town Council

TERMS OF REFERENCE

EMPLOYMENT & PERSONNEL COMMITTEE

Governance

The Personnel Committee is appointed by and solely responsible to Caistor Town Council. The Committee's duties, as set out in these terms of reference.

Meetings

Meetings are to be held as and when required although there will a minimum of two meetings per year.

Membership

The Committee will consist of a minimum of five councillors and will elect a Chair and if felt necessary a Vice Chair as its first business at the first meeting subsequent to the Annual Meeting of the Council in each year. Any elected committee member can preside, by agreement, in the absence of a Chair. The quorum for the meeting will be three councillors. The Council Chairman will not be a member of the committee.

Responsibilities

- 1) Line management of the Town Clerk (to include annual appraisal; periodic meetings to discuss workload and conditions to ensure the council is exercising a duty of care for its employee).
- 2) To ensure the clerk undertakes annual appraisals of council staff.
- 3) Monitoring leave requests and absences in line with contracts of employment.
- 4) To take all action necessary to advertise, select and interview candidates to make an appointment within budgetary constraints.
- 5) To consider and deal with grievance and disciplinary issues relating to all employees and councillors.
- 6) To be responsible for the development and training of staff to ensure that they have skills to do their job.
- 7) To make appropriate recommendations and monitor development and training for Councillors.
- 8) To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically and report any recommendations for change to full council.



Caistor Town Council

TERMS OF REFERENCE

EMPLOYMENT & PERSONNEL COMMITTEE

- 9) To determine the pay and conditions of employment of all council staff and to review and update these as necessary to comply with the law and with good practice and to recommend such review and updates to full council for adoption.
- 10) To ensure the Health and Safety of staff and councillors employed by providing appropriate PPE, tools and equipment and to train staff and councillors as necessary to safeguard their health & safety at work.
- 11) Where a complaint is against member of the Personnel Committee that member shall temporarily stand down, whilst the investigation takes place, and another Councillor be temporarily appointed.
- 12) Upon such resolution by Council to monitor the performance and deal with any issues of contractors to the Council and where necessary reporting back to full Council with any recommendations.
- 13) The Committee will hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to the Town Council as necessary. In cases of emergency that will not wait until the next council meeting, the committee will have full powers to act on behalf of the council.
- 14) All Members must preserve confidentiality for all individual staffing matters pertaining to the business of the Committee as well as adhering to the Data Protection Act 1998 in the course of their duties.



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 |
| Cricket Club Chafer Bugs Sports Field and South Street Park | Ref: 18761 | Created: 02/09/2021 |
| Bank Lane, Caistor Parking | Ref: 19114 | Created: 01/11/2021 |
| Disabled Bays in Market Place | Ref: 19151 | Created: 27/11/2021 |
| Cricket Club Lease | Ref: 19826 | Created: 06/04/2022 |
| Queens Jubilee Tree and Plaque (WLDC) | Ref: 20349 | Created: 15/04/2022 |
| Parking on North Kelsey Road alongside Grammar School | Ref: 20402 | Created: 06/05/2022 |
| Policy Review: Internal Control Policy | Ref: 20958 | Created: 01/11/2022 |
| Policy Review: Standing Orders | Ref: 20959 | Created: 01/11/2022 |
| South Street One Way / Damage to Building | Ref: 20972 | Created: 04/11/2022 |



STANDING ORDERS

Adopted 10th November 2022

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

| | |
|------------------------|----|
| Full Council meetings | FC |
| Committee meetings | C |
| Sub-committee meetings | SC |

- FC a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- FC b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- C c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- FC d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- M e 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.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- FC C l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- FC C m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- FC C n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- FC o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- FC p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

FC q **Subject to a meeting being quorate, all questions at a meeting shall be**
C **decided by a majority of the councillors and non-councillors with voting**
SC **rights present and voting.**

FC r **The chairman of a meeting may give an original vote on any matter put to**
C **the vote, and in the case of an equality of votes may exercise his casting**
SC **vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

FC s **Unless standing orders provide otherwise, voting on a question shall be**
by a show of hands. At the request of a councillor, the voting on any
question shall be recorded so as to show whether each councillor present
and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

FC u **A councillor or a non-councillor with voting rights who has a disclosable**
C **pecuniary interest or another interest as set out in the Council's code of**
SC **conduct in a matter being considered at a meeting is subject to statutory**
limitations or restrictions under the code on his right to participate and
vote on that matter.

FC v **No business may be transacted at a meeting unless at least one-third of**
the whole number of members of the Council are present and in no case
shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
-
-
- x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - x. Review of representation on or work with external bodies and arrangements for reporting back;
 - xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xii. Review of inventory of land and other assets including buildings and office equipment;
 - xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xiv. Review of the Council's and/or staff subscriptions to other bodies;

- xv. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xvi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee, any 3 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

| | |
|------------------------|----|
| Full Council meetings | FC |
| Committee meetings | C |
| Sub-committee meetings | SC |

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the Great Coates Village Council held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

FC e If the Council’s gross annual income or expenditure (whichever is higher) does
C not exceed £25,000, it shall publish draft minutes on a website which is
SC publicly accessible and free of charge not later than one month after the meeting has taken place.

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**
- i Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the personnel committee or, if he is not available, the vice-chairman (if there is one) of the personnel committee of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c. The chairman of the personnel committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal

of the work of each member of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the personnel committee.

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the personnel committee or in his absence, the vice-chairman of the personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of the personnel committee, this shall be communicated to another member of the personnel committee, which shall be reported back and progressed by resolution of the personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.

- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



Caistor Town Council

INTERNAL CONTROL SYSTEM

SCOPE OF RESPONSIBILITY

Caistor Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and property accounted for, used economically, efficiently and effectively.

In discharging this overall responsibility, the council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROLS

The system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk. It cannot provide an absolute assurance of effectiveness. The system of control is based on an on-going process to identify the risks to achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and to manage them efficiently, effectively and economically.

THE INTERNAL CONTROL ENVIRONMENT

The Council: -

- Has appointed a Chairman who is responsible for the smooth running of meetings.
- Approves budgets for the following year by its December meeting.
- The December meeting of the Council approves the level of Precept for the following financial year.
- Meets once every month with additional meetings as required.
- Monitors every quarter, as a minimum, the expenditure against budget with a forecast for the end of the year.
- Appoints and reviews the work of the Internal Auditor.
- Ensures that the Council holds relevant insurance cover.

The Clerk to the Council/Responsible Financial Officer (RFO): -

- The Clerk/ RFO is responsible for administrating the Council's finances.
- The Clerk is responsible for the day to day compliance with the law and regulations that the Council is subject to and for managing risks.
- The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.
- Ensure that all VAT are identified and reclaimed.

Payments: -

- All payments are reported to the Council for approval before payment.
- Two members of the Council must sign the Schedule of Payments to approve the payment.

Risk Assessments/ Risk Management: -

- The council carries out a risk assessment in respect of actions and regularly reviews its systems and controls.
- The Council has a risk assessment/management document which is reviewed annually.

Internal Audit:

The council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:-

- Records
- Procedures
- Systems
- Internal controls
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reviewed annually.

External Audit:

- The Council's External auditors submit an annual Certificate of Audit, which is reported by the Council.

Standing Orders:-

- The Council has adopted Model Standing Orders as recommended by NALC. These are reviewed annually in January every year and amended as required throughout the year to reflect any amendments to legislation.
- These are available on the Council's website.

Financial Regulations:-

- The Council has adopted the Model Financial regulations as recommended by NALC. These are reviewed annually in February every year and amended as required throughout the year to reflect any amendments to legislation.

REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of :-

- The Full Council
- The independent Internal Auditor who reviews the Council's system of internal control
- The Council's External Auditor who makes the final check using the Annual Return and issues an annual audit report.
- The number of significant issues that are raised during the year. Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.