



Minutes of the Annual Meeting of Caistor Town Council held at 6:45pm at the Caistor Town Hall on 11 May 2023

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr R. Lyus, Cllr M. Galligan,
Cllr S. Hodson, Cllr J. Hughes, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner,
In Attendance: Michelle Moss, District Cllr Lawrence, District Cllr Beirley, County Councillor Smith, Dianne Tuckett (Press),
Members of public present: 1

- 1 Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair - Ref: 1966**
Councillor Jon Wright put himself forward to be Chair of the council and was duly elected following a unanimous vote.
Proposed: Cllr J. Bowman Seconder: Cllr A. Somerscales All in favour
- 2 Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair - Ref: 1967**
Councillors Jane Bowman and Stewart Davey put themselves forward for Vice-Chair of the council. Following a majority vote Councillor Jane Bowman was elected Vice-Chair of the council.
- 3 To receive apologies for absence & reasons given - Ref: 1968**
None.
- 4 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1969**
Councillor Bowman noted an interest in agenda item 16e. Councillors Galligan and Somerscales noted interests in agenda item 16a.
- 5 Public Session (10 minutes, during which the meeting is suspended) - Ref: 1970**
A member of the public had asked for the issue of traffic on North Kelsey Road to be raised which was a particular issue at school times. It was noted that it has been an ongoing issue compounded by the lorries and parents parking. It was noted that the buses are staggered and the grammar school has contacted the bus companies about it.
- 6 Chairmans Report - Ref: 1971**
It was noted that: there had been a meeting with the police to look at the current spate of antisocial behaviour and what was being done about it; the coronation events had been extremely successful, a great day with fabulous feedback; the mayor had judged the best crown competition.
- 7 To approve the draft minutes of 13th April 2023 - Ref: 1972**
RESOLVED that the draft minutes of the meeting held on 13th April 2023 be approved as a true record of the meeting and signed by the Chair.
Proposed: Cllr S. Davey Seconder: Cllr P. Richardson 2 abstained
- 8 To consider any applications for co-option onto the council to fill the 3 vacant seats following the election - Ref: 1973**
None received.
It was agreed to advertise these vacancies via facebook as well as website and notice board.
- 9 To resolve that the council is eligible to exercise the General Power of Competence having met the qualifying criteria following the 2023 uncontested election - Ref: 1974**
The Clerk explained that GPC permits qualifying councils the power to 'do anything individuals generally may do', provided it is not prohibited by other legislation. GPC gives the council freedom to undertake activities including commercial endeavours.
RESOLVED that the council meets the qualifying criteria for GPC, it is eligible to use it and will use it as the power of first resort.

Signature:



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

10 To review the current WLDC Code of Conduct and resolve to continue to abide by it. - Ref: 1975

It was noted that all councillors had received the most recent version of the WLDC code of conduct. RESOLVED to continue to abide by the code.

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

11 Election of committees, working groups and representatives on outside bodies and agree dates for the committees for forthcoming year - Ref: 1976

a) Election of members to the Personnel and Finance Committee - Ref: 1977

RESOLVED to elect councillors Galligan, Bowman, Milner and Lyus to the committee. It was noted that one vacancy exists on the committee.

b) Election of members to the Estates Committee - Ref: 1978

RESOLVED to elect councillors Davey, Hodson, Galligan, Somerscales and Richardson to the committee.

c) Clarification on whether Economic Development & Market Committee should continue or become a working group and Election of members to the committee / working group - Ref: 1979

It was noted that as a working group any decisions, financial or otherwise, would need to be referred to full council.

It was RESOLVED that a). the Economic Development and Market Committee would become a working group with immediate effect and would meet a minimum of twice a year.

b). Councillors Wright, Milner, Galligan, Richardson and Bowman would form the working group.

Proposed: Cllr S. Davey Seconder: Cllr S. Hodson Majority vote

d) Discuss and agree if there is a need for a separate planning committee or whether to incorporate back into the CTC agenda and appoint a councillor lead on planning - Ref: 1980

It was noted that the planning committee is currently made up of all councillors, held on the same night as the full council, but with a separate agenda.

RESOLVED to dissolve the Planning committee; bring planning items into the full council agenda; that the chairs role will include a responsibility to be lead councillor on planning.

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

12 Finance / Governance - Ref: 1981

a) To approve the Accounting Statements for period ending 30/04/23 - Ref: 1982

The accounting statements had been circulated to all councillors prior to the meeting.

RESOLVED to approve the accounting statements for the period ending 30.04.23 as a true record.

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

b) To approve the Schedule of Payments - Ref: 1983

The schedule of payments had been circulated to all councillors prior to the meeting.

RESOLVED to approve the schedule of payments which totalled £8868.55

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

c) To receive the Internal Auditors annual report for 2022/23 - Ref: 1984

It was noted that the internal auditor had raised concerns about: some inaccuracies in the asset register which was also raised last year; some meetings did not appear to be correctly called; some minutes and agendas for committee meetings are missing from the website; the council should consider a banking card; and a review of council risks should be undertaken.

RESOLVED: to accept the year end internal audit report; and to include an additional internal audit part way through the year 23/24.

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

d) To complete and approve section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2022/23 - Ref: 1985

Signature:



All statements of the annual governance statement were read out and the council RESOLVED that it met the requirements in all areas and to approve the report.

Proposed: Cllr J. Wright Seconder: Cllr M. Galligan All in favour

e) To approve section 2 - Annual Accounting Statements for AGAR for 2022/23 - Ref: 1986

The clerk noted that the closing figure for 2022 had been restated by £30, but this amount was not considered significant. RESOLVED to approve the annual accounting statements for 22/23.

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

f) To receive and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2022/23 - Ref: 1987

Both reports had been circulated to the council prior to the meeting.

RESOLVED to accept the annual bank reconciliation and the explanation of variances for 22/23.

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

g) To confirm arrangements for insurance are adequate to cover all insurable risks (as per standing orders) - Ref: 1988

A summary of the insurance schedule had been circulated to all councillors prior to the meeting.

RESOLVED that the cover arrangements in place are sufficient.

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

h) To review the current inventory of land and other assets (as per Standing orders) - Ref: 1989

A copy of the current asset register had been circulated to councillors prior to the meeting. It was noted that the register contains a few inaccuracies. RESOLVED that the asset register will be reviewed as part of the Estates Committee agenda as soon as practically possible.

Proposed: Cllr S. Davey Seconder: Cllr S. Hodson All in favour

i) Resolve to move the £500 for the office laptop from reserves into 2023/24 budget - Ref: 1990

It was noted that the £500 for the clerks laptop was currently in earmarked reserves.

RESOLVED to move the money to this years budget to enable the laptop to be purchased.

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

j) To review and approve the Financial Regulations - Ref: 1991

The financial regulations had been reviewed and updated at the finance meeting in March and circulated to all councillors in advance of the meeting.

RESOLVED to approve the financial regulations.

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

k) To review and approve the Standing Orders - Ref: 1992

It was noted that: the standing orders have been revised to make provision for the clerk to collect councillor views and respond to planning applications on behalf of the council where cut of dates do not fit with meeting timescales; the document will be amended to include provision for a 'secret' ballot.

RESOLVED to approve the standing orders subject to inclusion of provision for a secret ballot.

Proposed: Cllr J. Wright Seconder: Cllr P. Richardson All in favour

l) Review and agree request from contractor to vary payment terms - Ref: 1993

The grass cutting contractor had requested invoices to be paid when they become due rather than having to wait for approval at council meetings.

RESOLVED to include payments for the grass cutting contractor on the list of pre-approved payments, but that sufficient time should be allowed for councillors to check the work prior to payment (suggested 14 days).

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

m) Review and pre approve the standing orders and direct debit payments for the forthcoming year (as per standing orders) - Ref: 1994

The list of pre-approved payments had been circulated to councillors in advance of the meeting.

RESOLVED to approve the payments for the forthcoming year.

Signature:



Proposed: Cllr J. Bowman Seconder: Cllr L. Milner All in favour

13 Reports from External bodies:- - Ref: 1995

a) Lincolnshire Police - Ref: 1996

None

b) West Lindsey District Council. - Ref: 1997

The WLDC report had been circulated to councillors in advance of the meeting.

Both county councillors were congratulated on their re-appointment.

Issues raised/answered included: a commitment to chase up wi-fi situation in Caistor; and thanks offered to the street cleaning teams in and around Caistor for the excellent job they do.

c) Lincolnshire County Council - Ref: 1998

Cllrs Smith noted: unfortunately there is no easy fix for the issue of school buses; some potholes have been fixed on Navigation Lane and Millfields; part of the works required on Canada Lane are being completed this year, but another part has not yet been scheduled and is likely to be next financial year.

Issues raised included: drain covers opposite the grammar school are rotting and urgently need replacing; a large pothole on Southdale; footpaths up A46, A1084 and Grimbsby Rd are in a terrible state; the barrier at Old school/Pigeon spring has been hit by a car; the Caistor sign at the top of Whitegate is still down.

7:47pm - Councillor Cox left the meeting

d) Community Groups - Ref: 1999

No reports

e) Town Hall Management Committee - Ref: 2000

There are 2 committees, the Executive committee made up of 9 people and chaired by Steve Gaughan, and the management committee which meets 3 times a year and is for users of the hall. The town hall budget is fairly healthy but there are lots of improvements which are being looked at including sound baffles, main door locks and a long to do list. It was also noted that the town hall damp issue is getting worse.

14 To receive reports and minutes from Committee's and working groups, and agree associated actions - Ref: 2001

a) Finance Committee - Ref: 2002

No meeting held.

b) Employment & Personnel Committee - Ref: 2003

Noted that the update will be provided in the closed session.

c) Economic Development & Market Committee - Ref: 2004

The draft minutes of the meeting were circulated to all councillors prior to the meeting. Revised market regulations and application forms have been drafted and are with Cllr Bowman for final amendments. The market has had an application from a plant stall holder which the council agreed would be a good addition to the market.

d) Kings coronation working group - Ref: 2005

The working group were commended for an excellent event. A closing meeting is planned for the following week.

15 Clerks Report & Parish Matters - Ref: 2006

a) Review Tracking Report - Ref: 2007

The report had been circulated prior to the meeting. It was noted that: the Dept for Housing and Levelling up had asked for one additional piece of information to support the loan offer extension application, this has now been sent; the cricket club have now responded regarding the lease agreement and have requested a meeting - this will be handled by the Estates committee; the damp repair in the clerks office is over-running and it should now be completed by 22nd May.

Signature:



b) To review and approve the new Whistleblowing policy - Ref: 2008

The policy had been circulated to councillors prior to the meeting.
RESOLVED to adopt the policy and review if in 3 years or sooner if legislation changes.
Proposed: Cllr R. Lyus Seconder: Cllr M. Galligan All in favour

c) To review and approve the new Internet Usage policy - Ref: 2009

The policy had been circulated to councillors prior to the meeting.
RESOLVED to adopt the policy and review if in 3 years or sooner if legislation changes.
Proposed: Cllr J. Wright Seconder: Cllr S. Davey All in favour

d) To review and approve the Expenses and allowances policy - Ref: 2010

The policy had been circulated to councillors prior to the meeting.
RESOLVED to adopt the policy in principle and agree the mileage and car allowance as part of the closed session discussion.
Proposed: Cllr J. Wright Seconder: Cllr S. Davey All in favour

e) To review and approve the revised Grant Application policy - Ref: 2011

The policy had been circulated to councillors prior to the meeting. It was noted that the current policy has strict criteria for assessment and acceptance of applications which is not very well reflected in the application form and historic applications have not been accurately assessed against the policy criteria. Several changes to the policy were agreed including: remove the requirement for 'certified and audited accounts'; ask for signed accounts for the last 2 years if available; copy of the terms of reference/constitution should be submitted if available; if a grant was awarded last year the application should include a full report of the previous award.
RESOLVED a). to make the suggested changes to the policy and revise the application form to better reflect the policy; b). to assess the applications already received based on their merits rather than strict adherence to policy criteria.

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

16 To review any grant applications received and agree whether to donate funds - Ref: 2012

a) Application from Caistor in Bloom (CIB) - Ref: 2013

Councillors Somerscales and Galligan left the room.
It was noted that: the application was for £10,000; in December the budget line for Grants/Donations had been calculated to include a £10,000 donation to CIB; CIB had interpreted this as approval of their application and pre-purchased goods in anticipation of receiving the grant; not all councillors had the same understanding and raised concerns that no discussion had taken place; historically the plant invoices had been set to the council and paid by the clerk, but that this was not appropriate and any invoices should be met by CIB.
Councillors raised significant concerns including: that an expectation had been set when the grants and donations budget line was agreed in December 2022 including a provision for a £10,000 grant to CIB and that the approval of the application for £10,000 is now little more than a formality; the grant application represents around 10% of the Caistor Town Council precept.
RESOLVED to approve the application for £10,000 on the basis that an expectation had been set in December.

Cllrs Somerscales and Galligan returned to the meeting following the decision.
Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour

b) Application from Caistor Heritage Trust - Ref: 2014

It was noted that: the application is for storage or paperwork and historic documents; the application did not state an amount requested but the equipment costs were iro £400.
RESOLVED to grant Caistor Heritage Trust £400.
Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour

c) Application from Caistor Goes (Kings Coronation Group) (retrospective resolution to approve) - Ref: 2015

Signature:



It was noted that this grant application had been completed as a way for the community to access the £2000 budget set aside for the coronation. RESOLVED to retrospectively approve the application for £2000.
Proposed: Cllr M. Galligan Seconder: Cllr A. Somerscales All in favour

d) Application from Womens Cricket Club - Ref: 2016

It was noted that: the application is from Caistor Cricket Club to develop a womens team; the accounts provided show that the cricket club has a healthy balance; no funding has been sought elsewhere.
RESOLVED to decline the application for grant
Proposed: Cllr S. Davey Seconder: Cllr J. Bowman 3 abstained

e) Application from Caistor Goes - Ref: 2017

Cllr Bowman left the room.
It was noted that: Caistor Goes provides free events for all residents of and visitors to Caistor; additional funding has been raised from WLDC local businesses and other donations.
RESOLVED to donate £2,200 to Caistor Goes.

Cllr Bowman rejoined the meeting after the decision.
Proposed: Cllr A. Somerscales Seconder: Cllr J. Wright All in favour

17 Correspondence Received - Ref: 2018

a) No additional correspondence received - Ref: 2019

Noted

18 Planning - see separate Planning Agenda - Ref: 2020

19 Agree dates for full council meetings for 23/24 - Ref: 2021

RESOLVED that full council meetings will be held on 2nd Thursday of the month and revisited at the annual meeting in May 2024.
Proposed: Cllr J. Wright Seconder: Cllr J. Hughes All in favour

20 To resolve to move into closed session for the remainder of the meeting - Ref: 2022

RESOLVED to move into closed session and exclude press and public.
Press and public left the meeting.
Councillor Richardson left the meeting.
Proposed: Cllr S. Davey Seconder: Cllr S. Hodson All in favour

21 To review employment contracts and agree any outstanding details and next steps - Ref: 2023

The job description and contract were revised and approved for the Estates Operative with minor changes.
The car allowance set for essential users and essential users defined.
The mileage allowance rate was set.
The employment contract for the town clerk was amended to reflect the change to holiday year.
The next steps were agreed to progress resolution of historic employment issues.

Meeting closed at 9:50pm

Signature: