



Public Agenda Pack

Council Meeting

Thursday 12th January 2023



You are hereby summoned to attend the meeting of Planning Committee which will be held on Thursday 12 January 2023 commencing at 6.45 pm at the Caistor Town Hall.

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

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

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

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

Carl Thomas
Town Clerk
06/01/2023

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 8th December 2022
- 4 To confirm planning decisions:-
 - 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 unit to use for class B8 Storage, class E (g)(i) office and/or E(g)(iii) industrial processes. Withdrawn by applicant.
- 5 To discuss planning applications:-
 - a) Application Number 145932. 12 Fountain Street, Caistor (Ms Tracey Good & Ms Anne Mills).
Planning application to remove front entrance lobby and replace with bay window, remove single storey side extension and erect two storey extension – resubmission of 145531.
 - b) Application Number 145965. Land adjacent, 26 Nettleton Road, Caistor (Ms Angela Harrison).
Planning application for removal of existing garages and outbuildings and erect 1no detached dwelling with associated boundary treatments and parking areas.
 - c) Application Number 145947. Plot 3 – Mill Grange, Horncastle Road, Caistor (Mr Ian Short).
Planning application to erect 1no dwelling.
 - d) To discuss any further planning application



Minutes of the Planning Committee held at 6.45 pm at the Caistor Town Hall on 8 December 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 J. Hughes, Cllr P. Haslam, Cllr A. Somerscales, Cllr J. Cox,

In Attendance: Carl Thomas, Cllr O. Bierley (WLDC), Cllr T. Smith (LCC),

Members of public present: 5

- 1** To receive apologies and reasons for absence - Ref: 1614
None
- 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: 1615
None
- 3** To approve the minutes of the Planning Committee Meeting held on 10th Nov 22 - Ref: 1616
It was resolved to approve these as a true record
Proposed: Cllr R. Lyus Seconder: Cllr S. Davey All in favour
- 4** To confirm planning decisions:- - Ref: 1617
 - a)** Application Number 145531. 12 Fountain Street, Caistor (Ms Anne and Tracey Good Mills - Ref: 1618
Planning application to remove front entrance lobby and replace with bay window, remove single storey side extension and erect two storey extension
Refused
 - b)** Application Number 145488. 22 North Kelsey Road, Caistor (Mr and Mrs Burton) - Ref: 1619
Planning application to partially remove single storey rear extension and erect replacement single storey rear extension
Granted time limit plus conditions
- 5** To discuss planning applications:- - Ref: 1620
 - a)** Application Number 145864. Barn on land south of Canada Lane, Caistor (Mr Lennox). - Ref: 1621
Notification for prior approval for change of use of agricultural building to 1no dwelling

Objection: There was no support from councillors for this application for 'change of use'. For nearly two years since the last planning application for this site was refused we have been waiting for a return to its original state. The previous unauthorised work on this site has completely changed the landscape in Water Hills, designated as 'natural or semi natural green space' in the Neighbourhood Plan, but no enforcement action has ever been taken. A decision to allow planning for a dwelling on this site will set a precedent for the rest of Canada Lane, something the Town Council will not support.
 - b)** Application Number 145878. Land at Moor Lane, Caistor (Leah Horsley). - Ref: 1622
Planning application to erect a storage shed to be used in connection with the keeping of horses.

No objections
 - c)** Application Number 145857. 10 & 12 Chapel Street, Caistor (Mr Oliver Lawrence & Simon Neave). - Ref: 1623
Planning application for two storey rear extensions.

No objections

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



d) Application Number 145934. The Birches, North Kelsey Road, Caistor (Mr & Mrs Turner)
- Ref: 1624

Planning application to erect single storey extensions.

No objections

e) To discuss any further planning applications - Ref: 1625

None

Meeting closed at 7.53 pm



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 12 January 2023 commencing at 7.00 pm at the Caistor Town Hall.

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

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

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Carl Thomas

Town Clerk

06/01/2023

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 08/12/22
- 6 To approve the draft minutes of Council Meeting held on 08/12/22 closed session
- 7 Finance
 - a) To approve the Accounting Statements for period ending 31/12/22
 - b) To approve the Schedule of Payments
 - c) To add Michelle Moss to the bank mandate
- 8 Reports from External bodies:-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Community Groups
 - e) Town Hall Management Committee
- 9 Reports from Committee's
 - a) Finance Committee
 - b) Employment & Personnel Committee
 - c) Economic Development & Market Committee
- 10 Clerks Report & Parish Matters
 - a) To discuss allowing a bee hive on the allotments.



- b) To discuss membership of Lincolnshire Fieldpaths Association
 - c) Review Tracking Report
- 11 Correspondence Received
- a) RW - Gritting of footpaths / Church Street
 - b) Southdale Service Station - closing wef 31/01/23
- 12 Date of next meeting 09/02/23
- 13 To resolve to go into closed session in view of the confidential nature of the matter to be discussed
- 14 To discuss and adopt the National pay award



Minutes of the Caistor Town Council held at 7.00 pm at the Caistor Town Hall on 8 December 2022

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr S. Critten, Cllr S. Gaughan, Cllr R. Lyus, Cllr M. Galligan, Cllr S. Hodson, Cllr J. Hughes, Cllr P. Haslam, Cllr A. Somerscales, Cllr J. Cox,

In Attendance: Carl Thomas, Cllr O. Bierley, Cllr T. Smith (LCC), Cllr A. Lawrance (WLDC),

Members of public present: 5

- 1 Apologies for absence & reasons given - Ref: 1575**
None
- 2 To receive declarations of interest - Ref: 1576**
Cllrs S. Gaughan, R. Lyus, P. Richardson, S. Davey and M. Galligan in items 10b and 10d
- 3 Public Session (10 minutes) - Ref: 1577**
No matters arising
- 4 Chairmans Report - Ref: 1578**
The Chairman reported that he had attended the Christmas tree light switched on and thanked all concerned in a very successful event.
- 5 To approve the draft minutes of the Council meeting held on 10/11/22 - Ref: 1579**
It was resolved to approve the minutes as a true record
Proposed: Cllr S. Gaughan Seconder: Cllr P. Haslam For: 10 Against: 0 Abstain: 3
- 6 To approve the draft minutes of the closed session of the Council Meeting held on 10/11/22 - Ref: 1580**
It was resolved to approve the minutes as a true record
Proposed: Cllr S. Davey Seconder: Cllr S. Gaughan For: 10 Against: 0 Abstain: 3
- 7 Finance - Ref: 1581**
 - a) To approve the Accounting Statements for period ending 30/11/22 - Ref: 1582**
The accounting statements had been circulated to all councillors prior to the meeting.
It was resolved to approve the accounting statements as a true record.
Proposed: Cllr J. Bowman Seconder: Cllr J. Wright All in favour
 - b) To approve the Schedule of Payments - Ref: 1583**
It was resolved to approve the schedule of payments totalling £4101.30
Proposed: Cllr J. Bowman Seconder: Cllr A. Somerscales For: 12 Against: 0 Abstain: 1
 - c) To approve the 2023/24 budget - Ref: 1584**
The 2023/24 budget had been circulated to all councillors prior to the meeting having been approved by the Finance Committee.
It was resolved to approve the budget.
Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour
 - d) To approve the precept request for 2023/24 - Ref: 1585**
It was resolved to approve the precept request of £109886 for the financial year 2023/24.
Proposed: Cllr S. Critten Seconder: Cllr J. Bowman All in favour
- 8 Reports from External bodies:- - Ref: 1586**
 - a) Lincolnshire Police - Ref: 1587**
The Clerk had communicated with the Police who report no matters of concern.
 - b) West Lindsey District Council. - Ref: 1588**

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Cllr O. Bierley had circulated a report to councillors with no matters arising.
Cllr Lyus asked if the waste bins on A46 layby could be reinstated.
Councillors thanked West Lindsey District Council for their support and service to the Town throughout 2022

c) Lincolnshire County Council - Ref: 1589

Cllr T. Smith confirmed that work continued to investigate the flooding issues along Brigg Road and the junction of Canada Lane.
Concern was raised regarding further pot holes along Hersey Road and bollards placed along North Kelsey Road.
Councillors thanked Lincolnshire County Council for their support and service to the Town throughout 2022

d) Community Groups - Ref: 1590

Caistor Goes: Christmas Market had been a success with 19 stalls

e) Town Hall Management Committee - Ref: 1591

New Trustees had been appointed Minutes from the AGM were circulated.

9 Reports from Committee's - Ref: 1592

a) Finance Committee - Ref: 1593

Nothing to report.

b) Employment & Personnel Committee - Ref: 1594

Matters were deferred to the closed session

c) Economic Development & Market Committee - Ref: 1595

Cllr Critten advised that a visit had been made to Hillcrest Business Park with WLDC, a meeting had been held with the High Street Task Force focusing on the market Place and 2-4 Market Place was ongoing with the AGM shortly.

10 Clerks Report & Parish Matters - Ref: 1596

a) Winter gritting - Ref: 1597

It was resolved to award the contract to Apex Services.
Proposed: Cllr S. Critten Seconder: Cllr J. Bowman All in favour

b) Disposal of christmas tree - Ref: 1598

Cllrs Gaughan, Davey, Lyus and Galligan didn't not take part in this matter

It was resolved to make a donation of £250 to Caistor Lions for removal and disposal of the Christmas Tree.
Proposed: Cllr J. Bowman Seconder: Cllr J. Wright For: 9 Against: 0 Abstain: 0

c) Community Energy Project (SC) - Ref: 1599

Cllr Critten had held a meeting attended by 11 residents keen on pursuing a Community Energy Project which was also supported by Power for People.
It was resolved for Council to support this initiative.
Proposed: Cllr S. Critten Seconder: Cllr J. Wright All in favour

d) Caistor Lions use of South Street Park - Ref: 1600

Cllrs Gaughan, Davey, Richardson, Lyus and Galligan didn't not take part in this matter

Permission was given to Caistor Lions to use South Street Park for the Fireworks Event to be held on 4th November 2023 to include setting up on 2/3 Nov and clear down on 5/6 Nov.

e) Sports Field fencing / fertiliser - Ref: 1601

A request had been received from Caistor Cricket Club seeking financial assistance towards fertiliser and aeration of the cricket pitch at a cost of £2300.
Concern was raised that only the Cricket Club would benefit from such expenditure rather than the whole community and that all other organisations licensed to use the Sports Field pay all ground and running costs

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themselves. Also taking into consideration was the peppercorn rent paid which did not justify such expenditure

A request had been received from Caistor Cricket Club for the fencing outside of the changing rooms to be replaced as posts had rotted and the fence therefore unsafe.

The Council had inspected the fence and whilst most of it was structurally sound there were two posts which needed attention. The Council didn't believe that they owned the fence and didn't feel that it represented a safety issue whether the fence was there or not.

Both requests would be declined.

f) Structural survey of Town Hall - Ref: 1602

It was resolved to appoint Alan Wood & partners to undertake a structural survey of the Town Hall at a cost of £875

g) To discuss the Coronation of His Majesty The King, King Charles III, on Saturday 6th May - Ref: 1603

It was resolved to form a committee to organise and event to celebrate the Coronation.
Cllrs Bowman, Wright, Davey, Critten and Galligan were elected to the committee.

h) To discuss Production and distribution of the "What's on in Caistor 2023" leaflet. - Ref: 1604

It was agreed to produce a Whats On flyer for 2023

i) Review Tracking Report - Ref: 1605

15568 - CCTV at Sports Ground

The Clerk had been unsuccessful in obtaining further quotes for CCTV despite contacting numerous companies.

It was agreed to proceed with the two quotes obtained.

11 Correspondence Received - Ref: 1606

None

12 Date of next meeting: 12/01/23 - Ref: 1607

All items for the agenda by 05/01/23.

Meeting closed at 7.55 pm



Accounting Statements

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/12/2022

Explanation of Variances

Salaries

Actual Total: 11859.57 **Budget:** 14124.00 **Variation:** 2264.43 / -16.00%

Pay award / new clerk

PAYE & NI

Actual Total: 1947.76 **Budget:** 4598.04 **Variation:** 2650.28 / -58.00%

Pay award / new clerk

Community Dev

Actual Total: 1082.62 **Budget:** 0.00 **Variation:** -1082.62 / 10000.00%

No budget / Queen jubilee event and publicity for events.

Electricity - South Street Park

Actual Total: 313.51 **Budget:** 300.00 **Variation:** -13.51 / 5.00%

Increase in wholesale electrical costs

Electricity - Sports Ground

Actual Total: 335.11 **Budget:** 249.96 **Variation:** -85.15 / 34.00%

Increase in wholesale electrical costs

Miscellaneous Income

Actual Total: 5313.85 **Budget:** **Variation:** -5313.85 /

£5019.86 refund from HMRC PAYE / Bank Interest

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

Equipment

Actual Total: 1929.30 **Budget:** 750.00 **Variation:** -1179.30 / 157.00%

New mower/trimmer £774, road cones £120, additional servicing

Market Place

Actual Total: 890.80 **Budget:** 249.96 **Variation:** -640.84 / 256.00%

Xmas Tree removal £250 / New notice board £250 / Xmas Tree £370

Explanation of Variances

Gritting & Snow Clearance

Actual Total: 750.00 **Budget:** 2499.96 **Variation:** 1749.96 / -70.00%

Long cold spell in Dec

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 31/12/2022

End of year forecast auto calculated based on actual year to date averaged over 9 months manually adjusted where appropriate.

		Actual	Budget	Variance		EOY	
		YTD		£	%	Forecast	
Income							
Income: General							
100	Precept	100000	100000	0	0	100000	
140	Cemetery Income	2405	3000	-595	-0	2405	
120	Allotment Income	90	420	-330	-1	135	
130	Market Rents	1679	3000	-1321	-0	2238	
150	Caistor Sports & Social Club	1835	2412	-577	-0	2100	
160	WLDC Street Cleaning	2083	1404	679	0	1872	
170	Grass Cutting	1592	1545	47	0	1592	
180	Grants	0	0	0	100		
350	VAT Reclaimable	1689	0	-1689	100	1689	
375	Town Hall	-30	0	30	100	-30	
199	Miscellaneous Income	5314		-5314		5350	
185	Town Hall	520	520	0	0	520	
186	Magazine Advertising	0	1000	-1000	-1	0	
	Income: General Totals	117177	113301	-10071	3	117871	
	Income Totals	117177	113301	-10071	3	117871	

Expenditure

Expense: General

500	Salaries	11860	14124	2264	-0	20171	
503	PAYE & NI	1948	4598	2650	-1	2597	
501	Staff Travel & Benefits	0	100	100	-1	0	
502	Contractors	11828	15000	3172	-0	15771	
509	Other Staff Expenses	0	100	100	-1	100	
520	General Office	239	840	601	-1	356	
530	Hall Hire	220	480	260	-1	297	
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	270	
580	Election	0	500	500	-1	0	
581	Mayor Allowance	504	250	-254	1	504	
555	Professional Fees	0	500	500	-1	500	
556	Legal Fees	0	2500	2500	-1	0	
590	Amenity Cut	4140	5040	900	-0	5040	
591	Public Rights of Way	17	0	-17	100	0	
592	Parks	4382	2640	-1742	1	2640	
593	Sportsground	4472	3760	-712	0	3760	
594	Cemeteries/Church	3410	2000	-1410	1	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	1083	0	-1083	100	1083	
521	Telephone & Broadband	414	620	206	-0	552	
700	Electricity - Market Place LN7 6TU	128	200	72	-0	170	
701	Electricity - South Street Park	314	300	-14	0	418	
702	Electricity - Market Place LN7 6TL	0	150	150	-1	150	
703	Electricity - Sports Ground	335	250	-85	0	447	
710	Gas	0	0	0	100	0	
720	Water: Sports Ground	178	250	72	-0	238	
721	Water: Cemetery	41	50	9	-0	50	



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/12/2022

End of year forecast auto calculated based on actual year to date averaged over 9 months manually adjusted where appropriate.

		Actual		Variance		EOY
		YTD	Budget	£	%	Forecast
722	Water: Allotments	89	75	-14	0	118
765	Play Park Refurbishment	731	500	-231	0	731
760	Projects	4500	450	-4050	9	4500
597	Caistor Sports & Social Club	790	1500	710	-0	1185
522	Town Hall	299	2000	1701	-1	399
582	Civic	0	500	500	-1	500
601	Equipment	1929	750	-1179	2	1929
660	WLDC	0	0	0	100	
598	Market Place	891	250	-641	3	870
603	Gritting & Snow Clearance	750	2500	1750	-1	4625
751	Community Development	0	0	0	100	
766	CCTV	1500	3000	1500	-1	1500
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		86590	93957	7367	-8	108599
Expenditure Totals		86590	93957	7367	-8	108599



Bank Reconciliation

Balances as per bank statements as at 30/12/2022

Natwest Current Account	2976.52	124122.76
Natwest Business Reserve Account	121146.24	

Unrepresented Payments & Receipts

Date	Invoice Ref Type	Description	Credit	Debit
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Nett balance as at 30/12/2022 **123970.31**

Cash Book

Receipts in current year	117176.68	Opening Balance Bank 1	1853.45	95787.70
VAT to be claimed	2404.22	Opening Balance Bank 2	93934.25	
Unallocated cash		Opening Balance Bank 3	0.00	
Payments in current	86589.85	Opening Balance Bank 4	0.00	
		Cash Book Closing Balance		123970.31

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		35004.76
Tree Maint - Parks	1500.00		



Budget Report - Income

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/12/2022

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	1825	0	2405	-595	-0.20
Allotment Income	420		420	60	0	30	0	90	-330	-0.79
Market Rents	3000		3000	89	867	722	0	1679	-1321	-0.44
Caistor Sports & Social Club	2412		2412	577	733	525	0	1835	-577	-0.24
WLDC Street Cleaning	1404		1404	0	0	2083	0	2083	679	0.48
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	1689	0	0	0	1689	-1689	100.00
Town Hall	0		0	-30	0	0	0	-30	30	100.00
Miscellaneous Income				44	5154	116	0	5314	-5314	
Town Hall	520		520	0	520	0	0	520	0	0.00
Magazine Advertising	1000		1000	0	0	0	0	0	-1000	-1.00
Income: General Total			113301	?	7479	6893	0	?	-10071	3
Total			113301	?	7479	6893	0	?	-10071	3



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/12/2022

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	3821	0	11860	2264	-0		
PAYE & NI	4598	0	988	959	0	1948	2650	-1		
Staff Travel & Benefits	100	0	0	0	0	0	100	-1		
Contractors	15000	4476	3000	4352	0	11828	3172	-0		
Other Staff Expenses	100	0	0	0	0	0	100	-1		
General Office	840	11	129	100	0	239	601	-1		
Hall Hire	480	0	154	66	0	220	260	-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	504	0	504	-254	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	2990	0	4140	900	-0		
Public Rights of Way	0	0	0	17	0	17	-17	100		
Parks	2640	205	1187	2990	0	4382	-1742	1		
Sportsground	3760	332	1150	2990	0	4472	-712	0		
Cemeteries/Church	2000	2120	170	1120	0	3410	-1410	1		
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	195	0	1083	-1083	100		
Telephone & Broadband	620	162	125	127	0	414	206	-0		
Electricity - Market Place LN7 6TU	200	37	37	54	0	128	72	-0		
Electricity - South Street Park	300	74	161	78	0	314	-14	0		
Electricity - Market Place LN7 6TL	150	0	0	0	0	0	150	-1		
Electricity - Sports Ground	250	132	83	120	0	335	-85	0		
Gas	0	0	0	0	0	0	0	100		
Water: Sports Ground	250	89	59	30	0	178	72	-0		
Water: Cemetery	50	11	16	14	0	41	9	-0		
Water: Allotments	75	0	22	67	0	89	-14	0		
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	530	260	0	0	790	710	-0		
Town Hall	2000	172	83	44	0	299	1701	-1		
Civic	500	0	0	0	0	0	500	-1		
Equipment	750	402	1038	489	0	1929	-1179	2		
WLDC	0	0	0	0	0	0	0	100		
Market Place	250	250	250	391	0	891	-641	3		
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 31/12/2022

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	19931	45141	21518	0	86590	7367	-8
Total			93957	19931	45141	21518	0	86590	7367	-8



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/12/2022

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	3821	0	11860	2264	-0		
PAYE & NI	4598	0	988	959	0	1948	2650	-1		
Staff Travel & Benefits	100	0	0	0	0	0	100	-1		
Contractors	15000	4476	3000	4352	0	11828	3172	-0		
Other Staff Expenses	100	0	0	0	0	0	100	-1		
General Office	840	11	129	100	0	239	601	-1		
Hall Hire	480	0	154	66	0	220	260	-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	504	0	504	-254	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	2990	0	4140	900	-0		
Public Rights of Way	0	0	0	17	0	17	-17	100		
Parks	2640	205	1187	2990	0	4382	-1742	1		
Sportsground	3760	332	1150	2990	0	4472	-712	0		
Cemeteries/Church	2000	2120	170	1120	0	3410	-1410	1		
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	195	0	1083	-1083	100		
Telephone & Broadband	620	162	125	127	0	414	206	-0		
Electricity - Market Place LN7 6TU	200	37	37	54	0	128	72	-0		
Electricity - South Street Park	300	74	161	78	0	314	-14	0		
Electricity - Market Place LN7 6TL	150	0	0	0	0	0	150	-1		
Electricity - Sports Ground	250	132	83	120	0	335	-85	0		
Gas	0	0	0	0	0	0	0	100		
Water: Sports Ground	250	89	59	30	0	178	72	-0		
Water: Cemetery	50	11	16	14	0	41	9	-0		
Water: Allotments	75	0	22	67	0	89	-14	0		
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	530	260	0	0	790	710	-0		
Town Hall	2000	172	83	44	0	299	1701	-1		
Civic	500	0	0	0	0	0	500	-1		
Equipment	750	402	1038	489	0	1929	-1179	2		
WLDC	0	0	0	0	0	0	0	100		
Market Place	250	250	250	391	0	891	-641	3		
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 31/12/2022

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	19931	45141	21518	0	86590	7367	-8
Total			93957	19931	45141	21518	0	86590	7367	-8



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
05/12/2022	909	██████████	Bank Payment: Expenses for Christmas tree volunteers	0.00	176.85	<input type="checkbox"/>	<input type="checkbox"/>
02/12/2022	910	Opus Energy	Bank Payment: Electricity - Sports Ground	1.48	31.04	<input type="checkbox"/>	<input type="checkbox"/>
02/12/2022	911	Opus Energy	Bank Payment: Electricity - South Street Park	1.48	31.04	<input type="checkbox"/>	<input type="checkbox"/>
02/12/2022	912	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	1.48	31.04	<input type="checkbox"/>	<input type="checkbox"/>
02/12/2022	913	Opus Energy	Bank Payment: Electricity - Sports Ground	0.89	18.65	<input type="checkbox"/>	<input type="checkbox"/>
08/12/2022	914	Immingham Town Council	Emptying of litter bins 25/28 Nov 02/05 Dec 22	40.00	240.00	<input type="checkbox"/>	<input type="checkbox"/>
24/12/2022	920	Tamar Telecom	Bank Payment: Telephone & Broadband	1.05	6.29	<input type="checkbox"/>	<input type="checkbox"/>
28/12/2022	921	BT	Bank Payment: Telephone & Broadband	7.39	44.34	<input type="checkbox"/>	<input type="checkbox"/>
19/12/2022	922	Lincolnshire Association of Local	Training :Phil Richardson	4.60	27.60	<input type="checkbox"/>	<input type="checkbox"/>
05/12/2022	923	Caistor Town Hall	Town Hall hire	0.00	66.00	<input type="checkbox"/>	<input type="checkbox"/>
22/12/2022	924	Apex Services	Gritting	575.00	3450.00	<input type="checkbox"/>	<input type="checkbox"/>
20/12/2022	925	Play Inspection Company	Play inspections	66.00	396.00	<input type="checkbox"/>	<input type="checkbox"/>
28/12/2022	926	██████████	Bank Payment: Salaries	0.00	1275.55	<input type="checkbox"/>	<input type="checkbox"/>
28/12/2022	927	HMRC	PAYE December 2022 M9	0.00	314.99	<input type="checkbox"/>	<input type="checkbox"/>
03/01/2023	929	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	0.65	13.58	<input type="checkbox"/>	<input type="checkbox"/>
03/01/2023	930	Opus Energy	Bank Payment: Electricity - Sports Ground	2.45	51.46	<input type="checkbox"/>	<input type="checkbox"/>
03/01/2023	931	Opus Energy	Bank Payment: Electricity - South Street Park	1.34	28.17	<input type="checkbox"/>	<input type="checkbox"/>
04/01/2023	932	██████████	Bank Payment: Contractors	0.00	830.00	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: 7032.60

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Tracking Report

Where the title is highlighted in blue documentation has previously been circulated

Metal Railings Nettleton Road/A46 corroded/falling to bits.

Ref: 14957

Created: 19/04/2021

- 13/05/2021 Emails from two residents. Seeking assistance from Cllr Bradwell. Contacted Highways Direct aswell. cllrb.adams@lincolnshire.gov.uk
- 13/05/2021 Escalated with Cllr Tom Smith's assistance. Residents informed.
- 09/06/2021 LCC advise railings assessed and works are planned. Ref 396501
- 24/06/2021 Message from LCC; Assigned Highways Officer has raised a job with a contractor to repair the defect.
- 17/08/2021 Asked Tom Smith if he could obtain an update.
- 03/09/2021 Works scheduled - cannot give a date.

CCTV at Sports Ground

Ref: 15568

Created: 30/05/2021

- 15/04/2022 Resolved to pay WLDC. Take over system.
- 13/05/2022 Seeking quotes from two further suppliers
- 27/06/2022 Asked LB to re-quote.
Seeking two further quotes
- 28/07/2022 Chased GW for make/model of cameras.
- 08/08/2022 Hello Carl,
I am sorry for the delay coming back to you. I've been waiting for our supplier to come back to me and confirm 100% I'm sending you the correct specification information.
Please find attached the full specification sheets for the x3 PTZ cameras and the x2 wireless transmitters. The wireless transmitters are installed near the building and on the column furthest away near the storage shed. The 2 cameras closest to the building are connect via cable.
All cables and wireless transmitters will be left in position so the cameras are all ready to be used.
I will give you a call early this week and we can book in a date for our engineers to visit the site.
Kind regards,
Grant

Bank Lane, Caistor Parking

Ref: 19114

Created: 01/11/2021

- 01/11/2021 Photo in tracking folder.
- 01/11/2021 Complaint received via JW re parking on Bank Lane. Suggesting restrictions. access can be blocked.
- 04/11/2021 Discussed with TS - check dropped kerb and email details to him.
- 23/11/2021 Emailed Tom Smith with map and photos
- 02/12/2021 Police received complaint of driveway blocked. Is to speak with neighbour. Updated her in regards to LCC.
- 27/11/2021 From JG @ Lcc to TS @ LCC
Thank you for your email. Your request for waiting restrictions on Bank Lane has been logged and will be assessed in due course.
I'm not aware of a previous request for additional disabled parking in the Market Place, but that too has now been logg

Disabled Bays in Market Place

Ref: 19151

Created: 27/11/2021

- 27/11/2021 JG @ LCC to TS @ LCC
Thank you for your email. Your request for waiting restrictions on Bank Lane has been logged and will be assessed in due course.
I'm not aware of a previous request for additional disabled parking in the Market Place, but that too has now been logged.



Tracking Report

Where the title is highlighted in blue documentation has previously been circulated

Policy Review: Dignity at Work Policy**Ref:** 19673**Created:** 20/02/2022

Documentation has previously been circulated for this item

21/02/2022 Policy circulated to Councillors with no suggested amendments.

Policy Review: Scheme of Delegation Policy**Ref:** 19674**Created:** 20/02/2022

Documentation has previously been circulated for this item

21/02/2022 Policy circulated to Councillors with no suggested amendments.

Cricket Club Lease**Ref:** 19826**Created:** 06/04/2022

11/03/2022 Draft lease received.

16/03/2022 Draft lease reviewed - ready for meeting.

17/04/2022 Sub committee made up of Cllr Gaughan, Critten and Bowman.

17/04/2022 Copy of proposed lease and existing lease send to working committee

19/04/2022 SG: -

Page 1, sub paragraphs 6, 9 and 10 (but please see paragraph 24) are all examples of the tenant raising income.

Page 2, Rent. The rent as a minimum must cover all the councils costs in setting up the lease or any other necessary expenditure.

Term; is there a reason for 35 years?

Paragraph 8. Date will need to be confirmed.

Paragraph 9.1. Are they paying these charges at the moment?

Paragraph 18. Does this mean that they are responsible for any damage/maintenance after the lease is signed?

Paragraph 19. This should be determined by the rent agreed. If the council agree to this the rent would need to be substantially higher than the proposed at page 2.

24/05/2022 Morning

I've only had once written response to the draft lease circulated.

Could I suggest a Zoom meeting one evening next week to discuss this further?

Could you let me know your preferred day(s); Mon 30st, Tue 31st, Wed 1st ?

Thank you.

27/05/2022 Morning

Could I confirm the Zoom meeting od discuss the Cricket Club lease will take place on Wed 1st June at 7 pm.

I'll email you the link prior to the meeting.

09/06/2022 Draft reviewed lease sent to MG @ CCC

03/08/2022 Chased Mg @ CCC

Queens Jubilee Tree and Plaque (WLDC)**Ref:** 20349**Created:** 15/04/2022

10/05/2022 North Street x 3 / South Street x 3

06/07/2022 Tree being kept by AL to grow on.

Parking on North Kelsey Road alongside Grammar School**Ref:** 20402**Created:** 06/05/2022

29/04/2022 Police receiving complaints re parking / LCC also receiving complaints

02/05/2022 TS: Just wanted to confirm that the area with parking trouble is the area highlighted in yellow. If so, will reply to the officer confirming it to see if we can get a restriction on parking during school pick up and drop off.

02/05/2022 Map sent to TS

South Street One Way / Damage to Building**Ref:** 20972**Created:** 04/11/2022

01/11/2022 Discussed and shown Tom Smith the issue



Caistor Town Council

DIGNITY AT WORK POLICY

Purpose & Scope

Caistor Town Council is committed to ensuring that all employees and councillors are treated with dignity and respect at work and to promoting a working environment that is free from all forms of discrimination, bullying and harassment. This policy has been developed to give employees and councillors who believe they have been subjected to bullying or harassment a route to raise a complaint either formally or informally in order to resolve the situation. As part of its overall commitment to equality the Council recognises the right of all employees and councillors to be treated with dignity in all working relationships.

This is irrespective of the protected characteristics as outlined in the Equality Act 2010:

- Marriage & Civil Partnership
- Sexual Orientation
- Sex
- Religion or Belief
- Race
- Pregnancy & Maternity
- Gender Reassignment
- Disability
- Age

Objectives

The Council recognises its duty to ensure that all employees and councillors are aware of the importance of a bullying and harassment free workplace. This policy informs employees of the types of behaviour that are unacceptable. It is the duty of employees and councillors to implement and comply with the policy. All employees and councillors carry responsibility for their own behaviour and will be held accountable as such. This policy should be read in conjunction with the Council's policies on Grievance and Disciplinary handling as well as the Code of Conduct for Councillors.

The Legal Position

Caistor Town Council has a duty of care towards all their employees and a liability under the Employment Rights Act 1996, the Health and Safety at Work Act 1974 and the Harassment Act 1997. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged, an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal. Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the employer, the council and the perpetrator(s) as individual named Respondents.

Definitions

Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Both bullying and harassment are behaviours which are unwanted by the recipient.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, lack of respect for others, damage to the Council's reputation and ultimately, Employment Tribunal or other court cases and payment of compensation.

Unacceptable behaviour

Examples of unacceptable behaviour are as follows; (this list is not exhaustive) spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by overloading work and/or constant criticism, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including e-mail and social media, by telephone. It may occur on or off work premises, during work hours or non-work time.

Penalties

Bullying and harassment are considered examples of serious misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the Council for employees or through referral to West Lindsey District Council as a contravention of the Member's Code of Conduct, which may result in penalties against the member concerned. In extreme cases harassment can constitute a criminal offence and the Council should take appropriate legal advice.

Process for Dealing with Complaints of Bullying and Harassment

Informal Approach

Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour that their conduct is unacceptable, offensive or causing discomfort.

Formal Approach

Employees : Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Town Clerk or if the matter involves the Town Clerk, with the Chair of the Personnel Committee. It may be appropriate for the complaint to be put in writing after the initial discussion, which would then be dealt with in accordance with the Council's Grievance Policy.

Others : Any other party to the Council, other than an employee, who feels he or she is being bullied or harassed should refer to the Council's Complaints Procedure if an informal approach cannot be taken to resolve matters. If a complaint is regarding the conduct of a Councillor, this should be raised with the Monitoring Officer at West Lindsey District Council, as included in the Complaints Procedure. Once the matter is reported to the Monitoring Officer, the Town Council's formal role ceases.

Possible Outcomes

In cases where allegations are made regarding an employee of the Council, this may result in the Council's Disciplinary Procedure being invoked. The Monitoring Officer at ELDC will deal entirely with any complaints involving the conduct of Councillors and will advise of and implement any sanctions where required. In extreme cases, the Council may be required to refer details of any harassment to the Police under the Protection from Harassment Act 1997.

False or Malicious Allegations

Intentionally false or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member or other party to the Council, will not be tolerated and may be dealt with as serious misconduct under the Disciplinary Procedure and/or a referral to the Monitoring Officer.

Responsibilities

Councillors and Council employees have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. The Council will undertake to ensure that its members and employees adhere to the processes required by this policy as deemed appropriate.



Caistor Town Council

SCHEME OF DELEGATION POLICY

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Committees and Sub-committees and Working Groups of the Council to act with delegated authority in the specific circumstances detailed.

1 Responsible Financial Officer Duties & Powers

The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2 Proper Officer Duties & Powers

2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- a) Receive declarations of acceptance of office;
- b) Receive and record notices disclosing interests at meetings;
- c) Receive and retain plans and documents;
- d) Sign notices, agreements, licences or other documents on behalf of the Council;
- e) Receive copies of By-laws made by another local authority;
- f) Certify copies of By-laws made by the Council;
- g) Sign and issue summonses to attend meetings of the Council;
- h) Keep proper records for all Council Meeting;
- i) Notify the Returning Officer of any casual vacancies and liaise with him regarding the conduct of elections

2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- a) The day to day administration of services, together with routine inspection and control.
- b) Day to day supervision, recruitment and control of all staff employed by the Council, save where the Grievance & Discipline Procedures take precedence.
- c) Authorisation of routine expenditure within the agreed budgets.
- d) Emergency or necessary expenditure up to £500 outside of the agreed budget.
- e) Where, and only where Council cannot make a valid comment within the time frame, the consideration, for consultation purposes, of minor planning applications in consultation with 2 Councillors, *(one of whom shall be the Chair or Vice Chair)*
- f) Dealing with all press and public relations on behalf of the Council as per the adopted Media Policy

2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3 Council

- 3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:
- a) Setting the Budget & Precept;
 - b) Borrowing money;
 - c) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
 - d) Making, amending or revoking By-laws;
 - e) Making of Orders under any Statutory powers;
 - f) Matters of principle or policy.
 - g) Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
 - h) Authorising the incurring of expenditure not provided within the approved budget;
 - i) Any proposed new capital undertaking;
 - j) Prosecution or defence in a court of law;
 - k) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee.
 - l) Creation of Committees and membership therein;
 - m) Consideration of eligibility to use the Power of Well Being;
 - n) Confirming the appointment of the Town Clerk
- 3.2 Sections 102 & 103 Local Government Act 1972 allows for the discharge of the Council's functions by a Committee, a Sub-Committee or an Officer of the Authority.
- 3.3 Committees and Sub Committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation where applicable and may only be exercised where sufficient budgetary provision exists or can be varied from which the approved budget of the Committee. The Committees must operate within the statutory framework of powers and duties granted by way of rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.
- 3.4 Committees, unless the Council otherwise directs, may arrange to devolve any of its functions to one or more Sub-Committees or to Officers of the Council
- 3.5 Committees shall appoint a Chairman and Vice-Chairman at their first meeting following the Annual Meeting of Council.
- 3.6 Committees shall meet within the timetable approved by the Council at its Annual Meeting.
- 3.7 The Minutes of the Committee Meetings shall be presented to the next meeting of Council for adoption.

- 3.8 Meetings shall be open to the public, although the Committee may resolve to exclude the press and public under s1 Public Bodies (Admission to Meetings) Act 1960 only when the following confidential matters are to be discussed:
- a) Engagement, terms of service, conduct and dismissal of employees;
 - b) Terms of tenders, proposals and counter-proposals in negotiation for contracts;
 - c) Preparation for cases in legal proceedings; and
 - d) Early stages of any dispute.
- 3.9 All members of the Council shall receive agendas and supporting papers of Council and all Committees by e-mail except where it is not appropriate. *(With the exception of Personnel, where only the members shall receive correspondence and pink papers will be handed out in person only and returned back to the Clerk)*. Members not on a committee will be treated as if they were members of the public in meetings, but may remain through closed sessions at the Chair's discretion.

4 Urgent Matters

- 4.1 In the event of any matter arising **which requires an urgent decision** notwithstanding delegated powers granted by paragraph 2.2 above the Town Clerk shall forthwith consult with the Chairman and Vice-Chairman of the appropriate Committee *(if the matter involves expenditure not provided for in the annual budget)* and those Members so consulted together with the Town Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 4.2 Before exercising the delegated powers granted by paragraph 3.3 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 4.3 Before exercising the delegated powers granted by paragraph 3.3 above, the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chair that a Special Meeting of the Council should be called.
- 4.4 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Committee concerned and of the Council.
- 4.5 The Committee may refer specific matters to the Council for a final decision if it so wishes.

5 Committees

- 5.1 Committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the Committee is formed by means of a Terms of Reference Policy adopted by Council.

6 Working Groups / Parties

- 6.1 Working Groups/Parties may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or the Committee that formed it.