



## Minutes of the Caistor Town Council held at 7.00 pm at the Caistor Town Hall on 12 January 2023

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr S. Critten, Cllr S. Gaughan, Cllr M. Galligan, Cllr S. Hodson,  
Cllr A. Somerscales, Cllr J. Cox,

In Attendance: Michelle Moss, District Cllr Bierley, County Cllr Smith,  
Members of public present: 0

**1 Apologies for absence & reasons given - Ref: 1637**

Apologies received and reasons accepted from Cllrs Richardson, Haslam, Lyus, Bowman and Hughes  
Proposed: Cllr S. Davey Seconder: Cllr S. Critten All in favour

**2 To receive declarations of interest - Ref: 1638**

None

**3 Public Session (10 minutes) - Ref: 1639**

No members of public present

**4 Chairmans Report - Ref: 1640**

The chairman welcomed the new clerk to the council and extended thanks to the previous clerk for their invaluable support

**5 To approve the draft minutes of Council Meeting held on 08/12/22 - Ref: 1641**

RESOLVED that the draft minutes of the meeting held on 08 December 2022 be approved as a true record of the meeting.

Proposed: Cllr S. Gaughan Seconder: Cllr A. Somerscales All in favour

**6 To approve the draft minutes of Council Meeting held on 08/12/22 closed session - Ref: 1642**

RESOLVED that the draft minutes of the closed session meeting held on 08 December 2022 be approved as a true record of the meeting.

Proposed: Cllr S. Critten Seconder: Cllr A. Somerscales All in favour

**7 Finance - Ref: 1643**

**a) To approve the Accounting Statements for period ending 31/12/22 - Ref: 1644**

The accounting statements had been circulated to all councillors prior to the meeting.  
RESOLVED to approve the accounting statements for the period ending 31.12.22 as a true record.  
Proposed: Cllr S. Critten Seconder: Cllr S. Gaughan All in favour

**b) To approve the Schedule of Payments - Ref: 1645**

RESOLVED to approve the schedule of payments totalling £7032.60  
Proposed: Cllr S. Critten Seconder: Cllr S. Gaughan All in favour

**c) To add Michelle Moss to the bank mandate - Ref: 1646**

RESOLVED to add Michelle Moss (the new Town Clerk) to the bank mandate as a signatory.  
Proposed: Cllr S. Critten Seconder: Cllr S. Gaughan All in favour

**8 Reports from External bodies:- - Ref: 1647**

**a) Lincolnshire Police - Ref: 1648**

None

**b) West Lindsey District Council. - Ref: 1649**

Report circulated from District Cllr Bierley prior to the meeting. District Cllr Bierley also noted that progress had been made with the new central Lincolnshire local plan and the target completion date was mid year 2023. A concern was raised regarding the vehicles parked on the footpath/verge near Hersey Rd. District Cllr Bierley and County Cllr Smith agreed to work together to investigate and try to resolve.

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



**c) Lincolnshire County Council - Ref: 1650**

County Cllr Smith noted that he continued to support the reporting and resolution of potholes in the town.

**d) Community Groups - Ref: 1651**

None

**e) Town Hall Management Committee - Ref: 1652**

Representatives noted: the committee is awaiting the building survey report; Caistor Town Hall is open on Thursdays 12-2.30 to provide a warm space to meet and chat.

**9 Reports from Committee's - Ref: 1653**

**a) Finance Committee - Ref: 1654**

Nothing to report

**b) Employment & Personnel Committee - Ref: 1655**

Nothing to report

**c) Economic Development & Market Committee - Ref: 1656**

More stalls have been lost and there are now just 3 regular stalls. "How to grow the Saturday market" will be an agenda item for the next Eco Dev and Market Committee.

**10 Clerks Report & Parish Matters - Ref: 1657**

**a) To discuss and decide whether to allow bee hive on the allotments. - Ref: 1658**

It was noted that the recommendations from British Bee Keepers Association (BBKA) and Allotment Association regarding the siting of bee hives on allotments include: not to site adjacent to a school; hives should be sited so only experienced keepers can approach them; the hives require screening; the keeper should hold PLI.  
RESOLVED not to allow bee hives on the allotments.

Proposed: Cllr S. Gaughan Seconder: Cllr S. Davey Unanimous

**b) To discuss and agree whether to pay for membership of Lincolnshire Fieldpaths Association - Ref: 1659**

It was noted that membership is £5 pa, the association produce annual newsletters and will provide support to member councils on matters relating to footpaths.

RESOLVED to subscribe to membership of the association

Proposed: Cllr S. Gaughan Seconder: Cllr A. Somerscales All in favour

**c) Review Tracking Report - Ref: 1660**

**d) To review damage to the fire station wall and agree a plan of action - Ref: 1661**

It was noted that a section of brickwork had fallen from the wall supporting the bank at the old fire station.  
RESOLVED to a - clear up the fallen bricks; b - obtain quotes for repair of the damage and any essential re-inforcement of the wall.

Proposed: Cllr S. Gaughan Seconder: Cllr A. Somerscales All in favour

**11 Correspondence Received - Ref: 1662**

**a) RW - Gritting of footpaths / Church Street - Ref: 1663**

It was noted that gritting of Church St is undertaken but parked cars often limit gritting operation, but that the pavements are not gritted.

RESOLVED to respond accordingly

**b) Southdale Service Station - closing wef 31/01/23 - Ref: 1664**

It was noted that Southdale Service Station would be closing at the end of January.

RESOLVED to write to the owners to wish the family good luck in their retirement and thank them for their service to the town over the years.

Proposed: Cllr S. Gaughan Seconder: Cllr M. Galligan All in favour

**12 Date of next meeting 09/02/23 - Ref: 1665**

Noted

**13**



**To resolve to go into closed session in view of the confidential nature of the matter to be discussed - Ref: 1666**

RESOLVED to move into closed session. DC Bierley and CC Smith left the meeting.

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

**14 To discuss and adopt the National pay award - Ref: 1667**

RESOLVED to adopt the national pay award and back date it to the 1st April 2022 as per NALC guidelines

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

**15 To approve former Clerks holiday pay - Ref: 1668**

RESOLVED to approve payment for the former clerks outstanding holiday.

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

Meeting closed at 7.26



## **Accounting Statements**

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

# Explanation of Variances

## Salaries

**Actual Total:** 16655.69    **Budget:** 14124.00    **Variation:** -2531.69 / 18.00%

Pay award / new clerk

## PAYE & NI

**Actual Total:** 3950.24    **Budget:** 4598.04    **Variation:** 647.80 / -14.00%

Pay award / new clerk

## Community Dev

**Actual Total:** 1091.62    **Budget:** 0.00    **Variation:** -1091.62 / 10000.00%

No budget / Queen jubilee event and publicity for events.

## Electricity - South Street Park

**Actual Total:** 340.34    **Budget:** 300.00    **Variation:** -40.34 / 13.00%

Increase in wholesale electrical costs

## Electricity - Sports Ground

**Actual Total:** 384.12    **Budget:** 249.96    **Variation:** -134.16 / 54.00%

Increase in wholesale electrical costs

## Miscellaneous Income

**Actual Total:** 5527.25    **Budget:**    **Variation:** -5527.25 /

£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:** 1140.80    **Budget:** 249.96    **Variation:** -890.84 / 356.00%

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

# Explanation of Variances

## Gritting & Snow Clearance

**Actual Total:** 3625.00      **Budget:** 2499.96      **Variation:** -1125.04 / 45.00%

Long cold spell in Dec and Jan

## 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 31/01/2023

End of year forecast auto calculated based on actual year to date averaged over 10 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
<b>Income</b>						
<b>Income: General</b>						
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	1857	3000	-1143	-0	2228
150	Caistor Sports & Social Club	1958	2412	-454	-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	5527		-5527		5350
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	1000	-1000	-1	0
	<b>Income: General Totals</b>	<b>117692</b>	<b>113301</b>	<b>-9982</b>	<b>4</b>	<b>117861</b>
	<b>Income Totals</b>	<b>117692</b>	<b>113301</b>	<b>-9982</b>	<b>4</b>	<b>117861</b>

## Expenditure

### Expense: General

500	Salaries	16656	14124	-2532	0	20171
503	PAYE & NI	3950	4598	648	-0	4740
501	Staff Travel & Benefits	0	100	100	-1	0
502	Contractors	13942	15000	1058	-0	16730
509	Other Staff Expenses	0	100	100	-1	100
520	General Office	610	840	230	-0	732
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	286	390	105	-0	343
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	4602	2640	-1962	1	2640
593	Sportsground	4582	3760	-822	0	3760
594	Cemeteries/Church	3800	2000	-1800	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	1092	0	-1092	100	1083
521	Telephone & Broadband	463	620	157	-0	552
700	Electricity - Market Place LN7 6TU	141	200	59	-0	170
701	Electricity - South Street Park	340	300	-40	0	418
702	Electricity - Market Place LN7 6TL	0	150	150	-1	150
703	Electricity - Sports Ground	384	250	-134	1	447
710	Gas	0	0	0	100	0
720	Water: Sports Ground	178	250	72	-0	238



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

End of year forecast auto calculated based on actual year to date averaged over 10 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
721	Water: Cemetery	41	50	9	-0	50
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	404	2000	1596	-1	399
582	Civic	0	500	500	-1	500
601	Equipment	1929	750	-1179	2	2315
660	WLDC	0	0	0	100	
598	Market Place	1141	250	-891	4	1141
603	Gritting & Snow Clearance	3625	2500	-1125	0	4625
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 <b>Totals</b>		<b>100054</b>	<b>93957</b>	<b>-6096</b>	<b>6</b>	<b>114307</b>
<b>Expenditure Totals</b>		<b>100054</b>	<b>93957</b>	<b>-6096</b>	<b>6</b>	<b>114307</b>





# Bank Reconciliation

## Balances as per bank statements as at 02/02/2023

Natwest Current Account	8807.79	110033.69
Natwest Business Reserve Account	101225.90	

## Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
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**Nett balance as at 02/02/2023** **110718.79**

### Cash Book

		Opening Balance Bank 1	1853.45	95787.70
Receipts in current year	118191.58	Opening Balance Bank 2	93934.25	
VAT to be claimed	3144.17	Opening Balance Bank 3	0.00	
Unallocated cash		Opening Balance Bank 4	0.00	
Payments in current	100123.71			

**Cash Book Closing Balance** **110718.79**

**General Reserves** 42925.00

### Earmarked Reserves

CIL (Open plan 2340 + other) Moved into 2022/23 budget (5874)		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	Cash Reserves	20915.69
Tree Maint - Parks	1500.00		



# Outstanding Invoices

Report Date: 05/03/2022

	<b>Total Outstanding</b>	<b>Current</b>	<b>31-60</b>	<b>61 - 90</b>	<b>90+</b>
Caistor Sports & Social Club	175.00	175.00			
Colin Wood	500.00	500.00			
Lincolnshire Co Op Funeral	555.00	555.00			
	<hr/> 1230.00	<hr/> 1230.00			



# Budget Report - Income

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

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	£	%
<b>Income: General</b>										
Precept			?	?	0	0	0	?	0	0.00
Cemetery Income			3000	375	205	1825	500	2905	-95	-0.03
Allotment Income			420	60	0	30	0	90	-330	-0.79
Market Rents			3000	89	867	722	179	1857	-1143	-0.38
Caistor Sports & Social Club			2412	577	733	525	123	1958	-454	-0.19
WLDC Street Cleaning			1404	0	0	2083	0	2083	679	0.48
Grass Cutting			1545	0	0	1592	0	1592	47	0.03
Grants			0	0	0	0	0	0	0	100.00
VAT Reclaimable			0	1689	0	0	0	1689	-1689	100.00
Town Hall			0	-30	0	0	0	-30	30	100.00
Miscellaneous Income				44	5154	195	134	5527	-5527	
Town Hall			520	0	520	0	0	520	0	0.00
Magazine Advertising			1000	0	0	0	0	0	-1000	-1.00
<b>Income: General Total</b>			113301	?	7479	6973	935	?	-9482	4
<b>Total</b>			113301	?	7479	6973	935	?	-9482	4



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

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							£	%
<b>Expense: General</b>										
Salaries	14124	4228	3810	3821	4796	16656	-2532	0		
PAYE & NI	4598	0	988	959	2002	3950	648	-0		
Staff Travel & Benefits	100	0	0	0	0	0	100	-1		
Contractors	15000	4476	3000	4352	2114	13942	1058	-0		
Other Staff Expenses	100	0	0	0	0	0	100	-1		
General Office	840	11	129	100	371	610	230	-0		
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	83	286	105	-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	220	4602	-1962	1		
Sportsground	3760	332	1150	2990	110	4582	-822	0		
Cemeteries/Church	2000	2120	170	1120	390	3800	-1800	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	9	1092	-1092	100		
Telephone & Broadband	620	162	125	127	50	463	157	-0		
Electricity - Market Place LN7 6TU	200	37	37	54	26	153	47	-0		
Electricity - South Street Park	300	74	161	78	45	358	-58	0		
Electricity - Market Place LN7 6TL	150	0	0	0	0	0	150	-1		
Electricity - Sports Ground	250	132	83	120	88	424	-174	1		
Gas	0	0	0	0	0	0	0	100		
Water: Sports Ground	250	89	59	30	75	253	-3	0		
Water: Cemetery	50	11	16	14	11	53	-3	0		
Water: Allotments	75	0	22	67	-86	3	72	-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	530	260	0	0	790	710	-0		
Town Hall	2000	172	83	44	105	404	1596	-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	250	1141	-891	4		
Gritting & Snow Clearance	2500	750	0	0	2875	3625	-1125	0		
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			



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2023  
 Financial Period 01/04/2022 to 31/01/2023

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	£	%	
	<b>Expense: General Total</b>			93957	19931	45141	21518	13534	?	-6167	7
<b>Total</b>			93957	19931	45141	21518	13534	?	-6167	7	



# Sales Invoice Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

Invoice Date	Payment Date	Invoice No	Client	Details	Nett	VAT	Total
01/04/2022	01/04/2022	250	West Lindsey District Council	Bank Payment: Precept	?		?
24/03/2022	04/04/2022	235	Caistor Sports & Social Club		175.00		175.00
05/04/2022	05/04/2022	252	T Simpson	Bank Payment: Market Rents	5.25		5.25
11/04/2022	11/04/2022	253	Denise Poplewell	Bank Payment: Market Rents	5.25		5.25
13/04/2022	13/04/2022	255	A M Bullas	Bank Payment: Market Rents	5.25		5.25
13/04/2022	13/04/2022	262	Nat West	Bank Payment: Miscellaneous Income	13.04		13.04
14/04/2022	14/04/2022	256	Market Income	Bank Payment: Market Rents	5.25		5.25
06/04/2022	19/04/2022	257	Co Op Funeralcare	Interment of Mr Wayne George Louis	125.00		125.00
23/04/2022	23/04/2022	259	SM Bottles	Bank Payment: Market Rents	5.25		5.25
24/03/2022	27/04/2022	234	Lincolnshire Co Op Funeral		125.00		125.00
01/05/2022	01/05/2022	263	Bll	Bank Payment: Market Rents	5.25		5.25
01/05/2022	01/05/2022	264	SM Bottles	Bank Payment: Market Rents	5.25		5.25
03/05/2022	03/05/2022	266	Helen Thorpe	Bank Payment: Market Rents	5.25		5.25
03/05/2022	03/05/2022	267	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
01/05/2022	04/05/2022	260	Caistor Sports & Social Club		175.00		175.00
10/05/2022	10/05/2022	270	H.M. Customs	Bank Payment: VAT Reclaim	1689.33		1689.33
11/05/2022	11/05/2022	269	Caistor Bowls Club	Bank Payment: Lease payment	52.00		52.00
14/05/2022	14/05/2022	271	SM Bottles	Bank Payment: Market Rents	5.25		5.25
14/05/2022	14/05/2022	272	??	Bank Payment: Market Rents	5.25		5.25
23/05/2022	23/05/2022	274	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
23/05/2022	23/05/2022	276	Lydia Hodson	Bank Payment: Allotment Income	30.00		30.00
31/05/2022	31/05/2022	282	Nat West	Bank Payment: Bank Interest	16.11		16.11
03/02/2022	01/06/2022	188	J. Marshall Funeral Directors	Exclusive Right of Burial and Interment	500.00		500.00
22/02/2022	01/06/2022	197	David Smith		30.00		30.00
22/02/2022	01/06/2022	198	David Smith		30.00		30.00
22/02/2022	01/06/2022	199	Kate Kelly & Hugh Macpherson				
22/02/2022	01/06/2022	200	Kate Kelly & Hugh Macpherson		30.00		30.00
24/02/2022	01/06/2022	214	Ian & Sarah Smith		30.00		30.00
01/06/2022	01/06/2022	278	David Smith	Credit due allotments not taken up	-60.00		-60.00
01/06/2022	01/06/2022	279	Ian & Sarah Smith	Credit due as allotment not taken up	-30.00		-30.00
01/06/2022	01/06/2022	280	Kate Kelly & Hugh Macpherson	Credit as allotment not taken up	-30.00		-30.00
01/06/2022	01/06/2022	281	J. Marshall Funeral Directors	Credit as plot already paid for	-500.00		-500.00
21/05/2022	06/06/2022	273	N. Corser	Allotment rent for the period 01/04/2022	30.00		30.00
27/05/2022	06/06/2022	277	Caistor Sports & Social Club	01/06/22 - 30/06/22 Lease payment of	175.00		175.00
06/06/2022	06/06/2022	283	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
06/06/2022	06/06/2022	285	T. Simpson	Bank Payment: Market Rents	5.25		5.25
15/06/2022	15/06/2022	287	Kellie Forster		60.00		60.00
15/06/2022	15/06/2022	288	Kellie Forster		-60.00		-60.00
17/06/2022	16/06/2022	289	J.W. Varlow & Son		125.00		125.00
20/06/2022	20/06/2022	291	SM Bottles	Bank Payment: Market Rents	5.25		5.25
24/06/2022	24/06/2022	292	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
25/06/2022	25/06/2022	293	Helen Thorpe	Bank Payment: Market Rents	15.75		15.75
30/06/2022	30/06/2022	297	Nat West Bank	Bank Payment: Bank Interest	14.68		14.68
27/06/2022	01/07/2022	294	Caistor Sports & Social Club	01/07/22 - 31/07/22 Lease payment of	175.00		175.00
11/07/2022	11/07/2022	298	Market Rents	Bank Payment: Market Rents	383.00		383.00
11/07/2022	11/07/2022	299	Co Op Funeralcare	Bank Payment: Cemetery Income	80.00		80.00
12/07/2022	12/07/2022	300	K.Molesworth	Bank Payment: Market Rents	5.25		5.25
18/07/2022	18/07/2022	302	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
27/07/2022	27/07/2022	310	K. Molesworth	Bank Payment: Market Rents	5.25		5.25
28/07/2022	28/07/2022	306	Caistor Cricket Club		52.00		52.00
29/07/2022	29/07/2022	314	Natwest Group	Bank Payment: Bank Interest	13.25		13.25
30/07/2022	30/07/2022	312	S M Bottles	Bank Payment: Market Rents	5.25		5.25
28/07/2022	31/07/2022	305	Caistor Bowls Club		52.00		52.00



# Sales Invoice Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

Invoice Date	Payment Date	Invoice No	Client	Details	Nett	VAT	Total
31/07/2022	31/07/2022	368	Caistor Bowls Club	Credit of lease fees as payment made	-52.00		-52.00
26/07/2022	01/08/2022	303	Caistor Sports & Social Club		175.00		175.00
28/07/2022	07/08/2022	308	Wolds Wanderers Walking Football		52.00		52.00
08/08/2022	08/08/2022	317	Michelle - Oriflame	Bank Payment: Market Rents	5.25		5.25
10/08/2022	10/08/2022	318	K. Molesworth	Bank Payment: Market Rents	5.25		5.25
10/08/2022	10/08/2022	319	Tamar Telecom	Bank Payment: Telephone & Broadband	6.29		6.29
28/07/2022	15/08/2022	309	Caistor Running Club		52.00		52.00
09/08/2022	15/08/2022	316	Natwest Group	Car parking in Town Hall car park, North	520.00		520.00
15/08/2022	15/08/2022	320	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
18/08/2022	18/08/2022	323	K. Molesworth	Bank Payment: Market Rents	5.25		5.25
22/08/2022	22/08/2022	324	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
14/07/2022	24/08/2022	301	Bottle & Carriage		52.00		52.00
30/08/2022	30/08/2022	327	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
31/08/2022	31/08/2022	333	Nat West Bank	Bank Payment: Bank Interest	13.96		13.96
24/08/2022	01/09/2022	325	Caistor Sports & Social Club		175.00		175.00
02/09/2022	02/09/2022	331	HMRC	Bank Payment: Refund of PAYE	5019.86		5019.86
05/09/2022	05/09/2022	330	Market Rents	Bank Payment: Market Rents	400.00		400.00
05/09/2022	05/09/2022	332	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
06/07/2022	08/09/2022	296	Brookenby Parish Council		30.00		30.00
10/09/2022	10/09/2022	336	S.M. Bottles	Bank Payment: Market Rents	5.25		5.25
12/09/2022	12/09/2022	337	Oriflame	Bank Payment: Market Rents	5.25		5.25
12/09/2022	12/09/2022	338	K.Molesworth	Bank Payment: Market Rents	5.25		5.25
12/09/2022	12/09/2022	339	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
28/07/2022	13/09/2022	304	Caistor Lawn Tennis Club		52.00		52.00
01/09/2022	20/09/2022	329	Co Op Funeralcare	Interment of the late Kenneth Wright.	125.00		125.00
20/09/2022	20/09/2022	342	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
24/09/2022	24/09/2022	344	S M Bottles	Bank Payment: Market Rents	5.25		5.25
30/09/2022	30/09/2022	346	Nat West Bank	Bank Payment: Interest	25.28		25.28
22/09/2022	03/10/2022	343	Caistor Sports & Social Club	01/10/22 - 31/10/22 Lease payment of	175.00		175.00
09/09/2022	07/10/2022	334	Lincolnshire County Council		1592.01		1592.01
09/10/2022	10/10/2022	349	West Lindsey District Council	Collection of waste from Caistor	4966.00		4966.00
09/10/2022	10/10/2022	350	Diane Kelly		500.00		500.00
10/10/2022	10/10/2022	351	Steven Gaughan	Bank Payment: Interment Fee - Mary	125.00		125.00
10/10/2022	10/10/2022	352	West Lindsey District Council	Credit of invoice 349 issued incorrectly	-4966.00		-4966.00
10/10/2022	10/10/2022	355	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
18/10/2022	18/10/2022	354	West Lindsey District Council	Bank Payment: Miscellaneous Income	936.96		936.96
25/10/2022	25/10/2022	358	K. Molesworth	Bank Payment: Market Rents	5.25		5.25
25/10/2022	25/10/2022	359	Michelle Oriflame	Bank Payment: Market Rents	5.25		5.25
31/10/2022	31/10/2022	361	Nat West Bank	Bank Payment: Bank Interest	44.35		44.35
19/10/2022	01/11/2022	357	Caistor Sports & Social Club		175.00		175.00
02/11/2022	02/11/2022	364	Michelle - Oriflame	Bank Payment: Market Rents	5.25		5.25
03/11/2022	03/11/2022	362	Market Rents	Bank Payment: Market Rents	341.53		341.53
07/11/2022	07/11/2022	366	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
11/11/2022	11/11/2022	367	Bottle & Carriage	Bank Payment: Xmas Market Rent	15.00		15.00
06/10/2022	14/11/2022	347	J.W. Varlow & Son		125.00		125.00
14/11/2022	14/11/2022	369	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
16/11/2022	16/11/2022	372	T. Simpson	Bank Payment: Christmas Market	15.00		15.00
11/04/2022	22/11/2022	254	J. Naylor (Funeral Directors) Limited	Interment of the late Janet Havercroft -	125.00		125.00
02/03/2022	29/11/2022	223	Kirsty Naoyokas		30.00		30.00
29/11/2022	29/11/2022	376	K. Molesworth	Bank Payment: Market Rents	15.00		15.00
29/11/2022	29/11/2022	377	Oriflame	Bank Payment: Market Rents	15.00		15.00
30/11/2022	30/11/2022	375	Sylvia Richardson	Bank Payment: Market Rents	15.00		15.00
30/11/2022	30/11/2022	380	Nat West Bank	Bank Payment: Bank Interest	71.32		71.32



# Sales Invoice Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

Invoice Date	Payment Date	Invoice No	Client	Details	Nett	VAT	Total
18/11/2022	01/12/202	371	Caistor Sports & Social Club	01/12/22 - 31/12/22 Lease payment of	175.00		175.00
01/12/2022	01/12/202	382	Mia Nielsen	Bank Payment: Market Rents	15.00		15.00
05/12/2022	05/12/202	384	Market Rents	Bank Payment: Market Rents	84.00		84.00
05/12/2022	05/12/202	385	Helen Thorpe	Bank Payment: Market Rents	15.00		15.00
10/10/2022	06/12/202	353	West Lindsey District Council	Collection of waste from Caistor	1146.00		1146.00
08/11/2022	08/12/202	365	Lincolnshire Co-Operative Funeral Care		685.00		685.00
08/12/2022	08/12/202	386	Alpha Memorials	Bank Payment: Cemetery Income	80.00		80.00
01/11/2022	12/12/202	360	Mrs P. Cluff	Exclusive Right of Burial Plot L583	310.00		310.00
12/12/2022	12/12/202	388	Market Rents	Bank Payment: Market Rents	155.00		155.00
12/12/2022	12/12/202	389	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
12/12/2022	12/12/202	396	Mrs P. Cluff	Internal credit. Re-invoiced to Co Op inv	-310.00		-310.00
29/11/2022	23/12/202	374	Sentiments Funeral Home		185.00		185.00
30/12/2022	30/12/202	394	Nat West Bank	Bank Payment: Bank interest	79.66		79.66
22/12/2022	03/01/202	390	Caistor Sports & Social Club		175.00		175.00
09/01/2023	09/01/202	395	Market Rents	Bank Payment: Market Rents	168.00		168.00
28/07/2022	17/01/202	307	Caistor Tennyson Football Club		52.00		52.00
17/01/2023	17/01/202	397	Caistor Tennyson Football Club	Paid 13/09/22 - initially allocated against	-52.00		-52.00
21/01/2023	21/01/202	399	SM Bottles	Bank Payment: Market Rents	5.25		5.25
27/01/2023	27/01/202	401	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
28/01/2023	28/01/202	402	SM Bottles	Bank Payment: Market Rents	5.25		5.25
28/01/2023	28/01/202	403	Bank Transfer	Bank Payment: Natwest Business	10000.00		10000.00
31/01/2023	31/01/202	404	Natwest Group	Bank Payment: Miscellaneous Income	81.74		81.74
					127780.57	7.39	127787.96





# Expense Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
18/01/2022	15/04/202	626	Caistor Farm & Garden Machinery	Servicing of Stiga Tornado mower	310.97	62.19	373.16
07/03/2022	15/04/202	635	Caistor & District Lions Club	Removal of Christmas tree	250.00		250.00
09/03/2022	15/04/202	636	Wragby Parish Council	50% contribution to cemetery training	22.50		22.50
09/03/2022	15/04/202	637	Lincolnshire Association of Local	Burial Training: Cllr J. Bowman	45.00	9.00	54.00
09/03/2022	15/04/202	638	Lincolnshire Association of Local	Annual Training Scheme	135.00	27.00	162.00
03/03/2022	15/04/202	639	Liam Marchant Plumbing & Heating	Boiler service at CS&SC	65.00		65.00
02/03/2022	15/04/202	640	Caistor Town Hall	Tpwn Hall hire	65.00		65.00
28/02/2022	15/04/202	641	Southdale Service Station	Fuel	13.33	2.67	16.00
12/03/2022	15/04/202	645	West Lindsey District Council	CCTV 010421 to 310322	1500.00	300.00	1800.00
16/03/2022	15/04/202	650	Caistor & District Lions Club	Fitting of 6 benches throughout Caistor	275.00		275.00
02/02/2022	15/04/202	652	Caistor Farm & Garden Machinery	Polycut Fingers	9.46	1.89	11.35
15/03/2022	15/04/202	657	Pestcotek	Rabbit control shoot	199.00	39.80	238.80
25/03/2022	15/04/202	658	Watson Lindsey Arboriculture Limited	Tree survey	210.00		210.00
02/06/2021	15/04/202	663	24-7 Drains	CS&SC drain inspection and CCTV	200.00	40.00	240.00
31/03/2022	15/04/202	667	Alexander Hubbard	Tree works at cemetery	1795.00	359.00	2154.00
05/04/2022	15/04/202	669	I C C M	ICCM Subscription	95.00		95.00
04/04/2022	04/04/202	671	Opus Energy	Bank Payment: Electricity - Sports	42.77	2.14	44.91
04/04/2022	04/04/202	672	Opus Energy	Bank Payment: Electricity - Market	12.93	0.65	13.58
04/04/2022	04/04/202	673	Opus Energy	Bank Payment: Electricity - South Street	18.04	0.90	18.94
07/04/2022	08/04/202	675	Caistor Arts & Heritage Centre	Room hire	35.00	7.00	42.00
01/04/2022	08/04/202	676	Caistor Arts & Heritage Centre	Hall hire	40.00		40.00
31/03/2022	15/04/202	677	Southdale Service Station	Fuel	13.33	2.67	16.00
08/04/2022	08/04/202	678	Caistor Arts & Heritage Centre		-75.00	-7.00	-82.00
04/04/2022	15/04/202	679	Caistor Arts & Heritage Centre	Room hire	28.00	7.00	35.00
01/04/2022	15/04/202	680	Caistor Town Hall	Hal hire	40.00		40.00
14/03/2022	15/04/202	681	Caistor Farm & Garden Machinery	Easy Start & Fingers	16.71	3.34	20.05
12/04/2022	12/04/202	683	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
14/04/2022	15/06/202	684	Watson Lindsey Arboriculture Limited	Tree survey - South Street Park	168.75		168.75
06/04/2022	17/05/202	685	JPG Electrical	Electrical work at CS&SC	265.00		265.00
26/04/2022	26/04/202	700	BT	Bank Payment: Telephone & Broadband	56.33	11.27	67.60
18/04/2022	18/04/202	701	Emma Waters	Bank Payment: Cemeteries/Church -	220.00	44.00	264.00
23/04/2022	17/05/202	703	Apex Services	Salt spreading (30/03, 31/03, 01/04)	750.00	150.00	900.00
28/04/2022	28/04/202	704	Carl Thomas	Bank Payment: Salary Apr 22 M1	1355.72		1355.72
03/05/2022	03/05/202	705	Opus Energy	Bank Payment: Electricity - Sports	37.02	1.85	38.87
03/05/2022	03/05/202	706	Opus Energy	Bank Payment: Electricity - South Street	27.32	1.37	28.69
03/05/2022	03/05/202	707	Opus Energy	Bank Payment: Electricity - Market	11.97	0.60	12.57
04/05/2022	04/05/202	708	Kim Hodson	Bank Payment: Contractors Wages	1064.00		1064.00
04/05/2022	04/05/202	709	Kim Hodson	Bank Payment: Contractors	600.00		600.00
02/05/2022	17/05/202	710	Caistor Town Hall	Town hall hire 14/04 and 29/04	30.00		30.00
06/05/2022	06/05/202	711	B&Q (paid via Carl Thomas)	Bank Payment: Play Park	336.09	67.22	403.31
10/05/2022	10/05/202	712	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
12/05/2022	12/05/202	713	Andy Hopkins	Bank Payment: Internal Audit Fee	200.00		200.00
30/04/2022	12/06/202	714	Southdale Service Station	Fuel	28.48	5.70	34.18
03/05/2022	18/05/202	715	Wave	Water at cemetery	10.77		10.77
03/05/2022	18/05/202	716	Wave	Water at Sports Ground	89.44		89.44
22/05/2022	22/05/202	720	Caistor in Bloom Donation	Bank Payment: Donation: Paint and	134.65	26.93	161.58
25/05/2022	25/05/202	723	BT	Bank Payment: Telephone & Broadband	57.00	11.40	68.40
11/05/2022	12/06/202	725	Woodpecker Trees Ltd	Town Hall car park tree cutting	450.00	90.00	540.00
25/05/2022	12/06/202	726	Total Signs & Graphics	Banners (generic Coming Next)	310.84	62.17	373.01
29/05/2022	21/08/202	727	HMRC	PAYE May 21 M2	523.08		523.08
29/05/2022	29/05/202	728	Carl Thomas	Bank Payment: Salary May 22 M2	1609.31		1609.31
25/04/2022	12/06/202	730	Caistor Farm & Garden Machinery	Fingers	9.46	1.89	11.35



# Expense Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
01/06/2022	01/06/2022	732	Kim Hodson	Bank Payment: Contractors	1230.00		1230.00
06/06/2022	06/06/2022	733	Opus Energy	Bank Payment: Electricity - Market	12.31	0.62	12.93
06/06/2022	06/06/2022	734	Opus Energy	Bank Payment: Electricity - South Street	28.69	1.43	30.12
06/06/2022	06/06/2022	735	Opus Energy	Bank Payment: Electricity - Sports	52.52	2.63	55.15
12/06/2022	12/06/2022	740	Rock Foundation	Bank Payment: Swift Boxes	75.00		75.00
12/06/2022	12/06/2022	741	Caistor Goes	Bank Payment: Grants & Donations	2200.00		2200.00
12/06/2022	16/08/2022	742	Southdale Service Station	Fuel	24.81	4.97	29.78
02/06/2022	16/08/2022	743	Caistor Town Hall	Town Hall hire	44.00		44.00
08/06/2022	08/06/2022	744	Kim Hodson	Bank Payment: Wood for bench repair	16.74		16.74
10/06/2022	10/06/2022	745	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
17/06/2022	16/08/2022	747	Immingham Town Council	Amenity Cut	3450.00	690.00	4140.00
13/06/2022	13/06/2022	749	Pottertons	Bank Payment: Plants	120.00	6.00	126.00
20/06/2022	16/08/2022	750	Caistor Arts & Heritage Centre	Refreshments at Queens Beacon	200.00	40.00	240.00
21/06/2022	21/06/2022	751	Kim Hodson	Bank Payment: Fence repairs wood	11.30	2.26	13.56
27/06/2022	27/06/2022	752	BT	Bank Payment: Telephone & Broadband	33.72	6.74	40.46
28/06/2022	28/06/2022	753	Carl Thomas	Bank Payment: Salary June 2022	1262.72		1262.72
27/06/2022	21/08/2022	754	HMRC	PAYE	336.96		336.96
30/06/2022	30/06/2022	755	Kim Hodson	Bank Payment: Contractors	1582.00		1582.00
03/07/2022	03/07/2022	756	Caistor Cares	Bank Payment: Grants & Donations	850.00		850.00
28/06/2022	17/01/2022	757	Lincolnshire Association of Local	Play area training	60.00	12.00	72.00
31/05/2022	16/08/2022	758	Caistor Farm & Garden Machinery	Strimmer fingers	19.90	3.98	23.88
08/07/2022	16/08/2022	759	ERNLLCA	Job vacancy advert	20.00	4.00	24.00
12/04/2022	16/08/2022	760	The Cumbria Clock Company	Caistor church clock maintenance	170.00	34.00	204.00
26/07/2022	26/07/2022	761	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
04/07/2022	04/07/2022	762	Opus Energy	Bank Payment: Electricity - Market	11.97	0.60	12.57
04/07/2022	04/07/2022	763	Opus Energy	Bank Payment: Electricity - South Street	106.93	5.35	112.28
04/07/2022	04/07/2022	764	Opus Energy	Bank Payment: Electricity - Sports	28.94	1.45	30.39
11/07/2022	11/07/2022	765	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
15/07/2022	15/07/2022	766	2-4 Market Place Share Purchase	Bank Payment: Investments	10000.00		10000.00
03/07/2022	16/08/2022	767	Caistor Town Hall	Town hall hire	88.00		88.00
22/07/2022	16/08/2022	768	Southdale Service Station	Fuel/Oil	51.54	10.31	61.85
10/06/2022	16/08/2022	769	Caistor Farm & Garden Machinery	Fingers	9.95	1.99	11.94
26/07/2022	26/07/2022	770	Caistor & District Lions Club	Bank Payment: Grant (Fireworks)	1000.00		1000.00
28/07/2022	28/07/2022	771	Carl Thomas	Bank Payment: Salaries	1270.23		1270.23
26/07/2022	21/08/2022	772	HMRC	PAYE July 2022 M4	329.45		329.45
26/07/2022	16/08/2022	773	PKF Littlejohn	External auditors fee	400.00	80.00	480.00
31/07/2022	31/07/2022	774	Caistor In Bloom (Equip)	Bank Payment: Paint	62.80	12.56	75.36
26/07/2022	26/07/2022	775	Caistor Photographic Society	Bank Payment: Grants & Donations	150.00		150.00
31/07/2022	31/07/2022	776	Caistor Twinning Association	Bank Payment: Grants & Donations	500.00		500.00
01/08/2022	01/08/2022	777	Caistor Go2	Bank Payment: Grants & Donations	300.00		300.00
03/08/2022	03/08/2022	778	Kim Hodson	Bank Payment: Contractors	1700.00		1700.00
02/08/2022	02/08/2022	779	Opus Energy	Bank Payment: Electricity - South Street	28.41	1.42	29.83
02/08/2022	02/08/2022	780	Opus Energy	Bank Payment: Electricity - Market	12.31	0.62	12.93
02/08/2022	02/08/2022	781	Opus Energy	Bank Payment: Electricity - Sports	27.36	1.37	28.73
03/08/2022	03/08/2022	782	Carl Thomas	Expense Claim	532.40	92.36	624.76
31/07/2022	16/08/2022	784	Southdale Service Station	Fuel/Oil	21.68	4.34	26.02
01/08/2022	16/08/2022	785	Caistor Town Hall	Town Hall hire	66.00		66.00
28/07/2022	16/08/2022	786	Open Plan Consultants Limited	Steps 1-3 of workplan	1743.75	348.75	2092.50
10/08/2022	24/08/2022	787	Tamar Telecom	Telephone	5.24	1.05	6.29
03/08/2022	17/08/2022	789	Wave	Water - Cemetery	16.10		16.10
03/08/2022	17/08/2022	791	Wave	Water - Playing Fields	59.26		59.26
03/08/2022	17/08/2022	793	Wave	Water - Allotments	21.91		21.91



# Expense Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
13/07/2022	16/08/202	795	Caistor Farm & Garden Machinery	Fingers	19.90	3.98	23.88
10/08/2022	10/08/202	805	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
12/08/2022	15/09/202	806	Carr Lane Nurseries	Caistor In Bloom (Grant)	7499.89	299.99	7799.88
16/08/2022	16/08/202	807	Streetscene	Bank Payment: Road Cones	99.80	19.96	119.76
16/08/2022	16/08/202	808	Street Scene	Bank Payment: Road Cones	16.66	3.33	19.99
21/08/2022	21/08/202	809	HMRC	PAYE Credit	-0.22		-0.22
21/08/2022	21/08/202	811	HMRC	Internal credit	-860.04		-860.04
19/08/2022	13/09/202	813	Liam Marchant Plumbing & Heating	Fit new flush system to gents toilets at	260.00		260.00
18/08/2022	15/09/202	814	Caistor Farm & Garden Machinery	Cobra M51.SPB Mower (replacement	382.50	76.50	459.00
18/08/2022	15/09/202	815	Caistor Farm & Garden Machinery	Stihl FS91 Brushcutter	391.67	78.33	470.00
24/08/2022	15/09/202	816	ERNLLCA	Advertising Town Clerk job	20.00	4.00	24.00
26/08/2022	26/08/202	817	Moneysoft (CT)	Bank Payment: Moneysoft Payroll	78.00	15.60	93.60
26/08/2022	26/08/202	818	Carl Thomas	Bank Payment: Salaries Aug 22 M5	1270.03		1270.03
26/08/2022	26/08/202	819	BT	Bank Payment: Broadband	36.95	7.39	44.34
30/08/2022	30/08/202	820	Kim Hodson	Bank Payment: Contractors	1300.00		1300.00
01/09/2022	01/09/202	821	Zurich Insurance	Bank Payment: Insurance renewal	3365.06		3365.06
02/09/2022	02/09/202	822	Caistor Community Cinema	Bank Payment: Grants & Donations	250.00		250.00
29/08/2022	15/09/202	823	HMRC	PAYE Aug 22 M5	329.65		329.65
02/09/2022	02/09/202	824	Tamar Telecom	Bank Payment: Telephone & Broadband	0.30		0.30
02/09/2022	02/09/202	825	Opus Energy	Bank Payment: Electricity - South Street	25.93	1.30	27.23
02/09/2022	02/09/202	826	Opus Energy	Bank Payment: Electricity - Market	12.31	0.62	12.93
02/09/2022	02/09/202	827	Opus Energy	Bank Payment: Electricity - Sports	26.73	1.34	28.07
12/09/2022	12/09/202	828	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
12/09/2022	14/10/202	830	Jake Garden Care	Grass cutting at Caistro Church (gods	160.00	32.00	192.00
14/09/2022	14/10/202	831	Jake Garden Care	Grass cutting at Caistor Church (gods	160.00	32.00	192.00
26/09/2022	26/09/202	832	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
10/09/2022	10/09/202	833	S.M. Bottles	Bank Payment: Market Rents - credit	5.25		5.25
04/09/2022	14/10/202	838	Caistor Town Hall	Town Hall hire	44.00		44.00
31/08/2022	14/10/202	839	Southdale Service Station	Fuel	41.33	8.27	49.60
21/09/2022	21/09/202	840	Groundwork UK	Bank Payment: Neighbourhood Plan	4500.00		4500.00
23/09/2022	23/09/202	841	Foxhall Construction	Bank Payment: Notice board installation	250.00	50.00	300.00
27/09/2022	27/09/202	842	HMRC	Sept 22 M6	329.45		329.45
28/09/2022	28/09/202	844	Carl Thomas	Bank Payment: Clerk Salary	1270.23		1270.23
30/09/2022	02/10/202	845	Carl Thomas	Expense Claim	98.33	1.67	100.00
04/10/2022	04/10/202	847	Kim Hodson	Bank Payment: Contractors	1722.00		1722.00
03/10/2022	03/10/202	848	Opus Energy	Bank Payment: Electricity - Sports	32.73	1.64	34.37
03/10/2022	03/10/202	849	Opus Energy	Bank Payment: Electricity - South Street	27.61	1.38	28.99
03/10/2022	03/10/202	850	Opus Energy	Bank Payment: Electricity - Market	11.97	0.60	12.57
06/10/2022	06/10/202	851	Brians DIY	Bank Payment: D Shackle / Play area	3.32	0.66	3.98
27/09/2022	18/10/202	852	Jake Garden Care	Grass cutting at church	160.00	32.00	192.00
10/10/2022	18/10/202	853	Jake Garden Care	Grass cutting at church	160.00	32.00	192.00
10/10/2022	10/10/202	854	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
03/10/2022	11/11/202	855	Caistor Town Hall	Town Hall hire	44.00		44.00
26/10/2022	26/10/202	856	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
19/10/2022	19/10/202	861	Caistor Farm & Garden Machinery	Brushcutter	-391.67	-78.33	-470.00
19/10/2022	19/10/202	862	Caistor Farm & Garden Machinery	Brushcutter	470.00	94.00	564.00
20/10/2022	11/11/202	864	Immingham Town Council	Amenity grass cutting	8970.00	1794.00	10764.00
18/10/2022	11/11/202	865	Ben Legard Estate	Christmas tree	370.00		370.00
29/10/2022	29/10/202	866	Carl Thomas	Bank Payment: Salary Oct 22 M7	1270.03		1270.03
29/10/2022	05/11/202	867	HMRC	PAYE Oct 22 M7	329.65		329.65
01/11/2022	01/11/202	869	Kim Hodson	Bank Payment: Contractors	1478.00		1478.00
26/10/2022	11/11/202	870	Jake Garden Care	maintenance at rear of church	160.00	32.00	192.00



# Expense Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
04/11/2022	11/11/202	871	Caistor Farm & Garden Machinery	Repairs to Honda mower	87.37	17.47	104.84
26/09/2022	11/11/202	872	Caistor Farm & Garden Machinery	Fingers	9.95	1.99	11.94
22/09/2022	11/11/202	873	Caistor Farm & Garden Machinery	Service of Stiga Tornado	155.92	31.18	187.10
04/11/2022	11/11/202	874	Southdale Service Station	Fuel	40.65	8.14	48.79
04/11/2022	11/11/202	875	Sandhams Wine Merchants	Wine for Caistor Twinning	116.62	23.32	139.94
04/11/2022	26/10/202	876	Jake Garden Care	Grass cutting at Church (Gods Acre)	160.00	32.00	192.00
26/10/2022	26/10/202	877	Jake Garden Care	Grass cutting	-160.00	-32.00	-192.00
02/11/2022	02/11/202	878	Opus Energy	Bank Payment: Electricity - Market	12.31	0.62	12.93
02/11/2022	02/11/202	879	Opus Energy	Bank Payment: Electricity - South Street	21.02	1.05	22.07
02/11/2022	02/11/202	880	Opus Energy	Bank Payment: Electricity - Sports	39.72	1.99	41.71
10/11/2022	10/11/202	888	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
07/11/2022	09/12/202	889	Jake Garden Care	Grass cutting at Church	160.00	32.00	192.00
16/11/2022	16/11/202	890	Kim Hodson	Bank Payment: Sports Field / Public	17.38		17.38
25/11/2022	25/11/202	891	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
03/11/2022	18/11/202	892	Wave	Water at allotments	66.65		66.65
03/11/2022	18/11/202	893	Wave	Water at cemetery	14.47		14.47
03/11/2022	18/11/202	894	Wave	Water at sports ground	29.54		29.54
02/11/2022	09/12/202	898	Caistor Town Hall	Town hall hire	22.00		22.00
31/10/2022	09/12/202	899	Southdale Service Station	Fuel/Oil	20.00	4.00	24.00
28/11/2022	28/11/202	900	Carl Thomas	Bank Payment: Salaries Nov 22	1275.75		1275.75
27/11/2022	09/12/202	901	HMRC	PAYE Nov 22 M8	314.79		314.79
22/11/2022	22/11/202	902	Kim Hodson	Bank Payment: Contractors	1152.00		1152.00
21/11/2022	09/12/202	903	Jake Garden Care	Grass cutting at church grounds	160.00	32.00	192.00
29/11/2022	01/12/202	904	Cllr Alan Somerscales	Expense Claim	439.78	77.50	517.28
29/11/2022	01/12/202	905	Cllr Jayne Bowman	Expense Claim	40.23	3.59	43.82
01/12/2022	19/01/202	908	Carl Thomas	Expense Claim	178.99	10.00	188.99
05/12/2022	05/12/202	909	Cllr J. Wright (White Hart)	Bank Payment: Expenses for Christmas	176.85		176.85
02/12/2022	02/12/202	910	Opus Energy	Bank Payment: Electricity - Sports	29.56	1.48	31.04
02/12/2022	02/12/202	911	Opus Energy	Bank Payment: Electricity - South Street	29.56	1.48	31.04
02/12/2022	02/12/202	912	Opus Energy	Bank Payment: Electricity - Market	29.56	1.48	31.04
02/12/2022	02/12/202	913	Opus Energy	Bank Payment: Electricity - Sports	17.76	0.89	18.65
08/12/2022	17/01/202	914	Immingham Town Council	Emptying of litter bins 25/28 Nov 02/05	200.00	40.00	240.00
24/12/2022	24/12/202	920	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
28/12/2022	28/12/202	921	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
19/12/2022	17/01/202	922	Lincolnshire Association of Local	Training :Phil Richardson	23.00	4.60	27.60
05/12/2022	17/01/202	923	Caistor Town Hall	Town Hall hire	66.00		66.00
22/12/2022	17/01/202	924	Apex Services	Gritting	2875.00	575.00	3450.00
20/12/2022	17/01/202	925	Play Inspection Company	Play inspections	330.00	66.00	396.00
28/12/2022	28/12/202	926	Carl Thomas	Bank Payment: Salaries	1275.55		1275.55
28/12/2022	28/12/202	927	HMRC	PAYE December 2022 M9	314.99		314.99
03/01/2023	03/01/202	929	Opus Energy	Bank Payment: Electricity - Market	12.93	0.65	13.58
03/01/2023	03/01/202	930	Opus Energy	Bank Payment: Electricity - Sports	49.01	2.45	51.46
03/01/2023	03/01/202	931	Opus Energy	Bank Payment: Electricity - South Street	26.83	1.34	28.17
04/01/2023	04/01/202	932	Kim Hodson	Bank Payment: Contractors	830.00		830.00
10/01/2023	10/01/202	934	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
11/01/2023	11/01/202	936	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
17/01/2023	31/01/202	939	HMRC	PAYE Jan 23 Month 10	2002.48		2002.48
19/01/2023	19/01/202	951	Carl Thomas	Expense Claim	629.78	15.97	645.75
25/01/2023	25/01/202	954	Caistor Lions	Bank Payment: Christmas Tree	250.00		250.00
28/01/2023	28/01/202	958	Contractors - Kim Hodson	Bank Payment: Contractors	1084.00		1084.00
28/01/2023	28/01/202	959	Bank transfer	Bank Payment: Natwest Current	10000.00		10000.00
31/01/2023	31/01/202	969	HMRC	Internal error correction	-2002.48		-2002.48



# Expense Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/01/2023

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
					?	6260.46	?



# Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
02/01/2023	933	Caistor Town Hall	Town Hall Hire	0.00	22.00	<input type="checkbox"/>	<input type="checkbox"/>
10/01/2023	934	Tamar Telecom	Bank Payment: Telephone & Broadband	1.05	6.29	<input type="checkbox"/>	<input type="checkbox"/>
31/12/2022	935	Southdale Service Station	Fuel	1.42	8.50	<input type="checkbox"/>	<input type="checkbox"/>
11/01/2023	936	BT	Bank Payment: Telephone & Broadband	7.39	44.34	<input type="checkbox"/>	<input type="checkbox"/>
25/01/2023	937	Carl Thomas	salary Jan 23 Month 10	0.00	3280.35	<input type="checkbox"/>	<input type="checkbox"/>
25/01/2023	938	Michelle Moss	Salary Month 10 Jan 23	0.00	1515.77	<input type="checkbox"/>	<input type="checkbox"/>
17/01/2023	939	HMRC	PAYE Jan 23 Month 10	0.00	2002.48	<input type="checkbox"/>	<input type="checkbox"/>
17/01/2023	940	Lincolnshire Association of Local	LALC membership	0.00	570.76	<input type="checkbox"/>	<input type="checkbox"/>
31/12/2022	942	S R Thompson	Mole control playing fields and cemetery	0.00	560.00	<input type="checkbox"/>	<input type="checkbox"/>
17/01/2023	944	Lincolnshire Fieldpaths Association	Subscriptions to end May 23	0.00	5.00	<input type="checkbox"/>	<input type="checkbox"/>
12/01/2023	950	Jake Garden Care	Garden maintenance Caistor Church 12.1.23	32.00	192.00	<input type="checkbox"/>	<input type="checkbox"/>
19/01/2023	951	Carl Thomas	Expense Claim	15.97	645.75	<input type="checkbox"/>	<input type="checkbox"/>
25/01/2023	954	Caistor Lions	Bank Payment: Christmas Tree Removal	0.00	250.00	<input type="checkbox"/>	<input type="checkbox"/>
28/01/2023	958	Contractors - Kim Hodson	Bank Payment: Contractors	0.00	1084.00	<input type="checkbox"/>	<input type="checkbox"/>
31/01/2023	961	Viking	Stationery delivery for office	12.85	77.10	<input type="checkbox"/>	<input type="checkbox"/>
18/01/2023	962	Opus Energy	Opus energy electricity Sports ground	1.97	41.45	<input type="checkbox"/>	<input type="checkbox"/>
18/01/2023	963	Opus Energy	Opus Energy electricity south street	0.90	18.94	<input type="checkbox"/>	<input type="checkbox"/>
18/01/2023	964	Opus Energy	Opus Energy Electricity Market Place LN& 6TU	0.63	13.25	<input type="checkbox"/>	<input type="checkbox"/>
01/02/2023	965	Caistor Town Hall	Room hire 12th Jan	0.00	22.00	<input type="checkbox"/>	<input type="checkbox"/>
02/02/2023	975	Apex Services	Salt spreading Jan 2023	172.50	1035.00	<input type="checkbox"/>	<input type="checkbox"/>

**TOTAL: 11394.98**

Authorised Signatory

Authorised Signatory

Minute Ref

Name

Print Name

Date

Date

## **Police report 9.2.23**

Caistor Primary School got in touch with us after receiving a number of complaints regarding parking at school pick up/drop off times.

This has/will be an on going situation with not only the 5 primary schools in our area, but nationwide. We think we have found a solution and then bang...September arrives with a new set of parents who need to be educated regarding the highway code!

In the past we have done patrols at school times ( not ideal when we cover such a large area), put cones out on the zig zag lines to stop people parking, sent police warning letters out to anyone that parks inconsiderately, posted social media messages, sent letters home with the children and after closing the road, lay children on the zig zag lines and took drone photographs of them to highlight the dangers of obstructed views. None of these solutions have worked long term. Colleagues elsewhere in the county have similar problems and as police are no longer able to issue parking tickets, it is a difficult one to resolve.

The most successful of the above was placing cones on the zig zags, however eventually these were run over by drivers. So, working with Zoe Hyams and her staff, we have obtained larger cones, increased our attendance and arranged for highways to re-paint the zig zag lines. Our attendance, along with the cones will not be there every day as we feel that drivers stop seeing them (as with speed reduction signs) but, currently, the response is good. I think everyone can see that abiding by the rules, allows the buses to pull into the lay by without issue, and thus creating a safer road for drivers and children alike.

We continue to be very busy with safeguarding the vulnerable members of our community, of which clearly, we cannot go into details about in the public arena – but we work closely with WLDC, VAP, Housing associations and local residents to facilitate solutions.

I'm sure you have seen on the newsletter that we are doing a presentation at the Town Hall updating residents about current scams, we feel it necessary due to an increase of reports in our area, particularly from our retired residents.

# Report of District Councillor Owen Bierley to Caistor Town Council,

9<sup>th</sup> February 2023

(Prepared Sunday 5<sup>th</sup> February 2023)

## Community

Research commissioned by the Rural Services Network (a Special Interest Group within the Local Government Association) last year showed that rural areas are suffering more acutely from the increase in the cost of living compared with urban areas. To better understand the impact this has on individuals, households and indeed communities, the RSN has now launched a survey in partnership with the Citizens Advice Rural Issues Group to provide data to help to engage more effectively with Government Departments, MPs and other policy makers. The link to take part is: [https://www.surveymonkey.co.uk/r/Rural\\_Households\\_Cost-of-Living](https://www.surveymonkey.co.uk/r/Rural_Households_Cost-of-Living) This survey will close on Friday, 31<sup>st</sup> March 2023 and clearly the greater the response the better, so please share it widely!

In this context it should be noted that Age UK Lindsey's Information and Advice Service offers completely free and confidential support to older people in identifying and securing previously unclaimed entitlements. The commitment, dedication and knowledge of our I&A Officers results in the recovery of an annualised amount of over £1m every year, money that also, by definition, substantially benefits our local economy. To learn more about the ongoing work of the Charity please visit: <https://www.ageuk.org.uk/lindsey> or ring 01507 524242 to speak with an adviser.

As previously reported West Lindsey District Council has been awarded £2.7m of funding spread over three years (up to March 2025) as part of the new UK Shared Prosperity Fund, linked to the delivery of the Government's Levelling Up agenda. Our Investment Plan Development Proposal has now been approved by DLUHC, as has our Addendum, which also releases funds to the value of £795,821.00 from the Rural England Prosperity Fund. The UKSPF Prospectus states 'Places will be empowered to identify and build on their own strengths and needs at a local level, focused on pride of place and increasing life chances'. The REPF award is focused on 'Rural Levelling Up Priorities' and as such it allows for investment into interventions that differ from those in the main UKSPF envelope so as to better respond to needs and opportunities in rural West Lindsey.

Consideration is being given to how to maximise the benefit derived for the future of Caistor from the hugely positive visit of the High Streets Task Force in October, in particular by building on the proactive and collaborative work that is already underway here and by engaging additional specialist advice. Separately, at the Greater Lincolnshire Local Enterprise Partnership's Annual Conference in November a new Agricultural Growth Zone in Lincolnshire was announced. This has among its main aims to draw in additional funding for the agricultural and higher education sectors, to link the existing cluster of skills, innovation and support and to trial new technologies.

I'm very pleased indeed to have supported no fewer than five Caistor-based projects through the Councillor Local Initiative Fund. In addition the District Council has been pleased to help enable projects to be brought forward and delivered in the town through the Match Funding Grant scheme. We are now working towards the launch our new Flagship Community Grant scheme during next month (based on the UKSPF and REPF funding we have received for this purpose) whilst the CLIF will reopen, on exactly the same terms, in June. I'll keep you fully informed!

The Council is developing a new Cultural Strategy for West Lindsey and is working with partner organisations to bring forward an updated Lincolnshire Wolds Destination Management Plan, the document that covers the area we recognise as the Wolds, rather than only the part that is presently designated as an Area of Outstanding Natural Beauty, the area to the south of the A46. Nicola Marshall recently joined the team in the newly created role of Towns Officer and the highly valuable series of liaison meetings continues on an approximately six-weekly cycle.

**Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN**

**☎ 01469 560865    [owen@bierley.com](mailto:owen@bierley.com)**



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

Well over a hundred and fifty businesses have now joined West Lindsey's Think Local campaign, including twelve in Caistor. This opportunity is offered completely without charge. The full list of participants is here: <https://www.west-lindsey.gov.uk/my-services/my-community/think-local> Similarly everyone is welcome to submit details of their organisation's forthcoming events for listing on the District Council's website at: <https://www.west-lindsey.gov.uk/events> The link also includes an easy to complete Event Submission Form and again, this is a fully free to use service.

Good causes registered with the West Lindsey Lottery are on track to share in £21,122.40 of additional and much needed income this year. Caistor, with around 2.7% of the population of the District, currently has five participating Good Causes benefiting from a 6.65% share of the lottery income. Draws take place at 8.00 every Saturday evening with many prizes to be won, including a jackpot of £25,000.00. Regular 'add-on' prizes are offered to assist in promotional activity, currently the chance to win a whole year of HelloFresh in the draw on Saturday, 25<sup>th</sup> February!

Please be aware that the Elections Act 2022 introduced a requirement for all voters at a polling station to present photographic identification such as a UK passport, a photocard driving licence, or a bus pass. Anyone without an accepted form of photo ID can apply for a Voter Authority Certificate either on-line at <https://www.gov.uk> by post from the DLUHC, or in person at the Guildhall in Gainsborough, but applications will close at 5.00 pm on Tuesday, 25<sup>th</sup> April. Alternatively electors may wish to consider applying for a postal vote, for which the closing date is 5.00 pm on Tuesday, 18<sup>th</sup> April. Polling day is on Thursday, 4<sup>th</sup> May from 7.00 am - 10.00 pm.

Although Greater Lincolnshire's expression of interest in acquiring devolved powers has not yet been taken up please be assured that work continues to further develop our case, proposals and vision. We aim to present a compelling case to enable our county to enter into dialogue with the Department of Levelling Up, Housing and Communities at the earliest possible opportunity.

## Environment

Residents are invited to apply for, or renew, their subscriptions to the District Council's green bin service in preparation for the 2023 gardening season. There is a sign up link on the home page of our website. The cost remains £39.00 per bin per year, as before, with the first collection in our area being on Monday, 27<sup>th</sup> March. Separately, copies of this year's recycling and refuse guide (and the really useful calendar) were recently delivered to every household within West Lindsey.

## Planning

Hearing sessions in the Examination in Public of the new Central Lincolnshire Local Plan ended on Friday, 16<sup>th</sup> December and the two Inspectors, Mr Matthew Birkinshaw and Mr Clive Coyne, subsequently published their list of proposed modifications in January. These are now open for a six-week consultation period closing at 23.59 on Friday, 24<sup>th</sup> February. To participate on-line please visit: <https://central-lincs.inconsult.uk/CLLP.Main.Modifications/consultationHome> Comments can, of course, also be made in writing to the Central Lincolnshire Local Plan Team, North Kesteven District Council Offices, Kesteven Street, Sleaford, Lincolnshire. NG34 7EF. NB. No modifications have been proposed in relation to the submitted site allocations in Caistor.

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN

☎ 01469 560865 [owen@bierley.com](mailto:owen@bierley.com)



Caistor Town Council

I have arranged for Neil to come and do a quick presentation about 2-4 Market place but I also thought I should share for the new councillors what a Public Works Board Loan is.

Basically these are loans from the government through the UK Debt Management Office, facilitated by the town or parish council to carry out public works. The council can make this loan themselves or facilitate it for other groups, in our case the Caistor and District Community Land trust. The interest is set on the day of drawdown so may vary but is at a preferential low rate slightly above base rate.

In some cases if the council have a project that needs large funding and need a loan they can do this and to pay it back they add it to the future budget and the public pay for this through their council tax. This type of arrangement requires extensive public consultation as it affects our precept.

In the case of 2-4 Market place we have prepared a very robust business plan showing that the CLT can pay the repayments back from profits from the income. Obviously as in all financial situations there is a risk, to mitigate this risk the council will have a charge over the building alongside the funders. Because the CLT are making the repayments it will not affect the precept so after consultation with the government official dealing with it they agreed that public consultation was not needed.

The Funders and the UK Debt Management Office have scrutinised the business plan and would not be funding the project if it did not meet their very stringent criteria.

Here is a link to the government paper on it if you need more information <https://www.dmo.gov.uk/responsibilities/local-authority-lending/about-pwlb-lending/> and Neil will explain what the CLT is doing at the council meeting.

Steve Critten



## SPORTS GROUP LICENCES

---

The following sports groups have licences which were granted for a year in March 2023:-

Tennis Club	£52 pa
Bowling Club	£52 pa
Caistor Tennyson Football	£52 pa
Walking Football	£52 paid last year
Running Club	£52 paid last year

All the original licences, except the cricket club, were granted on a 5 year term but reissued for 1 year last March (2022)

The cricket clubs licence is also for £52pa and expires on 31/03/23. Discussions are underway on a new long term lease for them.

Discussions to negotiate long term leases with the other clubs have not started and there is insufficient time to re-negotiate before the current licences expire.

The following decisions now need to be made:-

1. Whether to extend the licences to the clubs
2. How long to extend the for
3. What amount to charge for the licences

Michelle Moss

17.01.23

Engineer/  
Manage/  
Deliver/

**13TH DECEMBER 2022**

**STRUCTURAL REPORT ON  
CAISTOR TOWN COUNCIL,  
14 HIGH STREET, CAISTOR,  
LN7 6TX**

**PROJECT NO.  
MGC/EH/HW/48366-RP001**



**Alan Wood & Partners**

**Issuing Office**

341 Beverley Road  
Hull  
HU5 1LD

Telephone: 01482 442138

Email: eng@alanwood.co.uk

Website: www.alanwood.co.uk

**STRUCTURAL REPORT ON CAISTOR TOWN COUNCIL, 14 HIGH STREET,  
CAISTOR, LN7 6TX**

Prepared by: Ed Houlton MSc, MRICS

Signed:



Date: 13th December 2022

Approved by: Mark Coates BSc, MRICS, C.Build E, MCABE  
Director

Signed:



Date: 13th December 2022

Issue	Revision	Revised by	Approved by	Revised Date

For the avoidance of doubt, the parties confirm that these conditions of engagement shall not and the parties do not intend that these conditions of engagement shall confer on any party any rights to enforce any term of this Agreement pursuant of the Contracts (Rights of third Parties) Act 1999.

The Appointment of Alan Wood & Partners shall be governed by and construed in all respects in accordance with the laws of England & Wales and each party submits to the exclusive jurisdiction of the Courts of England & Wales.

## CONTENTS

1.0	Introduction .....	4
2.0	Background .....	5
3.0	Inspection .....	6
4.0	Conclusions .....	34
5.0	Recommendations .....	35
6.0	Limitations .....	37
Appendix A	Photographs .....	38
Appendix B	Floor Plans .....	87
Appendix C	BRE Digest No. 251 Assessment Chart .....	88

## **1.0 INTRODUCTION**

### **1.1 Client**

Caistor Town Council

### **1.2 Property**

Caistor Town Council  
14 High Street  
Caistor  
LN7 6TX



### **1.3 Weather**

The weather was dry, overcast, and foggy. The temperature at the time of inspection was 0°C.

### **1.4 Reason for Report**

This report has been prepared at the request of Carl Thomas, acting on behalf of Caistor Town Council, in consequence of the need to check the structural adequacy of the building.

This report is intended to comment upon the cause of any damage and to recommend any 'remedial action' which is considered necessary.

## 2.0 BACKGROUND

### 2.1 Location Plan



### 2.2 Details

This end of terraced property is situated on the north side of High Street, Caistor on the corner with the entrance to the adjacent Co-op car park. The original part of the building was erected in 1887, designed by John Johnson and constructed by Jolland Chapman. The building was later extended to the rear in 1989/90.

The original part of the building is of conventional construction with a slate roof covering supported on a timber rafter and purlin roof structure. The main load-bearing walls are of solid masonry and the floors are generally suspended timber. There is a basement level below the stage area to the west side of the Main Hall. This provides changing room space and stair access to the stage above and has a solid floor construction.

The extension is of conventional construction with a slate roof covering supported on a timber trussed roof structure. The main load-bearing walls are of cavity construction and the floors are generally solid concrete.

No detailed information is available for the foundations, but it is anticipated they comprise stepped brick footings laid directly on the natural sub-soils at a fairly shallow depth below ground level to the original part of the property and concrete 'strip' footings laid on the natural sub-soils.

The sub-soils beneath the property are not known precisely but we anticipate that they consist of a surface layer of silty/sandy clay, underlain with white and red chalks beneath.



## 3.0 INSPECTION

### 3.1 General

An inspection of the building was made on Tuesday 13th December 2022 covering both external and internal aspects and a detailed record was made of the state of the building. This, together with photographs, is being retained on the file for the property.

### 3.2 External

#### 3.2.1 Front Elevation - Original

The mortar jointing media is generally in a reasonable condition.



*Photo - 1*



*Photo - 2*

There is some efflorescence from the right hand side, extending from the parapet level down to the brick archway to the front entrance.



*Photo - 3*

To the same section, there is some deterioration of the brick faces at low level and to the right hand pier to the brick archway.



*Photo - 4*



*Photo - 5*

There is a fine crack below the windows to the Clerk's Office adjacent to the vent.



*Photo - 6*

There is efflorescent salts at high level behind the arched opening to the front doorway.



*Photo - 7*



*Photo - 8*

There is some weathering of the mortar joints and evidence of repointing, some of which we suspect has been completed using a high cement content mortar. There is also localised spalling to the brickwork.



*Photo - 9*



*Photo - 10*



*Photo - 11*

There is some deterioration/cracking to the mortar joints above the shallow arch to the left hand door opening.



*Photo - 12*

### 3.2.2 Side Elevation (Left) - Original



Photo - 13

There appears to have been some rebuilding of the brickwork and some repointing of the mortar joints along the elevation. There is some spalling to the faces of a number of bricks across the elevation.



Photo - 14



Photo - 15

The downpipe has not been installed vertically plumb.



*Photo - 16*

### 3.2.3 Rear Elevation - Original

The rear elevation appears to have been repointed in full, presumably at the same time as the extension was constructed.



*Photo - 17*

There is a fine crack below the sill of the far right window. There is a gap between the left hand window frame and window head brickwork, cracking to the mortar to the central window in the same place and there is a vertical crack through the soldier course brickwork to the right hand window.



*Photo - 18*



*Photo - 19*

### 3.2.4 Side Elevation (Left) - Extension

There is some moss accumulation along the junction between the main extension wall and the side wall of the access ramp.



*Photo - 20*



*Photo - 21*

### 3.2.5 Rear Elevation - Extension

No visible defects.



*Photo - 22*

### 3.2.6 Side Elevation (Right) - Extension

There is cracking above and weathered mortar joints to the brickwork around the two extraction vents.

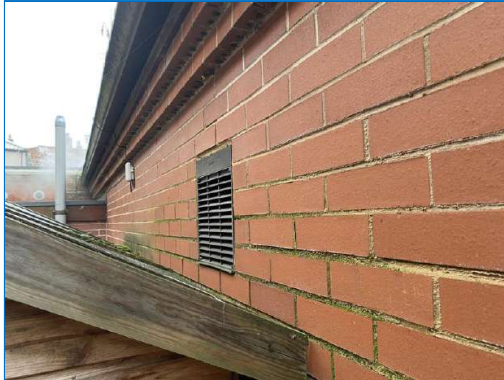


*Photo - 23*



*Photo - 24*

There is also some moss/lichen growth and staining to the brickwork where we suspect the wall has become wet from rainwater that has rebounded and/or flowed off the shed roof.



*Photo - 25*

### 3.2.7 Roof (Front Pitch - Original)

Externally the ridge and roof lines appear to be relatively straight and level. As viewed from a distance no cracked, broken, loose or missing slates could be detected.



*Photo - 26*



*Photo - 27*



*Photo - 28*



### 3.2.8 Roof (Side Gables - Original)

The mortar seal to the verges were in good condition.



*Photo - 29*

### 3.2.9 Roofs (Rear Pitch - Original)

Externally the ridge and roof lines appear to be reasonably straight and level. As viewed from a distance no cracked, broken, loose or missing slates could be detected. The mortar seal to the verges were in good condition.



*Photo - 30*

### 3.2.10 Roofs (Extension)

Externally the ridge, hip and roof lines appear to be straight and level. As viewed from a distance a small number of cracked, broken, loose or missing slates could be seen.



*Photo - 31*



*Photo - 32*



*Photo - 33*

Externally the ridge, hip and roof lines appear to be straight and level. As viewed from a distance a small number of cracked, broken, loose or missing slates could be seen. There is also some minor moss growth.



*Photo - 34*



*Photo - 35*

### 3.2.11 Roofs (Valley Gutter)

It has been reported that the building has suffered from some water ingress as a result of deficiencies in the valley gutter between the new and original roof sections, however, recent repairs are thought to have resolved this issue.



Photo - 36

### 3.2.12 Roofs (Flat Roofs)

A close up inspection of the flat roof to the east side of the building could not be undertaken due to icy and slippery conditions. From some of the high level dampness observed to the walls internally, we suspect that there may be some deficiencies in the roof covering. The dampness largely appears to be present below junction details of the roof, including around the roof light and to the parapet gutter to the front elevation and along the party wall with the adjoining property. There does not appear to be any kind of drip detail or coping to the rear of the front parapet wall.

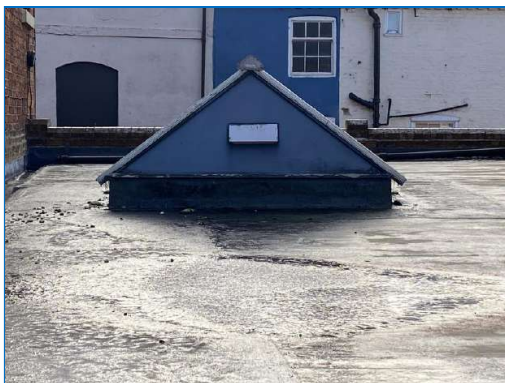
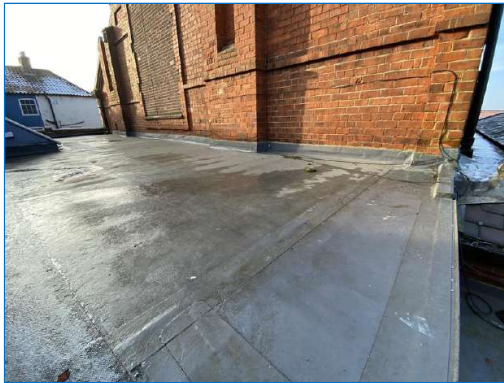


Photo - 37



Photo - 38



*Photo - 39*



*Photo - 40*

The WC flat roof appears to be in reasonable condition with minor debris/silt to the roof covering surface.



*Photo - 41*

### 3.2.13 Rainwater Goods

There is moss, vegetation and silt within the gutters generally around the property.



*Photo - 42*



*Photo - 43*



Photo - 44

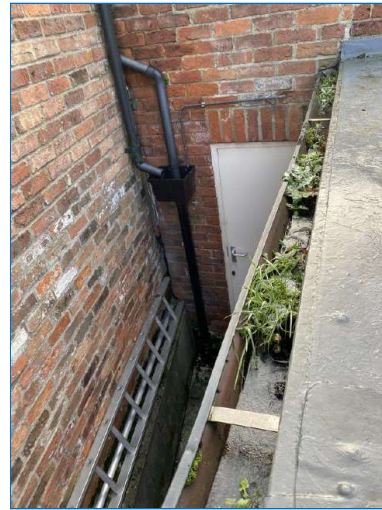


Photo - 45

The gully serving the downpipe to the WC flat roof gutter is blocked and there is staining to the brickwork around the downpipe shoe.



Photo - 46

### 3.3 Internal

#### 3.3.1 Rear Lobby

No visible defects.

### 3.3.2 WC Lobby

There is some 'slight' cracking in the walls of the property, none of which appears to be of recent origin.



*Photo - 47*



*Photo - 48*

### 3.3.3 Ladies WC

There is some fine cracking to the corner of the ceiling.



*Photo - 49*

There is some vertical cracking to the south wall and adjacent to the south-west internal corner of the room, both extending generally in a vertical direction.



*Photo - 50*

Within the central WC cubicle, there is some fine cracking which extends vertically from the floor up to the ceiling and also extends in a horizontal direction at two different heights and into the adjacent WC cubicle.



*Photo - 51*

There is some staining to the ceiling to the south-west corner of the Lobby area in front of the cleaning cupboard.



*Photo - 52*

### 3.3.4 Gents WC

There is some fine cracking, generally in a vertical direction, to the east side of the north wall and to the west wall above the urinals.



*Photo - 53*



*Photo - 54*



There is a corresponding vertical crack that mirrors that seen in the Ladies WC that spans vertically behind the cistern to the right hand WC cubicle and also extends in a horizontal direction.



*Photo - 55*



*Photo - 56*

### 3.3.5 Accessible WC

There is further minor fine cracking to the walls of the room.



*Photo - 57*



*Photo - 58*

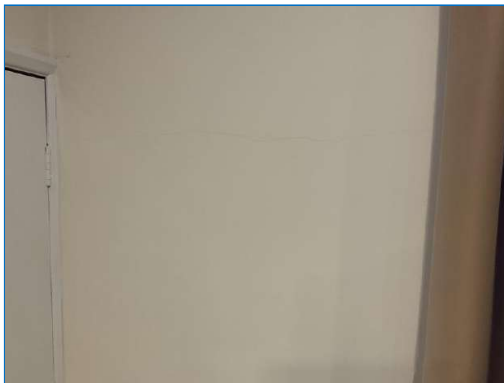
### 3.3.6 Bar

There is some high level staining to the south-west corner of the room to the ceiling and wall.



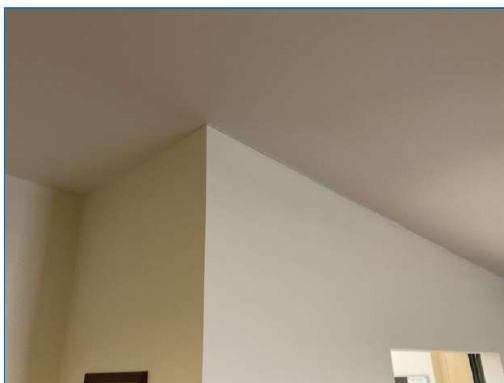
*Photo - 59*

There is also a fine, horizontal crack extending from the window opening to the south-west corner of the room.



*Photo - 60*

There is some intermittent fine cracking along the wall to ceiling junction around the room. This is typical around the property, in particularly to the newer extension.



*Photo - 61*

### 3.3.7 Main Hall

There is some horizontal cracking to the north wall of the main hall where old window openings have been bricked up.



*Photo - 62*



*Photo - 63*

There is some staining and mould to the south-east corner of the room.



*Photo - 64*

### 3.3.8 Stage

No visible defects.

### 3.3.9 Kitchen

There is a fine crack running from the top right hand corner east door opening.



Photo - 65

### 3.3.10 Cloakroom

No visible defects.

### 3.3.11 The Arts Centre

There is fine, vertical cracking around the right hand fan to the east wall of the room extending from the floor level up to the ceiling. There is also some damp staining around the extractor fan. There is also a further fine crack running from skirting to ceiling level approximately halfway between the left hand extractor fan and mayor's board to the east wall. There is also a hairline to fine crack, generally running in a vertical direction before extending north-westerly behind the radiator to the left hand side of the chair store cupboard to the west wall.



Photo - 66



Photo - 67



Photo - 68



Photo - 69

### 3.3.12 Chair Store

There is a fine vertical crack running along the west wall, approximately half way along the length of the wall. There was also cracking to the north-east internal corner and to the top left hand corner of the door opening.



Photo - 70



Photo - 71

### 3.3.13 Side Hall

There appears to be some dampness and salts to the boxing and ceiling to the south-east corner of the room.



*Photo - 72*

There is a fine crack above the top right hand corner of the WC door opening.



*Photo - 73*

### 3.3.14 WC

There is a corresponding crack to the top left hand corner of the door opening within the WC as well as fine cracking around the door frame and along the wall to ceiling junction as seen elsewhere around the property.



*Photo - 74*

### 3.3.15 Boiler Room

The floor to the north-east corner of the room appears to be badly deteriorated and the floorboards bounce significantly when trafficked upon.



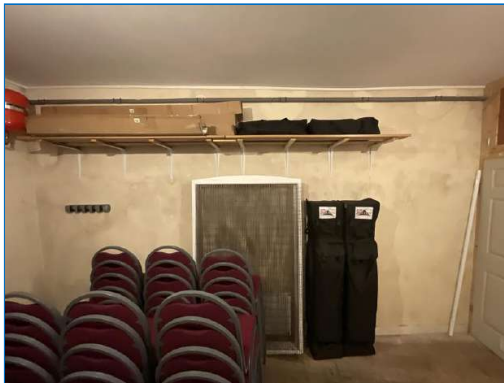
*Photo - 75*

There appears to be some low level dampness around the door to the rear courtyard and to the north-east corner of the room.



*Photo - 76*

Elsewhere along the east wall, there is extensive mould growth to the surface of the plaster.



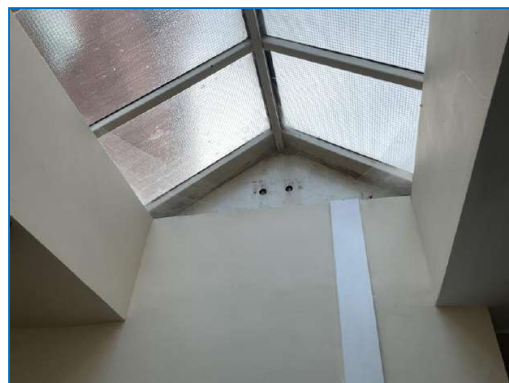
*Photo - 77*

### 3.3.16 Side Entrance & Store

There is some dampness to the east wall and cracking to the soffit of the flat roof section, as well as apparent higher level dampness to the wall to the north-east corner of the room.



*Photo - 78*



*Photo - 79*



There is some further damp staining to the plaster above the arched opening in front of the front double doors and above the double doors to the Main Hall.



*Photo - 80*



*Photo - 81*



*Photo - 82*

### 3.3.17 Clerk's Office

There are damp patches and salts to the surface of the plaster around the south-east corner of the room.



*Photo - 83*

There is some low level flaking of the paintwork and also a vertical fine crack to the south wall at low level below the windows. There is also a fine crack to the bottom left hand corner of the window opening.



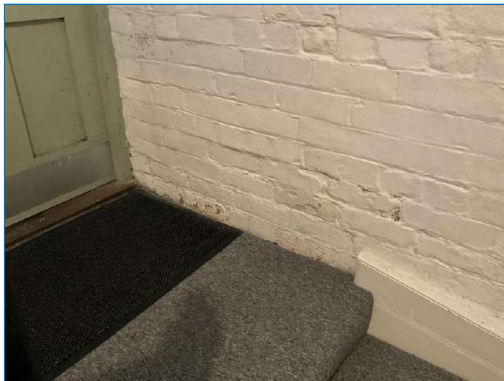
*Photo - 84*



*Photo - 85*

### 3.3.18 Basement - South Stairs

There is some low level flaking of paintwork to the walls of the south stairs area, which is typical of the basement area in general.



*Photo - 86*

### 3.3.19 Basement - Corridor

There is extensive peeling of paintwork to the painted brickwork walls to the corridor and throughout the basement level.



Photo - 87



Photo - 88

### 3.3.20 Basement - Room 1

The peeling of paintwork continues around the room.

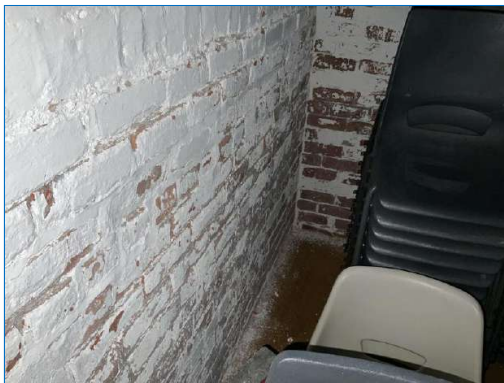


Photo - 89

### 3.3.21 Basement - Room 5

No visible defects.

### 3.3.22 Basement - North Stairs

There is some low level flaking of paintwork to the walls around the stairs stringer.



*Photo - 90*

### 3.3.23 Main Hall - Sub-floor

A restricted view of the suspended timber sub-floor found the timber members to be in reasonable condition. There appear to have been some side-by-side timber repairs carried out at some point in time and the timber wallplate also appears to have been replaced.



*Photo - 91*



*Photo - 92*



*Photo - 93*



*Photo - 94*

## 4.0 CONCLUSIONS

We did not see any sign of recent serious structural movements in the walls etc. and we do not believe that the building is structurally unstable due to the movement which has taken place.

We believe that the spalling and deterioration of the brickwork to the front elevation is primarily down to the application of the wrong specification of mortar during previous repointing works. It appears that a mortar with a high cement content has been applied directly over the previous jointing material, rather than the joints being raked out and repointed with a mortar which will give some degree of flexibility such as a 1:1:6 (lime) or plasticised mortar. This has prevented the brickwork from 'breathing' and the faces of the bricks have blown as a result of freeze thaw action of the moisture held within the masonry.

We believe that the vertical cracks to the newer extension are caused by thermal and moisture expansion and contraction and as a result of a lack of movement joints to the blockwork. Current NHBC Standards require movement joints every 10-12 metres in clay brickwork (7-9 metres in calcium silicate brickwork) and 6 metres in concrete blockwork (reducing to 3 metres from a restrained end i.e. a corner). In situations where these are not installed, cracks are likely to form along a weak point in the wall as a result of continuous thermal expansion and contraction. To the Arts Centre room, the cracking has occurred at the positions of the extraction vents, whose penetration through the wall creates a slight weakness and their approximate positions coincide with the NHBC spacings stipulated above.

The rest of the minor cracks in the plasterwork of the building are generally thought to be confined solely to finishes and is not considered a major structural defect.

Externally, the property could benefit from some additional maintenance measures, however, the current situation does not generally appear to be undermining the structural integrity of the property.

We believe that the floorboards to the boiler room have become rotten as a result of rainwater discharging from the external downpipe and saturating the brickwork and joist ends.

The low level dampness of the walls to the Clerk's office is associated with ineffective damp proof courses and the passage of water through the solid wall construction.

## 5.0 RECOMMENDATIONS

In considering the extent of the damage to the property and the recommendations for remedial measures, reference should be made to the Building Research Establishment Digest No. 251 "Assessment of Damage in low rise buildings with particular reference to progressive foundation movement". A copy of the Decision Chart showing categories is appended to the Report. The damage has been classified in accordance with the categories suggested in this Digest and we consider that the extent of damage comes within the range of Category 1 - 'Very Slight Damage'. It will be seen that the general recommendations for remedial action in such a case are of a minor nature.

We consider that the building is structurally stable at present and only remedial work of a 'cosmetic' nature needs to be carried out at this stage and added to the general maintenance programme/regime for the building.

Externally, all cracked and severely weathered mortar joints should be raked out to a minimum depth of 30mm and be repointed with a mortar which will give some degree of flexibility such as a 1:1:6 (lime) or plasticised mortar. This includes the removal of and repointing of the strong mortar mix to brickwork around the front elevation. Any cracked, broken or severely weathered bricks should be cut out and new units, of a similar pattern and material, be built in using a mortar similar to that as used in the repointing. When work is carried out adjacent to the damp proof course, great care should be taken to ensure that no damage is done to the damp proof course and also ensure that no mortar bridges across the damp proof course. This is not a vital requirement in the short term but should be carried out as part of a longer term maintenance programme.

It is important in order to maintain structural stability that items of general maintenance such as attention to missing or broken slates, flashings, gutters etc., are attended to and so avoid water penetration onto the major structural elements. All gutters, hoppers, fallpipes and drains should be examined, and where defective, the repairs should be carried out using new materials. All gutters, hoppers and drain gratings should be kept free from all debris at all times.

All roof pitches of the roof should be examined for any cracked, broken, loose or missing slates, and where found defective, the repairs should be carried out using new slates. We would also recommend a close up inspection of the flat roof coverings, in particular to the east side of the building. Repairs should be made if necessary and regular maintenance and cleaning should be completed in accordance with the guidelines of the roof covering to prolong its useful life. If it is found that extensive repairs are required, the owner should consider whether it would be most economical to strip the roof in full and recover. The roof timbers should be fully inspected and any repairs made on a like-for-like basis as and when this is completed. We would also recommend the introduction of a new drip detail to the front parapet brickwork to prevent water from running down the masonry.

All internal cracks should be made good but if any loose or defective plaster is found it should be replaced. This operation can be carried out as and when redecoration takes place. Given the suspected lack of movement joints it is possible that the cracking may reappear but that they will be restricted to a tolerable level.

Depending on the aspirations of the owner, a more indepth repair could be carried out to some of the vertical cracking around the property by introducing some movement joints. The joints should be in as close proximity to the cracks as possible and be cut out vertically from floor to ceiling. The joints are formed by cutting a groove 10mm wide and 30mm deep in the blockwork and filled with an approved mastic. The joints can then be masked with a cover strip of polished hardwood or plastic and fixed to one side of the joint only. Alternatively, a proprietary joint available from builders merchants can be used. It should be noted that the plasterwork must not 'bridge' the movement joints.

The defective floorboards in the boiler room should be removed to expose the joists below. All rotten joists should be addressed by either removing and replacing in full, or cutting out the defective parts of the timber and carrying out a 'side-by-side' repair, similar to that carried out the main hall floor. The wallplate should also be inspected and replaced where defective. Future regular maintenance of the gulley externally should ensure that that the wall does not become saturated again and the new joists do not suffer the same fate.

From the observed signs of dampness we strongly advise that a specialist dealing with damp, within properties, should be consulted and his advice obtained on the general dampness within the property. It should be noted that there is no simple remedy for the flaking paintwork and dampness to the basement level and this will likely have to be tolerated.

It should be noted that as the property is in a conservation area, an Article 4 direction applies meaning permitted development rights have been withdrawn and so planning permission may need to be sought before any external works are carried out to the property.

The remedial work mentioned above should be carried out by a person suitably qualified and experienced in this type of work.

Where remedial work or works are being carried out and any asbestos or asbestos products are found, they shall be dealt with in accordance with the relevant acts, regulations and recommendations.

We trust that the information contained in this report is sufficient for your requirements, but if you have any queries, please do not hesitate to contact us.

## 6.0 LIMITATIONS

Our inspection and report are concerned with the structural aspects of the building, such as foundations, walls, floors and roof but we have not concerned ourselves with details of other elements such as doors, windows and other fittings.

Similarly we have not commented on dampness or timber infestation or services such as electricity, plumbing, heating or drainage.

We have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and we are therefore unable to report that any such part of the property is free from defect.

No comment is made in the report as to the presence of new or old mine workings or tunnelling, heavy metals, chemical, biological, electromagnetic or radioactive contamination or pollution, or radon, methane or other gases, underground services or structures, springs and water courses, sink holes or the like, noise or vibratory pollution, mould, asbestos and asbestos products.

Similarly, we make no comment on flood risk or previous flood events, invasive species of vegetation such as Japanese Knotweed, vermin or protected species, boundary conditions or materials, landscaping or any non-permanent structure.

The space under the ground floor has not been examined and therefore we cannot give any opinion on the condition of materials under the floor.

For the avoidance of doubt, the Contracts (Rights of Third Parties) Act 1999 shall not apply to this contract.



## APPENDIX A

### Photographs



Photograph No. 1



Photograph No. 2



Photograph No. 1



Photograph No. 2



**Photograph No. 3**



**Photograph No. 4**



**Photograph No. 5**



**Photograph No. 6**



**Photograph No. 7**



**Photograph No. 8**



**Photograph No. 9**



**Photograph No. 10**



Photograph No. 11



Photograph No. 12





Photograph No. 13



Photograph No. 14



Photograph No. 15



Photograph No. 16



**Photograph No. 17**



**Photograph No. 18**



**Photograph No. 19**



**Photograph No. 20**



**Photograph No. 21**



**Photograph No. 22**



**Photograph No. 23**



**Photograph No. 24**



**Photograph No. 25**



**Photograph No. 26**



**Photograph No. 27**



**Photograph No. 28**





**Photograph No. 29**



**Photograph No. 30**



**Photograph No. 31**



**Photograph No. 32**



**Photograph No. 33**



**Photograph No. 34**



**Photograph No. 35**



**Photograph No. 36**



Photograph No. 37



Photograph No. 38



**Photograph No. 39**



**Photograph No. 40**



**Photograph No. 41**



**Photograph No. 42**



**Photograph No. 43**



**Photograph No. 44**





Photograph No. 45



Photograph No. 46



**Photograph No. 47**



**Photograph No. 48**



**Photograph No. 49**



**Photograph No. 50**



**Photograph No. 51**



**Photograph No. 52**



**Photograph No. 53**



**Photograph No. 54**



**Photograph No. 55**



**Photograph No. 56**



**Photograph No. 57**



**Photograph No. 58**



**Photograph No. 59**



**Photograph No. 60**





**Photograph No. 61**



**Photograph No. 62**



**Photograph No. 63**



**Photograph No. 64**



**Photograph No. 65**



**Photograph No. 66**



**Photograph No. 67**



**Photograph No. 68**



**Photograph No. 69**



**Photograph No. 70**



**Photograph No. 71**



**Photograph No. 72**



**Photograph No. 73**



**Photograph No. 74**



**Photograph No. 75**



**Photograph No. 76**





**Photograph No. 77**



**Photograph No. 78**



**Photograph No. 79**



**Photograph No. 80**



**Photograph No. 81**



**Photograph No. 82**



**Photograph No. 83**



**Photograph No. 84**



**Photograph No. 85**



**Photograph No. 86**



**Photograph No. 87**



**Photograph No. 88**



**Photograph No. 89**



**Photograph No. 90**



**Photograph No. 91**



**Photograph No. 92**





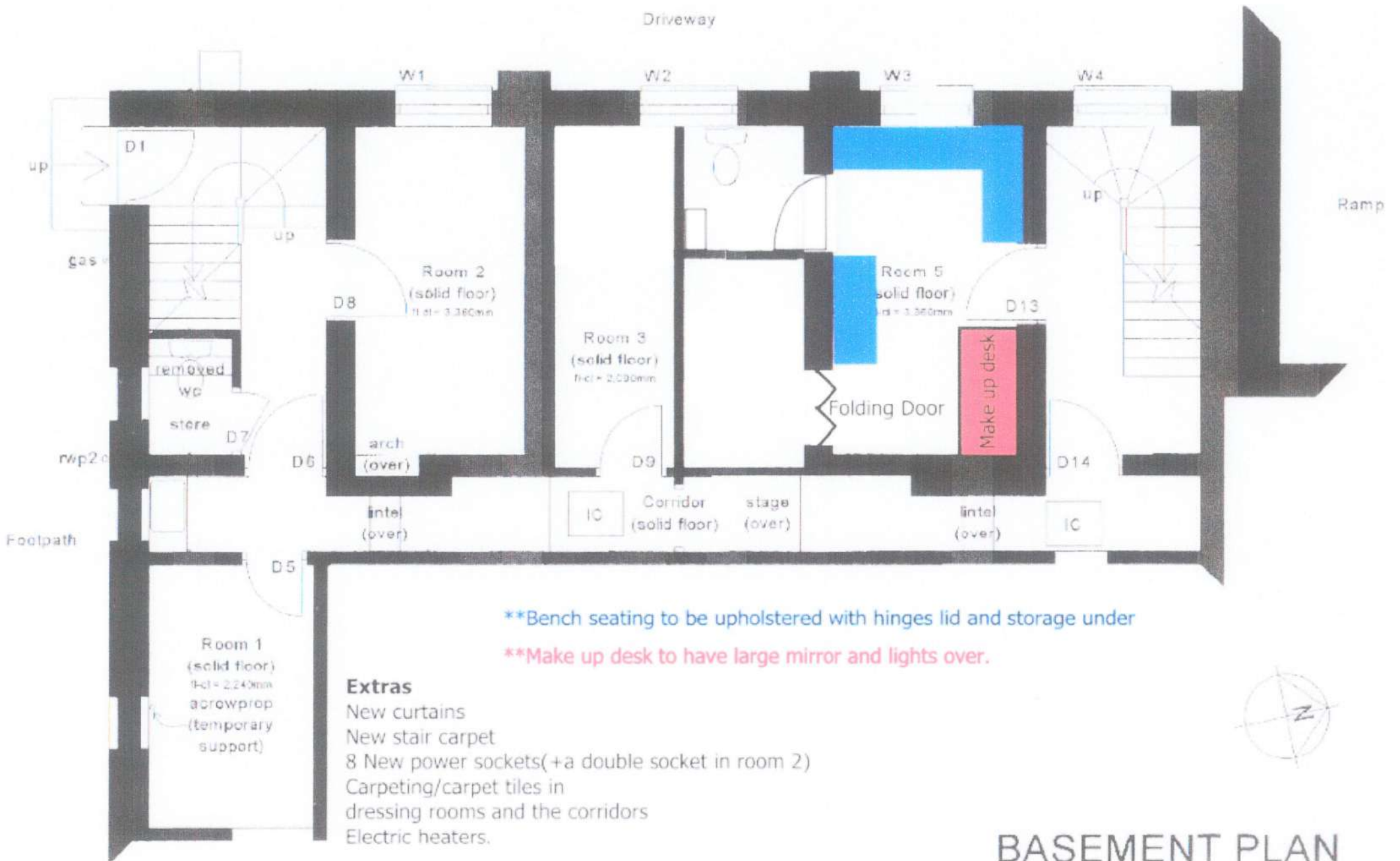
**Photograph No. 93**



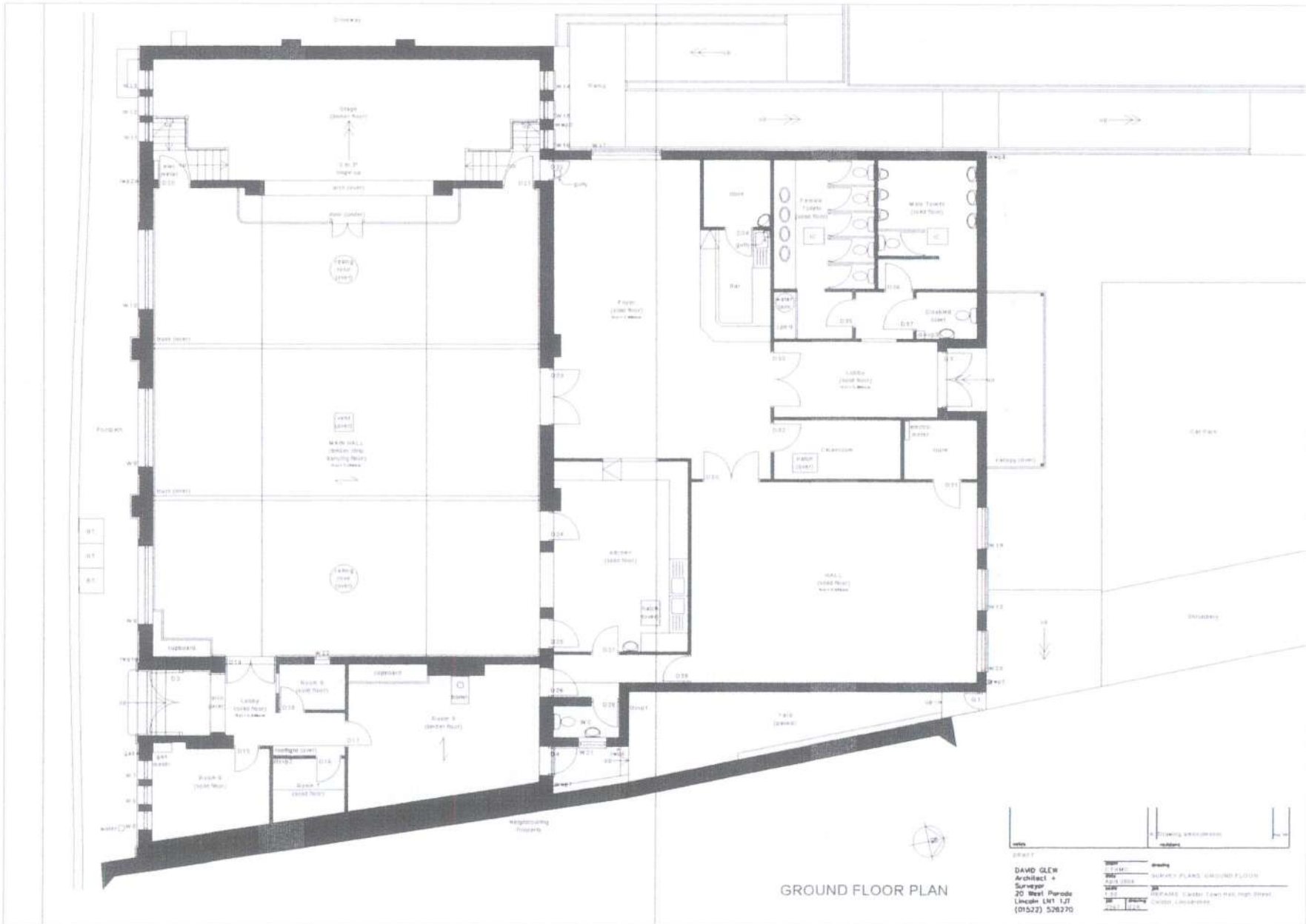
**Photograph No. 94**

## APPENDIX B

### Floor Plans



**BASEMENT PLAN**



GROUND FLOOR PLAN

DAVID GLEW  
 Architect +  
 Surveyor  
 20 West Parade  
 Singapore 061127  
 (01522) 526270

DATE	01/01/2008	BY	DAVID GLEW
SCALE	AS SHOWN	PROJECT	REPAIRS TO WEST PARADE HIGH STREET
PROJECT	REPAIRS TO WEST PARADE HIGH STREET	CLIENT	THE STRAITS TRADING COMPANY

## APPENDIX C

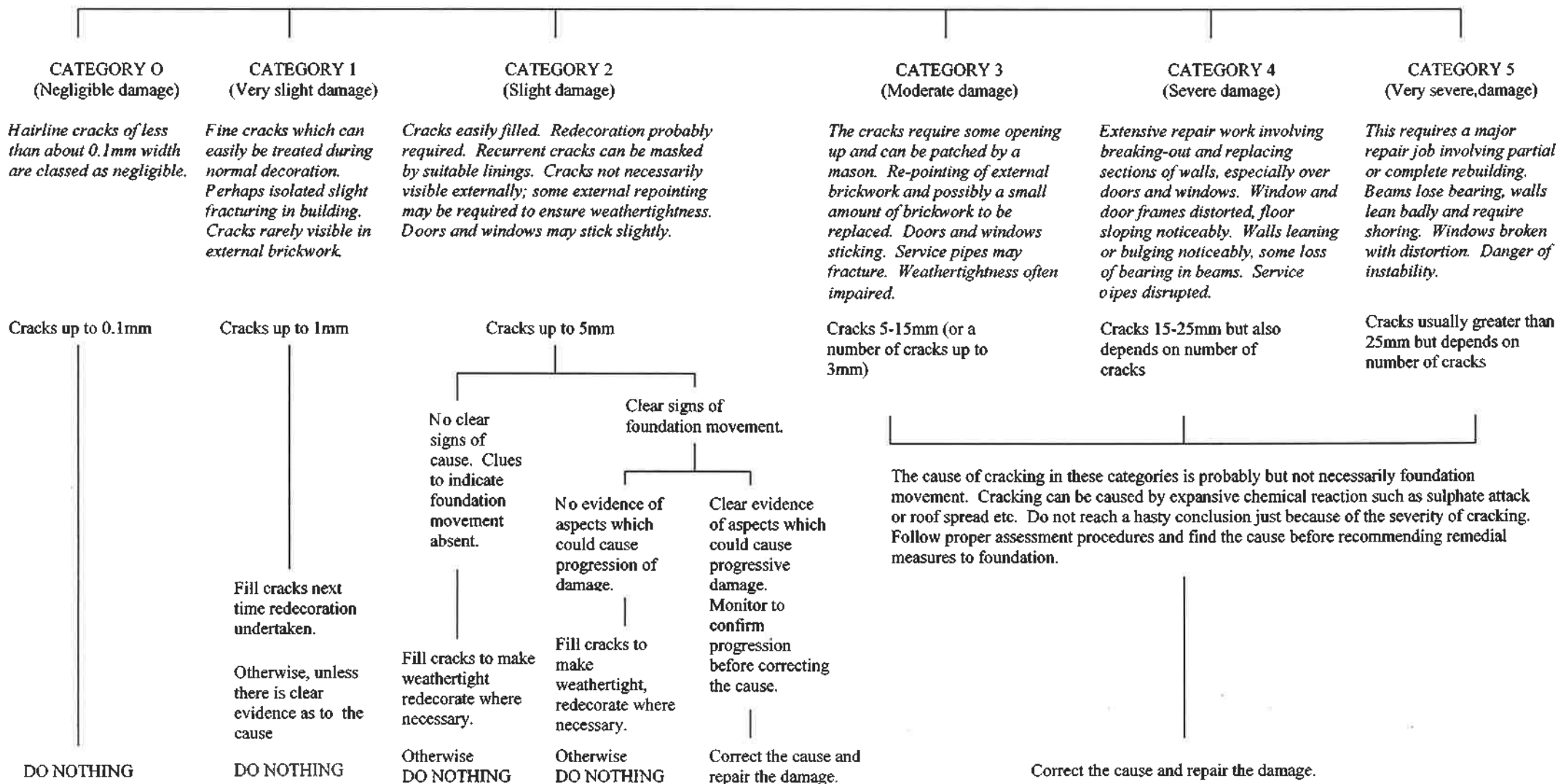
### **BRE Digest No. 251 Assessment Chart**

**ASSESSMENT OF DAMAGE  
DECISION CHART**

**READ AND UNDERSTAND BRE DIGEST 251  
EXAMINE BUILDING AS RECOMMENDED IN  
BRE DIGEST 251 CHART THE DAMAGE**

**CLASSIFY VISIBLE DAMAGE TO WALLS IN ACCORDANCE WITH  
TABLE 1 BRE DIGEST 251**

**MAKE RECOMMENDATIONS AS FOLLOWS**



## **Alan Wood & Partners**

### **Hull Office (Registered Office)**

341 Beverley Road  
Hull  
HU5 1LD  
**Telephone**  
01482.442138

### **Leeds Office**

Suite 26  
Brabazon House  
Turnberry Park  
Leeds, LS27 7LE  
**Telephone**  
0113.5311098

### **Lincoln Office**

Unit H  
The Quays  
Burton Waters  
Lincoln, LN1 2XG  
**Telephone**  
01522.300210

### **Scarborough Office**

Kingsley House  
7 Pickering Road  
West Ayton  
Scarborough, YO13 9JE  
**Telephone**  
01723.865484

### **Sheffield Office**

Hallamshire House  
Meadow Court  
Hayland Street  
Sheffield, S9 1BY  
**Telephone**  
01142.440077

### **York Office**

Omega 2  
Monks Cross Drive  
York  
YO32 9GZ  
**Telephone**  
01904 611594

### **Email**

eng@alanwood.co.uk

### **Website**

www.alanwood.co.uk

## **Our Services**

BIM Processes  
Blast Design  
BREEAM  
Building Regulations Applications  
Building & Structural Surveyors  
CDM – Principal Designer  
Civil Engineering  
Contaminated Land/Remediation  
Contract Administration  
Demolition  
Disabled Access Consultants  
Energy from Waste  
Expert Witness Services  
Form Finding  
Flood Risk Assessments  
Foundation Design  
Geo-technical Investigations & Design  
Geo-environmental Investigations  
Historic Building Services  
Highway Design

Land Remediation Advice  
Land Surveying  
Marine Works  
Mining Investigations  
Modular Design  
Parametric Modelling  
Party Wall Surveyors  
Planning Applications  
Project Managers  
Renewable Energy  
Risk Assessments & Remediation  
Road & Drainage Design  
Site Investigations  
Site Supervision  
Structural Engineering  
Sulphate Attack Specialists  
Temporary Works  
Topographic & Measured Surveys  
Traffic Assessments

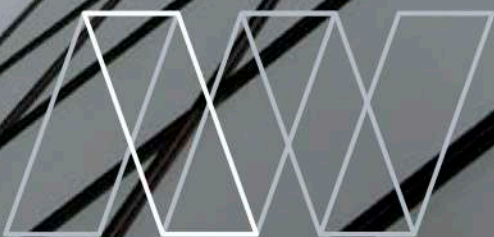
### **Quality Assurance Accreditation**

ISO 9001 Registered firm  
Certificate no. GB.02/07

### **Environmental Accreditation**

ISO 14001 Registered firm  
Certificate no. GB.09/277b

[www.alanwood.co.uk](http://www.alanwood.co.uk)



**Alan Wood & Partners**





# QUOTE

Caistor Town Council

**Date**  
26 Jan 2023**Expiry**  
25 Feb 2023**Quote Number**  
QU-1914**Reference**  
Caistor Town Hall, High  
Street, Caistor**VAT Number**  
186973446Unit 35-38  
Grimsby Business Centre  
King Edward Street  
Grimsby, Lincolnshire,  
DN31 3JH  
01472 453100  
info@jboyerandson.co.uk  
www.dryhouses.co.uk  
VAT REGISTRATION  
NUMBER: 186 9734 46

## Rising Damp Quotation

Following my visit to the above property please find below our report and quotation. Evidence of rising damp was found in all walls of the clerks office, these are also confirmed with visual symptoms consistent with a failed damp proof course.

We recommend that these walls are repaired using a plastic membrane, which will cure rising damp permanently. The method we use is the only one which is 100% effective against rising damp, a clearly stated in document DG245 "Rising Damp in Walls", which is compiled by the government sponsored "Building Research Establishment".

PLEASE NOTE. It is vital that the membrane goes right through all walls to be treated including the party walls. This is the only way to stop the damp completely.

No extras will be charged unless you request additional work and the price is agreed at the time.

Please note that we are not qualified to re-fit carpets so if carpets are removed to carry out our works you would need to arrange re-fitting.

We hope you are happy with our quotation and look forward to hearing from you.

Description	Quantity	Unit Price	VAT	Amount GBP
To remove skirting boards, cut out mortar joint, insert heavy-duty plastic membrane, replace all plaster contaminated by damp, re-fix skirting boards and issue written lifetime guarantee.	1.00	2,500.00	20%	2,500.00
			Subtotal	2,500.00
			TOTAL VAT 20%	500.00
			<b>TOTAL GBP</b>	<b>3,000.00</b>

## Terms

---

A deposit of 10% maybe required to confirm installation date.



(LINCS) LTD

Michelle Moss

Caistor town hall

24th January 2023

Following our visit to the above property, evidence of rising damp was found in all original walls of the office. **Our Quotation to do the work necessary is £3375.** This includes removal of the skirting board and replacing the lowest mortar course with a course of plastic membrane damp course supported with slate, this is the only way to ensure rising damp remains under the ground as noted in the "Building Research Establishment" (BRE) document DG245, Rising Damp in Walls, which states that:

"The only certain way in all circumstances of introducing an effective DPC into a wall is to insert a new physical membrane".

Then remove any contaminated plaster back to brick and apply new render with integral waterproofer and re plaster the areas we take off with a this te multi finish plaster, and to point up any external walls using a 4:1 Mix of sand and cement. Refit skirting boards. Once the work has been carried out you will be issued with a **written lifetime guarantee.** This quote is valid for 3 months.

Yours sincerely,

Matthew Jones

Director

Compass Damp Proofing UK LTD

Westbrook Farm

Station Road

North Thoresby

Lincs

# Immingham Town Council Quotation

Civic Centre  
Pelham Road  
Immingham  
DN40 1QF



**Immingham  
Town Council**

Date: 3/11/2022  
Valid Until NA

Customer:	Quote/Project Description
-----------	---------------------------

Caistor Town Council

Grass cutting of Verges and Parks  
Approx 16 cuts as detailed on schedule and plan  
supplied by the Clerk

14 High Street  
Caistor  
LN7 6TX

Price per cut

Description	Line Total
-------------	------------

A South Street Park	£90.00
---------------------	--------

B Millfield Park	£30.00
------------------	--------

C Sports Field – areas marked	£125.00
-------------------------------	---------

D Orchard or Bottom Field	£90.00
---------------------------	--------

E Verges Marked in Red	£355.00
------------------------	---------

<b>Total</b>	<b>£690.00</b>
--------------	----------------

**Inc Vat  
£828.00**



# Jake Garden Care

Jake Garden Care Ltd

Low Farm, Fornaby,  
Caistor, Lincs, LN7 6RU

Mobile: 07522 620329  
[queries@jakegardencare.co.uk](mailto:queries@jakegardencare.co.uk)

To Caistor Town Council,

Thank you for the opportunity to quote for the prospective tender.

As someone who lives in the locality I would be delighted to have the opportunity to work with the council to manage the green spaces. I believe our team who has extensive experience in projects of this calibre will be able to help maintain and uphold the image of our town.

For the 16 visits (March - October)

- South Street Park 12,000m<sup>2</sup>

£160+VAT

- Millfield Park 1,600m<sup>2</sup>

£40+VAT

- Sports Field 18,000m<sup>2</sup> (excluding outlined area)

£240+VAT

- Orchard / Bottom Field 16,000m<sup>2</sup>

£200-VAT

- All verges, paths, road edges etc highlighted in map

£260+VAT

£900+VAT per visit

16 visits £14,400+VAT

Public liability £5m

Kind regards,

**Jake Woodley Dyne**

Managing Director, Jake Garden Care Ltd



JB Rural Services Limited  
Brow well  
West Street  
North Kelsey  
LN7 6EL  
Tel: Jonny 07979358433  
Dan 07783005257

Caistor Town Council  
30/01/2023

Dear Clerk,

We would like to formally express our interest and inform you of our price for the cutting of grass verges and parks within the Caistor parish as specified.

Costs will include cutting the grass to specified level, strimming around the edges and any obstacles and clear all cuttings and waste from hard surfaces leaving the area clean.

Caistor Breakdown of cost

All prices are price per cut

- A – south street park - £125 Plus Vat
- B – Millfield Park - £75 Plus Vat
- C – Sports field - £125 Plus Vat
- D – Bottom field - £120 plus Vat
- E – Verges - £500 Plus Vat

Thankyou for considering us in the tendering Process, please do not hesitate to contact us with any questions.

Kind Regards  
Daniel Barnard  
Director  
JB Rural Services  
[Jbrurallincs@gmail.com](mailto:Jbrurallincs@gmail.com)  
Vat number: 339307102



Caistor Town Council

## Quote summary Repainting Cemetery Railings

CTC meeting - 9<sup>th</sup> Feb 2023

---

### **Quote 1**

Gates/railings at front of caistor cemetery entrance

Painting metal railings with sadilin super dec

Wash down railings removing any dirt and grime

Prepare railings by sanding to remove any flaking paint and defects to provide a good

Key

Apply metal primer to affected areas that are back to bare metal

Apply two coats of super dec in black with gold tops

Labour **£3800.00**

Materials **£210.00**

Total **£4010.00**

"Fully insured and aware of all of the relevant health and safety practices and building regulations. Before we finish up, we'll need to check off of our agreed 'to-do' list. We'll do this together, to make sure the job is completely finished to your satisfaction.

We are fully qualified with over 30 years of experience in commercial and domestic painting and decorating, and we pride ourselves on our timely and professional service"

5\* google reviews (46)

### **Quote 2 - Estimate**

For the re-painting of the cemetery metal railing to the front and three gates

Job specification

1 prepare railings and gates by removing all flaky paint by grinder

2 spot prime where necessary using micaceous iron oxide

3 apply two coats of smooth metal paint (black)

4 apply two coats of gold on all finials

Total estimate labour and materials £1,183.85

TOTAL **£1,183.85**

Local contractor, undertaken work for the town hall previously

2 x 100% reviews - 'Punctual, lovely company, excellent, careful work, and extremely clean. Highly, highly recommend'.



ML/TV/2954-1/22

9<sup>th</sup> December 2022

Caistor Town Council  
14 High Street  
Caistor  
Lincolnshire  
LN7 6TX

Dear Carl

**Re: Takeover of an existing CCTV System - playing fields, Brigg Road**

Thank you for your recent enquiry regarding the takeover of service & maintenance of your existing CCTV system installed on the playing fields, Brigg Road, with the installation of a replacement CCTV recorder within the Social Club. Please find enclosed our amended proposals with revised costs for your consideration.

Prior to any takeover we would require logon and password details associated with the cameras and wireless network devices. These devices can be defaulted but would incur additional time on site and subsequently additional costs. Upon the takeover should any existing device prove to be defective then this will be brought to your attention. Any device that requires replacement would also incur additional cost.

The proposed Network Video Recorder (NVR) would be a 4-Channel Unit fitted with 8TB Hard Drive storage.

With remote access in mind, with the advancement of camera resolution, data transmitted needs to be over a broadband connection that can accommodate this increased data and at a reasonable speed. We therefore recommend a broadband upload connection speed of no less than 1MB (8Mb/s). As the CCTV system would only upload images, high downloads speeds are not required. Please be aware, when away from the property; where remote access is gained, you would be reliant on the network capabilities you are connected to at the time.

We are approved by the Security Systems and Alarms Inspection Board (SSAIB) and all works will be carried out to a high standard and to EN50132 Part 7. Subject to a signed agreement our service department is based locally and any requests for assistance by you will be given priority attention. We provide a call out facility to ensure that problems are dealt with efficiently and effectively. All callouts would be chargeable except to equipment failure within its warranty period. Our annual service charge gives you the facility to call an engineer 365-days a year at reduced rates and includes 1 annual service






visits to clean all cameras and to ensure that the system is operating effectively and efficiently and undertake any software update offering betterment.

We have enclosed our standard form of acceptance for completion and should our proposals be acceptable, please sign where indicated and return the original to us for processing retaining a copy for your files.

In the meantime, I hope I have understood and interpreted your requirements correctly. Should you find any errors, omissions or require further clarification to any part of these proposals then please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Lloyd', written in a cursive style.

Mark Lloyd

**Managing Director**



ML/TV/2954-1/22

9<sup>th</sup> December 2022

Caistor Town Council  
14 High Street  
Caistor  
Lincolnshire  
LN7 6TX

Price of the proposed system as detailed on our attached specification

**Proposal – Installation of a Network Video Recorder to an existing CCTV System**

Installation

The supply and installation of a Network Video Recorder connected to an existing CCTV system and commissioning £633.55

Service and Maintenance

Service & Maintenance charge (per annum) £100.00

**All prices are subject to Value Added Tax at the standard rate.**

Service

Subject to a signed Agreement we provide full service and maintenance of your CCTV System. All call outs would be chargeable except to equipment that has failed within its warranty period (1-year).

**Quotation valid for 14-days from the date of our proposals**

**Our quotation is based on materials cost at the time of writing our proposals. Unfortunately, recent and current worldwide events have causing a state of flux in supply and manufacturing chains resulting in increases in material and distribution costs in some areas. Should you wish to accept our proposals after the 14-day valid quotation period then we may need to re-evaluate costs.**



**DATE:** 9th December 2022

This agreement is between - BeeSafe Fire & Security Holdings Ltd, Europarc Innovation Centre, Innovation Way, Grimsby, N E Lincolnshire . DN37 9TT      Company Reg' No. - 11184425 ('the Company')  
**and:**

**Caistor Town Council**

Registration Number: \_\_\_\_\_

Address: 14 High Street, Caistor  
Lincolnshire

Post Code: LN7 6TX

**IT IS AGREED AS FOLLOWS THAT:**

- A** The Company and the Customer agrees to be bound by this agreement which comprises of this page 1 of this document and page 2 the Terms and Conditions of this document 'the AGREEMENT'
- B** The company shall supply and install in accordance with this AGREEMENT, and the corresponding specification, at the Customer's address as specified in Part 1 of this AGREEMENT, the system(s) described in Part 2
- C** The customer shall pay the Installation Charge in Part 4 and any other charges made by the Company in accordance with this AGREEMENT
- D** If indicated in Part 5, the Company shall provide Service & Maintenance for the duration of the selected servicing period at the Customer's address as written in Part 1, and the Customer shall pay the Annual Service Charge indicated in Part 4 and any other charges made by the Company in accordance with this AGREEMENT
- E** *In signing this document the Customer confirms that they are authorised to do so and have read and understood the terms of this AGREEMENT (Pg1 & Pg2) and agrees and accepts that the liability of the Company under this AGREEMENT is limited in accordance with the terms and conditions of this AGREEMENT and accepts the early termination clause of this AGREEMENT*

**PART 1 - INSTALLATION ADDRESS**

Caistor Sports Field

Brigg Road

Caistor

Lincolnshire. LN7 6TX

**PART 2 - THE SYSTEM(S)**

Intruder Alarm       Fire Alarm       Access Control   
CCTV       Emergency Lighting

System Description: Installation of a CCTV Network Video Recorder connected to existing CCTV cameras as per our correspondence ML/IA/2954-1/22

**PART 3 - CONTROL & SIGNALLING**

Control / Panel Description: Dahua      Signalling Description: N/A

**PART 4 - INSTALLATION & SERVICE, MAINTENANCE & MONITORING CHARGES**

Supply, Installation and Commissioning:      £ 633.55 +VAT

Annual Service, Maintenance (& Monitoring if applicable):      £ 100.00 +VAT

Number of maintenance visits per annum:      1       2       4 (fire)

Annual maintenance to intruder alarm systems will be provided on a STANDARD SERVICE level only (COMPREHENSIVE on 3 & 5yr agreements). Maintenance to CCTV, Access Control, Fire Alarms & Emergency Lighting would be STANDARD SERVICE only

**PART 5 - SERVICING PERIOD**

The servicing period is for :      5 yrs.       3 yrs.

**ONLY SIGN IF AUTHORISED TO DO SO**

Purchase Order No. \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Accounts e-mail address: \_\_\_\_\_

**1- Definitions**

- 1.0** The term AGREEMENT means the Full Sale & Service Agreement on page 1 of the document along with the corresponding specification and quotation
- 1.1** The term CUSTOMER'S PREMISES means the premises specified in part 1 of the Full Sale & Service Agreement where the equipment / system is to be installed
- 1.2** The term EQUIPMENT and / or SYSTEM means the equipment or system(s) as described in the corresponding specification and part 2 of the Full Sale & Service Agreement
- 1.3** The term INSTALLATION CHARGE means the charges as specified in part 4 of the Full Sale & Service Agreement
- 1.4** The term COMPLETION OF INSTALLATION means the completion of the installation of the equipment/the system by the Company irrespective of whether the necessary telecommunications have been installed by others (part 3.1 refers)
- 1.5** The term SPECIFICATION means the document called 'Specification' attached to this Full Sale & Service Agreement with corresponding reference number and date
- 1.6** The term QUOTATION means the document called 'Quotation' attached to this Full Sale & Service Agreement with corresponding reference number and date
- 1.7** The term FULL SALE & SERVICE AGREEMENT means page 1 of this document called Full Sale & Service Agreement
- 1.8** The term NORMAL WORKING HOURS means 08:30AM to 5PM Monday to Friday excluding bank & public holidays
- 1.9** The term ARC means Alarm Receiving Centre; a third party company charged with monitoring of the system, if applicable, in part 4 of the Full Sale & Service Agreement
- 1.10** The term STANDARD SERVICE means a service level other than comprehensive. All call outs and all materials will be chargeable (part 4 refers)

**2- Full Sale & Service Agreement**

- 2.0** The FULL SALE & SERVICE AGREEMENT constitutes the agreement between the Company and the Customer to undertake works associated under this Agreement

**3 – Installation , Service & Warranties**

- 3.0** The Company will install the equipment / system as specified in accordance with the Full Sale & Service Agreement in a reasonable time scale or on a time scale to be agreed
- 3.1** The Customer will pay for and ensure that all third party obligations are met to enable the Company to undertake the work associated with the Full Sale & Service Agreement
- 3.2** The Company will install the equipment / system(s) with appropriate skill and care in accordance with the specification and quotation and shall not be under any liability to reinstate or redecorate any part of the Customer's premises where the customer has accepted the 'Specification'
- 3.3** The Company will attend to faults and repair or replace equipment at the discretion of the Company and may replace faulty equipment with service replacement parts or equipment of similar specification. The Company will not charge the customer for any failure of the system caused by faulty materials supplied by the Company or workmanship. This warranty does not include parts used in a manner other than it was designed for or damaged however caused
- 3.4** Obsolescence is excluded from the extended warranties offered by the Company as defined in part 5 'Servicing Period'. Where equipment cannot be repaired or replaced due to obsolescence the Customer would be obliged to pay for any necessary upgrade

**4 – Customer Obligations**

- 4.0** The Company will attend to faults and repair or replace equipment at the discretion of the Company and may replace faulty equipment with service replacement parts or equipment of similar specification. The Company will not charge the customer for any failure of the system caused by faulty materials supplied by the Company or workmanship. This warranty does not include parts used in a manner other than it was designed for or damaged however caused
- 4.1** The Customer shall take out any insurances necessary to meet its obligations under this Agreement including approvals and / or licences for the installation
- 4.2** Where specialist plant or man lifting equipment is required to undertake service or repairs the Company may hire such equipment and invoice the costs to the Customer. Alternatively, the Customer may supply this at no cost to the Company providing up to date safety certification for such plant / man lifter exists
- 4.3** The Customer must not move, attempt to repair or allow third parties to undertake any work to the system associated with this agreement
- 4.4** It is the responsibility of the Customer to report any fault with any system maintained by the Company

**5 - Charges & Payments**

- 5.0** All charges and payments due to the Company shall be payable with the addition of VAT (Value Added Tax) at the current rate. In circumstances where the Customer is exempt from VAT under The DIY House Builders Scheme, the Customer will claim back VAT paid from such scheme
- 5.1** All charges and payments due to the Company from the Customer in accordance with part 4 of the Full Sale & Service Agreement shall be payable no later than the due date on our invoice (clause 11.0 refers)
- 5.2** The Company will invoice at the Completion Of Installation even if the Customer has not fulfilled their obligation to ensure completion of any required telecommunications requirement or third party works
- 5.3** The Customer shall pay all other charges and payments due to the Company in accordance with this Agreement
- 5.4** The Customer shall pay to the Company interest at a rate of 2.5% per month on any payment due that is more than 14-days in arrears

**6 – Variations & Changes**

- 6.0** This Agreement shall only be varied by documentation, written, agreed and signed by both the Company and Customer and is subject to clause 6.2 below
- 6.1** The Company reserves the right to alter the location or position of specified equipment if at the time of installation unforeseen obstacles become apparent
- 6.2** The Company reserves the right to invoice any Installation / work in progress that remains unfinished by delays not attributed to the Company

**7 – Limit of Liability**

- 7.0** Neither the Company or Customer limits its liability for death or personal injury caused by its negligence, or that of its employees, agents, subcontractors, or, fraud by its employees, or breach of any obligation as to imply by statute, or, any other act or omission, liability which may not be limited under applicable UK law
- 7.1** The Company shall not be liable for any loss of profit, or for any indirect or consequential loss, damage or liability, howsoever arising including but not limited to any special loss, loss of revenue, loss of opportunity and loss of capital
- 7.2** The Company shall be liable for direct loss or property damage to the extent caused directly by the Company's breach of contract, breach of duties including negligence, breach of statutory duties or otherwise in relation to installation work carried out under this Agreement up to a maximum sum of £15,000 for any one occurrence or series of occurrence arising from one event
- 7.3** The Company shall not be liable for any loss incurred by the Customer due to delay, non-completion or non delivery
- 7.4** The Company may charge the Customer for delays caused by the Customer's staff or third parties that effect the installation of systems described in part 2 of the Full Sale & Service Agreement

**8 – Force Majeure**

- 8.0** Where the Company cannot carry out its obligations under this Agreement because of events beyond the Company's control, this shall not be treated as a breach of this Agreement

**9 – Digital Documentation**

- 9.0** The Company reserve the right to use scanned documentation in any mediation, arbitration, court action or adjudication instead of the original. The Customer agrees that scanned documentation and a scanned copy of this Agreement may be treated as if it were the original

**10 - Severance**

- 10.0** In the event that any provision under this Agreement is deemed as invalid, illegal or unenforceable under applicable law, it shall be severed and deemed as deleted from this Agreement. The remainder of the Agreement shall remain valid and enforceable. This Agreement shall be subject to UK laws

**11 – Overdue Account(s)**

- 11.0** The Company reserves the right to suspend service(s) i.e. ARC monitoring, in accordance with this Agreement if the Customer fails to pay charges and payments which become overdue by 30-days past the due date. The Company shall give 7-days notice of intention to suspend service. The Company will accept no liability for any consequence caused by suspension of service. The Customer is to pay, in advance, any charges related to reinstatement of service(s)

**12 – CCTV Systems**

- 12.0** The Company will not accept any claim in respect of any CCTV system where camera viewing angles or control and viewing equipment have been adjusted by the Customer
- 12.1** Where CCTV systems are to be remotely monitored by an ARC, the Company will always recommend a managed broadband connection. The Company cannot be held liable for failure of any broadband connection managed or otherwise

**13 – Fire Alarm Systems**

- 13.0** It is the responsibility of the Customer to notify the Company of any structural changes that may affect the operation of the Fire Alarm System or alter the Category that the Fire Alarm System was designed to meet

**14 – Takeover of Existing Systems**

- 14.0** Where an existing system installed by third parties is taken over by the Company, the Company will offer extended warranties to installed equipment only; subject to clause 3.4. The Company will not extend any warranty or accept any liability for existing cabling or third party workmanship

**15 – Termination**

- 15.0** The Company has the right to terminate this agreement by written notice to the Customer if the Customer is in breach of any part of this Agreement or the Company is aware of liquidation, receivership or voluntary / involuntary credit arrangements.
- 15.1** The Customer may terminate this Agreement at any time by giving written notice to the Company. This termination must be on or before the anniversary date of which this Agreement comes into effect. Termination after the anniversary date would be subject to a cancellation fee equal to 12 months service as indicated in part 5. Early termination, at the discretion of the Company, may be subject to a termination fee equal to the amount owing in line with part 4

**We recommend that you seek assurance that our proposals meet with your insurer's approval, where applicable, prior to any acceptance.**

## **GDPR and CODE OF PRACTICE FOR CCTV MONITORING**

Attention is drawn to the General Data Protection Regulations 2016 (GDPR). By Law the customer may be responsible for notifying the Information Commissioner's Office of the system installation.

Not all small businesses need to notify. Current notification requirements can be found at: -

<https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/y>

Signage, reflecting information compliant with the Code of Practice, will be provided.

## **CERTIFICATION**

A Certificate of Compliance will be forwarded after completion and commissioning.

## **RECORDING TIME**

Recording times can vary significantly depending on the size of the hard drive, the quality of the images required and the number of camera inputs into the recorder. The recording time referenced on this design proposal reflects the surveyor's interpretation of the customer's requirements at the time of the survey. This time can be lengthened or shortened according to the customer's image quality requirements. These will be verified by the Commissioning Engineer at the time of handover.

## **LIGHTING**

Camera performance is dependent on the prevailing light levels available.

Although the Infra-Red function (if fitted) switches in at nightfall (external cameras) or when lighting is switched off (internal cameras), images recorded during this period may be of unsatisfactory quality for e.g. prosecution purposes. Where the Infra-Red function is not fitted, useful images will not be produced under these circumstances and the addition of supplementary lighting should be given serious consideration.

**SYSTEM MAINTENANCE**

Maintenance of the system will be carried out at 12 monthly intervals, unless more service visits per annum have been agreed, within one month of the anniversary date of the installation.

Service contact details are - office hours 09.00 – 17.00 ..... (01472 357691)

An out of hours telephone number will be issued at the commissioning and handover stage by the Commissioning Engineer (subject to a signed agreement).

**CUSTOMER RESPONSIBILITY**

It is the customer’s responsibility to ensure all camera fields of view remain clear of obstruction at all times.

The site Logbook, and other relevant system information will be secured in a lockable document box adjacent to the principal recorder unless otherwise agreed and referenced within our specification.

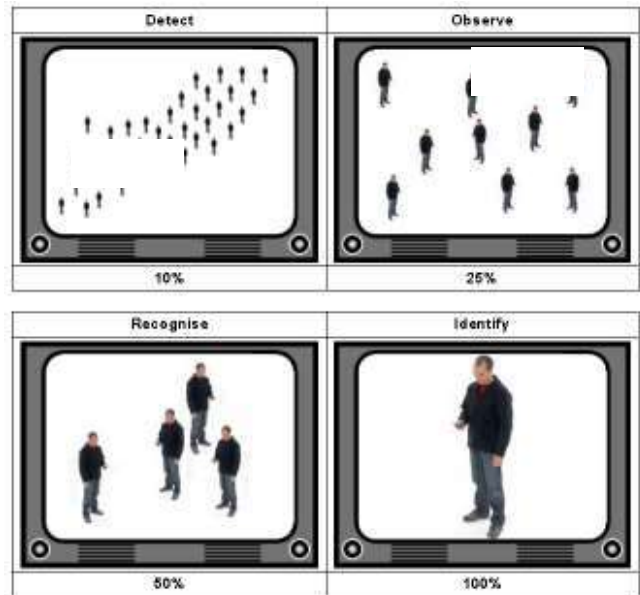
**IMAGE SIZE (Home Office Recommendations for Facial Recognition)**

For **Identification** purposes the subject occupies at least 100% of picture of the height of the monitor.

For **Recognition** purposes, the subject occupies not less than 50% of picture height.

For **Detection** purposes, the subject occupies not less than 10% of the picture height.

For **Observation** purposes (monitoring movement, crowd control etc), the subject occupies not less than 25% of the picture height



*The figure above gives an indication of the relative sizes of a person (target).*

## **IMAGE SIGNALLING (Where Applicable)**

While every effort is undertaken to ensure that signals transmitted from a CCTV system to a monitoring centre arrive safely, under certain circumstances, it is possible that a transmitted signal may not arrive. This can be due to a number of external reasons which can be beyond our control. Should our equipment identify intruders, log the incident and transmit the signal to the monitoring centre, Bee Safe Fire & Security Ltd cannot accept responsibility for the signal once it has left the premises.

In the event that CCTV Systems employ an external Broadband connection to transmit signals to our monitoring centre, it is our recommendation that your internet provider ensures a "Managed" Broadband Line is installed to ensure the security of the signal.

## **IMAGE NETWORKING**

Modern CCTV recorders have the ability to act as a web server. DVRs & NVRs now have a LAN (Local Area Network) port as standard, hence allowing them to be connected to a network for both local and remote viewing. The picture quality when viewed over a LAN will usually be very good.

When viewing images over a WAN (Wide Area Network) the performance of the internet connection is the deciding factor. Remote images are obtained by logging in through a web browser or mobile phone app.

A static IP address is preferred (but not always necessary) for remote viewing of CCTV systems and access to your routers menus will be necessary to enable port forwarding at the time of installation. In the event that your router is managed by a third-party company then any costs associated with port forwarding will be down to you.

Where Software or an App is used to view images, Bee Safe Fire & Security Ltd accept no responsibility for the operation, integrity or any associated costs associated with such Software or App. It is also the customers responsibility to ensure that security updates to any App of Software are installed and that login details and passwords are kept in a secure location.

## **ADDITIONAL NOTES**

Where it is identified that images from cameras overlook private properties, and that there may be privacy issues, then images from the relevant cameras will be digitally 'masked' to exclude these areas.

Continuous monitoring, recording and, when required, transmission of images to the monitoring centre are dependent upon the provision of a mains electricity supply. No provision has been made for any type of power back up in the event of mains failure.

Upon handover of the installation, the appropriate manufacturer's handbooks will be supplied together with suitable user training and a disk of images taken from each camera position.

## **INFORMATION COMMISSIONAIRE'S OFFICE**

Once your CCTV system has been installed, it is up to you, not BeeSafe Fire & Security Ltd, to ensure compliance with the IOC. Further details can be found at: -

<https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/y>



Caistor Town Council  
24/11/2021  
Carl Thomas  
Caistor Town Council  
Town Hall  
14 High Street  
Caistor  
LN7 6TX

CCTV5153

Project- Caistor Sports And Social Club

Firstly may we thank you for presenting Sensor-Link Technologies with the opportunity to quote for your CCTV requirements. Please find below a selection of options as discussed along with costings.

**Option 1.**

To take over existing external PTZ dome cameras x3 and NVR along with remote monitoring.

As discussed WLDC would need to confirm who owns the equipment and also release any username and passwords for the cameras and NVR. To configure NVR for parish council remote access and configure for remote public space surveillance with our 24hr control room.

This option includes the replacement of the existing NVR to a new 16 channel NVR with a 6TB Hard Drive

£1,340.00 +vat plus the additional at the bottom of this quote

The cost of public space video monitoring by our 24hr monitoring centre is £50.00 + vat per month per PTZ camera

And £25.00 + vat per month per static camera.

Monitoring fees to be paid annually in advance

**Option 2.**

To remove all existing equipment and replace all existing PTZ dome cameras for 3 new Dahua Starlight PTZ Domes along with a new 16 channel NVR , to configure NVR for parish council remote access and configure for remote public space surveillance with our 24hr control room.

£3,870.00 +vat plus the additional at the bottom of this quote

The cost of public space video monitoring by our 24hr monitoring centre is £50.00 + vat per month per PTZ camera

And £25.00 + vat per month per static camera.

Monitoring fees to be paid annually in advance

**Additional** – regardless of the above options

While on site we discussed the installation of the following additional cameras and equipment

- 2 x Dahua 5MP dome cameras located in main hallway
- 2 x Dahua 5MP dome cameras located covering the rear carpark area
- 1 x Dahua 5MP dome camera located in the main function room
- 1 x 32inch monitor located in the bar area for local viewing

Cost of additional supply and fit.

All equipment is supplied with a 3 year manufacturers warranty and 1 years labour warranty

£1,120.00 + Vat

Hope this meets with your requirements

Regards

Lee Barley

Regent House, Brookenby Park, Brookenby, Market Rasen, Lincolnshire, LN8 6HF

Telephone: 01472 898173/399652

Email: [sales@sensor-link.co.uk](mailto:sales@sensor-link.co.uk)

Company No: 12250664

VAT No: 333 8670 888



### CCVT Quote from Safe and Sound 16.1.23

Your existing cameras are Dahua so you will really need a Dahua recorder to ensure the cameras and recorder are compatible. The system you have is IP based and therefore every device (recorder and cameras) have their own password; do you know the password for the cameras? Sometimes this is the same as the password for the old recorder but not always the case. To add any IP camera to a recorder you need the camera password and if you have this it will be a straightforward job to install the new recorder, if not we would have to physically go to each camera to reset this password.

The cost for us to supply and install an 8 channel 4TB Dahua network video recorder would be £478+vat, assuming the passwords are known. If we have to reset the cameras there may be an additional charge depending on how easy it is to get to each camera and how long it takes. (we have our own cherry picker if this is needed.)



## Sports Field CCTV

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At the Council meeting in March 2022 it was resolved to not pay the CCTV invoice when issued by West Lindsey District Council until 'the issues had been resolved'.

The issues were not specified but it will relate to lack of release of images and 'enforcement' of anti social behaviour at the park which has been discussed on a few occasions.

These matters have been discussed with WLDC who have always advised that any issues need reporting to the Police who are the only authority any images can be released to.

To my knowledge there have been no reports made to the Police in the last 12 months other than the one reported by myself a few weeks ago. Images were duly obtained by the Police from WLDC but it transpired that the damage alleged was already there.

I'm personally only aware of a handful of incidents in the last 12 months so in that regard have the cameras provided a deterrent? Incidents have been minor although we have had to clear glass on a number of occasions.

We have now received the invoice from WLDC which is £1500, half of what was expected and this has been reduced as WLDC were aware that we were not happy with the service provided albeit they have made it clear that they do not believe the service has been below what is expected.

I have requested a copy of the agreement between CTC and WLDC to establish the level of service expectation and there is no agreement.

The system is operated in accordance with the WLDC CCTV Public Space Policy and this states :-

### 3. Where do you need to use a surveillance camera system and what are you trying to achieve?

Set out the **context** and **purposes** of the proposed surveillance cameras or the reasons for expanding an existing system. Provide evidence, where possible, including for example: crime statistics over an appropriate time period; housing and community issues, etc.

The use of this system shall be for the purpose of:

1. Providing West Lindsey District Council and Lincolnshire Police with evidence to take criminal and civil action in the Courts.
2. Reducing the fear of crime and providing reassurance to the public.
3. Providing assistance in the detection and prevention of crime.
4. Assisting with the maintenance of public order.



5. Deterring and/or reducing the incidence of vandalism, graffiti, anti-social behaviour and environmental crime.
6. Improving the safety and security of residents, visitors and businesses.
7. Safety and security of buildings, property and assets at the location.
8. Delivering the aims of the WLDC CCTV Service as set within the CCTV Code of Practice

CCTV is a proven tool in detecting crimes and the perpetrators of it. Using CCTV can significantly reduce the time and cost on the Police service in investigation allegations. CCTV captures actual events and is not influenced by interpretation.

Monitored CCTV enables early detection of incidents before a crime has been committed. Early intervention is then possible to prevent a crime, damage or disorder from occurring.

CCTV covers a number of well used public car parking facilities. At these locations the use of CCTV provides added reassurance, deterrence and ability to detect incidents of auto-crime.

Crime statistics are reviewed annually when updating this assessment. Details of crime statistics are be found the our State of the District report available at: [www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk)

**5. Who will be making decisions about the uses of the system and which other parties are likely to be involved?** Will you be the sole user of the data being processed or will you be sharing it with other organisations or agencies? Record any other parties you would disclose the data to, for what purposes, and any relevant data sharing agreements. Note that if you are processing for more than one purpose you may need to conduct separate DPIAs.

Our system is fully controlled by the Council and data is processed by us and shared under certain conditions detailed within our CCTV Code of Practice. Data is shared with authorised investigating bodies/organisations that have approved investigatory powers such as Lincolnshire Police. The Council maintains an information sharing agreement with the Police.



The system is also operated in accordance with WLDC CCTV Code of practice. This states with regards to access to the data by third parties:-

### 8.7 Access to data by third parties

- 8.7.1** Access to images by third parties will only be allowed in limited and prescribed circumstances. For this service disclosure will be limited to the following:
- a) Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
  - b) Prosecution agencies
  - c) Legal representatives



- d) The media, where it is assessed by the Police that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that assessment the wishes of the victim of an incident should be taken into account.
- e) The people whose images have been recorded and retained (Data Subject) unless disclosure to an individual would prejudice criminal enquiries or criminal proceedings.
- f) Where the relevant legislation allows access
- g) Public bodies that wish to pursue civil cases
- h) CCTV Service customers in accordance with this document and any customer service agreement

From this limited information I don't believe that there is any legal standing in not paying this invoice. A service has been provided in accordance with the Public Space Policy and Code of Conduct.

Any Court would adjudicate based on these policies and the fact that the Police have next to no reports will not help our case.

WLDC have reduced the invoice, of their own volition to assist, by 50%. WLDC have indicated that they will not reduce further or not charge and will seek redress through the courts as necessary.



## Sports Field CCTV

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The impression I have received is that nothing is done but in reality the Police can only charge anybody with criminal damage where there is clear evidence of such. You cannot be charged with 'anti social behaviour' as that has to be a pattern of such behaviour before you are issued with a Criminal Behaviour Order. Once this is issued action will be taken over a breach of such order.

Section 4 Public Order must be disorderly behaviour with intent to cause harassment, alarm or distress whereas the lower Section 5 must involve use of threatening words or behaviour or display writing, sign or other visible representation which is threatening.

The evidence must be very strong to convict and more often than not the perpetrator's, knowing CCTV is around, cover their faces.

Civil action could be taken against anybody who causes criminal damage but the burden of proof in civil courts is a lot lower and therefore the prospect of success is very low, do the culprits have the money to pay and then you will need to enforce any penalty which again costs money to do so.

What I'm saying here, with respect, is that the expectations of some members of the CCTV system is simply too high.

Moving forward I did seek quotations to provide an alternative system that is recorded enabling ourselves to view any footage. To provide a new system the cost will be circa £4000 whereas to take over the existing system would be circa £1500. WLDC have offered to sell us the cameras for an additional £500 on top of the existing invoice.

Should we not pay the £1500 or the matter progresses to litigation than this offer will be withdrawn and the cameras will be removed.

Once taken over we would then need to provide recording equipment which would be accessed remotely or by viewing – the equipment being located in the CS&SC.

However, it must be noted that operation of CCTV within public spaces is very strictly controlled by the Information Commissioners Office and we would need to adopt stringent policies.

These policies would cover security of data, release of data and use of the system.

Just because we own and operate the system does not mean that anybody could access and use the images as they feel fit such as posting on social media.

Access will need to be strictly controlled and administered.



## Sports Field CCTV

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It is also worth bearing in mind that with 3 cameras looking back at footage can take quite some time as it needs to be viewed live and if you don't have an approximate time this could take hours. Whilst you can speed the footage up you can only speed it up so much before you lose quality.

I would therefore suggest that:-

1. Council resolve to pay the WLDC invoice
2. Council resolve to pay £500 to take over the cameras
3. Two further quotes are obtained, policies are implemented to operate the system ourselves.

Carl Thomas

28<sup>th</sup> March 2022





# LINCOLNSHIRE ASSOCIATION OF LOCAL COUNCILS



Dunholme Old School, 8 Market Rasen Road, Dunholme, Lincoln LN2 3QR

Tel: 01673 866596

Email: [katrina.evans@lalc.co.uk](mailto:katrina.evans@lalc.co.uk)/ [andrew.everard@lalc.co.uk](mailto:andrew.everard@lalc.co.uk)

[lindsey.westman@lalc.co.uk](mailto:lindsey.westman@lalc.co.uk)/[elaine.atkin@lalc.co.uk](mailto:elaine.atkin@lalc.co.uk)

**From 1st April 2023, LALC's new training structure will be as follows:**

**ATS Members**— councils that **do** subscribe to the Annual Training Scheme will be charged the following rates per training delegate:

**CORE TRAINING:** will be included in the ATS 1<sup>st</sup> April 23 – 31<sup>st</sup> March 2024

**Refreshments** - light refreshments e.g. tea/coffee are provided, Member Councils will be invoiced £10 per delegate to cover lunch costs for full day events.

**NON-CORE TRAINING:** will be charged at £25 (+VAT) per delegate for any morning/afternoon/evening session (incl. refreshments), £65 (+VAT) per delegate for an all-day event (incl. lunch & refreshments) £55 if held remotely.

**ATS Non-Members**— councils that **do not** subscribe to the Annual Training Scheme will be charged the following rates per training delegate:

\* £25 (+VAT) per delegate for any morning/afternoon/evening session (incl. refreshments)

\* £65 (+VAT) per delegate for an all-day event (incl. lunch & refreshments) £55 if held remotely.

**Please note that this Training Scheme does not cover the training package for the Certificate in Local Council Administration (CiLCA). Interested candidates should contact the office for further details of CiLCA training and mentoring costs.**

**Bookings** - should be made **via the Clerk using the online booking form located on the LALC website Training Tab.**

Those wishing to pay for their own training may do so by contacting the office to discuss further.

**These charges are in addition to the yearly Annual Membership fees and do not form part of the LALC Subscription Charges.**

## SCHEDULE OF FEES

\_\_\_\_\_ Parish/Town Council wishes to subscribe to the LALC Annual Training Scheme for **April 2023/March 2024.**

Payment in respect of this Council is enclosed\*/will be forwarded in April 2023\* (\*Delete as applicable)

..... (Signed) ..... (Date)

Band	Amount (£)	Please tick
Council with up to 250 electorate 90.00 + £18 VAT	108.00	
Council with up to 500 electorate 100.00 + £20 VAT	120.00	
Council with up to 1000 electorate 115.00 + £23 VAT	138.00	
Council with up to 2500 electorate 140.00 + £28 VAT	168.00	
Council with up to 5000 electorate 155.00 + £31 VAT	186.00	
Council with up to 7500 electorate 165.00 + £33 VAT	198.00	
Council with up to 10,000 electorate 175.00 + £35 VAT	210.00	
Council with above 10,000 electorate 185.00 + £37 VAT	222.00	

- Cheques should be made payable to **LALC** and sent to: Mrs L Westman, Admin. Officer, LALC, **Dunholme Old School, Market Rasen Road, Dunholme, Lincoln LN2 3QR.**
- BACs payment may be made to: Lincolnshire Association of Local Councils, The Co-operative Bank, Sort Code 08-92-99, Account No. 65279999 (*please indicate clearly which Town or Parish payment is from - thank you*)
- Please complete all bookings via the online form on the new website – Booking form

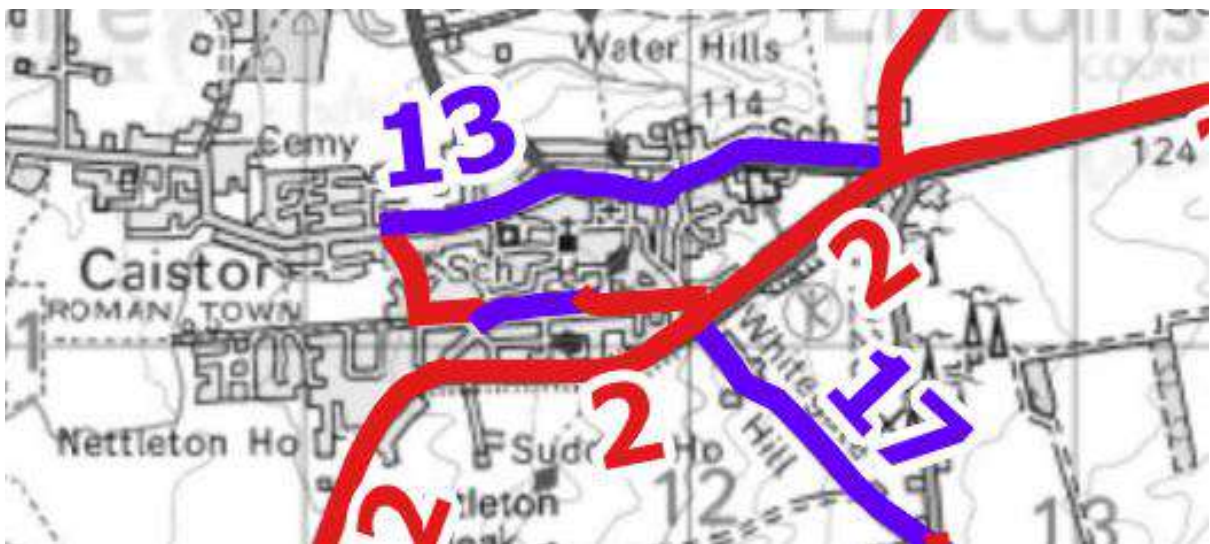
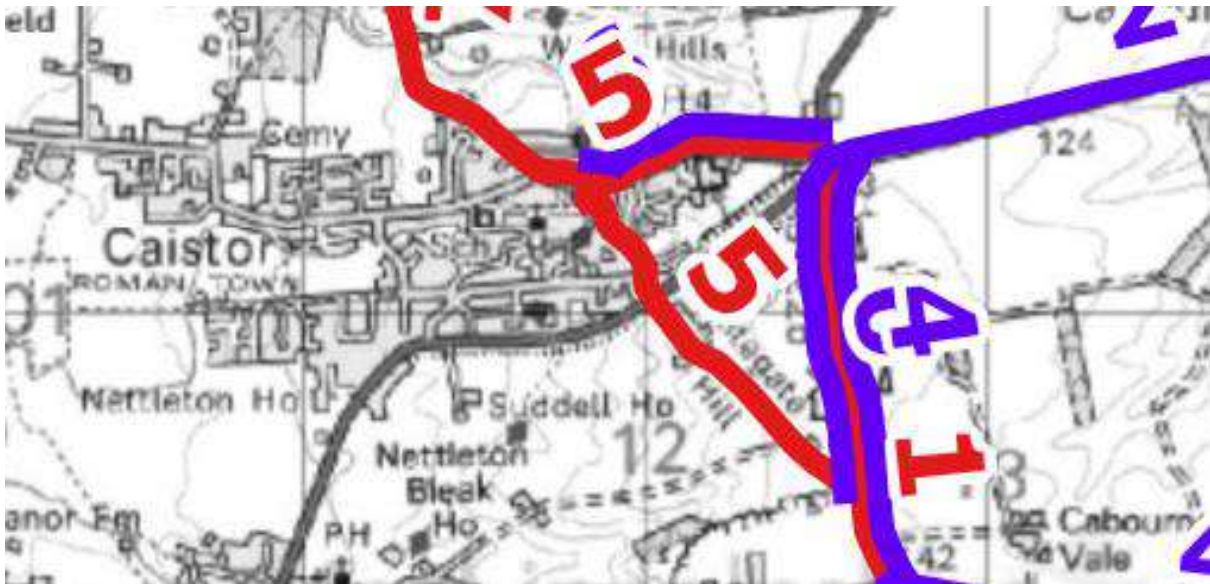
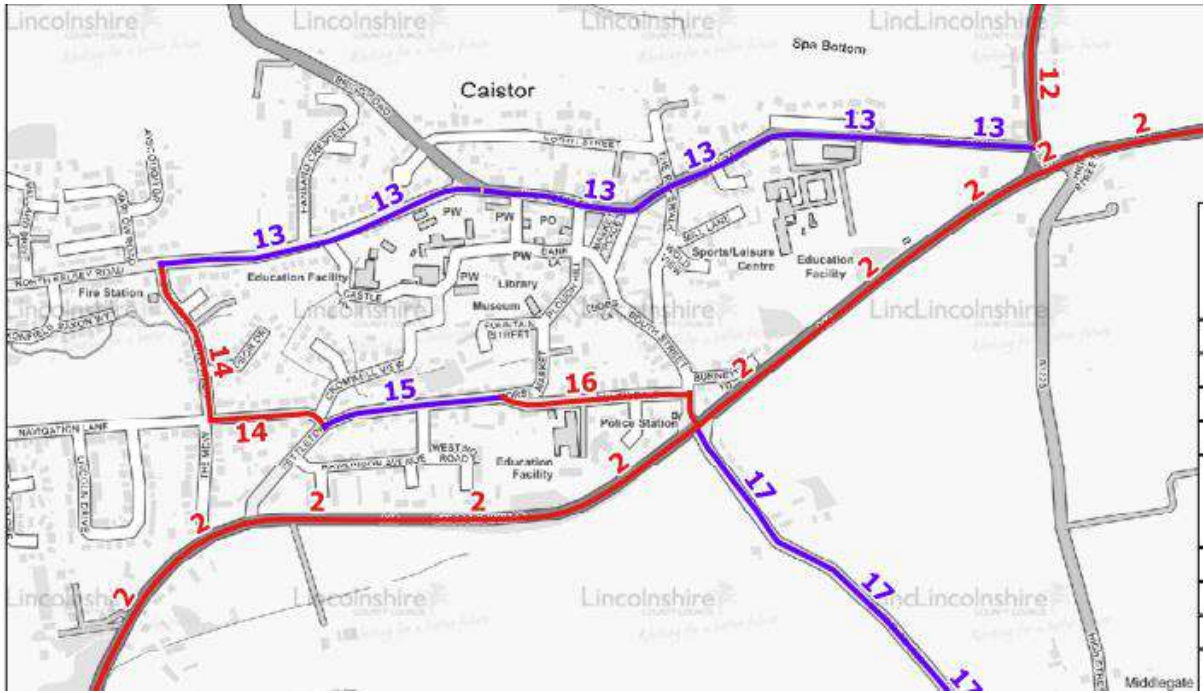


Caistor Town Council

## Caistor Town Council Gritting Issue

- CTC currently organise the gritting of the areas shown on the map below when the roads are likely to be icy.
- The decision to grit is currently made by the clerk, or by the clerk and chairman if the decision is not clear cut.
- The decision is made based on temperature, and information in a report received by LCC informing whether they are gritting or not.
- Neither the clerk or chairman have any particular training to make the decisions.
- The cost is borne by the council. In 2022/23 the budget for gritting/snow clearance was £2500. Spend to date - £3625 + £1425 invoices expected (£5050 +VAT)
- LCC have recently contacted CTC to advise that per Highways Act 1981, CTC are taking on a legal responsibility for safety issues on the road by gritting it.
- If we continue to grit the roads we need to ensure we can meet the following requirements to ensure that we meet our legal obligations:
  1. There must be a plan of the routes to be gritted.
  2. The gritting plan must be followed at all times over the season.
  3. Gritting must take place before the temperature goes below freezing – this is road surface temperature and not air temperature. This applies at all times which means gritting may need to take place on Christmas day and New Year's day.
  4. CTC must grit the roads whenever LCC have recommended gritting otherwise be able to explain why in a recorded log.
  5. It must be stated where the forecast upon which the operations are based comes from. Standard TV weather forecasts are not acceptable for this purpose.
  6. The machinery used for gritting must be up to standard and calibrated – at least at the start of the season.
  7. The salt specification must be correct.
  8. The salt must be kept under cover to keep it dry.
  9. Adequate records must be kept of everything including details of all operations.
  10. The driver undertaking the gritting must be medically fit, fit to driver at the time (i.e. no drugs and Alcohol), and be trained in his/her operations
  11. A minimum and consistent spread rate must be achieved.







# Public Tracking Report

<b>Metal Railings Nettleton Road/A46 corroded/falling to bits.</b>	<b>Ref:</b> 14957	<b>Created:</b> 19/04/2021
<b>CCTV at Sports Ground</b>	<b>Ref:</b> 15568	<b>Created:</b> 30/05/2021
<b>Policy Review: GDPR Policy</b>	<b>Ref:</b> 19676	<b>Created:</b> 20/02/2022
<b>Cricket Club Lease</b>	<b>Ref:</b> 19826	<b>Created:</b> 06/04/2022
<b>Cemetery Gates and Railings</b>	<b>Ref:</b> 20701	<b>Created:</b> 16/08/2022
<b>South Street One Way / Damage to Building</b>	<b>Ref:</b> 20972	<b>Created:</b> 04/11/2022
<b>Wall at the old fire station</b>	<b>Ref:</b> 21170	<b>Created:</b> 16/01/2023
<b>Town Clerks office wall - damp repair</b>	<b>Ref:</b> 21191	<b>Created:</b> 19/01/2023
<b>Caistor Gritting LCC agreement</b>	<b>Ref:</b> 21203	<b>Created:</b> 25/01/2023



Caistor Town Council

# GDPR – PRIVACY POLICY

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This policy has been issued by the Town Council in order to comply with the requirements of the General Data Protection Regulations (GDPR) which came into force in May 2018.

## Your Personal Data – What Is it ?

“Personal Data” is any information about a living individual, which allows them to be identified from that data (for example a name, photograph, videos, email address or postal address). Identification can be by directly using the personal data itself or by combining it with other information which helps to identify a living individual. The processing of data is governed by legislation to personal data which applies in the United Kingdom including the General Data Protection Regulations (the ‘GDPR’) and other local legislation relating to personal data and rights such as the Human Rights Act.

## Council Information

This privacy policy is provided to you by Caistor Town Council which is the data processor for your data.

The Council’s address is: Town Council  
Caistor Town Council  
Town Hall  
14 High Street  
Caistor  
LN7 6TX

We will always respect the privacy of individuals who browse our website and leave contact details with us. Please read our privacy policy carefully as it contains important information about what to expect when we collect personal information about you and how we will use (“process”) that data.

Caistor Town Council does not track your activity as an individual.

## The Council will process some or all of the following personal data where necessary to perform its tasks:-

- Titles, names, aliases, photographs
- Contact details such as telephone numbers, addresses and email addresses

## **The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

## **We use your personal data for some or all of the following purposes:-**

To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;

- To confirm your identity to provide some services;
- To contact you by post, email and telephone;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions
- To promote the interests of the Council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council.

## **What is the legal basis for processing your personal data ?**

The Council has always required a legal basis to processing personal data. The General Data Protection Regulations include five lawful basis for local Councils. It is possible for more than one to apply at the same time. The five basis are:-

**Compliance with legal obligations:** The Council is a Town Council and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account your interests and rights. This privacy policy sets out your rights and the Council's obligations to you in detail.

**Contractual Necessity:** We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

**Consent:** Sometimes the use of your personal data requires your consent. On these occasions we will first obtain your consent to that use.

**Vital Interest:** It is possible to process personal information to protect an individual without their consent e.g. in a life or death situation where emergency contact information is needed.

**Public Interest:** When the Town Council is acting in the public interest, personal data may be processed if it is necessary to undertake the tasks.

### **Sharing your personal data:-**

The Council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the Council may share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we may need to share your data with some or all of the following (but only when necessary):

- West Lindsey District Council
- Lincolnshire County Council
- Contractors (such as contracted cleaning company)

We may need to share your personal data we hold with them so that they can carry out their responsibilities to Caistor Town Council. If we work together for a joint purpose that involves your personal data we are joint data controllers. This means those involved are all responsible to you for how we process your data. If there is no joint purpose then each data controller is independent and is individually responsible to you.

### **How long do we keep your personal data ?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of eight years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for a personal injury claim or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:-

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

The right to be informed – e.g. through this policy. The right to access personal data we hold on you. At any time you can request the data we hold on you as well as why we have it, who has access to it and where it was obtained from. We will respond to requests within one month of receiving them. There is no charge for the first request.

The right to correct and update the personal data we hold on you – If the data we hold on you is out of date, incomplete or incorrect you can inform us and we will update it.

The right to have your personal data deleted – If you feel we should no longer be using it or are using it unlawfully. When we receive your request we will then either confirm that it has been deleted or explain why it cannot be deleted e.g. because we need it to comply with a legal obligation.

The right to object to processing of your personal data or to restrict it to certain purposes only – You can request us to stop processing your data or ask to restrict what we do with it. When we receive your request we will let you know if we are able to comply or if we have a legal obligation to continue.

The right to data portability – You can request that we transfer data to another controller. Where this is feasible we will do this within one month of receiving your request.

The right to withdraw your consent – To the processing at any time for any processing of data to which consent was obtained. Please use the contact details below to do this.

The right to lodge a complaint – with the Information Commissioner's Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email to [casework@ico.org.uk](mailto:casework@ico.org.uk) or by post to Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## **Use of cookies**

Our website uses cookies to ensure it runs correctly. They are not used for tracking purposes but just to hold site information for the duration of your browsing session. We do not use any third party, tracking, advertising cookies.

## **Transfer of data abroad**

Our website is accessible from overseas so on occasion some personal data (for example in a Town magazine) may be accessed from overseas.

## **Further Processing**

If we wish to use your data for a new purpose not covered by this privacy policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary we will seek prior consent to the new processing.



## **Changes to this policy**

We keep this Privacy Policy under regular review and we will place any updates on the Town Council website.

## **Contact Details**

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints:

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



Caistor Town Council

# DATA PROTECTION POLICY

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This policy should be read in conjunction with the GDPR – Data Privacy Policy

## Introduction

The Town Council holds and processes information about employees, Councillors, residents and customers, and other data subjects for administrative and commercial purposes. When handling such information, the Town Council, and all staff or others who process or use any personal information, must comply with the Principles which are set out in the General Data Protection regulations and the Data Protection Act 1998 (the Act). In summary these state that personal data shall:

- be processed fairly and lawfully;
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose;
- be adequate, relevant and not excessive for the purpose;
- be accurate and up-to-date;
- not be kept for longer than necessary for the purpose;
- be processed in accordance with the data subject's rights;
- be kept safe from unauthorised processing, and accidental loss, damage or destruction;
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data, except in specified circumstances.

## Definitions

Staff, Councillors, residents and customers and other data subjects may include past, present and potential members of those groups.

Other data subjects and third parties may include contractors, suppliers, contacts, referees, friends or family members.

Processing refers to any action involving personal information, including holding, obtaining, recording, using or storing.

## Notification of Data Held

The Town Council shall notify all staff and Councillors, residents and customers and other relevant data subjects of the types of data held and processed by the Town Council concerning them, and the reasons for which it is processed. The information which is currently held by the Town Council and the purposes for which it is processed are set out in the Appendix 1 to this Policy. When processing for a new or different purpose is introduced the individuals affected by that change will be informed and the Appendix 1 will be amended.

## Staff Responsibilities

All staff shall:

- ensure that all personal information which they provide to the Town Council in connection with their employment is accurate and up-to-date;
- inform the Town Council of any changes to information, for example, changes of address;
- check the information which the Town Council shall make available from time to time, in written or automated form, and inform the Town Council of any errors or, where appropriate, follow procedures for up-dating entries on computer forms.

**Note: The Town Council shall not be held responsible for errors of which it has not been informed.**

When staff hold or process information about Councillors, residents and customers, colleagues or other data subjects (for example, Councillors, residents and customers' course work, pastoral files, references to other academic institutions, or details of personal circumstances), they should comply with Data Protection principles.

Staff shall ensure that:

- all personal information is kept securely;
- personal information is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party.

Unauthorised disclosure may be a disciplinary matter, and may be considered gross misconduct in some cases.

When members of staff supervise Councillors, residents and customers doing work which involves the processing of personal information, they must ensure that those Councillors, residents and customers are aware of the Data Protection Principles, in particular, the requirement to obtain the data subject's consent where appropriate.

## **Councillor and other Data Subject's Responsibilities**

All Councillors, residents and customers shall:

- ensure that all personal information which they provide to the Town Council is accurate and up-to-date;
- inform the Town Council of any changes to that information, for example, changes of address;
- check the information which the Town Council shall make available from time to time, and inform the Town Council of any errors or, where appropriate, follow procedures for updating entries on computer forms.

**NOTE: The Town Council shall not be held responsible for errors of which it has not been informed.**

## **Rights to Access Information**

Staff, Councillors, residents and customers and other data subjects in the Town Council have the right to access any personal data that is being kept about them either on computer or in structured and accessible files. Any person may exercise this right by submitting a request in writing to the Town Clerk. This process is called a subject access request.

The Town Council will make a charge of £10 for each Subject Access Request under the Act.

The Town Council aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days unless there is good reason for delay. In such cases, the reason for the delay will be explained in writing by the Town Clerk to the data subject making the request.

## **Subject Consent**

In some cases, such as the handling of sensitive information or the processing of customer data, the Town Council is entitled to process personal data only with the consent of the individual. Agreement to the Town Council processing some specified classes of personal data is by agreement with the customer, and a condition of employment for staff. (See Appendix 1)

## **Sensitive Information**

The Town Council may process sensitive information about a person's health, disabilities, criminal convictions, race or ethnic origin, or trade union membership. For example, some jobs or courses will bring the applicants into contact with children, including young people between the ages of 16 and 18, and the Town Council has a duty under the Children Act 1989 and other enactments to ensure that members of staff are suitable for the job. The Town Council may also require such information for the administration of the sick pay policy, the absence policy or the equal opportunities policy.

The Town Council also asks staff for information about particular health needs, such as allergies to particular forms of medication, or conditions such as asthma or diabetes. The Town Council will

only use such information to protect the health and safety of the individual, for example, in the event of a medical emergency.

## **The Data Processor and the Designated Data Processor**

The Town Council (as a Corporate Body) is the data processor under the Act, and is ultimately responsible for implementation. Information and advice about the holding and processing of personal information is available from the Clerk to the Council.

## **Retention of Data**

The Town Council will keep different types of information for differing lengths of time, depending on legal and operational requirements.

## **Compliance**

Compliance with the Act is the responsibility of all Councillors and members of staff. Any deliberate or reckless breach of this Policy may lead to disciplinary and, where appropriate, legal proceedings. Any questions or concerns about the interpretation or operation of this policy must be taken up with the Town Clerk.

Any individual, who considers that the policy has not been followed in respect of the processing of personal data about him or herself, must raise the matter with the Data Processor. If the matter is not resolved it should be referred to the staff grievance or complaints procedure.

If the matter cannot be resolved then a complaint can be raised with the Information Commissioners Office.

Telephone - 0303 123 1113

Email - [casework@ico.org.uk](mailto:casework@ico.org.uk)

Address - Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Town Council Information Processing

The Town Council processes data, including personal data, for the following purposes:

- Staff, Agent and Contractor Administration
- Advertising, Marketing and Public Relations (*no personal data is processed for this purpose*)
- Accounts & Records
- Staff Support Services
- Research
- Other Commercial Services
- Publication of the Town Council magazines or newsletters
- Crime Prevention and Prosecution of Offenders
- Contractual Purposes



Caistor Town Council

# SOCIAL MEDIA POLICY

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The aim of this policy is to set out a Code of Practice to provide guidance to Town councillors, council staff and others who engage with the council using online communications, collectively referred to as social media.

Social media is a collective term used to describe methods of publishing on the internet.

This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Town Council Website
- Facebook, Myspace and other social networking sites
- Twitter, Snapchat and other micro blogging sites
- Youtube and other video clips and podcast sites
- LinkedIn
- Bloggs and discussion forums

The use of social media does not replace existing forms of communication.

The principles of this policy apply to Town councillors, council staff and to others communicating with the Town Council.

The policy sits alongside relevant existing policies which need to be taken into consideration. The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication. Individual Town councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties online as anyone else but failure to comply with the law may have more serious consequences.

Social media may be used to

- Publish information about the work of Caistor Town Council to a wider audience.
- Advertise dates of meetings, events and activities
- Good news stories linked to website or press pages
- Job Vacancies limited to advertisements only
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc
- Announcing new information
- Post or Share information from other Town related community groups such as hall users, schools, sports clubs, community groups and charities

When using social media (including email) Town councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative. Town councillors and council staff must not:

- hide their identity using false names or pseudonyms
- present personal opinions as those of the council
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender re-assignment, age, marriage & civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages. This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillor's views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Predetermination or Bias and may require the individual to declare an interest at council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate Town councillors, council staff or residents should report them to the Clerk of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Council will appoint a nominated person as moderator of Town council social media output and be responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

The moderator will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature. This policy will be reviewed annually.



Contacted by pizza van - I'm Felix from Augustino Ltd Italian Artisan pizza van. I'm ask frequently about coming to Caistor. I've put in the FB group and have been told to contact you. Please can you advise where I can park and when?

Refer to council for recommendation to take to full council - asked for more information - dates/times etc of proposed visits - Response - No specific day it was really down to you guys but I am already busy on Thursdays at the moment