



You are hereby summoned to attend the meeting of Caistor Town Council Planning Committee which will be held on Thursday 13 April 2023 commencing at 6.45pm at the Caistor Town Hall.

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

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

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

Michelle Moss
Clerk to the Council
06/04/2023

AGENDA

- 1 To receive apologies and reasons for absence
- 2 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
- 3 To approve the minutes of the Planning Committee Meeting held on 9th march 2023
- 4 To note planning decisions:-
 - a) Planning Application Number:145932.
Location: 12 Fountain Street, Caistor
Proposal: Planning application to remove front entrance lobby and replace with bay window, remove single storey side extension and erect two storey extension – resubmission of 145531.
Decision: Granted time limit and conditions
 - b) Planning Application Number:145947.
Location: Plot 3 – Mill Grange, Horncastle Road, Caistor
Proposal: Planning application to erect 1no dwelling.
Decision: Granted time limit plus conditions.
 - c) Planning Application Number: 146245
Proposal:Planning application for a single storey extension.
Location:21, Navigation Lane, Caistor
Decision: Granted time limit plus conditions
 - d) Planning Application Number 146504.
Proposal:Application for non-material amendments to planning permission 145003 granted 22 September 2022- amended site plan and house types
Location:Land to the rear of 132 North Kelsey Road, Caistor
Decision: Refused



- e) Application Number 146137.
Location: Caistor Grammar School, Church Street, Caistor
Proposal: Planning application to remove existing building and erect replacement cladded building with roof mounted PV cells and air source heat pump.
Decision: Granted time limit plus conditions.
- f) Planning Application Number 146081.
Location: West Paradise Cottage, Church Folly, Caistor
Proposal: Planning application to erect summer house.
Decision: Refused.

5 To discuss planning applications and agree a response:-

- a) APPLICATION REFERENCE NO: 146210
PROPOSAL: Planning application for installation of solar PV panels.
LOCATION: Land at Top House Farm 23 Grimsby Road Caistor
APPLICATION TYPE: Full Planning Application
- b) APPLICATION REFERENCE NO: 146504
PROPOSAL: Application for non-material amendment to planning permission 145003 granted 22 September 2022 - amended site plan & house types
LOCATION: Land to rear or, 132, North kelsey Road
APPLICATION TYPE: Non-material amendment
- c) APPLICATION REFERENCE NUMBER: 146422
PROPOSAL: Request for confirmation of compliance with conditions 3 (joinery details), 5 (details of rainwater goods) and 6 (details of roof light) of listed building consent 136430 granted 30 August 2017.
LOCATION: 17, South Street, Caistor
APPLICATION TYPE: Condition Discharge
- d) APPLICATION REFERENCE NUMBER: 146494
PROPOSAL: Request for confirmation of compliance with conditions 2 (materials), 3 (sample panel) and 4 (eaves and verge details) of planning permission 144440 granted 18 August 2022.
LOCATION: Nettleton House, Nettleton Road, Caistor
TYPE: Condition Discharge



Minutes of the Caistor Town Council Planning Committee held at 6.45pm at the Caistor Town Hall on 9 March 2023

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

- 1** To receive apologies and reasons for absence - Ref: 1807
Apologies received from Cllrs Lyus and Cox
- 2** To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1808
None
- 3** To approve the minutes of the Planning Committee Meeting held on 9th Feb 2023 - Ref: 1809
RESOLVED that the official minutes of the meeting held on 9th Feb 2023 be approved as a correct record of the meeting and signed by the chair.
Proposed: Cllr S. Davey Seconder: Cllr J. Wright All in favour
- 4** To inform Town Council of any planning decisions made by WLDC unless otherwise stated:- - Ref: 1810
It was noted that WLDC had made a decision on agenda item 5c, APPLICATION REFERENCE NO: 145965; PROPOSAL: Planning application for removal of existing garages and outbuildings, and erect 1no. detached dwelling with associated boundary treatments and parking areas; LOCATION: Land adjacent 26 Nettleton Road Caistor. The application had been granted with time limit and other conditions.
 - a)** Application Number 146113. Caistor Hospital Site, North Kelsey Road, Caistor (Lindsey-Caistor Development). Application for non-material amendment to planning permission 123208 granted 6 February 2009 – amendments to parking bays, boundaries and plot 60 garage. Granted without conditions. - Ref: 1811
Noted
 - b)** Application Number 145725. 10 Cornhill, Market Place, Caistor (Ms Heather Sugden). Planning application for the change of use of ground floor shop and office space above to ground floor shop and 1no dwelling above with separate rear access and internal alterations. Refused. - Ref: 1812
Noted
 - c)** Application Number 145726. 10 Cornhill, Market Place, Caistor (Ms Heather Sugden). Listed building consent for the change of use of ground floor shop and office space above to ground floor shop and 1no dwelling above with separate rear access and internal alterations. Refused - Ref: 1813
Noted
 - d)** Application Number 145237. 5 Market Place, Caistor (Mr Paul Tinker). Request for confirmation of compliance with condition 3, 4 and 5 of listed building consent 142028 granted 4 May 2021. Refused - Ref: 1814
Noted
- 5** To discuss planning applications received and agree a response:- - Ref: 1815
 - a)** APPLICATION REFERENCE NO: 146245
PROPOSAL: Planning application for a single storey extension.
LOCATION: 21 Navigation Lane Caistor - Ref: 1816
RESOLVED - no comments or objections
 - b)** APPLICATION REFERENCE NO: 146081
PROPOSAL: Planning application to erect summer house.
LOCATION: West Paradise Cottage Church Folly Caistor - Ref: 1817

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



RESOLVED - no comments or objections

c) **APPLICATION REFERENCE NO: 145965**

PROPOSAL: Planning application for removal of existing garages and outbuildings, and erect 1no. detached dwelling with associated boundary treatments and parking areas.

Decision already made by WLDC. Decision noted

Meeting closed at 18.51pm



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 13 April 2023 commencing at 7.00pm at the Caistor Town Hall.

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

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

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Michelle Moss
Clerk to the Council
06/04/2023

AGENDA

- 1 To receive apologies for absence & reasons given
- 2 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
- 3 Public Session (10 minutes)
- 4 Chairmans Report
- 5 To approve the draft minutes of 9th March 2023
- 6 Finance
 - a) To approve the Accounting Statements for period ending 31st March 2023
 - b) To approve the Schedule of Payments
 - c) To approved the revised budget and earmarked reserved for 23/24
- 7 Reports from External bodies:-
 - a) Lincolnshire Police
 - b) West Lindsey District Council
 - c) Lincolnshire County Council
 - d) Community Groups
 - e) Town Hall Management Committee
- 8 To receive reports from Committee's and working groups, and agree any associated action
 - a) Finance Committee
 - b) Employment & Personnel Committee
 - c) Economic Development & Market Committee
 - d) Kings coronation working group
- 9 Clerks Report & Parish Matters
 - a) To review the request from the cricket club for permission for a new practice area and agree next steps(21330)



- b) Confirmation that your original council officials who were present at the resolution to borrow are all in post. If this is not the case, a new resolution will need to be drafted and signed by the new appointees.
 - c) To review the leaking gutter at the town hall and agree how to proceed
 - d) To review and agree any potential action to facilitate a speed reduction on B1225 between the Whitegate Hill turning and A46
 - e) To review and approve: Abusive & Vexatious Policy(19681)
 - f) To review and approve: Community Engagement Policy(19683)
 - g) To review and approve: Communications Policy(19680)
 - h) To review the proposal for a revised committee structure and agree any action
- 10 a) Review Tracking Report
- 11 Correspondence Received
- a) South St Park - complaint about dog walkers (22072)
 - b) Anonymous letter asking for speed limit reduction A1084
- 12 Date of next meeting
- 13 To resolve to move into closed session for the remainder of the meeting
- 14 To receive an update from the employment committee regarding the handyman role and agree appropriate action



Minutes of the Caistor Town Council held at 7.00pm at the Caistor Town Hall on 9 March 2023

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

- 1** To receive apologies for absence & accept reasons given - Ref: 1774
Apologies received from Cllrs Lyus and Cox
- 2** To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1775
None
- 3** Public Session (10 minutes) - Ref: 1776
None
- 4** Chairmans Report - Ref: 1777
Nothing to report
- 5** To approve the draft minutes of 9th Feb 2023 - Ref: 1778
RESOLVED that the draft minutes of the meeting held on 9th Feb 2023 be approved as a true record of the meeting,
Proposed: Cllr S. Hodson Seconder: Cllr S. Critten All in favour
- 6** Finance - Ref: 1779
 - a)** To approve the Accounting Statements for period ending 28/02/2023 - Ref: 1780
The accounting statements had been circulated to all councillors prior to the meeting.
RESOLVED to approve the accounting statements for the period ending 28.02.23 as a true record.
Proposed: Cllr S. Gaughan Seconder: Cllr S. Hodson All in favour
 - b)** To approve the Schedule of Payments - Ref: 1781
RESOLVED to approve the schedule of payments which totalled £4567.62
Proposed: Cllr S. Critten Seconder: Cllr J. Bowman All in favour
- 7** To received reports from external bodies:- - Ref: 1782
 - a)** Lincolnshire Police - Ref: 1783
None received
 - b)** West Lindsey District Council. - Ref: 1784
Cllr Bierley noted: a 2.99% increase in WLDC council tax, the equivalent of an annual increase of £6.80 to a band D property; WLDC have been shortlisted for council of the year; a revamped facility to list events on WLDC website; a further funding sum from HFS3 is available to community groups until 31.3.23; and a reminder that voters at the upcoming elections will need to bring ID.
 - c)** Lincolnshire County Council - Ref: 1785
Cllr Smith noted: a 4.99% increase in LCC council tax; lines on the one-way system had been completed. Cllrs reported further issues for LCC including: A46 verge had been strimmed and all the litter cut up; corroded metal railings Nettleton Road/A46 had been partially repaired but not fully restored; missing man hole covers by the hay wagon; workman signs left on A46.
 - d)** Community Groups - Ref: 1786
None
 - e)** Town Hall Management Committee - Ref: 1787

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Report included a note that Pam Cluff had stood down as the bookings clerk and the role is now being completed by Chris Morgan.

8 To receive reports from Committee's and working parties - Ref: 1788

a) Finance Committee - Ref: 1789

Meeting scheduled 16th March 2023

b) Employment & Personnel Committee - Ref: 1790

Meeting held 7th March 2023 - update to be provided in closed session.

c) Economic Development & Market Committee

To agree proposal to get event leaflets printed and identify where the budget will come from - Ref: 1791

No meeting held.

It was noted that the events leaflet had been finalised. The print cost for 4000 was £486. It was agreed to proceed but the budget for the leaflet should be discussed as part of the finance committee meeting on 16th

d) Neighbourhood Plan Steering Committee - Ref: 1792

None - it was noted that due to the town clerks current workload, work on the NHDP had paused for now and would be relooked at in May.

e) Kings coronation working group - Ref: 1793

Work progressing well. Next meeting planned for 22nd March.

9 Clerks Report & Parish Matters - Ref: 1794

a) To review and approve revised cemetery fees and forms - Ref: 1795

RESOLVED to approve the revised fees and forms

Proposed: Cllr J. Wright Seconder: Cllr S. Hodson 1 abstained

b) To review the play area inspection reports and agree any necessary action(18893) - Ref: 1796

RESOLVED to obtain quotes for the issues marked as high risk and report back to council.

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

c) To review the quotes received for the cemetery railings and agree next steps including budget (20701) - Ref: 1797

RESOLVED to accept the quote from Andy Bradley to repaint the cemetery railings and gates.

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

d) To review the quotes received for the repair of the wall at the old fire station and agree next steps including budget (21170) - Ref: 1798

RESOLVED to accept the quote from Rustic Construction to repair the wall at the old fire station.

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

e) To receive an update on progress made to protect CTC interest for loan to 2-4 Market Place and agree next steps - Ref: 1799

Noted: several solicitors contacted for outline advice and quote - quotes varied from £2,500 to £13,500. All recommended a loan agreement between CTC and the community group; a legal charge is secured against the property; due diligence is completed.

PROPOSED to use Bridge Mc Farland solicitors.

Due to the complexity of the issue it was agreed to involve some of the councillors in the legal discussions.

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

10 Review Tracking Report - Ref: 1800

Report shared - no additional comments

11 Correspondence Received - Ref: 1801

a) To agree any appropriate action relating to complaint about trees Overhanging Wold View Caistor

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(20916) - Ref: 1802

Noted: trees in question are close to the boundary and have TPO's; a recent tree survey commissioned by CTC did not raise the trees in question as an issue; resident is willing to pay for or contribute to the work required; there are no restrictions on who can apply for work on a tree with a TPO.

RESOLVED to allow work to be undertaken on the tree at the expense of the resident, if the resident applies to WLDC and WLDC approve the request.

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

b) To agree whether to allow Commonwealth War graves commission to install a sign at the cemetery (21245) - Ref: 1803

RESOLVED to approve the request for the sign.

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

c) To review the email and quote from Mike Gilliard regarding grass cutting at the church and congregational church - Ref: 1804

It was noted that: the back of the churchyard had been completed by a contractor over winter, is looking good and this work should not be wasted by allowing it to deteriorate again.

RESOLVED to accept the grass cutting quote for back and front of the church and congregational church, but to discuss the budget allocation for this at the finance meeting (16th March 2023) before informing the contractor.

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

d) To review the complaint about joy riders in car park on N.Kelsey Rd and agree any action (21318) - Ref: 1805

It was noted that the town council have limited power in this situation and that the resident should pursue action by the police.

12 Date of next meeting - Ref: 1806

13th April 2023

Meeting resolved to move into closed session for an update on the employment meeting 7th March 2023

RESOLVED to move into closed session.

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

Update on the employment meeting 7th March 2023 (agenda item 8b)

Cllr Davey provided an overview of items discussed at the employment committee meeting.

Meeting closed at 8.54pm



Accounting Statements

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/03/2023

Explanation of Variances

Salaries

Actual Total: 19687.23 **Budget:** 14124.00 **Variation:** -5563.23 / 39.00%

Pay award / new clerk

PAYE & NI

Actual Total: 5485.50 **Budget:** 4598.04 **Variation:** -887.46 / 19.00%

Pay award / new clerk

Parks

Actual Total: 4602.09 **Budget:** 2640.00 **Variation:** -1962.09 / 74.00%

£4140 spent on grass cutting

Sportsground

Actual Total: 5142.04 **Budget:** 3759.96 **Variation:** -1382.08 / 37.00%

£4150 grass cutting & £1120 mole control

Cemeteries/Church

Actual Total: 3960.00 **Budget:** 2000.04 **Variation:** -1959.96 / 98.00%

Sorting out the churchyard over winter

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: 374.73 **Budget:** 300.00 **Variation:** -74.73 / 25.00%

Increase in wholesale electrical costs

Electricity - Sports Ground

Actual Total: 461.43 **Budget:** 249.96 **Variation:** -211.47 / 85.00%

Increase in wholesale electrical costs

Miscellaneous Income

Actual Total: 5683.29 **Budget:** **Variation:** -5683.29 /

£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

Explanation of Variances

Projects

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

Return of Neighbourhood grant

Equipment

Actual Total: 2101.17 **Budget:** 750.00 **Variation:** -1351.17 / 180.00%

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

Gritting & Snow Clearance

Actual Total: 4487.50 **Budget:** 2499.96 **Variation:** -1987.54 / 80.00%

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 31/03/2023

End of year forecast auto calculated based on actual year to date averaged over 12 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	100000	100000	0	0	100000
140	Cemetery Income	5360	3000	2360	1	5360
120	Allotment Income	480	420	60	0	480
130	Market Rents	2242	3000	-758	-0	2300
150	Caistor Sports & Social Club	2516	2412	104	0	2464
160	WLDC Street Cleaning	2083	1404	679	0	2083
170	Grass Cutting	1592	1545	47	0	1592
180	Grants	0	0	0	100	
350	VAT Reclaimable	1689	0	-1689	100	1689
199	Miscellaneous Income	5683		-5683		5527
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	1000	-1000	-1	0
	Income: General Totals	122166	113301	-5880	8	122015
	Income Totals	122166	113301	-5880	8	122015

Expenditure

Expense: General

500	Salaries	19687	14124	-5563	0	20806
503	PAYE & NI	5486	4598	-887	0	5200
501	Staff Travel & Benefits	0	100	100	-1	0
502	Contractors	15096	15000	-96	0	16730
509	Other Staff Expenses	0	100	100	-1	0
520	General Office	739	840	101	-0	750
530	Hall Hire	656	480	-176	0	656
540	Insurance	3365	3500	135	-0	3365
550	Audit	600	780	180	-0	600
560	Subscriptions	671	353	-318	1	671
570	Training	426	390	-36	0	426
580	Election	0	500	500	-1	0
581	Mayor Allowance	504	250	-254	1	504
555	Professional Fees	35	500	465	-1	0
556	Legal Fees	0	2500	2500	-1	0
590	Amenity Cut	4140	5040	900	-0	4140
591	Public Rights of Way	17	0	-17	100	17
592	Parks	4602	2640	-1962	1	4602
593	Sportsground	5142	3760	-1382	0	5142
594	Cemeteries/Church	3960	2000	-1960	1	3960
595	Allotments	0	250	250	-1	0
610	Market	0	250	250	-1	0
596	Community Orchard	0	0	0	100	0
750	Section 137	0	0	0	100	0
650	Community Dev	1092	0	-1092	100	1092
521	Telephone & Broadband	557	620	63	-0	552
700	Electricity - Market Place LN7 6TU	165	200	36	-0	175
701	Electricity - South Street Park	375	300	-75	0	450
702	Electricity - Market Place LN7 6TL	0	150	150	-1	0
703	Electricity - Sports Ground	461	250	-211	1	480
710	Gas	0	0	0	100	0
720	Water: Sports Ground	299	250	-49	0	299
721	Water: Cemetery	65	50	-15	0	65



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/03/2023

End of year forecast auto calculated based on actual year to date averaged over 12 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	16	75	59	-1	75
765	Play Park Refurbishment	731	500	-231	0	731
760	Projects	4500	450	-4050	9	4500
597	Caistor Sports & Social Club	1464	1500	36	-0	1464
522	Town Hall	917	2000	1083	-1	917
582	Civic	0	500	500	-1	0
601	Equipment	2101	750	-1351	2	2300
660	WLDC	0	0	0	100	0
598	Market Place	1141	250	-891	4	1141
603	Gritting & Snow Clearance	4488	2500	-1988	1	4488
751	Community Development	0	0	0	100	0
766	CCTV	1500	3000	1500	-1	3000
799	Contingency	0	383	383	-1	0
652	Grants & Donations	12947		-12947		12947
600	Grants & Donations	0	15000	15000	-1	0
761	Project: Town Hall Car Park Makeover	645	1400	755	-1	1100
770	Investments	10000		-10000		10000
762	Neighbourplan Review	1744	5874	4130	-1	2000
Expense: General Totals		110333	93957	-16376	17	115345
Expenditure Totals		110333	93957	-16376	17	115345



Outstanding Invoices

Report Date: 05/03/2022

	Total Outstanding	Current	31-60	61 - 90	90+
Lydia Hodson	30.00		30.00		
West Lindsey District Council	1146.00	1146.00			
	<hr/> 1176.00	1146.00	30.00		



Budget Report - Income

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/03/2023

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	£	%
Expenditure: General										
Town Hall - Do not use			0	0	0	0	0	0	0	100.00
Expenditure: General Total			0	0	0	0	0	0	0	?
Income: General										
Precept			?	?	0	0	0	?	0	0.00
Cemetery Income			3000	375	205	1825	2955	5360	2360	0.79
Allotment Income			420	60	0	30	390	480	60	0.14
Market Rents			3000	89	867	722	564	2242	-758	-0.25
Caistor Sports & Social Club			2412	577	733	525	681	2516	104	0.04
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
Miscellaneous Income				44	5154	195	290	5683	-5683	
Town Hall			520	0	520	0	0	520	0	0.00
Magazine Advertising			1000	0	0	0	0	0	-1000	-1.00
Income: General Total			113301	?	7479	6973	4879	?	-5880	8
Total			113301	?	7479	6973	4879	?	-5880	8



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/03/2023

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	£	%
Expenditure: General										
Town Hall - Do not use			0	0	0	0	0	0	0	100
Expenditure: General Total			0	0	0	0	0	0	0	?
Expense: General										
Salaries			14124	4228	3810	3821	7828	19687	-5563	0
PAYE & NI			4598	0	988	959	3538	5486	-887	0
Staff Travel & Benefits			100	0	0	0	0	0	100	-1
Contractors			15000	4476	3000	4352	3268	15096	-96	0
Other Staff Expenses			100	0	0	0	0	0	100	-1
General Office			840	11	129	100	500	739	101	-0
Hall Hire			480	238	198	110	110	656	-176	0
Insurance			3500	0	3365	0	0	3365	135	-0
Audit			780	200	400	0	0	600	180	-0
Subscriptions			353	95	0	0	576	671	-318	1
Training			390	203	0	0	223	426	-36	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	35	35	465	-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	670	5142	-1382	0
Cemeteries/Church			2000	2120	170	1120	550	3960	-1960	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	143	557	63	-0
Electricity - Market Place LN7 6TU			200	37	37	54	37	165	36	-0
Electricity - South Street Park			300	74	161	78	61	375	-75	0
Electricity - Market Place LN7 6TL			150	0	0	0	0	0	150	-1
Electricity - Sports Ground			250	132	83	120	126	461	-211	1
Gas			0	0	0	0	0	0	0	100
Water: Sports Ground			250	89	59	30	121	299	-49	0
Water: Cemetery			50	11	16	14	24	65	-15	0
Water: Allotments			75	0	22	67	-73	16	59	-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	674	1464	36	-0
Town Hall			2000	-36	39	0	914	917	1083	-1
Civic			500	0	0	0	0	0	500	-1
Equipment			750	402	1038	489	172	2101	-1351	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	3738	4488	-1988	1
Community Development			0	0	0	0	0	0	0	100
CCTV			3000	1500	0	0	0	1500	1500	-1
Contingency			383	0	0	0	0	0	383	-1



Budget Report - Expenditure

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/03/2023

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	£	%	
	Grants & Donations				2335	10613	0	0	12947	-12947	
Grants & Donations			15000	0	0	0	0	0	15000	-1	
Project: Town Hall Car Park Makeover			1400	645	0	0	0	645	755	-1	
Investments				0	10000	0	0	10000	-10000		
Neighbourplan Review			5874	0	1744	0	0	1744	4130	-1	
Expense: General Total			93957	19961	45141	21518	23713	?	-16376	17	
Total			93957	19961	45141	21518	23713	?	-16376	17	



Sales Invoice Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/03/2023

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 (National Brigg)	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 (Market		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 31/03/2023

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 31/03/2023

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-Op 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
31/01/2023	02/02/202	398	Caistor Sports & Social Club	01/02/23 - 28/02/23 Lease payment of	175.00		175.00
26/01/2023	02/02/202	400	J. Marshall Funeral Directors	Internment for Logan William Brammer	500.00		500.00
06/02/2023	06/02/202	423	Market Rents	Bank Payment: Market Rents	200.05		200.05
07/02/2023	07/02/202	408	Sue Key		30.00		30.00
07/02/2023	07/02/202	415	Kirsty Naoyokas		30.00		30.00
07/02/2023	07/02/202	421	Kirsty Naoyokas	Allotment rent 23.24	-30.00		-30.00
07/02/2023	07/02/202	422	wolds Wanderers Walking Football Club	Bank Payment: Error duplicate entry	52.00		52.00
07/02/2023	08/02/202	413	D. Cilverd		30.00		30.00
07/02/2023	09/02/202	409	Phyll Cole		30.00		30.00
07/02/2023	09/02/202	419	Ailsa Wish		30.00		30.00
09/02/2023	09/02/202	429	Co-op Memorial Walkley	Bank Payment: Cemetery Income	80.00		80.00
07/02/2023	10/02/202	414	Juan Turrion		30.00		30.00
13/02/2023	13/02/202	433	SM Bottles	Bank Payment: Market Rents	5.25		5.25
13/02/2023	13/02/202	439	S R Thompson	Bank Payment: Payment returned from	560.00		560.00
14/02/2023	17/02/202	432	Elliott Kibble	Allotment rent for the period 01/04/2023	30.00		30.00
20/02/2023	20/02/202	438	Caistor Cricket Club	Fee for use of Caistor Sports field -	52.00		52.00
07/02/2023	21/02/202	417	Richard Dean		30.00		30.00
20/02/2023	22/02/202	437	Caistor Running Club	Fee for use of Caistor Sports field -	52.00		52.00
01/12/2022	23/02/202	379	Colin Wood	Exclusive Right of Burial (EROB) Plot	500.00		500.00
25/02/2023	25/02/202	450	SM Bottles	Bank Payment: Market Rents	5.25		5.25
07/02/2023	27/02/202	411	John Chapman		30.00		30.00
07/02/2023	27/02/202	412	John Chapman		30.00		30.00
27/02/2023	27/02/202	452		Bank Payment: Market Rents	158.80		158.80
27/02/2023	27/02/202	453	Richardson Sylvia	Bank Payment: Market Rent	5.25		5.25
23/02/2023	28/02/202	443	J. Marshall Funeral Directors		685.00		685.00
28/02/2023	28/02/202	459	Bank Interest	Bank Payment: Nat West Bank	69.94		69.94
23/02/2023	02/03/202	446	Caistor Sports & Social Club		175.00		175.00
07/02/2023	03/03/202	416	Linda Milner		30.00		30.00
20/02/2023	06/03/202	435	Caistor Tennyson Football Club		52.00		52.00
06/03/2023	06/03/202	458	Sylvia Richardson	Bank Payment: Market Rents	5.25		5.25
07/02/2023	08/03/202	418	N. Corser		30.00		30.00



Sales Invoice Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/03/2023

Invoice Date	Payment Date	Invoice No	Client	Details	Nett	VAT	Total
20/02/2023	09/03/202	436	Wolds Wanderers Walking Football	Fee for use of Caistor Sports field -	52.00		52.00
14/02/2023	10/03/202	431	Dan Apps		30.00		30.00
13/03/2023	13/03/202	466	Richardson Sylvia	Bank Payment: Market Rents	5.25		5.25
14/03/2023	14/03/202	467	Josie Clark	Bank Payment: Cemetery Income	500.00		500.00
07/02/2023	15/03/202	420	Sean Atkinson		30.00		30.00
30/12/2022	16/03/202	392	Lincolnshire Co Op Funeral (Market	Interment of Paul Andrew King -	555.00		555.00
16/02/2023	16/03/202	434	Lincolnshire Co Op Funeral (Market		60.00		60.00
13/03/2023	16/03/202	463	Co Op Funeralcare (National Brigg)		200.00		200.00
27/03/2023	27/03/202	475	Farrell P	Bank Payment: Market Rents	5.25		5.25
28/03/2023	28/03/202	476	Caistor Lawn Tennis Club		52.00		52.00
31/03/2023	31/03/202	478	Natwest Bank	Bank Payment: Bank Interest	86.10		86.10
					133018.96	7.39	133026.35



Expense Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/03/2023

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
03/04/2021	02/02/202	360	Wave	Water - Allotments	-85.79		-85.79
03/04/2021	02/02/202	361	Wave	Water - Cemetery	11.27		11.27
03/04/2021	02/02/202	362	Wave	Water - Sports Ground	12.35		12.35
17/05/2021	02/02/202	372	Rural Market Town Group	Membership	130.00	26.00	156.00
15/06/2021	02/02/202	392	Kim Hodson	Expense Claim	8.13	1.62	9.75
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



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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
01/06/2022	01/06/202	732	Kim Hodson	Bank Payment: Contractors	1230.00		1230.00
06/06/2022	06/06/202	733	Opus Energy	Bank Payment: Electricity - Market	12.31	0.62	12.93
06/06/2022	06/06/202	734	Opus Energy	Bank Payment: Electricity - South Street	28.69	1.43	30.12
06/06/2022	06/06/202	735	Opus Energy	Bank Payment: Electricity - Sports	52.52	2.63	55.15
12/06/2022	12/06/202	740	Rock Foundation	Bank Payment: Swift Boxes	75.00		75.00
12/06/2022	12/06/202	741	Caistor Goes	Bank Payment: Grants & Donations	2200.00		2200.00
12/06/2022	16/08/202	742	Southdale Service Station	Fuel	24.81	4.97	29.78
02/06/2022	16/08/202	743	Caistor Town Hall	Town Hall hire	44.00		44.00
08/06/2022	08/06/202	744	Kim Hodson	Bank Payment: Wood for bench repair	16.74		16.74
10/06/2022	10/06/202	745	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
17/06/2022	16/08/202	747	Immingham Town Council	Amenity Cut	3450.00	690.00	4140.00
13/06/2022	13/06/202	749	Pottertons	Bank Payment: Plants	120.00	6.00	126.00
20/06/2022	16/08/202	750	Caistor Arts & Heritage Centre	Refreshments at Queens Beacon	200.00	40.00	240.00
21/06/2022	21/06/202	751	Kim Hodson	Bank Payment: Fence repairs wood	11.30	2.26	13.56
27/06/2022	27/06/202	752	BT	Bank Payment: Telephone & Broadband	33.72	6.74	40.46
28/06/2022	28/06/202	753	Carl Thomas	Bank Payment: Salary June 2022	1262.72		1262.72
27/06/2022	21/08/202	754	HMRC	PAYE	336.96		336.96
30/06/2022	30/06/202	755	Kim Hodson	Bank Payment: Contractors	1582.00		1582.00
03/07/2022	03/07/202	756	Caistor Cares	Bank Payment: Grants & Donations	850.00		850.00
28/06/2022	17/01/202	757	Lincolnshire Association of Local	Play area training	60.00	12.00	72.00
31/05/2022	16/08/202	758	Caistor Farm & Garden Machinery	Strimmer fingers	19.90	3.98	23.88
08/07/2022	16/08/202	759	ERNLLCA	Job vacancy advert	20.00	4.00	24.00
12/04/2022	16/08/202	760	The Cumbria Clock Company	Caistor church clock maintenance	170.00	34.00	204.00
26/07/2022	26/07/202	761	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
04/07/2022	04/07/202	762	Opus Energy	Bank Payment: Electricity - Market	11.97	0.60	12.57
04/07/2022	04/07/202	763	Opus Energy	Bank Payment: Electricity - South Street	106.93	5.35	112.28
04/07/2022	04/07/202	764	Opus Energy	Bank Payment: Electricity - Sports	28.94	1.45	30.39
11/07/2022	11/07/202	765	Tamar Telecom	Bank Payment: Telephone & Broadband	4.99	1.00	5.99
15/07/2022	15/07/202	766	2-4 Market Place Share Purchase	Bank Payment: Investments	10000.00		10000.00
03/07/2022	16/08/202	767	Caistor Town Hall	Town hall hire	88.00		88.00
22/07/2022	16/08/202	768	Southdale Service Station	Fuel/Oil	51.54	10.31	61.85
10/06/2022	16/08/202	769	Caistor Farm & Garden Machinery	Fingers	9.95	1.99	11.94
26/07/2022	26/07/202	770	Caistor & District Lions Club	Bank Payment: Grant (Fireworks)	1000.00		1000.00
28/07/2022	28/07/202	771	Carl Thomas	Bank Payment: Salaries	1270.23		1270.23
26/07/2022	21/08/202	772	HMRC	PAYE July 2022 M4	329.45		329.45
26/07/2022	16/08/202	773	PKF Littlejohn	External auditors fee	400.00	80.00	480.00
31/07/2022	31/07/202	774	Caistor In Bloom (Equip)	Bank Payment: Paint	62.80	12.56	75.36
26/07/2022	26/07/202	775	Caistor Photographic Society	Bank Payment: Grants & Donations	150.00		150.00
31/07/2022	31/07/202	776	Caistor Twinning Association	Bank Payment: Grants & Donations	500.00		500.00
01/08/2022	01/08/202	777	Caistor Go2	Bank Payment: Grants & Donations	300.00		300.00
03/08/2022	03/08/202	778	Kim Hodson	Bank Payment: Contractors	1700.00		1700.00
02/08/2022	02/08/202	779	Opus Energy	Bank Payment: Electricity - South Street	28.41	1.42	29.83
02/08/2022	02/08/202	780	Opus Energy	Bank Payment: Electricity - Market	12.31	0.62	12.93
02/08/2022	02/08/202	781	Opus Energy	Bank Payment: Electricity - Sports	27.36	1.37	28.73
03/08/2022	03/08/202	782	Carl Thomas	Expense Claim	532.40	92.36	624.76
31/07/2022	16/08/202	784	Southdale Service Station	Fuel/Oil	21.68	4.34	26.02
01/08/2022	16/08/202	785	Caistor Town Hall	Town Hall hire	66.00		66.00



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28/07/2022	16/08/202	786	Open Plan Consultants Limited	Steps 1-3 of workplan	1743.75	348.75	2092.50
10/08/2022	24/08/202	787	Tamar Telecom	Telephone	5.24	1.05	6.29
03/08/2022	17/08/202	789	Wave	Water - Cemetery	16.10		16.10
03/08/2022	17/08/202	791	Wave	Water - Playing Fields	59.26		59.26
03/08/2022	17/08/202	793	Wave	Water - Allotments	21.91		21.91
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



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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
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
02/01/2023	10/02/202	933	Caistor Town Hall	Town Hall Hire	22.00		22.00
10/01/2023	10/01/202	934	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
31/12/2022	10/02/202	935	Southdale Service Station	Fuel	7.08	1.42	8.50



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11/01/2023	11/01/202	936	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
25/01/2023	02/02/202	937	Carl Thomas	salary Jan 23 Month 10	3280.35		3280.35
25/01/2023	02/02/202	938	Michelle Moss	Salary Month 10 Jan 23	1515.77		1515.77
17/01/2023	31/01/202	939	HMRC	PAYE Jan 23 Month 10	2002.48		2002.48
17/01/2023	10/02/202	940	Lincolnshire Association of Local	LALC membership	570.76		570.76
31/12/2022	10/02/202	942	S R Thompson	Mole control playing fields and cemetery	560.00		560.00
17/01/2023	10/02/202	944	Lincolnshire Fieldpaths Association	Subscriptions to end May 23	5.00		5.00
12/01/2023	10/02/202	950	Jake Garden Care	Garden maintenance Caistor Church	160.00	32.00	192.00
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	16/02/202	961	Viking	Stationery delivery for office	64.25	12.85	77.10
18/01/2023	02/02/202	962	Opus Energy	Opus energy electricity Sports ground	39.48	1.97	41.45
18/01/2023	02/02/202	963	Opus Energy	Opus Energy electricity south street	18.04	0.90	18.94
18/01/2023	02/02/202	964	Opus Energy	Opus Energy Electricity Market Place	12.62	0.63	13.25
01/02/2023	10/02/202	965	Caistor Town Hall	Room hire 12th Jan	22.00		22.00
02/02/2023	02/02/202	966	Carl Thomas	Internal credit due to duplicate entry	-3280.35		-3280.35
02/02/2023	02/02/202	967	Michelle Moss	Internal error correction	-1515.75		-1515.75
02/02/2023	02/02/202	968	Michelle Moss	Internal error correction to correction	-0.02		-0.02
31/01/2023	31/01/202	969	HMRC	Internal error correction	-2002.48		-2002.48
02/02/2023	02/02/202	970	Kim Hodson	Internal credit historically paid by former	-8.13	-1.62	-9.75
02/02/2023	02/02/202	972	Rural Market Town Group	Internal credit - chose not to join	-130.00	-26.00	-156.00
02/02/2023	02/02/202	973	Wave	Internal correction	-62.17		-62.17
02/02/2023	02/02/202	974	Wave	internal correction	124.34		124.34
02/02/2023	10/02/202	975	Apex Services	Salt spreading Jan 2023	862.50	172.50	1035.00
07/02/2023	07/02/202	976	Mary Lynsky	Bank Payment: Error duplicate entry	125.00		125.00
07/02/2023	07/02/202	977	Wolds Wanderers Walking Football	Bank Payment: Error duplicate entry	104.00		104.00
09/02/2023	10/02/202	978	Caistor Farm & Garden Machinery	Mower - Service and repair	164.79	32.96	197.75
09/02/2023	17/02/202	979	Alan Wood & Partners	Structural report for town hall	875.00	175.00	1050.00
10/02/2023	10/02/202	988	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
20/02/2023	20/02/202	991	Wave	Bank Payment: Water: Allotments	12.84		12.84
20/02/2023	20/02/202	992	Wave	Bank Payment: Water: Cemetery	12.84		12.84
20/02/2023	20/02/202	993	Wave	Bank Payment: Water: Sports Ground	46.05		46.05
14/02/2023	20/02/202	994	Defib4life	Pads and battery for defib	113.95	22.79	136.74
21/02/2023	21/02/202	996	SR Thompson - Moles	Bank Payment: Sportsground	560.00		560.00
21/02/2023	21/02/202	997	Kim Hodson	Bank Payment: Contractors	584.00		584.00
24/02/2023	24/02/202	998	Michelle Moss	Bank Payment: Salaries	1515.77		1515.77
24/02/2023	24/02/202	999	HMRC	Bank Payment: PAYE & NI	767.63		767.63
23/02/2023	10/03/202	1000	Viking	Stationery order and 2nd class stamps	55.32	4.26	59.58
30/06/2022	10/03/202	1001	S R Thompson	Mole control - unpaid/missing invoice	560.00		560.00
27/02/2023	27/02/202	1002	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
27/02/2023	10/03/202	1003	Lincolnshire Association of Local	LALC Annual Training Scheme	140.00	28.00	168.00
28/02/2023	28/02/202	1004	Kim Hodson	Bank Payment: Contractors	570.00		570.00
25/02/2023	25/02/202	1005	SM Bottles	Bank Payment: Market Rents	5.25		5.25
02/03/2023	02/03/202	1006	Opus Energy	Bank Payment: Electricity - Sports	37.83	1.89	39.72
02/03/2023	02/03/202	1007	Opus Energy	Bank Payment: Electricity - Market	11.31	0.57	11.88
02/03/2023	02/03/202	1008	Opus Energy	Bank Payment: Electricity - South Street	16.35	0.82	17.17
02/03/2023	10/03/202	1009	Michelle Moss	Expense Claim	9.52		9.52
10/03/2023	10/03/202	1010	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
28/03/2023	28/03/202	1019	Michelle Moss	Bank Payment: Salaries	1515.77		1515.77
28/03/2023	28/03/202	1020	HMRC	Bank Payment: PAYE & NI	767.63		767.63



Expense Analysis

Current Financial Year Ending 31/03/2023

Financial Period 01/04/2022 to 31/03/2023

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
27/03/2023	27/03/202	1021	BT	Bank Payment: Telephone & Broadband	36.95	7.39	44.34
30/03/2023	30/03/202	1022	ICO - Information commissioners office	Bank Payment: Professional Fees	35.00		35.00
					?	6765.90	?



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
10/03/2023	1010	Tamar Telecom	Bank Payment: Telephone & Broadband	1.05	6.29	<input type="checkbox"/>	<input type="checkbox"/>
23/03/2023	1016	Caistor Town Hall	Hall hire Feb 2023	0.00	44.00	<input type="checkbox"/>	<input type="checkbox"/>
23/03/2023	1017	E-Quip (Rasen) Ltd	14 Hi vis vests and 2 lts glyfos	39.15	234.89	<input type="checkbox"/>	<input type="checkbox"/>
23/03/2023	1018	The Sign Shed	2 x no dogs signs and 1 x deep water sign	5.22	31.32	<input type="checkbox"/>	<input type="checkbox"/>
28/03/2023	1018	[REDACTED]	Bank Payment: Salaries	0.00	1515.77	<input type="checkbox"/>	<input type="checkbox"/>
28/03/2023	1020	HMRC	Bank Payment: PAYE & NI	0.00	767.63	<input type="checkbox"/>	<input type="checkbox"/>
27/03/2023	1021	BT	Bank Payment: Telephone & Broadband	7.39	44.34	<input type="checkbox"/>	<input type="checkbox"/>
30/03/2023	1022	ICO - Information commissioners	Bank Payment: Professional Fees	0.00	35.00	<input type="checkbox"/>	<input type="checkbox"/>
30/03/2023	1023	Personnel Advice and Solutions	Employment assessment and advice	40.00	240.00	<input type="checkbox"/>	<input type="checkbox"/>
31/03/2023	1024	Jake Garden Care	Visit 1 Grass cutting contract	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2023	1025	[REDACTED]	Bank Payment: Contractors	0.00	1376.00	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2023	1026	Thistle Print Ltd	Event leaflets	0.00	486.00	<input type="checkbox"/>	<input type="checkbox"/>
03/04/2023	1027	Opus Energy	Bank Payment: Electricity - Sports Ground	1.73	67.98	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2023	1028	Rustic Construction Ltd	Wall at the old fire station	480.00	2880.00	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: 8809.22

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
10/03/2023	1010	Tamar Telecom	Bank Payment: Telephone & Broadband	1.05	6.29	<input type="checkbox"/>	<input type="checkbox"/>
23/03/2023	1016	Caistor Town Hall	Hall hire Feb 2023	0.00	44.00	<input type="checkbox"/>	<input type="checkbox"/>
23/03/2023	1017	E-Quip (Rasen) Ltd	14 Hi vis vests and 2 lts glyfos	39.15	234.89	<input type="checkbox"/>	<input type="checkbox"/>
23/03/2023	1018	The Sign Shed	2 x no dogs signs and 1 x deep water sign	5.22	31.32	<input type="checkbox"/>	<input type="checkbox"/>
28/03/2023	1019	Michelle Moss	Bank Payment: Salaries	0.00	1515.77	<input type="checkbox"/>	<input type="checkbox"/>
28/03/2023	1020	HMRC	Bank Payment: PAYE & NI	0.00	767.63	<input type="checkbox"/>	<input type="checkbox"/>
27/03/2023	1021	BT	Bank Payment: Telephone & Broadband	7.39	44.34	<input type="checkbox"/>	<input type="checkbox"/>
30/03/2023	1022	ICO - Information commissioners	Bank Payment: Professional Fees	0.00	35.00	<input type="checkbox"/>	<input type="checkbox"/>
30/03/2023	1023	Personnel Advice and Solutions	Employment assessment and advice	40.00	240.00	<input type="checkbox"/>	<input type="checkbox"/>
31/03/2023	1024	Jake Garden Care	Visit 1 Grass cutting contract	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2023	1025	Kim Hodson	Bank Payment: Contractors	0.00	1376.00	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2023	1026	Thistle Print Ltd	Event leaflets	0.00	486.00	<input type="checkbox"/>	<input type="checkbox"/>
03/04/2023	1027	Opus Energy	Bank Payment: Electricity - Sports Ground	1.73	67.98	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2023	1028	Rustic Construction Ltd	Wall at the old fire station	480.00	2880.00	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: 8809.22

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Kalnet4u Ltd
19 Research Way
Derriford
Plymouth
Devon
PL6 8BT
Tel: 0800 772 0000
Fax: 0800 772 0001

Invoice 3787464
Bill Date 10/03/2023
Account 1038960

1010

Mr Carl Thomas
Caistor Town Council
Town Hall
14 High Street
Caistor
LN7 6TX

Customer Service

Did you know you can differentiate business and personal calls with Call Whisper?

Contact our team today to find out more!

Billing Period Feb 2023

Summary of charges	Total
Call Charges	£0.00
Service Charges	£5.24
Total Excluding VAT	£5.24
VAT @ 20%	£1.05
Total Due	£6.29

Total amount due by 24/03/2023 £6.29

Contacting Us

We are open Monday to Friday between 9am - 5:30pm.

Tel: 0800 772 0000

tamar.co.uk

Kalnet4u Ltd registered office 19 Research Way, Derriford, Plymouth, Devon, PL6 8BT
Registered in England and Wales No. 4655311 VAT No.812 4081 65

You do not have a direct debit setup, payment will need to be made by card/BACS by the 24th of this month.



WOS recd 10 weeks
1016

CAISTOR TOWN HALL

To	INVOICE	
Town Council	2043	
	Date 1 / 3 / 23	
Description	£	P
hire of Arts Centre.		
✓ Thurs. Feb 9th		
✓ a Thurs Feb 16th (1 hour)	£ 33	00
✓ a Fri. Feb 24th (1 hour)	11	00
	£ 44	00
<p>BANK ACCOUNT DETAILS ACCOUNT NAME: CAISTOR TOWN HALL MANAGEMENT COMMITTEE SORT CODE: 09-01-28 ACCOUNT NO.: 84269110 REFERENCE: PLEASE SUPPLY INVOICE NUMBER</p> <p>Cheques should be made payable to CAISTOR TOWN HALL & returned to Mrs P. Cluff, 17 Navigation Lane, Caistor, Lincolnshire LN7 6NH</p>		
Please write the invoice number on the back of the cheque	Total	£ 44 00

www.systematic.uk

1017(a)

E-Quip (Rasen) Limited
Gallamore Lane Industrial Estate
Market Rasen
Lincolnshire
LN8 3HA



Invoice

Tel: 01673 844814
Fax: 01673 842776

CAISTOR TOWN COUNCIL
14 HIGH STREET
CAISTOR
LINCOLNSHIRE
LN7 6TX

Invoice	784466
Date	27/02/2023
Order No.	
Account Ref.	CAISTORT

Quantity	Details	Stock Code	Unit Price	Net Amount	VAT
14.00	HI VIS LONG SLEEVE MICHELLE	Z	8.00	112.00	22.40
2.00	1LTR GLYFOS	GLYFOS1	18.12	36.24	7.25

*15 ordered will
invoice for the other 1
next month*

OUR BANK DETAILS HAVE NOT CHANGED

BACS DETAILS
SORT CODE: 40-32-05
ACCOUNT NUMBER: 51390341

Total Net Amount	£148.24
Total VAT Amount	£29.65
Invoice Total	£177.89

OUR TERMS ARE PAYMENT 30 DAYS FROM INVOICE DATE. ALL
GOODS REMAIN THE PROPERTY OF E-QUIP(RASEN) LTD UNTIL
PAID FOR IN FULL. E. & O.E.

VAT Reg No: 555 6900 23
Company Reg No: 04546601

1017 (6)

E-Quip (Rasen) Limited
Gallamore Lane Industrial Estate
Market Rasen
Lincolnshire
LN8 3HA



Invoice

Tel: 01673 844814
Fax: 01673 842776

CAISTOR TOWN COUNCIL
14 HIGH STREET
CAISTOR
LINCOLNSHIRE
LN7 6TX

Invoice	784088
Date	23/02/2023
Order No.	MICHELE
Account Ref.	CAISTORT

Quantity	Details	Stock Code	Unit Price	Net Amount	VAT
5.00	18" BASSINE BRUSH CM	JBM295	9.50	47.50	9.50

OUR BANK DETAILS HAVE NOT CHANGED

BACS DETAILS
SORT CODE: 40-32-05
ACCOUNT NUMBER: 51390341

Total Net Amount	£47.50
Total VAT Amount	£9.50
Invoice Total	£57.00

OUR TERMS ARE PAYMENT 30 DAYS FROM INVOICE DATE. ALL
GOODS REMAIN THE PROPERTY OF E-QUIP(RASEN) LTD UNTIL
PAID FOR IN FULL. E. & O.E.

VAT Reg No: 555 6900 23
Company Reg No: 04546601



The Sign Shed Limited

7 Letchmire Road, Allerton Bywater, Castleford, West Yorkshire, WF10 2DB

1018

Telephone: 01977 220000 Email: accounts@thesignshed.co.uk

Website: www.thesignshed.co.uk VAT Number: GB 186378167

Customer Caistor Town Council (CAIS000001)	Reference SHED749234
---	-----------------------------

Invoice Number SI-69265	Invoice Date 16/03/2023	Due Date 15/04/2023
--------------------------------	--------------------------------	----------------------------

Invoice Address Town Hall 14 High Street Caistor England LN7 6TX	Delivery Address Rose Cottage Mill Lane Scamblesby England LN11 9XP
--	--

Description	Qty	Price	Net	% VAT	VAT	Total (£)
No Dogs - Except Assistance Dogs Sign - 300 x 400 mm / 3mm Recycled Plastic / Holes in 4 corners (B7856/27/H)	2.00	8.70	17.40	20.00	3.48	20.88
Deep Water Sign - 300 x 400 mm / 3mm Recycled Plastic / Holes in 4 corners (B2725/27/H)	1.00	8.70	8.70	20.00	1.74	10.44
FREE Royal Mail 48 (3-4 days estimated delivery) (Shipping)	1.00	0.00	0.00	0.00	0.00	0.00

Total Net 26.10 (£)	Total VAT 5.22 (£)	Total 31.32 (£)
----------------------------	---------------------------	------------------------

VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	26.10	5.22	31.32

Notes
Bank transfers: Our preferred method of payment is by bank transfer. The details are as follows:-
STARLING BANK Account Number : 75002468 Sort Code: 60-83-71 Payee: The Sign Shed Limited
IBAN no: GB81BUKB20896853779483



Registered in England and Wales Number 09011895

Caistor Town Council 2022-23

RTI Full Payment Submission (FPS)

Mar-2023

All Employees, Layout: Basic

1019 + 1020
1071, 1072

	Total Employee Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
M Moss	2,098.42	419.60	126.05	1,515.77	184.98
Total	2,098.42	419.60	126.05	1,515.77	184.98

Leavers:

C G Thomas left on 31-Jan-2023

Employer Totals:

	PAYE Month
Total Net Pay	1,515.77
TAX:	
PAYE Tax	419.60
Student Loan Repayments	37.00
Total Tax Due	456.60
NIC:	
Employee NIC	126.05
Employer NIC	184.98
Total NIC Due	311.03
Total Tax & NIC Due	767.63
HMRC ACCOUNT:	
Tax & NIC due for Mar-2023	767.63
Payment for Mar-2023	767.63
Amount due at year end	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	2,283.40

Amounts shown in the PAYE Month column are the totals for all the pay periods in that PAYE Month.



MR. J HANRAHAN
MR JAMES HANRAHAN T/A CAUSTOR
TOWNOUNC
14 HIGH STREET
CASTOR
MARKET RASEN
LN7 6TX

Your monthly business bill

The total owed on this account is
£ 44.34 including VAT

Thank you for paying by Direct Debit - this payment will be taken from your bank account on or just after 25 March.

This bill	
Regular charges	£ 49.95
Discounts	- £ 13.00
Total VAT	£ 7.39
Total for this bill	£ 44.34

Account number
GP 0037 7543
Bill issue date
11 Mar 2023
Bill reference
M061 65

GP 0037 7543
11 Mar 2023
M061 65

Services covered by this bill
see bt.com/billing for full details

Cloud voice
Broadband

To see more detail about your phone service log into your account on business.bt.com

Here you'll see your phone number(s) and all call usage data, along with options to personalise your service.



Your VAT summary

VAT summary

Total for items where VAT is charged at 20%	£ 36.95
Total excluding VAT	£ 36.95
VAT at 20%	£ 7.39
Total VAT	£ 7.39
TOTAL which includes total VAT of £ 7.39	£ 44.34

Important information

Your VAT invoice number
GP003775430611
BT VAT registration number
GB245 7199 48
Tax point
11 March 2023

VAT calculation

Items where VAT is charged at 20%

These figures exclude VAT	
Regular charges - 1 Mar 23-31 Mar 23	£ 49.95
Bundled services - £ 49.95	
Discounts - 1 Mar 23-31 Mar 23	- £ 13.00
Bundled services - £ 13.00	
TOTAL for items where VAT is charged at 20%	£ 36.95
Total VAT at 20%	£ 7.39

British Telecommunications plc
Registered Office
1 Braham Street
London E1 8EE
Registered in England
18000000

MR. J HANRAHAN
MR JAMES HANRAHAN T/A CAUSTOR
TOWNOUNC
14 HIGH STREET
CASTOR
MARKET RASEN
LN7 6TX

Bill issue date
11 Mar 2023

Bill reference
M061 65

Your account number
GP 0037 7543

1020

ICO - Renewal confirmation ICO:00012904531

Information Commissioner's Office Renewals Confirmation
<dpfee_confirmation_renewal_dd@ico.org.uk>
To: Carl Thomas <clerk@caistorc.co.uk>

28 March 2023 at
01:00

Organisation name: **Caistor Town Council**
Reference: **ZB036651**

Dear Carl Thomas

Confirmation of payment

We confirm receipt of your payment and new expiry date of 30/03/2024.

The contact details we hold for you are:

Title:

Name: Carl Thomas

Address:

Line 1: The Town Hall
Line 2: 14 High Street
Line 3: Caistor
City: Market Rasen
County:
Postcode: LN7 6TX
Country: United Kingdom

£35

Email address: clerk@caistorc.co.uk

Telephone number: 01472 476122

Mobile phone number:

To view your organisation details, and get a copy of your certificate please visit ico.org.uk/register. Click on 'Search the Register' and enter the above reference number to download your registration certificate.

Please check your details carefully. If you want to tell us about a change to your details please go to ico.org.uk/update. The online change service is very quick and easy to use. You will need your reference above and your security number, which we sent to you when you first applied.

Please have a look at our website (ico.org.uk/registered) for information about your responsibilities as a data controller.

Yours sincerely

Michael Fitzgerald
Director of Digital, IT and Business Services
Information Commissioner's Office

1023

**Personnel
Advice &
Solutions Ltd**

30th March 2023

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

INVOICE No 2816

Invoice For

Zoom meeting, reading documents and production of Report, 4 hours @ £50.00 per hour

COST	£200.00
VAT 20%	£40.00

TOTAL AMOUNT DUE £240.00

Payment Terms 14 days

Please make cheques payable to Personnel Advice & Solutions Ltd

Many Thanks

Christopher Moses LLM Chartered FCIPD

5b Carre Street
Sleaford
Lincolnshire
NG34 7TW

Tel: 01529 305056

Mobile: 07778 480741

Email: p.d.solutions@zen.co.uk

www.personneladviceandsolutions.co.uk

V.A.T. No. 856 3904 00

*Lloyds -
A/c 00979606
Sort. 30-97-70*

1024



TAX INVOICE

Caistor Town Council

Invoice Date
30 Mar 2023

Invoice Number
INV-1546

VAT Number
408635100

Dyne Group
Attention: JAKE DYNE
Low Farm
Fonaby
MARKET RASEN
Lincolnshire
LN7 6RU
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Visit 1	1.00	900.00	20%	900.00
Caistor Council - Grass cutting				
All maintenance covered for all the appointed areas, with all specifications met.				
			Subtotal	900.00
			TOTAL VAT 20%	180.00
			TOTAL GBP	1,080.00

Due Date: 6 Apr 2023

Bank Account Details
Account Name: Jake Garden Care
Account: 40795660
Sort Code: 30-90-89



[View and pay online now](#)

PAYMENT ADVICE

To: Dyne Group
Attention: JAKE DYNE
Low Farm
Fonaby
MARKET RASEN
Lincolnshire
LN7 6RU
GBR

Customer	Caistor Town Council
Invoice Number	INV-1546
Amount Due	1,080.00
Due Date	6 Apr 2023

Amount Enclosed

Enter the amount you are paying above

GENERAL CLEANING, MAINTENANCE CONTRACTOR

1025.

WEEKS of Feb/March '85

	WDC	CTC	TOTAL	NOTES			
MON 27th	1 1/2	£18	5 1/2	£66	7	£84	6.15 PICK UP SWEEP AWAY AFTER MARKET SWEEP MARKET IN LITTER PICKED ALONG ROAD
TUE 28th							SWEEP OFF ROAD
WED 1st			6	£72	6	£72	PICK UP BINS LITTER IN GREEN WASTE BINS COLLECTOR WITH KILN FOR THE NEW SERIES
THUR 2nd							
FRI 3rd	1 1/2	£18	6 1/2	£78	8	£96	6.15 x 2 PICK UP SWEEP FOUNTAIN & OFFICE SWEEP MARKET IN SWEEP STREETS SERVICES CENTER
SAT 4th							
SUN 5th			40 min	£8	40 min	£8	PICK UP & OFFICE, ONLY 2 CAR.
TOTALS	£36	£224	£260				DATE <u> </u> SIGNED <u> </u>

£1376

GENERAL CLEANING, MAINTENANCE CONTRACTOR

Area of work: 10/1/02

	WIDE	CTC	TOTAL	NOTES				
MON	6th	1 1/2	£18	5 1/2	£66	7	£84	1. as above, but not to be done unless budget is not expected, but also cleaned behind any other work with marks
TUE	7				£12	1	£12	Grating, outside in market, etc
WED	8		6	£12	6		£72	1. as above, but not to be done unless budget is not expected, but also cleaned behind any other work with marks
THUR	9							
FRI	10	1 1/2	£18	5 1/2	£66	7	£84	1. as above, but not to be done unless budget is not expected, but also cleaned behind any other work with marks
SAT	11							
SUN	12							
TOTALS			£36		£216		£252	DATE: / / SIGNED: /

GENERAL CLEANING, MAINTENANCE CONTRACTOR

Area of work: 10/1/02

	WIDE	CTC	TOTAL	NOTES					
MON	13th	1 1/2	£18	5 1/2	£66	7	£84	1. as above, but not to be done unless budget is not expected, but also cleaned behind any other work with marks	
TUE	14								
WED	15				4	£96	8	£96	1. as above, but not to be done unless budget is not expected, but also cleaned behind any other work with marks
THUR	16								
FRI	17	1 1/2	£18	6 1/2	£78	8	£96	1. as above, but not to be done unless budget is not expected, but also cleaned behind any other work with marks	
SAT	18								
SUN	19th				40	£8	40	£8	1. as above, but not to be done unless budget is not expected, but also cleaned behind any other work with marks
TOTALS			£36		£216		£252	DATE: / / SIGNED: /	

Thistle Print Ltd

Digital and Litho Printing

1026

TAX INVOICE

Caistor Town Council
Attention: Town Clerk
Caistor town Council
High street
Caistor
LN7 6TJ

Invoice Date
30 Mar 2023

Invoice Number
INV-6335

Reference
Caistor Town Council

VAT Number
698170002

Thistle Print Limited
Unit 6
Aston Court
Town End Close, Unit 6
LEEDS
West Yorkshire
LS13 2AF
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
4,000 x 12pp DL Leaflets	1.00	486.00	Zero Rated	486 00
			Subtotal	486 00
			TOTAL ZERO RATED	0 00
			TOTAL GBP	486 00

Due Date: 13 Apr 2023

Bank Details:
HSBC Bank
Sort Code: 40-33-19
Account: 21368966

PAYMENT ADVICE

To: Thistle Print Limited
Unit 6
Aston Court
Town End Close, Unit 6
LEEDS
West Yorkshire
LS13 2AF
GBR

Customer Caistor Town Council
Invoice Number INV-6335

Amount Due 486.00
Due Date 13 Apr 2023

Amount Enclosed

Enter the amount you are paying above



Ms Pittman
Caistor Town Council
Town Hall
14 High Street
Market Rasen
LN7 6TX

Your business electricity bill

For: Sports Ground Lighting The Sports Ground North Kelsey Road Caistor Market Rasen LN7 6QH
Invoice period: 15 February 2023 to 17 March 2023



Total to pay

£67.98

We'll collect this on or soon after 02/04/2023

Balance before this bill	£31.69
Charges on this bill	£34.56
exc. VAT	
VAT at 5% on £34.56	£1.73
Total Charges on this bill inc VAT	£36.29
Total to pay	£67.98

Your average usage

2kWh per day

Your average daily usage per calendar month over the last year



Legend:
■ Current month
■ Based on meter reading
■ Based on estimate

This bill is based on an estimated read. Submit a read before 17/04/2023 and we'll use it to calculate your next bill

To give us a reading:

Online: www.opusenergy.com
Text: 0778 482 755

Please include:

- Site number
- Meter serial number
- The reading date
- The new reading

Contact us

t: 01604 673 100
8.30am - 5pm Monday - Friday
e: contactus@opusenergy.com

Your account number
0653026

Power cut call 105
Your distributor is Yorkshire Electricity
www.northernpowergrid.com

N

Invoice number 73822843
Invoice date 18/03/2023

Readings for meter number E16UP04001

Date	Reading	Multiplier	kWh used
13/02/2023	4032.7 Actual	1.00	67.30 kWh
13/03/2023	4100.0 Actual	1.00	67.30 kWh
17/03/2023	4111.0 Estimated	1.00	11.00 kWh

Charges on this bill

E16UP04001 5	Unit Rate	£2.32
	11.00kWh at 21,100p per kWh	£23.22
	67.30kWh at 21,100p per kWh	£14.20

Other Charges

Standing Charge	31.00days at 58.180p per day	£18.04
Charges on this bill exc. VAT		£34.56
VAT at 5% on £34.56		£1.73
Total Charges on this bill inc. VAT		£36.29

Energy Bill Relief Scheme discount included on this bill

Units	Unit Rate Discount	Discount
78.30 kWh	9.96 p/kWh	£7.8
	Total Discount	£7.80

The Energy Bill Relief Scheme

Your bill reflects the discounts applied to your energy usage under the Government's support package for businesses, the Energy Bill Relief Scheme (EBRS). This scheme will apply discounts for your energy usage between 1 October 2022 and 31 March 2023. Visit our dedicated support page about changes to the energy market that may affect your business at opusenergy.com/energy-crisis-support.

Site details

Site number 1164213
Sports Ground Lighting
Site reference 03 801 02A
Supply number S 23 17621639 010

Contract details

Your existing contract has a variable rate. These rates can change at any time. You'll continue on this until you either set up a new contract with us or switch to a new supplier. You can usually get a better deal with a new contract. Get in touch with us for a quote on [01604.673221]. If you want to change supplier, you don't need to send us a termination notice. Please pay any outstanding balance before you switch, or we may object.

Get in touch

t: 01604 673 100
Calls may be recorded for training and verification purposes.
e: contactus@opusenergy.com

w: www.opusenergy.com

a: Customer Service
Opus Energy Limited, Opus Energy House,
8-10 The Lakes, Northampton NN4 7YD

Committed to customer service

If you have a complaint, please contact us so we can put things right.

t: 0800 630 0841

e: customercare@opusenergy.com

If your complaint hasn't been resolved to your satisfaction and you'd like the decision to be reviewed by our Director of Service, you can contact their team.

t: 0800 997 8730

e: directorofservice@opusenergy.com

If you're still not satisfied, you can contact The Ombudsman Services: Energy on 0330 440 1624, or visit www.ombudsman-services.org if you are classed as a microbusiness.

For information about our complaints process and broker complaints visit www.opusenergy.com/opusenergy-complaints.

Opus Energy Limited, Reg. No. 4382246, VAT No 818 2900 29.
Reg Address: Drew Power Station, Selby, North Yorkshire, United Kingdom, YO8 8HH

1027 DD



Minutes of the Caistor Town Council Finance Committee held at 7.00pm at the Arts & Heritage Centre on 16 March 2023

Present: Cllr J. Wright, Cllr J. Bowman (Chair), Cllr S. Gaughan, Cllr M. Galligan,
In Attendance: Cllr S. Davey, Cllr S. Hodson, Michelle Moss,
Members of public present: 0

- 1** To resolve to accept apologies for absence and reasons given - Ref: 1819
Apologies received from Cllr Critten.
Cllr Wright noted he would be late.
- 2** To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1820
None
- 3** Public Participation (max 10 mins, 5 min limit per person) - The council are not required to respond and items not on the agenda will not be debated but may be referred, if appropriate, to the next meeting - Ref: 1821
None
- 4** To approve the minutes of the last Finance committee meeting 17.11.22 - Ref: 1822
RESOLVED that the draft minutes of the meeting held on 17th November 2022 be approved as a true record of the meeting and signed by the chair.

Proposed: Cllr S. Gaughan Seconder: Cllr M. Galligan All in favour
- 5** To review the projected significant variances and agree any associated action - Ref: 1823
Cllr Wright arrived 7.10pm.

Significant variances on the accounting statement report, and reasons were noted.
- 6** To discuss and agree appointment of the internal auditor for 23/24 - Ref: 1824
It was noted that last years internal audit was completed by Andy Hopkins, the town clerk for Immingham.
RESOLVED to appoint Andy Hopkins to complete the internal audit again this year.
Proposed: Cllr J. Bowman Seconder: Cllr S. Gaughan All in favour
- 7** To review the financial regulations to recommend for approval by full council in May - Ref: 1825
The Clerk/RFO noted several amendments to the financial regulations required to update them and agreed to circulate the amended regulations to the finance committee prior to the annual council meeting where the update will be recommended for approval.
Proposed: Cllr M. Galligan Seconder: Cllr J. Wright All in favour
- 8** To review the risk assessment register to recommend for approval by full council in May - Ref: 1826
Following the review, it was noted that several areas of risk have changed since last review and require updating. It was agreed to update the risk register to better reflect the current risks, circulate to the finance committee prior to presentation to the council at the annual council meeting where the update will be recommended for approval.
Proposed: Cllr J. Bowman Seconder: Cllr S. Gaughan All in favour
- 9** To review the additional projects approved by full council and decide where the budget will come from (including if approved: Clerks office, Cemetery railings, Fire station wall, Event leaflet) - Ref: 1827
RESOLVED to recommend to full council that:
Event leaflet - the £500 earmarked reserves for the newsletter be used for the event leaflet.
Kings coronation - the £2000 earmarked reserves for the coronation be moved to the working budget for use in the financial year 2023/24.

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



Old fire station - that the £1500 earmarked reserves for the old fire station be used for the wall repair, and that the remainder of the cost (£900) be reallocated from the 'gritting' budget line for 2023/24.

Damp in office - the £2000 earmarked reserves noted as 'combined into one below' be used for the damp repair, and that the remainder of the cost (£500) be reallocated from the 'gritting' budget line for 2023/24.

Cemetery Railings - the £1250 earmarked reserves for the cemetery be used for the cemetery railings.

Churchyard and Congregational Churchyard grass cutting - the £3360 cost be taken from the 23/24 'project expenses' line of reserves budget allocated for subcontracting grass cutting and that this amount be moved into the operational budget for 23/24.

Grass cutting agreement - the budget for parks (£3000), sportsground (£4000) and amenity cut (£5750) to be used for the contract with the shortfall of £1650 to be reallocated from the 'gritting' budget for 2023/24.

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

10 To review the financial implications of drawing down the PWL and make recommendations to full council - Ref: 1828

Cllrs Davey and Hodson were invited to join the discussion as part of the PWL review group.

During a lengthy discussion it was noted: The solicitors have recommended a loan agreement to mirror the loan agreement between CTC and Dept of levelling up, a deed of priorities should be agreed, a legal charge should be against the title to the property and full due diligence should be undertaken prior to any part of the loan being given to the community group; the council would only be able to secure a second charge behind the community group's grant from the dept of levelling up; there are significant risks associated with the build; the build would not be commercially viable without a community group securing grants and other funding; once the loan is drawn down interest will start to accrue and repayment charges will apply if the loan is returned; if the renovation costs have increased beyond £2.4m the group will need to raise further capital and will not be in a position to take the £750k loan from CTC; the tendering process (to understand the costs) is not yet complete; .
RESOLVED: to recommend to full council that a 6 month extension to the expiry date of the PWL be requested to provide the council more time to get the correct legal security in place in readiness to draw down the loan and to the understand the interdependencies of the loan in relation to the project timeline; in the event that an extension is refused the recommendation is that the council starts the application process again rather than drawdown on the loan before it is required.

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

11 Date of next meeting - Ref: 1829

To be arranged for June

Meeting closed at 8.39pm



Minutes of the Caistor Town Council Employment committee meeting held at 7.00pm at the Caistor Town Hall on 7 March 2023

Present: Cllr S. Davey (Chair), Cllr P. Richardson, Cllr J. Bowman, Cllr S. Hodson,

In Attendance:

Members of public present: 0

- 1 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1765**
None declared
- 2 To receive apologies and reasons for absence - Ref: 1766**
Apologies received and accepted from Cllr Lyus
- 3 Public Participation 10 minutes max. Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 1767**
None
- 4 To resolve to go into closed session - Ref: 1768**
RESOLVED to enter closed session
Proposed: Cllr J. Bowman Seconder: Cllr S. Hodson All in favour
- 5 To understand the employee pension requirements and agree next steps - Ref: 1769**
RESOLVED that employees should be enrolled onto either a new or the existing CTC pension scheme.
Proposed: Cllr S. Hodson Seconder: Cllr J. Bowman All in favour
- 6 To review the clerks request for a council mobile phone and agree next steps - Ref: 1770**
RESOLVED to organise a mobile phone contract for CTC, for use by the clerk
Proposed: Cllr P. Richardson Seconder: Cllr S. Hodson All in favour
- 7 To assess the employment status of the current handyman/contractor and agree next steps - Ref: 1771**
RESOLVED to consult an HR specialist to review and update the current contract.
Proposed: Cllr S. Hodson Seconder: Cllr P. Richardson All in favour
- 8 To review the request from the handyman/contractor for an increase in hourly rate of pay and payment for use of car and agree next steps - Ref: 1772**
RESOLVED to include this as part of the discussion with the HR specialist
Proposed: Cllr S. Hodson Seconder: Cllr J. Bowman All in favour
- 9 To review the cover arrangements for Handyman/contractor holiday dates and agree next steps - Ref: 1773**
RESOLVED that no action will be taken for this at the current time.
Proposed: Cllr S. Davey Seconder: Cllr S. Hodson All in favour

Meeting closed at 8.55pm

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



CAISTOR TOWN CC

Brigg Road, Caistor, Lincolnshire. LN7 6RX. Tel: 01472 851918

www.caistor.play-cricket.com

SECRETARY

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m.gowshall@btinternet.com

CHAIRMAN

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DN20 9FF

07732 319469
sean.woolley@hotmail.co.uk

TREASURER

Liam Skipworth
9 Lapwing Way
Barton-upon-Humber
DN18 5EL

07572 413301
liam.skipworth@hotmail.co.uk

F.T.A.O the Town Clerk
Caistor Town Council
Town Hall
14 High Street
Caistor LN7 6TX
8th March 2023

Dear Councillors,

We are contacting you as the landowner of the Caistor Sports field to seek your permission for us to erect, on the field, a new practice facility to replace the existing one. Unfortunately, the existing facility is now in a bad state of repair, does not comply with cricket's governing body's (ECB) standards for practice areas.

If your permission is granted, we shall be seeking to put together a crowdfunding project and obtain grants from Sport England and the ECB to fund the construction of the new facility. If council is agreeable to the facility going ahead then a planning application to West Lindsey District Council will need to be made and approved.

Caistor Town Cricket Club is an inclusive club offering cricket to anybody from the community who wants to be involved. We have been in existence since 1893 and first played on the current cricket field in 1981, where we have been ever since.

From the club's inception it has touched the lives of a large number of families, and individuals in the community. Through the course of our existence, community members have played for us, at senior and junior level. Players, and the club, have been supported by the players family members; be it parents, grandparents or other family members. Other members of the community would have



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CHAIRMAN

Sean Woolley
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DN20 9FF

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sean.woolley@hotmail.co.uk

TREASURER

Liam Skipworth
9 Lapwing Way
Barton-upon-Humber
DN18 5EL

07572 413301
liam.skipworth@hotmail.co.uk

come to enjoy watching the matches being, played as well as meeting up and chatting with other like-minded people. Last year we offered to the community women's soft ball cricket and coaching and this has proved very popular with over 30 people having participated at some stage. Today our membership stands at 35 adult men players, 30 women members and 75 junior members. We also have 26 life members and vice presidents who are all part of the club through the support they give us. There are also a regular number of people who come and watch the matches and enjoy the sociability of the day. Finally, we have several volunteers who assist us in all sorts of ways who each find enjoyment and worth in what they do for the club.

In the last few years our membership has grown dramatically due to our participation in several governing body schemes designed to increase participation in cricket. With this increase in participation, we do need to upgrade our practice facilities. This project will fill that need for many years to come. Attached is a plan of the ground showing the desired location of the new facility as well as some drawings showing what the facility will look like.

As a sports club we offer the community so much more than just cricket. All sport, including cricket, is recognised as important in increasing an individual's physical and mental health. People learn new skills including, team working skills, develop a sense of belonging and worth and make new friendships to help with their well-being.

We ask if you would bring this request to the attention of the councillors, hopefully at their next meeting, and we look forward to what we hope will be a positive outcome for us and the community of Caistor.

Yours sincerely,

Mark Gowshall





New 2 bay practice facility



Caistor Town Bowls Club

Google



TERMS OF REFERENCE

Updated resolution to borrow for 2-4 Market Place

The original decision to borrow funds from PWLB to support the development of 2-4 Market Place, Caistor was passed by resolution of Caistor Town Council (CTC) at a meeting on 12th August 2021.

This resolution did not commit the council to take the loan out, but just to apply for the loan of £750,000 for the sole purpose of supporting the development of 2-4 Market Place, Caistor.

The lending offer from the Department for Levelling up, Housing and Communities (DLUHC), was given on 12th May 2022, approved for one year.

The loan is still needed by the community group responsible for the redevelopment of 2-4 Market Place.

At the town council meeting in March CTC resolved to seek legal advice to implement a loan agreement between CTC and Caistor and District Community Trust (CDCT), to secure a charge over the property, and undertake appropriate due diligence prior to making the loan to CDCT.

An application to extend the time period on the DLUHC loan was made on 30th March 2023.

If granted this extension will last for a further 12 months.

One of the conditions of the loan extension is evidence that either the same members are in post now, who supported the original resolution, or evidence that a new resolution has been approved by the current members and officers in place on the council.

Proposed resolution:

Caistor Town Council resolve that it remains supportive of the application to secure £750,000 PWL from the DLUHC to lend on to CDCT for the development of 2-4 Market Place.

The term applied for is 50 years; the loan will be repaid using the Equal Instalment Principle; the annual repayments will be based on the interest rate repayable at the time the loan is taken out, and are likely to be iro £28,000.

The resolution to apply to extend the loan offer period is still an 'in principle' resolution and does not bind CTC to accept or to draw down the loan.

The loan will not be drawn down until appropriate legal security is in place to protect CTC in the event that CDCT project for 2-4 Market Place fails.

r Town Hall

TOWN CENTRE
↓

 Tourist Information 

CAISTOR
An attractive Georgian Market Town setting on the edge of the Lincolnshire Wolds





Bank Foundation Caistor

Top rated



Grimsby Rd

hippy

B1225

Hillcrest Park



Middlegate Lodge



Google





Caistor Town Council

ABUSIVE, PERSISTENT OR VEXATIOUS COMPLAINTS POLICY

1. Introduction

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatiously responding to these situations.

In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'.

This policy intends to assist in identifying and managing persons who seek to be disruptive to the Town Council, elected Members and members of staff through pursuing an unreasonable course of conduct. In cases of abusive, persistent or vexatious complaints against a member of staff, this policy will work in conjunction with the Town Council's Dignity at work Policy.

The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

Habitual or vexatious complainants can be a problem for Council staff and members.

The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants

For the purpose of this policy the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:-

- *unreasonable complaints and/or unrealistic outcomes*
- *reasonable complaints in an unreasonable manner*

Prior to considering its invocation the Council will send a *summary* of this policy to the complainant to give them prior notification of its possible invocation.

Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Personnel Committee (or appointed sub-committee) will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

The Town Clerk, as responsible officer, will notify, on behalf of the Town Council, complainants in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. West Lindsey District Council will also be informed that a constituent has been designated as a habitual or vexatious complainant.

The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Definitions

Caistor Town Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Town Council, hinder the Town Council's consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

Examples include the way in which, or frequency with which, complainants raise their complaint with staff or how complainants respond when informed of the Town Council's decision about the complaint.

Features of an unreasonably persistent and / or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

An unreasonably persistent and/or vexatious complainant may:

- Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- Refuse to specify the grounds of a complaint despite offers of assistance
- Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved

- Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- Refuse to accept that issues are not within the power of the Council to investigate, change or influence.
- Insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- Make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced make an unreasonable number of contacts with the Town Council, by any means in relation to a specific complaint or complaints
- Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and / or complex letters, faxes, telephone calls, e-mails or other social media communications)
- Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language
- Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- Introduce trivial or irrelevant new information whilst the complaint is being investigated and expects this to be taken into account and commented on
- Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- Deny statements he or she made at an earlier stage in the complaint process
- Electronically record meetings and conversations without the prior knowledge and consent of the other person(s) involved
- Adopts an excessively 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Town Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Members of this and other Councils, the Town Council's Independent Auditor, the Monitoring Officer, the Police or solicitors.
- Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- Make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences

- make these 'new' complaints which should be put through the full complaints procedure.
- Persistently approach the Town Council through different routes about the same issue
- Persist in seeking an outcome which Town Council has explained is unrealistic for legal or policy (or other valid) reasons
- Refuse to accept documented evidence as factual
- Complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- Combine some or all of these features.

4. **Imposing Restrictions**

Caistor Town Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.

In the first instance the Town Clerk will consult with the Personnel Committee (or appointed sub-committee) prior to issuing a warning to the complainant. The Town Clerk will contact the complainant in writing, or by email, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the council may take if they do not comply.

If the disruptive behaviour continues, the Town Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Town Council in future will be restricted. The Town Clerk will make this decision in consultation with the Personnel Committee and inform the complainant in writing of what procedures have been put in place and for what period.

Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time that the restriction will be in place for. In most cases restrictions will apply for between 3 to 6 months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis.

Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- Banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
- Banning the complainant from sending emails to individual and / or all Council Officers and insisting they only correspond by letter
- Requiring contact to take place with one named member of staff only
- Restricting telephone calls to specified days and/or times and/or duration
- Requiring any personal contact to take place in the presence of an appropriate witness

Letting the complainant know that Caistor Town Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence)

When the decision has been taken to apply this policy to a complainant, the Town Clerk will contact the complainant in writing to explain:

- Why the decision has been taken
- What action is being taken
- The duration of that action

The Town Clerk will enclose a copy of this policy in the letter to the complainant.

Where a complainant continues to behave in a way that is unacceptable, the Town Clerk, in consultation with the Personnel Committee (or appointed sub-committee) may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. **New Complaints** (from complainants who are treated as abusive, vexatious or persistent)

New complaints from people who have come under this policy will be treated on their merits. The Town Clerk and the Personnel Committee (or appointed sub-committee) will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.

The fact that a complainant is judged to be unreasonably persistent or vexatious and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. **Review**

The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Town Clerk, and the Personnel Committee (or appointed sub-committee) after three months, and at the end of every subsequent three months within the period during which the policy is to apply.

The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. **Record Keeping**

The Town Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- The name and address of each member of the public who is treated as abusive, vexatious or persistent
- When the restriction came into force and ends
- What the restrictions are
- When the person and Council were advised

The Town Council will be provided with an annual report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

Any appointed sub-committee (the Complaints Committee) will consist of the Vice Chair and three other Councillors



Caistor Town Council

COMMUNITY ENGAGEMENT STATEMENT OF INTENT

INTRODUCTION

To achieve its ambitions, Caistor Town Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Its aim is to engage with its residents and encourage their participation in decision making, securing better services, being engaged with the local democratic process and creating a more active and informed community.

AIMS

The Council strives to undertake the following:

To enable an involved, empowered and active citizenship through:

- (i) Engage with all members of the community
- (ii) Reach out to the elderly and vulnerable members
- (iii) Seeking the views of young people

To communicate information to its community clearly, factually and appropriately through:

- (i) It's website detailing all council services and activities
- (ii) The use of social media where appropriate
- (iii) The use of plain English and no local government jargon
- (iv) The adherence to a corporate design/logo

To improve its communication with its partners and stakeholders and co-ordinate its community engagement efforts through:

- (i) Supporting the role and functioning of the local Unitary Authority;

To raise the image and reputation of the Council through:

- (i) Inviting residents to be actively involved in our meetings via the public forum
- (ii) Publicising the Annual Town Meeting
- (iii) Encouraging usage of the Council website and social media platforms
- (iv) Inviting residents/community groups to provide information for the Council website
- (v) Issuing press releases covering activities of the Council
- (vi) Encouraging Council members to actively become involved in community activities

To enable every Councillor to maximise their role as elected representatives and Community Leaders through:

- (i) Enabling new councillors access to the councillor portal
- (ii) Uploading of agendas & minutes on the Council website
- (iii) Encouraging Councillors to attend meetings of community organisations and Town groups
- (iv) Develop training plans for Councillors

To ensure every member of staff understands the council's priorities through:

- (i) Having regular staff appraisals
- (ii) Encouraging staff to provide input into the decision making process
- (iii) Encouraging staff to actively represent the interest of the Council at community events

ENGAGEMENT

Listed below are the individuals/organisations which the Council wishes to actively engage with:

- West Lindsey District Council
- Lincolnshire County Council
- All other Town and Town Councils bordering Caistor
- Caistor Schools
- Caistor Community Groups
- Churches in Caistor
- Residents
- Business's in Caistor
- Lincolnshire Association of Local Councils

HOW CAN THE SUCCESS BE MEASURED ?

- People feeling they are kept well informed by the Council
- People feeling that the Council listens to their views and acts on their concerns
- People feeling that complaints are handled well
- People feeling that the Council is trustworthy
- People feeling that they have opportunities to participate with the Council and can influence the decision making process
- People being satisfied with the way the Council runs things and with particular services.

ACTION PLAN

Minutes	Ensure copies of minutes are available on the Council website	Staff	Ongoing
Office Availability	Available at all reasonable hours by telephone and email.	Staff	Ongoing
Annual Town Meeting	Publicise meetings on notice boards, websites, Facebook.	Staff	Ongoing
Public Forum	Encourage residents to raise any matters of interest or concern via the public forum part of Full Council	Staff & members	Monthly
Noticeboards	Regularly update noticeboards with council & community activities	Staff & members	Ongoing
Website	Maintain website with info on council services & activities	Staff & members	Ongoing
Businesses	Engage with the businesses and business organisations	Staff & members	Ongoing
Local Democracy	Encourage Residents to both vote at and stand for the Council in Local Council elections	Staff & Members	Ongoing but high priority in the six months leading to local council elections
Press	Liaise regularly with the press sending details of council meetings and council activities	Staff	Ongoing
District and County Councillors	Maintain contact with District and County Councillors to ensure sharing of information	Staff & members	Ongoing



Caistor Town Council

COMMUNICATIONS POLICY

This Policy is designed to assist Town Councillors and staff to effectively communicate with the general public.

Objective

To provide a helpful response to telephone, or written enquiries in an efficient and polite manner.

Personal Contact

This can be in person or by telephone.

If it relates to a Town Council service, then the caller will be dealt with by the appropriate member of staff. If that member of staff is unavailable, contact details will be taken to ensure the caller can be contacted at the earliest suitable opportunity.

If it relates to a County Council or District Council service the caller will be advised to contact the County Council or District Council by providing them with the appropriate number / e-mail.

Town Councillors and Staff are advised against acting as an intermediary with the County Council and District Council Contact Centres; this is not being unhelpful, but to aid the trained staff of the County and District Council and /or their trained call centre staff to direct enquiries to the appropriate department or other public service. No direct dial numbers are to be given for any officer(s) at either the County or District Council.

Written Enquiries

These could be by letter or, more frequently, by email. Wherever possible a detailed reply should be given within 5 working days. If that is not possible, a holding response should be sent within 5 days.

There is no need to respond to unsolicited invitations or spam emails, indeed there are very good reasons for not so doing.

Inevitably, the Town Council may receive repeated communications from individual members of the public on the same subject(s). It is permissible for staff to merely acknowledge such emails/letters without having to respond to each and every point. In any such case, the Town Clerk should be consulted.

It should always be remembered that it is possible to recover any electronic correspondence.

Correspondence Issued By The Council

All correspondence representing the view of the Council should only be issued by the Clerk following agreement by the Council or relevant Committee. If individual Councillors choose to send letters to express their own opinion on Council policies, they are strongly advised to check their facts first with the Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Councillor.

Town Councillor's Details

If requested, the staff will provide a member of the public with the names and email addresses of Town Councillors. Telephone numbers or their private address will not be released without the express permission of the Councillor.

Media Statements

In accordance with the Scheme of Delegation Policy, the Town Clerk is the Council's nominated Press Officer with the authority to issue official press releases. No other member of staff (other than the Chair or Vice Chair deputising for the Town Clerk) has the authority to issue public statements on behalf of the Council.

Any press release from the Town Council is to be approved by the Town Clerk and where requested, copied to all Town Councillors.

Press releases from the Town Council need not be formally worded in stilted language but must not be partisan.

Councillors can communicate to the media but must ensure that it is clear that the opinions given are their own and not necessarily those of the Council e.g. 'A.N. Other is a Caistor Town Councillor but the views expressed here are his/her own and not necessarily those of the Caistor Town Council'.

For the avoidance of doubt, an individual Town Councillor or political party may issue their own statements to the media but those must not give the impression of being a release from the Town Council.

Publicity touching on issues that are controversial or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although Councils should not oversimplify facts, issues or arguments.

In particular, Officers and Councillors should always have due regard for the long term reputation of the Council in all their dealings with the media.

Purdah

Purdah is the period prior to an election, once a notice of poll has been officially given by the Returning Officer. It applies to Town and County Council elections as well as other national elections (e.g. a General Election).

It also applies if there is a local by-election.

During such a period, special care is needed to avoid any impression that the Town Council, as a body, supports any aspirant for elected office or a particular party.

More specific advice will be issued by the NALC and / or the Returning Officer at the County Council. A separate policy statement in respect of the 'purdah' period is available from the Town Clerk.

Obscene & Abusive Language

Staff and Councillors are not obliged to listen to abusive and obscene tirades or address members of the public in this way. In such a case the caller should politely be asked to desist and advised that if they continue to use such language the call will be terminated. If the abuse or obscenity continues then the call can be terminated.

Care however should be taken as some 'vivid descriptions' are used in the ordinary course of speech by certain sections of the community. A judgement should be made from the tone if that is the position. In such cases a councillor or member of staff can ask for moderation but may choose to continue the contact.



TERMS OF REFERENCE

Proposal to Council April Meeting

Committee meetings bring together a smaller number of councillors to concentrate on a specific function of the council and share the workload. Committees are beneficial to councils as they enable discussions and decisions to be delegated to members of the council who have a special interest or skill in a particular area.

Caistor Town council currently has 4 committees: Finance, Economic Development & Market, Employment & Personnel, and Planning.

Committees are currently made up of a core of councillors who are on most, and sometimes, all committees. This leads to a perception of a 'tiered' council with some councillors responsible for making all of the decisions and undertaking a disproportionate share of councillor work.

Currently there is no focus on the council assets and property, and as such all discussions regarding property and assets are currently held by full council.

The clerk is employed for 25 hours a week and to add any more committees to the workload would be more unmanageable than currently.

Recommendations:

1. It is my view that the council should have an Estates Committee to focus on the improvements and maintenance of council owned assets, land and property throughout the town.
 2. The Employment and Finance committees are combined to reduce the number of committees.
 3. The committees are given limited delegated powers to make decisions and incur expenditure as delegated by full council. Any recommendations or expenditure outside delegated authority is referred to full council for approval
 4. The draft minutes from committee meetings are shared at full council meetings
 5. Councillors are restricted to membership of no more than 2 committees.
 6. No councillor may be chair of more than one committee (the chair of the council may also be a chair of a committee with the exception of the employment and finance committee).
 7. Membership of all committees is restricted to 5, requiring 3 for a quorate.
 8. Membership of committees should be spread equally across all councillors.
 9. Any non-committee members may attend committee meetings but will do so as members of the public and will be required to leave for closed sessions items.
 10. That the proposed terms of reference for the committees (attached) are adopted w.e.f. appointment of the new council in May.
 - 11 That (with the exception of the planning committee) each committee meets 4 times per year, spread equally throughout the year.
-



TERMS OF REFERENCE

ECONOMIC DEVELOPMENT COMMITTEE

Overview

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year.
2. The Chairman and Vice Chairman (if required) will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet 4 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Economic Development Committee meetings, and any councillor will have the right to attend meetings of the Estates Management Committee if they choose, and may, with the Chairman's consent address the Committee (but not vote) before it makes a decision.
5. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.
6. The Mayor shall be an ex officio member of the committee and shall have voting rights.

Committee Budget

1. The committee has authority to spend up to £2000 or the annual budget provided; whichever is the lower amount.
2. The committee (and any sub-committees) shall have authority to incur expenditure without reference to the Town Council for the management of the areas of responsibility listed below, subject and up to the agreed limit set within the Council budget. Expenditure in excess of the budget must be authorised by Council.

Responsibilities

The Committee shall undertake the following roles and functions:-

- To take active steps to support the development of the Town paying specific attention to tourism. This will include development and management of:-
 - Tourism and Economic Development policies
 - Tourism, business and social development initiatives
 - Marketing policies including management of the delegated budgets for such (subj if delegated committee)
- Promoting Caistor and the visitor economy which includes liaising with all businesses and community groups located in the Town.
 - To prepare and authorise publications
 - To appoint publishers / website providers
 - To arrange for printing, if applicable
 - To agree on number of publications required, if applicable
 - To arrange for distribution, if applicable
 - To receive visitor data and to use this information to determine ongoing policy.



TERMS OF REFERENCE

ECONOMIC DEVELOPMENT COMMITTEE

- Developing and promoting economic well being by liaising with all businesses and community groups within the Town and other relevant agencies:-
 - To oversee communication with businesses as appropriate
 - To facilitate business to business support
 - To seek and promote relevant economic support such as grants and information
- To oversee the organisation of Town Council led events.
 - To agree date/s for events
 - To advertise and promote events
 - To seek financial support for events
 - To arrange appropriate press coverage
 - To make all other arrangements for Town Council events subject to being within allocated budget.
 - The committee may delegate to community groups as appropriate.
- To recommend specific events be held
- Any other matters delegated by the Council.

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area and to report these to the Council.
- Approve town events within budget
- Community engagement on issues linked to the purpose of this committee
- Planning of future events

The Chairman shall have the following delegated powers:

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval to the next meeting of the Committee.

The Town Clerk shall have the following delegated powers:

- To approve the wording of electronic publications and printed materials on behalf of the Council.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing Orders.



TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE (DRAFT)

Overview

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year. The quorum will be 3 members
2. The Committee Chairman will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet 4 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Finance Committee meetings, and any councillor will have the right to attend meetings of the Finance Committee if they choose, and may, with the Chairman's consent address the Committee (but not vote) before it makes a decision.
5. Any councillors not on the employment and finance committee must leave if the committee resolves to enter closed session.
6. The Committee shall function and operate in accordance with the Council's approved Standing Orders and Financial Regulations.
7. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.

Responsibilities

The committee has delegated authority from Caistor Town Council to make decisions on the following areas of Town Council business:

Staff and office management

1. To be responsible for all staffing matters, including:
 - a) Recruitment and dismissal of all Town Council staff
 - b) Line management of the Clerk *
 - c) Organising annual appraisals and receiving appraisal feedback**
 - d) To note the Clerk's sick leave and carry out a back to work interview (if applicable)
 - e) Authorising the Clerk's annual leave
 - f) Dealing with grievance and disciplinary matters
 - g) Dealing with the training requirements of the Town Clerk***

* Line management of other Town Council staff is delegated to the Clerk, i.e to approve annual leave and sick leave. All disciplinary matters will be dealt with by the Committee.

** The annual appraisal of the Town Clerk will be conducted by the Town Council Chairman and the Chairman of the Personnel & Finance Committee and reported on to the Committee

*** Training requirements to estates staff will be dealt with by the estates committee.

2. To be responsible for all matters connected with the provision of office facilities for the Town Council.

These Terms of Reference were considered by the Committee on ddmmyyyy, and approved by the Town Council on ddmmyyyy.

Review Date: ddmmyyyy



TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE (DRAFT)

Financial planning and monitoring

1. To produce a draft annual budget for consideration and approval by the Town Council.
2. To provide a recommendation to the Town Council on the level that the annual precept should be set at.
3. To ensure that suitable accounting systems and internal controls are in place to safeguard the Town Council's finances.
4. To ensure that the Annual Return is completed and returned on time, and everything is in order prior to it being approved by the Council.
5. To monitor actual spend with budgeted spend under the various budget headings.
6. To monitor and review the Council's bank accounts and investments to ensure that the Town Council's funds are invested in the most suitable place.
7. To appoint annually the internal auditor and review the internal audit system for the Town Council
8. To monitor the expenditure of the Mayor's / Chairman's allowance.
9. To approve the Council's asset register and ensure that it is kept up to date.
10. To review the councils risk register and ensure appropriate steps are taken to mitigate or manage the key risks

Reviewing administrative functions and policies

1. To review and recommend for approval by the Town Council, the Financial Regulations and Standing Orders
2. To review and then agree any necessary changes to all personnel related policies
3. To work with other Council committees and Working Groups in setting future objectives for the Council.
4. To propose to Council the introduction of new policies as may be thought desirable.

Other functions

1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.

Delegated powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area and to report these to the Council.

The Chairman shall have the following delegated powers:

These Terms of Reference were considered by the Committee on ddmmyyyy, and approved by the Town Council on ddmmyyyy.

Review Date: ddmmyyyy



TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE (DRAFT)

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval to the next meeting of the Committee.

The Town Clerk shall have the following delegated powers:

- To approve the wording of electronic publications and printed materials on behalf of the Council.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing Orders.

Committee Budget

The committee shall have authority to incur expenditure related to the exercise of any of the above powers within the annual budget headings set for the committee or up to £2000 whichever is the lower. Additional expenditure must be authorised by Council.



ESTATES MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Overview

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year.
2. The Chairman and Vice Chairman will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet 4 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Estate Management Committee meetings, and any councillor will have the right to attend meetings of the Estates Management Committee if they choose, and may, with the Chairman's consent address the Committee (but not vote) before it makes a decision.
5. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.

Committee Budget

1. Each year the committee will provide feedback to the Town Council on expected expenditure required in the budget for areas within its responsibility so that this can be considered when setting the Council budget.
2. The committee (and any sub-committees) shall have authority to incur expenditure without reference to the Town Council for the management of the areas of responsibility listed below, subject and up to the agreed limit set within the Council budget. Expenditure in excess of the budget must be authorised by Council.

Responsibilities

The committee has delegated authority from Caistor Town Council to make decisions on the following areas of Town Council business:

1. **Cemetery**
 - a. To set the fees for all services relating to burials.

- b. To provide burial registers/computer software and to keep records of all burials, memorial applications and reservations for grave spaces.
- c. To maintain the trees, hedges, fences and pathways in the Cemetery.
- d. To arrange memorial inspections and testing
- e. To carry out annual risk inspections and keep a record of the findings

2. Allotments

- a. To set and review rents.
- b. To maintain un-let plots.
- c. To supply water.
- d. To maintain boundary fence, hedges, gate, and pathways
- e. To hold regular meetings with the allotment representatives (if appointed).
- f. To organise the best kept allotment competition (if required).
- g. To receive feedback from the inspections carried out by the Clerk and keep a record of the findings

3. Play areas: Millfields, South St Park, Sports Ground

- a. To maintain, repair and replace the equipment as necessary.
- b. To receive feedback from the monthly inspections and keep a record of the condition of the equipment.
- c. To arrange the annual RoSPA safety inspection.
- d. To cut and strim the grass.
- e. To maintain the trees, hedges, fences and signs

7. Churchyard

- a. To cut and strim the grass.
- b. To maintain trees, walls, fences and gates (LCC Highways maintain pathways and roadways).
- c. To carry out annual risk inspections and keep a record of the findings

8. Congregational Church

- a. To cut and strim the grass.
- b. To carry out annual risk inspections and keep a record of the findings

9. Open Spaces – Sports ground, South St Park

- a. To cut and strim the grass
- b. To maintain trees, hedges and fencing
- c. To carry out annual risk inspections and keep a record of the findings

10. Parish Paths

- a. To cut and strim the grass' at least twice between April and September.
- b. To carry out quarterly inspections and keep a record of the findings

13. Council Property and Equipment

- a. To carry out an annual review of the benches, bins, notice boards, signs, and grit bins owned by the Town Council.
- b. To maintain, repair and replace the benches, bins, notice boards, signs, and grit bins as necessary.

- c. To provide, maintain, repair and replace maintenance equipment.
- d. To carry out an annual review of the Asset Register and update as necessary.
- e. Ensure that any new and existing property/equipment is adequately insured.

14. Town

- a. Cutting of the grass verges on behalf of Lincolnshire County Council.
- b. Weed treatment in the town on behalf of Lincolnshire County Council.
- c. Work to improve the appearance of the town by the Town Council staff and volunteers
- d. To decide whether to enter the Best Kept Small Towns competition or equivalent.

15. Estates Staff (if applicable)

- a. To organise/book places on courses to address any training needs.
- b. To advise the Personnel and Finance Committee on staffing requirements.
- c. To provide safety equipment.
- d. To comply with health and safety regulations

Other functions

- 1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.

These Terms of Reference were considered by the Committee on dd/mm/yyyy and approved by the Town Council on dd/mm/yyyy



Tracking Report

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

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

Ref: 14957

Created: 19/04/2021

- 13/05/2021 Emails from two residents. Seeking assistance from Cllr Bradwell. Contacted Highways Direct aswell. cllrb.adams@lincolnshire.gov.uk
- 13/05/2021 Escalated with Cllr Tom Smith's assistance. Residents informed.
- 09/06/2021 LCC advise railings assessed and works are planned. Ref 396501
- 24/06/2021 Message from LCC; Assigned Highways Officer has raised a job with a contractor to repair the defect.
- 17/08/2021 Asked Tom Smith if he could obtain an update.
- 03/09/2021 Works scheduled - cannot give a date.
- 06/03/2023 Update given by Cllr Smith at CTC meeting - repair to railings has been completed. CTC Councillors noted not all have been repaired.
- 21/03/2023 Reviewed with Cllr Smith. Agreed that some railings still require attention - reported back to LCC

2-4 Market Place

Ref: 15589

Created: 16/06/2021

- 21/02/2023 Called 5 solicitors left message for call backs between 13th Feb and 21st Feb
Sills and betteridge - Gainsborough and Girmbsy
Wellers Hedleys - Dorset
Bridge McFarland - Market Rasen
Mason Baggott and Carlton - Brigg
Still waiting for call back from any of them.
- 22/02/2023 Response from Sills and Betteridge - will send proposal and estimate
Mason, Baggott and Garton are working for 2-4
- 28/02/2023 Spoke to Claire from Bridge McFarland who will take a look at everything i've sent her and come back with a proposal.
- 07/03/2023 Sill and betteridge estimate - between £8500 and £13800 for the legal requirements
- 07/03/2023 Bridge McFarland approx £2500
Recommend loan agreement, deed of priority and legal charge on property
CTC agreed in March meeting to take legal support from Bridge McFarland
- 17/03/2023 Extension to the drawdown date requested
- 30/03/2023 Application for extension to the drawdown deadline submitted

Annual ROSPA Play Area Inspections

Ref: 18893

Created: 11/09/2021

- 14/09/2022 Instructed Play Inspection Company to do inspections in November or as soon as possible thereafter.
- 06/12/2022 Inspections completed
- 14/12/2022 Reports received.
High risk identified on South Street Park.
- 21/02/2023 Review of action required from inspection report added to agenda for March 2023
- 03/04/2023 Watermans quote of £195 +VAT accepted for repair. Work planned w/c 10th April

Cricket Club Lease

Ref: 19826

Created: 06/04/2022

- 11/03/2022 Draft lease received.
- 16/03/2022 Draft lease reviewed - ready for meeting.
- 17/04/2022 Sub committee made up of Cllr Gaughan, Critten and Bowman.
- 17/04/2022 Copy of proposed lease and existing lease send to working committee



Tracking Report

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

- 19/04/2022 SG: -
Page 1, sub paragraphs 6, 9 and 10 (but please see paragraph 24) are all examples of the tenant raising income.
Page 2, Rent. The rent as a minimum must cover all the councils costs in setting up the lease or any other necessary expenditure.
Term; is there a reason for 35 years?
Paragraph 8. Date will need to be confirmed.
Paragraph 9.1. Are they paying these charges at the moment?
Paragraph 18. Does this mean that they are responsible for any damage/maintenance after the lease is signed?
Paragraph 19. This should be determined by the rent agreed. If the council agree to this the rent would need to be substantially higher than the proposed at page 2.
- 24/05/2022 Morning
I've only had once written response to the draft lease circulated.
Could I suggest a Zoom meeting one evening next week to discuss this further?
Could you let me know your preferred day(s); Mon 30st, Tue 31st, Wed 1st ?
Thank you.
- 27/05/2022 Morning
Could I confirm the Zoom meeting od discuss the Cricket Club lease will take place on Wed 1st June at 7 pm.
I'll email you the link prior to the meeting.
- 09/06/2022 Draft reviewed lease sent to MG @ CCC
- 03/08/2022 Chased Mg @ CCC
- 11/01/2023 Form Mark at CC - Our next Cricket Management Committee meeting is scheduled for January 24th. The lease will be on the agenda.
'If it's ok with you, I will revert once we have had the meeting'.

Cemetery Gates and Railings

Ref: 20701

Created: 16/08/2022

- 25/01/2023 Cemetery gates and railings rusting and paint flaking - 11/8/2022 Council resolution to sand and paint
November 2022 Quotes requested from 4 local contractors
Quotes received from 2 contractors - others not interested in quoting
- 31/01/2023 Added to CTC agenda 9.2.23 for decision
- 14/02/2023 CTC unable to make a decision as Andy Bradleys was estimate rather than quote
Emailed AB to ask for quote rather than estimate today.
Then include in March agenda
- 01/03/2023 Quote received from Andy Bradley - on agenda for 9th March to discuss
- 20/03/2023 Council agreed to go ahead with Andy Bradleys quote - MM emailed 20.3.23 to confirm and ask for approx timescales for completion

Wall at the old fire station

Ref: 21170

Created: 16/01/2023

- 16/01/2023 From Stephen Hodgeson - Re old firestation wall i have been up there this morning and removed the rubble and bricks that were on the ground.
On closer inspection it appears to me that the damage to the wall is more extensive than was suggested. It looks to be weather and frost damage with many of the bricks having lost their faces which are crumbling away.
The header bricks on the wall are separating from the main section of the wall, and all of this section appears loose to me. The bricks ive remove are sections of the header which have fallen or been pushed off. If you look at the attached photos you can clearly see the frost damage and also how extensive some of the cracks are, also larger sections of bricks which are now loose. I dont think replacing a few bricks will create even a short term repair for this wall and stabilise it.
- 17/01/2023 MM- contacted WLDC to ask if permission is required to repair wall in conservation area
Awaiting response then contact contractors - Chris Bradley - conservation officer approved repair.
Quotes requested from 5 contractors
- 31/01/2023 Quote received from Rustic Construction £2400 +VAT
- 07/02/2023 Verbal quote from Russ College Brickie (Claridges) - £1600
- 02/03/2023 Only 2 quotes received, one verbal. Item added to the agenda for discussion at the March council meeting
- 27/03/2023 Work started

Town Clerks office wall - damp repair

Ref: 21191

Created: 19/01/2023



Tracking Report

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

- 17/01/2023 Town Clerks office wall - damp repair
Structural Report from Alan Wood and Partners - Recommendation - The low level dampness of the walls to the clerks office is associated with ineffective damp proof course and the passage of water through the solid wall construction. A specialist in dealing with damp within properties should be consulted. Quotes being arranged
- 27/01/2023 2 quotes received
Quote1 £3375 - 2-3 days
Quote2 £3000 - will liaise with next door and do all legal work associated 1-2 weeks
- 31/01/2023 On agenda to discuss at full council meeting 9th Feb
- 10/02/2023 Agreed to proceed at Feb meeting. JB to discuss with Clerk where to get the budget from
- 20/03/2023 J Boyer quote accepted by email 20.3.23 - awaiting next steps and estimated start date
- 28/03/2023 Start date 19th April - clear office out 18th

Fri, 24 Mar, 15:16 (10 days ago)

to caistortc

Dear Michelle

For your information within 4 hours of a new being placed at the entrance to the above park, it was being ignored by two ladies with dog without lead.

We have been told in past by the previous Clarke that new notices would be larger, which they are not. We don't believe this will ever work unless action is taken.

Mon, 27 Mar, 19:04 (7 days ago)

to caistortc

Just for the record another one today around 18:45. Will keep you updated.

Wed, 29 Mar, 12:48 (5 days ago)

to caistortc

Yet another to add to the list . Older couple walking their small on a lead.