



You are hereby summoned to attend the meeting of Annual Meeting of Caistor Town Council which will be held on Thursday 11 May 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
04/05/2023

AGENDA

- 1 Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair
- 2 Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair
- 3 To receive apologies for absence & reasons given
- 4 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
- 5 Public Session (10 minutes, during which the meeting is suspended)
- 6 Chairmans Report
- 7 To approve the draft minutes of 13th April 2023
- 8 To consider any applications for co-option onto the council to fill the 3 vacant seats following the election
- 9 To resolve that the council is eligible to exercise the General Power of Competence having met the qualifying criteria following the 2023 uncontested election
- 10 To review the current WLDC Code of Conduct and resolve to continue to abide by it.
- 11 Election of committees, working groups and representatives on outside bodies and agree dates for the committees for forthcoming year
 - a) Election of members to the Personnel and Finance Committee
 - b) Election of members to the Estates Committee
 - c) Clarification on whether Economic Development & Market Committee should continue or become a working group and Election of members to the committee / working group
 - d) Discuss and agree if there is a need for a separate planning committee or whether to incorporate back into the CTC agenda and appoint a councillor lead on planning
- 12 Finance / Governance
 - a) To approve the Accounting Statements for period ending 30/04/23



- b) To approve the Schedule of Payments
 - c) To receive the Internal Auditors annual report for 2022/23
 - d) To complete and approve section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2022/23
 - e) To approve section 2 - Annual Accounting Statements for AGAR for 2022/23
 - f) To receive and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2022/23
 - g) To confirm arrangements for insurance are adequate to cover all insurable risks (as per standing orders)
 - h) To review the current inventory of land and other assets (as per Standing orders)
 - i) Resolve to move the £500 for the office laptop from reserves into 2023/24 budget
 - j) To review and approve the Financial Regulations
 - k) To review and approve the Standing Orders
 - l) Review and agree request from contractor to vary payment terms
 - m) Review and pre approve the standing orders and direct debit payments for the forthcoming year (as per standing orders)
- 13 Reports from External bodies:-
- a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Community Groups
 - e) Town Hall Management Committee
- 14 To receive reports and minutes from Committee's and working groups, and agree associated actions
- a) Finance Committee
 - b) Employment & Personnel Committee
 - c) Economic Development & Market Committee
 - d) Kings coronation working group
- 15 Clerks Report & Parish Matters
- a) Review Tracking Report
 - b) To review and approve the new Whistleblowing policy
 - c) To review and approve the new Internet Usage policy
 - d) To review and approve the Expenses and allowances policy
 - e) To review and approve the revised Grant Application policy
- 16 To review any grant applications received and agree whether to donate funds
- a) Application from Caistor in Bloom
 - b) Application from Caistor Heritage Trust
 - c) Application from Caistor Goes (Kings Coronation Group) (retrospective resolution to approve)
 - d) Application from Womens Cricket Club
 - e) Application from Caistor Goes
- 17 Correspondence Received
- a) No additional correspondence received
- 18 Planning - see separate Planning Agenda
- 19 Agree dates for full council meetings for 23/24



- 20 To resolve to move into closed session for the remainder of the meeting
- 21 To review employment contracts and agree any outstanding details and next steps