



Minutes of the Caistor Town Council held at 7.00pm at the Caistor Town Hall on 13 April 2023

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

In Attendance: Michelle Moss,

Members of public present: 4

Meeting closed 8:23pm

Also present: County Cllr Smith; District Cllrs Bierley and Lawrence; 1 member of the press

1 To receive apologies for absence & reasons given - Ref: 1845

Apologies received from Cllr Bowman.

2 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1846

None.

3 Public Session (10 minutes) - Ref: 1847

A representative from the cricket club noted that: the club is seeking to install a new practice facility and needs CTC permission as the land owner and to raise grant funding as outlined in agenda item 9a; the next step is to approach WLDC for planning permission; the current practice facility is below recommended ECB standards; the new facility would be repositioned per ECB recommendations and the current practice area will be re-grassed.

4 Chairmans Report - Ref: 1848

Cllr Wright noted that following confirmation of the persons nominated for election in May, WLDC had confirmed 11 seats are taken and 3 seats are vacant. Unfortunately Cllrs Gaughan and Critten are standing down as councillors. Cllr Wright commended both councillors for their tireless efforts supporting Caistor, congratulated them for their significant achievements and thanked them for their many years of service to the town, sentiments fully endorsed by the rest of the council.

5 To approve the draft minutes of 9th March 2023 - Ref: 1849

RESOLVED that the draft minutes of the meeting held on 9th March 2023 be approved as a true record of the meeting and signed by the Chair.

Proposed: Cllr P. Richardson Seconder: Cllr S. Critten 2 abstained

6 Finance - Ref: 1850

a) To approve the Accounting Statements for period ending 31st March 2023 - Ref: 1851

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

RESOLVED to approve the accounting statements for the period ending 31.03.23 as a true record.

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

b) To approve the Schedule of Payments - Ref: 1852

RESOLVED to approve the schedule of payments which totalled £8809.22

Proposed: Cllr P. Richardson Seconder: Cllr S. Gaughan All in favour

c) To approve the revised budget and earmarked reserved for 23/24 - Ref: 1853

The revisions to the budget had been circulated to all councillors prior to the meeting.

RESOLVED to approve the amendments to the budget and earmarked reserves for 2023/24 as detailed in the budget revision.

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

7 Reports from External bodies:- - Ref: 1854

Signature:



a) Lincolnshire Police - Ref: 1855

No report received.

b) West Lindsey District Council - Ref: 1856

District Cllrs Bierley's report had been circulated to councillors prior to the meeting. District Cllr Bierley noted that the Central Lincolnshire local plan has now been approved and takes effect immediately; fly tipping incidences are now back to pre pandemic levels but work is still being done to further reduce incidents; the new bin for Riby Rd is on order.

Cllrs thanked both Dirstict councillors for their hard work and efforts in supporting Caistor.

c) Lincolnshire County Council - Ref: 1857

County Cllr Smith noted that he had reported all issues raised at last months meeting; several more potholes have opened up on Navigation Lane since then and these will also be reported; the island crossing signs have been chased; the green gritting bin on N.Kelsey Rd is on order to be replaced; the flooding on Canada Lane is part of a larger scheme which is being programmed in, and Cllr Smith is attending a meeting on 18th April during which he will ask for more details of the programme.

Councillors also thanked County Cllr Smith for the support he provides to the town.

d) Community Groups - Ref: 1858

e) Town Hall Management Committee - Ref: 1859

No meeting held, nothing to report.

8 To receive reports from Committee's and working groups, and agree any associated action - Ref: 1860

a) Finance Committee - Ref: 1861

The council received the draft minutes from the Finance Committee meeting held on 16th March, and noted their agreement to the revised budget and earmarked reserves.

b) Employment & Personnel Committee - Ref: 1862

The council received the draft minutes of the Employment committee meeting held on 7th March.

c) Economic Development & Market Committee - Ref: 1863

It was noted that the next meeting will be 20th April.

d) Kings coronation working group - Ref: 1864

It was noted that: the last meeting had been held 22nd March; plans are progressing well; the events leaflet has been circulated on social media and in key locations. The clerk noted that: Cllr Bowman had incorrectly advised the working group that CTC had already made a grant to the Kings Coronation Working Group of £2000; the correct situation is that money had been earmarked in council reserves to support the coronation when this years budget was set; at their last meeting the finance committee had made a recommendation to full council to move the funds to this years budget; any spend against the budget still needs full council approval. The clerk suggested that at the next coronation meeting a list of proposed expenditure is compiled for approval by full council at the next full council meeting or an application for a grant is made to CTC by the key community group working on the project; once considered and authorised by full council the approved costs can be paid, or the grant awarded.

9 Clerks Report & Parish Matters - Ref: 1865

a) To review the request from the cricket club for permission for a new practice area and agree next steps (21330) - Ref: 1866

Concerns were raised that the new facility will block views of spectators; and that the revised lease is still outstanding.

RESOLVED to support the request to relocate the practice area.

Proposed: Cllr J. Wright Seconder: Cllr A. Somerscales 1 abstained

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. - Ref: 1867

Signature:



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.

RESOLVED:

1. 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.
2. The term applied for is 50 years
3. 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.
4. 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.
5. The resolution to draw down on the loan will not be made until appropriate legal security is in place to protect CTC in the event that CDCT project for 2-4 Market Place fails.

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

c) To review the leaking gutter at the town hall and agree how to proceed - Ref: 1868

Cllr Critten agreed to take a look at the gutter to assess the issue and work required before contractors are contacted to provide quotes.

RESOLVED that contractors should be contacted to clean/repair the leaking gutter.

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

d) To review and agree any potential action to facilitate a speed reduction on B1225 between the Whitegate Hill turning and A46 - Ref: 1869

It was noted that there is a lot of fast moving traffic on this section of Caistor High St, many ignoring the speed limit, leading to a potentially dangerous situation.

RESOLVED to raise the issue of a speed reduction on this stretch of the road with County Cllr Smith.

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

e) To review and approve: Abusive & Vexatious Policy(19681) - Ref: 1870

Policy had been circulated to the council prior to the meeting.

RESOLVED to accept the updated policy and review in another 2 years.

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

f) To review and approve: Community Engagement Policy(19683) - Ref: 1871

Policy had been circulated to the council prior to the meeting.

RESOLVED to accept the updated policy and review in another 2 years.

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

g) To review and approve: Communications Policy(19680) - Ref: 1872

Policy had been circulated to the council prior to the meeting.

RESOLVED to accept the updated policy and review in another 2 years.

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

h) To review the proposal for a revised committee structure and agree any action - Ref: 1873

Signature:



The clerk had circulated the proposal for a revised committee structure and proposed TOR's prior to the meeting. It was agreed that some minor changes should be made to ensure consistency across the TOR's and the documents re-circulated for approval.

RESOLVED to

- 1 - support the recommendations which the clerk had submitted prior to the meeting;
- 2 - implement an Estates Committee which meets 4 times every year; a personnel and finance committee which meets 4 times per year; and continue with the Economic Development committee which will meet every 6 months; to take effect from May 2023.
- 3 - The planning committee is excluded from the recommendations and will continue as currently.
- 4 - approve the proposed terms of reference subject to the minor changes.

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

10 a) Review Tracking Report - Ref: 1874

The clerk had circulated the report prior to the meeting. and noted that the wall at the old fire station has been completed; the office damp repair is planned to start 18th April and will take 2 weeks, during which time the clerk will work from home; work will start on the cemetery railings when the weather is warmer and less changeable.

11 Correspondence Received - Ref: 1875

a) South St Park - complaint about dog walkers (22072) - Ref: 1876

It was noted that several additional incidents of dogs in South St park have been reported; Cllr Critten and Hodson volunteered to monitor the situation; District Cllr Bierley will provide a reporting number where incidents can be reported to WLDC; the telephone number can be circulated on social media.

b) Anonymous letter asking for speed limit reduction A1084 - Ref: 1877

It was noted that the letter had been shared with County Cllr Smith who advised that LCC policy does not permit any action to be taken based on anonymous letters.

12 Date of next meeting - Ref: 1878

Annual meeting of the town council - 11th May 2023.

It was noted that the Annual Parish Meeting will be held on the same evening, starting at 6.15pm.

13 To resolve to move into closed session for the remainder of the meeting - Ref: 1879

RESOLVED to move into closed session for the remainder of the meeting.

All public, press, and external councillors left the meeting.

The council also asked for the Clerk to leave the meeting. Cllr Lyus was appointed to take notes.

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

14 To receive an update from the employment committee regarding the handyman role and agree appropriate action - Ref: 1880

The employment committee briefed councillors on the advice received from an employment specialist.

RESOLVED to

- 1 - appoint the handyman as an employee with a contract of employment and appropriate job description;
- 2 - pay the clerk for additional hours being worked;
- 3 - continue with the NEST pension.

Proposed: Cllr S. Hodson Seconder: Cllr R. Lyus All in favour

Meeting closed at 20:30

Signature:

Members' and Co-opted Members Code of Conduct

Adopted by West Lindsey District Council

– 1 November 2021

Adopted by Caistor Town Council

– 10 March 2022

Date of next review – May 2023

West Lindsey District Council Members' Code of Conduct

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Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

West Lindsey District Council resolved on 1 November 2021 to adopt the LGAs model Code in its entirety.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of their Model Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

West Lindsey District Council will consider any the recommendations from any such reviews and adopt any changes it considers appropriate through its governance processes.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- **I treat other councillors and members of the public with respect**
- **I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word.

Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

- **I do not bully any person**
- **I do not harass any person**
- **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It

can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- **I do not disclose information:**
 - a. **given to me in confidence by anyone**
 - b. **acquired by me which I believe, or ought reasonably to be aware, is of confidential nature, unless**
 - i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**
 - iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. **the disclosure is:**
 1. **reasonable and in the public interest; and**
 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 3. **I have consulted the Monitoring Officer prior to its release.**
- **I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- **I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other

information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

- **I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

- **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

- **I do not misuse council resources**
- **I will, when using the resources of the local authority or authorising their use by others:**
 - a. act in accordance with the local authority's requirements; and**
 - b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- **I undertake Code of Conduct training provided by my local authority.**
- **I cooperate with any Code of Conduct investigation and/or determination.**
- **I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- **I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- **I register and disclose my interests**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to**

real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

- **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the

matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects -

- 8.1. your own financial interest or well-being;
- 8.2. a financial interest or well-being of a relative or close associate; or a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being

- 9.1. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- 9.2. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) - (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where - (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - a. exercising functions of a public nature
 - b. directed to charitable purposes or
 - c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



Accounting Statements

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/04/2023



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/04/2023

End of year forecast auto calculated based on actual year to date averaged over 1 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	109886	109886	0	0	109886
140	Cemetery Income	120	3000	-2880	-96	3000
120	Allotment Income	30	420	-390	-93	420
130	Market Rents	236	3000	-2764	-92	3000
150	Caistor Sports & Social Club	175	2412	-2237	-93	2412
160	WLDC Street Cleaning	0	2292	-2292	-100	2292
170	Grass Cutting	0	1623	-1623	-100	1623
180	Grants	0	0	0	100	0
350	VAT Reclaimable	0	0	0	100	0
199	Miscellaneous Income	146	150	4	-2	1500
185	Town Hall	0	520	-520	-100	0
186	Magazine Advertising	0	1000	-1000	-100	0
187	CIL income	1555	0	1555	100	1555
Income: General Totals		112149	124303	-12147	-10	125688
Income Totals		112149	124303	-12147	-10	125688

Expenditure

Expense: General

500	Salaries	1742	26520	24778	-93	26520
503	PAYE & NI	541	2400	1859	-77	2400
501	Staff Travel & Benefits	0	100	100	-100	100
502	Contractors	1376	15000	13624	-91	15000
509	Other Staff Expenses	0	100	100	-100	100
520	General Office	0	1000	1000	-100	1000
530	Hall Hire	44	720	676	-94	720
540	Insurance	0	3500	3500	-100	3500
550	Audit	0	780	780	-100	780
560	Subscriptions	0	535	535	-100	535
570	Training	0	390	390	-100	390
580	Election	0	0	0	100	0
581	Mayor Allowance	0	350	350	-100	350
555	Professional Fees	0	500	500	-100	500
556	Legal Fees	200	500	300	-60	500
590	Amenity Cut	900	7400	6500	-88	7400
591	Public Rights of Way	0	0	0	100	0
592	Parks	0	3000	3000	-100	3000
593	Sportsground	0	4000	4000	-100	4000
594	Cemeteries/Church	0	4500	4500	-100	4500
595	Allotments	0	250	250	-100	250
610	Market	0	250	250	-100	250
596	Community Orchard	0	0	0	100	0
750	Section 137	0	0	0	100	0
650	Community Dev	486	1500	1014	-68	1500
521	Telephone & Broadband	50	930	880	-95	930
700	Electricity - Market Place LN7 6TU	0	260	260	-100	260
701	Electricity - South Street Park	0	600	600	-100	600
702	Electricity - Market Place LN7 6TL	0	150	150	-100	150
703	Electricity - Sports Ground	68	600	532	-89	600
720	Water: Sports Ground	0	300	300	-100	300
721	Water: Cemetery	0	50	50	-100	50



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/04/2023

End of year forecast auto calculated based on actual year to date averaged over 1 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	0	75	75	-100	75
765	Play Park Refurbishment	0	1000	1000	-100	1000
597	Caistor Sports & Social Club	0	1000	1000	-100	1000
522	Town Hall	0	1000	1000	-100	1000
582	Civic	0	500	500	-100	500
601	Equipment	222	750	528	-70	750
598	Market Place	0	1000	1000	-100	1000
603	Gritting & Snow Clearance	0	450	450	-100	450
766	CCTV	0	1500	1500	-100	1500
799	Contingency	0	0	0	100	0
600	Grants & Donations	0	15000	15000	-100	15000
761	Project: Town Hall Car Park Makeover	0	500	500	-100	500
762	Neighbourplan Review	0	0	0	100	0
763	Office repair	0	2500	2500	-100	2500
767	Old fire station	2400	2400	0	0	2400
764	Kings coronation	0	2000	2000	-100	2000
Expense: General Totals		8030	105860	97830	-92	105860
Expenditure Totals		8030	105860	97830	-92	105860



Budget Report - Income

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/04/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept	0	93900	?	?	0	0	0	?	0	0.00
Cemetery Income	6565	3100	3000	120	0	0	0	120	-2880	-96.00
Allotment Income	625	350	420	30	0	0	0	30	-390	-92.86
Market Rents	2837	1000	3000	241	0	0	0	241	-2759	-91.96
Caistor Sports & Social Club	1563	312	2412	227	0	0	0	227	-2185	-90.59
WLDC Street Cleaning	2808	1404	2292	0	0	0	0	0	-2292	?
Grass Cutting	1545	0	1623	0	0	0	0	0	-1623	?
Grants	0	2665	0	0	0	0	0	0	0	100.00
VAT Reclaimable	13935	0	0	3601	0	0	0	3601	-3601	100.00
Miscellaneous Income	3294		150	146	0	0	0	146	4	-2.43
Town Hall			520	0	0	0	0	0	-520	?
Magazine Advertising			1000	0	0	0	0	0	-1000	?
CIL income			0	1555	0	0	0	1555	1555	100.00
Income: General Total			124303	?	0	0	0	?	-15691	-7
Total			124303	?	0	0	0	?	-15691	-7



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/04/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
Expense: General											
Salaries	19285	27800	26520	1742	0	0	0	1742	24778	-93	
PAYE & NI	628	2600	2400	541	0	0	0	541	1859	-77	
Staff Travel & Benefits	0	0	100	0	0	0	0	0	100	-100	
Contractors	16404	11570	15000	2705	0	0	0	2705	12295	-82	
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100	
General Office	804	1000	1000	0	0	0	0	0	1000	-100	
Hall Hire	300	0	720	44	0	0	0	44	676	-94	
Insurance	3428	3535	3500	0	0	0	0	0	3500	-100	
Audit	760	850	780	0	0	0	0	0	780	-100	
Subscriptions	598	500	535	0	0	0	0	0	535	-100	
Training	155	500	390	0	0	0	0	0	390	-100	
Election	0	0	0	0	0	0	0	0	0	100	
Mayor Allowance	0	0	350	0	0	0	0	0	350	-100	
Professional Fees	46	1000	500	0	0	0	0	0	500	-100	
Legal Fees	5824	0	500	200	0	0	0	200	300	-60	
Amenity Cut	2758	4100	7400	900	0	0	0	900	6500	-88	
Public Rights of Way	0	550	0	0	0	0	0	0	0	100	
Parks	1134	3000	3000	0	0	0	0	0	3000	-100	
Sportsground	2302	3000	4000	0	0	0	0	0	4000	-100	
Cemeteries/Church	1395	2000	4500	0	0	0	0	0	4500	-100	
Allotments	0	300	250	0	0	0	0	0	250	-100	
Market	0	0	250	0	0	0	0	0	250	-100	
Community Orchard	78	160	0	0	0	0	0	0	0	100	
Section 137	50	5000	0	0	0	0	0	0	0	100	
Community Dev	10511	5000	1500	486	0	0	0	486	1014	-68	
Telephone & Broadband	671	900	930	68	0	0	0	68	862	-93	
Electricity - Market Place LN7 6TU	113	50	260	12	0	0	0	12	248	-95	
Electricity - South Street Park	170	0	600	27	0	0	0	27	573	-95	
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100	
Electricity - Sports Ground	184	0	600	99	0	0	0	99	501	-83	
	0	0	0	0	0	0	0	0	0	100	
Water: Sports Ground	151	50	300	0	0	0	0	0	300	-100	
Water: Cemetery	42		50	0	0	0	0	0	50	-100	
Water: Allotments	0		75	0	0	0	0	0	75	-100	
Play Park Refurbishment	0	500	1000	0	0	0	0	0	1000	-100	
Caistor Sports & Social Club	2533	3500	1000	0	0	0	0	0	1000	-100	
Town Hall	39	2500	1000	0	0	0	0	0	1000	-100	
Civic	0	500	500	0	0	0	0	0	500	-100	
Equipment	3083	500	750	222	0	0	0	222	528	-70	
Market Place	908	500	1000	0	0	0	0	0	1000	-100	
Gritting & Snow Clearance	2150	2500	450	0	0	0	0	0	450	-100	
CCTV	0	3000	1500	0	0	0	0	0	1500	-100	
Contingency	0	1200	0	0	0	0	0	0	0	100	
Grants & Donations			15000	0	0	0	0	0	15000	-100	
Project: Town Hall Car Park Makeover			500	0	0	0	0	0	500	-100	
Neighbourplan Review			0	0	0	0	0	0	0	100	
Office repair			2500	0	0	0	0	0	2500	-100	
Old fire station			2400	2400	0	0	0	2400	0	0	
Kings coronation			2000	2000	0	0	0	2000	0	0	
Expense: General Total			?	11447	0	0	0	11447	94413	-89	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/04/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Total			?	11447	0	0	0	11447	94413	-89



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/04/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
Expense: General											
Salaries	19285	27800	26520	1742	0	0	0	1742	24778	-93	
PAYE & NI	628	2600	2400	541	0	0	0	541	1859	-77	
Staff Travel & Benefits	0	0	100	0	0	0	0	0	100	-100	
Contractors	16404	11570	15000	2705	0	0	0	2705	12295	-82	
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100	
General Office	804	1000	1000	0	0	0	0	0	1000	-100	
Hall Hire	300	0	720	44	0	0	0	44	676	-94	
Insurance	3428	3535	3500	0	0	0	0	0	3500	-100	
Audit	760	850	780	0	0	0	0	0	780	-100	
Subscriptions	598	500	535	0	0	0	0	0	535	-100	
Training	155	500	390	0	0	0	0	0	390	-100	
Election	0	0	0	0	0	0	0	0	0	100	
Mayor Allowance	0	0	350	0	0	0	0	0	350	-100	
Professional Fees	46	1000	500	0	0	0	0	0	500	-100	
Legal Fees	5824	0	500	200	0	0	0	200	300	-60	
Amenity Cut	2758	4100	7400	900	0	0	0	900	6500	-88	
Public Rights of Way	0	550	0	0	0	0	0	0	0	100	
Parks	1134	3000	3000	0	0	0	0	0	3000	-100	
Sportsground	2302	3000	4000	0	0	0	0	0	4000	-100	
Cemeteries/Church	1395	2000	4500	0	0	0	0	0	4500	-100	
Allotments	0	300	250	0	0	0	0	0	250	-100	
Market	0	0	250	0	0	0	0	0	250	-100	
Community Orchard	78	160	0	0	0	0	0	0	0	100	
Section 137	50	5000	0	0	0	0	0	0	0	100	
Community Dev	10511	5000	1500	486	0	0	0	486	1014	-68	
Telephone & Broadband	671	900	930	68	0	0	0	68	862	-93	
Electricity - Market Place LN7 6TU	113	50	260	12	0	0	0	12	248	-95	
Electricity - South Street Park	170	0	600	27	0	0	0	27	573	-95	
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100	
Electricity - Sports Ground	184	0	600	99	0	0	0	99	501	-83	
	0	0	0	0	0	0	0	0	0	100	
Water: Sports Ground	151	50	300	0	0	0	0	0	300	-100	
Water: Cemetery	42		50	0	0	0	0	0	50	-100	
Water: Allotments	0		75	0	0	0	0	0	75	-100	
Play Park Refurbishment	0	500	1000	0	0	0	0	0	1000	-100	
Caistor Sports & Social Club	2533	3500	1000	0	0	0	0	0	1000	-100	
Town Hall	39	2500	1000	0	0	0	0	0	1000	-100	
Civic	0	500	500	0	0	0	0	0	500	-100	
Equipment	3083	500	750	222	0	0	0	222	528	-70	
Market Place	908	500	1000	0	0	0	0	0	1000	-100	
Gritting & Snow Clearance	2150	2500	450	0	0	0	0	0	450	-100	
CCTV	0	3000	1500	0	0	0	0	0	1500	-100	
Contingency	0	1200	0	0	0	0	0	0	0	100	
Grants & Donations			15000	0	0	0	0	0	15000	-100	
Project: Town Hall Car Park Makeover			500	0	0	0	0	0	500	-100	
Neighbourplan Review			0	0	0	0	0	0	0	100	
Office repair			2500	0	0	0	0	0	2500	-100	
Old fire station			2400	2400	0	0	0	2400	0	0	
Kings coronation			2000	2000	0	0	0	2000	0	0	
Expense: General Total			?	11447	0	0	0	11447	94413	-89	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/04/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Total			?	11447	0	0	0	11447	94413	-89



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
11/04/2023	1029	Tamar Telecom	Bank Payment: Telephone & Broadband	1.05	6.29	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2023	1037	[REDACTED]	Bank Payment: Salaries	0.00	1742.37	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2023	1038	HMRC	Bank Payment: PAYE & NI	0.00	541.03	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2023	1040	BT	Bank Payment: Telephone & Broadband	8.83	52.98	<input type="checkbox"/>	<input type="checkbox"/>
27/04/2023	1041	Jake Garden Care	Grass cutting visit 2	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
27/04/2023	1042	Viking	Stationery - paper, post its, staple remover	7.92	47.51	<input type="checkbox"/>	<input type="checkbox"/>
27/04/2023	1043	E-Quip (Rasen) Ltd	Hi vis vest long sleeve	1.60	9.60	<input type="checkbox"/>	<input type="checkbox"/>
27/04/2023	1044	Caistor Town Hall	Hire of arts centre - 7th, 9th, 28th March	0.00	66.00	<input type="checkbox"/>	<input type="checkbox"/>
27/04/2023	1045	Mike Gilliatt Garden Maintenance	Grass cutting - Churchyard and congregational	0.00	630.00	<input type="checkbox"/>	<input type="checkbox"/>
27/04/2023	1046	ICCM	Membership of ICCM	0.00	95.00	<input type="checkbox"/>	<input type="checkbox"/>
27/04/2023	1047	Jake Garden Care	Grass cutting - visit 3	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
02/05/2023	1048	Three Mobile	Bank Payment: Telephone & Broadband	3.50	21.00	<input type="checkbox"/>	<input type="checkbox"/>
02/05/2023	1049	Caistor Goes Events committee	Bank Payment: Kings coronation grant	0.00	2000.00	<input type="checkbox"/>	<input type="checkbox"/>
02/05/2023	1050	[REDACTED]	Bank Payment: Contractors	0.00	1329.24	<input type="checkbox"/>	<input type="checkbox"/>
03/05/2023	1051	Viking	Printer Ink	8.24	49.43	<input type="checkbox"/>	<input type="checkbox"/>
04/05/2023	1052	Michelle Moss	Expense Claim		47.40	<input type="checkbox"/>	<input type="checkbox"/>
03/05/2023	1053	Opus Energy	Bank Payment: Electricity - South Street Park	1.29	27.13	<input type="checkbox"/>	<input type="checkbox"/>
03/05/2023	1054	Opus Energy	Bank Payment: Electricity - Sports Ground	1.49	31.32	<input type="checkbox"/>	<input type="checkbox"/>
03/05/2023	1055	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	0.58	12.25	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: 8868.55

Annual Internal Audit Report 2022/23

Caistor Town Council

<https://caistor.pariah.lincnshire.gov.uk/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.		✓	
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✓	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

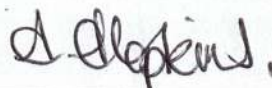
Date(s) internal audit undertaken

14/4/2023 1/5/2023 3/5/2023

Name of person who carried out the internal audit

Andy Hopkins

Signature of person who carried out the internal audit



Date

3/5/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2022/23 for

Caistor Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	47,255	95,787	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	96,955	100,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	33,621	22,166	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	19,913	25,173	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	62,161	88,789	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	95,757	103,991	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	95,757	103,991	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,416,461	1,395,883	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		<input checked="" type="checkbox"/>		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			<input checked="" type="checkbox"/>	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Moss SIGNATURE REQUIRED

Date

03/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

() FIGURE RESTATED DUE TO ERROR IN REPORTING LAST YEAR (£30-00) NO*

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY
Caistor Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<input checked="" type="checkbox"/>
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://caistor.pariah.lincnshire.gov.uk/>

ENTER URL OF AVAILABLE WEBSITE/WEBPAGE ADDRESS

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Caistor Town Council**

County area (local councils and parish meetings only): **Lincolnshire**

Financial year ending 31 March 2022

Prepared by (Name and Role): **Michelle Moss Clerk/RFO**

Date: **11.04.2023**

		£	£
Balance per bank statements as at 31/3/2023:			
Current	account 1	2,527.74	
Business reserve	account 2	<u>101,463.68</u>	103,991.42
Petty cash float (if applicable)			0.00
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)	item 1	<u>0.00</u>	0.00
Add: any un-banked cash as at 31/3/23		<u>0.00</u>	<u>0.00</u>
Net balances as at 31/3/23 (Box 8)			<u><u>103,991.42</u></u>

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	47,255	95,787				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	Closing balance incorrectly stated last year by previous clerk. Difference of £31
2 Precept or Rates and Levies	96,955	100,000	3,045	3.14%	NO		
3 Total Other Receipts	33,621	22,166	-11,455	34.07%	YES		Difference in reclaimed VAT compared to last year of £12246
4 Staff Costs	19,912	25,173	5,261	26.42%	YES		Pay award granted to clerk - £1300; New clerk on higher rate - £1625; handover period of 1 month - £1570; Previous clerk paid for untaken leave - £750
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	62,161	88,789	26,628	42.84%	YES		Contractors fees increase by £1300; grass cutting increased by £10,000 including new equipment; £10,000 investment made in community project; additional £2340 on snow clearance and gritting; and £12950 was made in grants and donations to local organisations; this was offset by a £9000 reduction in community development spend.
7 Balances Carried Forward	95,757	103,991			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	95,757	103,991			NO	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,416,461	1,395,883	-20,578	1.45%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

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

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number YLL-2720438353
Insured Caistor Town Council
Business Parish / Town Council
Period of Insurance From 01st September 2022 To 31st August 2023 and any other period for which cover has been agreed.
Renewal Premium £ 3,365.06
Schedule Number 104439508
Long term agreement active until 01st September 2025
Preparation Date 26th August 2022
Prepared by Miss Jasmine Rees
Policy Form Reference MIAACE06

Policy Cover Declaration:
You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a) Furniture, fixtures, fittings and tenants improvements
Contents (b) Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c) Computer equipment, other office equipment and sports equipment
Contents (d) Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e) Tobacco
Contents (f) Camcorders, videos and gaming machines
Contents (g) Civic Regalia

Premises Address	Buildings Sum Insured	Loss of Rent	Sums Insured						
			Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Large Pavilion, Address, Caistor Sports Ground, Brigg Road, Caistor, Market Rasen, Lincolnshire, LN7 6RX	£1,023,140.52	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Score Hut & Groundsman's Store, Address, Caistor Sports Ground, Brigg Road, Caistor, Market Rasen, Lincolnshire, LN7 6RX	£29,577.14	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. The Old Fire Station, Address, Horsemarket, Caistor, Market Rasen, Lincolnshire, LN7 6UP	£44,429.18	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Store Building & Toilet, Address, Caistor Sports & Social Club, Brigg Road, Caistor, Market Rasen, Lincolnshire, LN7	£135,826.34	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

GRX										
5. Town Hall, Address, High Street, Caistor, LN7 6QU	£1,751,779.05	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4, 5

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part C – All Risks

Table Headings

Contents (a) Furniture, fixtures, fittings and tenants improvements
Contents (b) Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c) Computer equipment, other office equipment and sports equipment
Contents (d) Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e) Tobacco
Contents (f) Camcorders, videos and gaming machines
Contents (g) Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Artificial Pitches and Nets	£13,759.08	£250
Cemetery Shed	£7,164.31	£250
Street Furniture	£102,355.02	£250
War Memorial	£6,397.20	£250
Play Equipment	£59,702.61	£250
Regalia	£3,970.10	£100
Laptop	£223.09	£100
Garden Machinery	£2,927.35	£100
Office Equipment	£621.08	£100
CCTV Equipment	£1,194.06	£100
Market Stalls	£1,324.23	£100
Painting by Colin Carr	£2,558.88	£100
Cemetery Gates and Fences	£12,794.38	£100
Christmas Tree and Lights	£3,198.58	£100
2 x Springers	£3,105.44	£100
Town Map	£2,484.35	£100
Electric Feeder Pillar	£745.31	£100
Replacement bench & new bench	£745.31	£100
5 x Town Signs	£7,763.58	£100
Speed Indicator Device	£3,011.04	£100
Skatepark	£24,119.86	£100
MUGA	£18,089.88	£100
Outdoor Gym	£12,059.93	£100
Defibrillator	£1,432.86	£100
Trailer & Assoc Equipment	£3,104.53	£100

The excess stated applies to each and every loss.



ASSET REGISTER

Last Updated: 09/09/22

Details	Location	Fixed/Mobile	Ref	Purchased/Removed	Note	2022/23
BUILDINGS	Town Hall	F		1		888000
	Old Fire Station	F		2		20000
	Sports Pavillian	F		3		300000
	Storage Shed	F	Sports Ground	4		4000
	Score Hut	F		5		10000
	Toilet Block	F		6		5000
	Shed	F	Cemetery	7		1000
						0
						1228000
STREET FURNITURE	Gate and Handrail	F	Allotments	8		250
EXTERNAL ASSETS	CCTV Camera 1	F	Sports Ground	9		1033
	CCTV Camera 2	F	Sports Ground	10		1033
	CCTV Camera 3	F	Sports Ground	11		1033
	Gates and railings	F	Cemetery	12		1250
	Defibrillator	F	Pavillion, Sports Ground	13		1200
	Trailer (small)		Old Fire Station	14		100
	trailer (large)		Sports Groudn store	15		2640
	Ride on mower		Cemetery	16		1150
	Spreader 1		Old Fire Station	17		100
	Spreader 2		Old Fire Station	18		100
	Hand Mower (16")			19		750
	Hand Mower (18")			20		600
	Stilh Strimmer		Cemetery store	21		200
	Spade 1		Cemetery store	22		5
	Spade 2		Cemetery store	23		5
	Rake 1		Cemetery store	24		5
	Rake 2		Cemetery store	25		5
	Garden Rake		Cemetery store	26		5
	Hedge Strimmer		Cemetery store	27		100
	Tool Box		Cemetery store	28		50
	Brush (small)		Cemetery store	29		5
	Brush 1 (large)		Cemetery store	30		5
	Brush 2 (large)		Cemetery store	31		5
	Petrol Can x 3		Cemetery store	32		5
	Strimmer Harness		Cemetery store	33		15
	Generator		Sports Ground store	34		250
	Leaf blower		Sports Ground store	35		50
	Loppers		Sports Ground store	36		15
	Gazebos x 16		Old Library / Town Hall	37		
	Tables x 16		Old Library / Town Hall	38		
	Market Signs		Alongside fish & chip shop (Market Place)	39		440
	Demountable Poles x 4			40		1000
						0
						13404
PLAYGROUND	Skate Park	F	Sports ground	41		20000
PARKS	MUGA	F	Sports ground	42		15000
	Outdoor gym	F	Sports ground	43		10000
	Childrens Park	F	Sports ground	44		12000
	Childrens Park	F	Millfields	45		4015
	Childrens Park	F	South Street	46		6400
	Childrens Park	F	South Street	47		19000
	Childrens Park	F	South Street	48		4000
	Byelaws notice board	F	South Street park	49 x		250
	Byelaws notice board	F	Sports field	50 x		250
	Picnic table	F	South Street park	51 x		500
	Gate & Railings	F	South Street park	52		1250
	Byelaw notice boards	F	Millfields	53 x		250
	Byelaw notice boards	F	CS&SC	54 x		250
	Picnic tables	F	South Street park	55 x		375
	Picnic tables	F	South Street park	56 x		375

Car park sign	Mill Lane	F	57	150
Car park sign	Sports ground	F	58 x	150
Kissing gate	Sports ground	F	59 x	250
Cast iron litter bin	South Street park	F	60	600
				0

95065

OFFICE	Lenovo Laptop	Town Hall Office	M	61 x	500
INTERNAL ASSETS	Dell Computer & Screen	Town Hall Office	M	62 x	100
	HP Printer		M	63 x	50
	Fellow paper shredder		M	64 x	30
	Laminator		M	65 x	30
	Filing cabinet		M	66 x	25
	Filing cabinet		M	67 x	25
	Wooden shelving unit	Office	M	68 x	50
	Wall safe		M	69 x	112
	Key safe		M	70 x	15
	Racks		M	71 x	16
	Post box		M	72 x	20
	Mobile phone		M	73 x	50
	Brother Printer		M	74 x	50
	Desk & Pedestal		M	75 x	310
	Round table		M	76 x	25
	Pedestal		M	77 x	25
	Desk chair		M	78 x	95
	Chair		M	79 x	20
	Chair		M	80 x	20
	Chair		M	81 x	20
	Chair		M	82 x	20
	Mayors chain/pendant	Post Office safe	M	83	1841
	Deputy Mayor chain/pendant	Post Office safe	M	84	400
	Mayoress's Insignia	Post Office safe	M	85	490
	Speed indicating device			86	2434
	Bench	North Kelsey Road		87	300
	Bench	Cemetery		88	300
	Litter Bin			89	100
	Litter Bin			90	100
	Bench	Cricket Outfield		91 x	285
	Bench	Cricket Outfield		92 x	285
	Bench	Cricket Outfield		93 x	285
	Bench	Cricket Outfield		94 x	285
	Bench	Cricket Outfield		95 x	285
	Bench	Cricket Ouytfield nr CS&SC		96 x	285
	Bench	Cricket Ouytfield nr CS&SC		97 x	285
	Rail & Gates			98	1000
	Fencing (play equip)			99	4000
	Lincolnshire fencing			100	1000
	Wooden barrier fencing	v		101	1050
	Litter bins			102	100
	Litter bins			103	100
	Litter bins			104	100
	Litter bins			105	100
	Benches	Cricket Ouytfield nr CS&SC		106 x	357
	Benches	Cricket Ouytfield nr CS&SC		107 x	357
	Benches	Adj North Kelsey Rd/The Meadow		108 x	357
	Benches	Nettleton Road		109 x	357
	Benches	Sports Ground		110 x	357
	Benches	Corner Hansard Crescent		111 x	357
	Benches	Jct Brigg Road/High Street/North Kelsey Rd		112 x	357
	Dog Bins			113	100
	Dog Bins			114	100
	Dog Bins			115	100
	Dog Bins			116	100
	Dog control signs/posts			117	100
	Dog control signs/posts			118	100
	Dog control signs/posts			119	100
	Dog control signs/posts			120	100
	Post & mesh fencing			121	1250
	Wooden perimeter fencing			122	1250
	Picnic table			123	400
	Litter bins			124	250
	Litter bins			125	250

	Litter bins		126	250
	Litter bins		127	250
	Dog Bin		128	250
	Fencing/gate		129	1000
	Litter bin		130	250
	Castiron litter bin	Market Place	131	1314
	Cigarette bin	Market Place	132	486
	Caistor Town Sign		133	1166
	Caistor Town Sign		134	1166
	Caistor Town Sign		135	1166
	Caistor Town Sign		136	1166
	Caistor Town Sign		137	1166
	Caistor Town Sign		138	1166
	Town Clock	Multi use centre	139 x	5000
	Lamp post	Market Place	140	1000
	Pump & Lion statue	Market Place	141 x	10000
	Finger post	Market Place	142	500
	Town map	Market Place	143	2000
	Electric feeder pillar	Market Place	144	666
	Electric feeder pillar	Market Place	145	666
LAND	Electric feeder pillar	South Street park	146	666
	Bench		147	400
	Notice board	Market Place	148	1000
	Bench	South Street park	149 x	250
	Bench	South Street park	150 x	250
	Bench	South Street park	151 x	250
	Bench	South Street park	152 x	250
	Cenotaph	Market Place	153	1000
	Railings	Market Place	154	1000
	Bench	Jct North Street/Brigg Road	155 x	1
	Bench	North Kelsye Road (alongside allotments)	156	1
	Bench	A46 Bypass/Nettleton Road	157	1

0

59414

1395883

NOTES



Caistor Town Council

Standing orders and Direct Debits for pre approval 2023/24

The following payments are either standing payments, standing orders or direct debits which may be paid in advance of a council meeting and retrospectively approved at the next suitable meeting:

Salaries, HMRC and Pension contributions for Clerk and Estates Operative

Tamer Telecom – voice call forwarding from land line number

BT – Phone line and broadband

Opus energy – Electricity for South St, Sports field, Market Place

Wave – Water for allotments, cemetery, sports ground

Three - Office mobile

Dyne Group – Grass cutting contract (up to 16 cuts)



Minutes of the Caistor Town Council Economic Development and Market Committee held at 7.00pm

Present: Cllr J. Wright, Cllr S. Davey, Cllr J. Bowman, Cllr S. Critten (Chair),
In Attendance: Michelle Moss, Nicola Marshall (WLDC),
Members of public present: 0

- 1 Apologies for absence and reasons given - Ref: 1881**
Apologies received from Cllr Gaughan
- 2 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1882**
None
- 3 To confirm and sign the minutes of the council meeting held on 19th January 2023 - Ref: 1883**
RESOLVED that the draft minutes of the meeting held on 19th January 2023 be approved as a true record of the meetings.
Proposed: Cllr J. Bowman Seconder: Cllr S. Critten All in favour
- 4 Nicola Marshall - Towns Manager WLDC - Introduction and overview of role and to receive an update - Ref: 1884**
Nicola Marshall introduced herself, provided a brief history of her experience including work as Deputy Clerk for Sleaford Town Council, delivering projects for Market Rasen and Louth, and explained her role as Town Manager WLDC is about increasing footfall, supporting markets and local traders. Ms Marshall noted that: WLDC has a small budget for funding to support increasing footfall which Caistor can apply for; Love your Local Market fortnight is coming up soon and she will send some bunting and artwork which can be displayed on the stalls and around the town; the market regulations are an important part of managing a market.
- 5 To review the draft market terms and conditions and agree any action - Ref: 1885**
The draft market T&C's were reviewed and several changes suggested which included: the inclusion of a price list; a checklist for market traders on the application form; a risk assessment for CTC and a generic one for market traders. It was agreed that Cllr Bowman would review the T&C document and make appropriate/agreed amendments along with a price list; MM will amend the application form to expand the checklist of necessary criteria; Cllr Davey will complete a generic risk assessment document for use by traders and a risk assessment for CTC market; MM will contact CTC insurers to determine whether casual market traders are covered under CTC PLI insurance. Actions to be completed by 31st May.
The next steps will be to consult with the traders.
Cllr Wright left the meeting at 8.00pm
- 6 To receive an update on the community energy project and agree any action - Ref: 1886**
The community energy project has formed a working group to look at possible solutions, land/locations, timelines etc. More updates will be shared as the project progresses.
- 7 To receive an update on the reconfiguration of the Market Place and agree any action - Ref: 1887**
The High Street Task Force are holding a meeting on Monday 24th April to discuss views regarding the Market Square and town centre. The surveys completed will feed into this. Three councillors have been invited to attend and will be able to provide feedback and an idea of next steps.
- 8 To receive an update on 2-4 Market Place and agree any action - Ref: 1888**
It was noted that: following the resolution of a conveyance issue, the final agreement was made by the Community Trust to purchase 2-4 Market Place; final tender responses are due back in the next 2 weeks with the contractor selection planned for 22nd May; there may be a very small shortfall but this would be confirmed after 22nd May.

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



Minutes of the Caistor Town Council Economic Development and Market Committee held at
7.00pm
at the Arts & Heritage Centre on 20 April 2023

9 **Time and date of next meeting - Ref: 1889**

To be decided as part of the annual meeting of the town council.

Meeting closed at 8:30pm

Minutes Coronation meeting April 19th 2023

Inbox

J

jaynebowman@btinternet.com

Tue, 25 Apr,
21:26 (14
hours ago)

to me, Ron, Stewart, fonabyfarm, panmtaylor, Alan, gill37ld, sallyallison69, Jayne, Michael, Jon, Phil

Minutes from Coronation meeting held Wednesday 19th April 2023 at 8pm

Present: Robert Turner, Sally Allison, Alan Dennis, Gill Somerscales, Michael Galligan, Jayne Bowman

Apologies: Ron Lyus, Stewart Davey, Jon Wright, Phil Richardson

1. Email main events poster to group JB
2. Market place looks good, well to all. Centre flagpole and flags look marvellous - well done Rob. Gill said positives comments from visitors
3. Fly past still on the cards RT
4. Children performers: Grammar? Sally been in touch with Grammar and nothing firm yet. Caistor Primary supporting proms in pews on Friday. SA
5. Nick McCann is working with some students for the event RT
6. Male voice choir - waiting for a reply RT
7. Relentless - invoice needed for WLDC RT
8. Crown competition. Several crowns have been submitted. Judging to be completed and winners announced on the day.
9. Coronation exhibition in place and looking good AD
10. Caistor Ways to confirm that they will perform RT
11. Choir voice to confirm RT
12. Scouts will be there. Rob to check if they want hot chocolate, Clare O'Shea offering her equipment if they want it. RT
13. Meg Allison see if Brownies are able to join in. NEW: Charlotte Davey says Rainbows unable to attend.
14. Yarborough parking conformed. Parking open from 11
15. Jo Bowman to PAT test Yulia's equipment
16. Tents count up of who needs what – there is quite a bit of interest from stalls wishing to take part. JB.
17. Talk to Rob to talk to event organisers 11am Mike gill Rob sally Can't remember what this is about? Anybody??
18. Block cover - possibly miss fits. GS
19. Heritage and Caistor Cares to be provided with commemorative seeds GS
20. Sunday live screening. Tea and coffee to be looked after by ????
21. Sally Jayne Rob to meet to look at logistics of the Sunday – date and time to be decided.
22. Be there, Be in it photo Sunday at 3pm. Phil Richardson has a neighbour qualified to fly a drone who could do some photos?

23. Games etc – could the Brownies assist Pete Taylor’s games. Does Pete Taylor need help to assemble / run the games.

24. WI – are the WI able to join in. Perhaps assist with refreshments in the Town Hall during either live screening of the coronation or on the Sunday’s live screening of the days events across the country?

25. I hope I have not missed anything out – lots discussed. Please forward the minutes to anybody I may have missed of. Apologies for any errors.

Next meeting: WEDNESDAY MAY 3rd 8pm



Public Tracking Report

2-4 Market Place	Ref: 15589	Created: 16/06/2021
Annual ROSPA Play Area Inspections	Ref: 18893	Created: 11/09/2021
Cricket Club Lease	Ref: 19826	Created: 06/04/2022
Cemetery Gates and Railings	Ref: 20701	Created: 16/08/2022
Town Clerks office wall - damp repair	Ref: 21191	Created: 19/01/2023



Caistor Town Council

WHISTLEBLOWING POLICY

Policy

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities

for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.

- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

Procedure

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator

- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014:
www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf

Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

This is a non-contractual procedure which will be reviewed from time to time.

— policy ends here —



Caistor Town Council

INTERNET USAGE POLICY

Introduction

The use of the Internet is now an essential and commonplace tool for most employees. Those who use the internet have a responsibility to do so in a professional manner. To assist with this we are issuing the following guidelines which you are asked to read and comply with:

The Council reserves the right to access and monitor any or all areas of any computer and computer software systems which it owns (including email boxes and messages and telephone calls) from time to time for business reasons and training purposes. You should not therefore assume that any information held on the computer is private and confidential to you.

Email

Your Council email address can receive emails from anyone connected to the Internet. Used correctly it is a facility that is of assistance. Inappropriate use however may cause many problems including distractions, distress to others, time wasting and legal claims.

Staff and Councillors should ensure that your correspondents know that they should not send you “humorous” or illegal attachments such as pictures or executable programs.

Personal emails should not be received to your Council email address.

Anyone found with offensive or pornographic material on his or her Council email account or computer will be subject to investigation, which for employees could result in disciplinary action and dismissal for gross misconduct. Councillors will be reported to the monitoring officer.

If you receive an email from an unknown source, or “junk” email you should delete this from your system immediately without opening it as it may contain a virus.

Emails may contain file attachments. These should not be opened unless they are received from a trusted source, i.e. from another known Council, employee or representative. If in doubt ask your line manager.

Emails to customers, suppliers and other business contacts should be restricted to Council business. Confidential information about or relating to the business of the Council, its customers, suppliers or contacts should not be transmitted outside the Council via email

unless done so in the course of business. You should ensure there is no infringement of copyright when adding attachments to emails. Confidential information should not be left on display on an unattended device.

You should be aware that deleted emails will remain held on the system for some time and will be accessible from back up if required for investigation of complaints of systems abuse.

You must not distribute sensitive commercial data concerning the Council to competitive sources. Doing so may result in investigation and for employees disciplinary action leading to dismissal without notice for gross misconduct.

Guidance for appropriate use

Email is a non-secure medium and care should be taken when composing, sending and storing messages.

Email should be regarded in the same way as any other business communication and should be treated as a Council record. You should adopt a style and content for email, in particular those sent to external recipients that present a professional image. It is recommended that you adopt the same standards for email as for letters and memos, although the style may be more informal.

Confidential information about or relating to the business of the Council, its customers, prospects, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business and sufficient steps are taken to safeguard security.

Everyone must take reasonable steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data.

Inappropriate use

You must not send internally or externally or obtain material (whether in the form of text or images) which is libellous or defamatory, illegal, obscene, sexually explicit, bullying, discriminatory or disparaging of others particularly in respect of their race, national origins, sex, sexual orientation, age, disability, religious or political beliefs.

You are reminded that material that you find acceptable might be offensive to others. It is recommended that you take care and give sufficient thought to what you send. Messages can be misconstrued and should not become a substitute for “one to one” conversations. You should not send humorous material to anyone. It can frequently be misunderstood or cause offence.

Examples of inappropriate use include, but are not limited to:

1. Sending, receiving, downloading or displaying or disseminating material that insults causes offence or harasses others.

2. Accessing pornographic, racist or other inappropriate or unlawful material.
3. Engaging in on-line chat rooms, on-line gambling sites, social networking sites or blogging.
4. Forwarding electronic chain letters or similar material.
5. Downloading or disseminating copyright materials.
6. Transmitting confidential information about the Council or its customers externally and not in the course of the Council's business.
7. Downloading or playing computer games.
8. Copying or downloading software.

Serious instances of inappropriate use may be considered gross misconduct and lead to investigation or in the case of employees, dismissal.

Internet access

Usage of council internet access granted for business reasons during working hours is limited to work related activities. The availability and variety of information on the Internet has meant that it can be used to obtain material considered to be offensive. Anyone found to have used the internet to access and/or distribute any kind of offensive material, or non-related employment issues, are liable to disciplinary action which could lead to dismissal.

Under no circumstances must users download files which they suspect contain malware, spyware or may otherwise cause harm to council internet or equipment.

Anyone believed to have been visiting pornographic sites, downloading or circulating pornographic material will be subject to disciplinary action. Offences of this nature may be considered gross misconduct and lead to your dismissal, and if necessary, the police will be informed.



Caistor Town Council

GRANT AWARD POLICY

Introduction

Caistor Town Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

A grant is any payment or gift made by Caistor Town Council to an organisation for a specific purpose that will benefit the Town, or residents of the Town, and which is not directly controlled or administered by the Town Council.

Caistor Town Council has the General Power of Competence as granted in the Localism Act of 2011 and as such can offer unrestricted grants. However, the council will typically look more favourably on applications which are “in the interests of, or will directly benefit the area or its inhabitants, or of part of it, or some of it” and where “the direct benefit is commensurate with expenditure”.

Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the sustainability of the application.

Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs, all of which must be of a non commercial nature.

Any grant application must be seen to be of benefit to some or all residents of Caistor.

How much can be applied for?

Whilst there is no set limit on the level of grant which can be applied for, Caistor Town Council is a relatively small council with limited resources and therefore the amount available for grants is also limited. Typically grants will be restricted to a max of £1000, but the council may consider grants at higher levels where significant benefit can be demonstrated.

How can the grants be used and how are they decided?

Grants can normally only be used for capital projects and not for revenue support.

Caistor Town Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:

- providing a service;
- enhancing the quality of life;
- improving the environment, and promoting the Town in a positive way.

The Town Council will hear the application and make a final decision. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Town Council will take into account the amount and frequency of any previous awards.

Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities. At the Town Council's specific annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year.

The availability of funds is dependent on the Council's overall financial position and the choices it makes when allocating its resources. It is not just the role of the Town Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

Applications for grants will be invited and discussed twice a year during the town council meetings. Typically, in April and October, but may be deferred to later months at the discretion of the council.

How should an application be made?

All applications are to be made on a form that can be obtained from the Town Clerk or the Town Council website. Normally only one grant will be given in a Council fiscal year.

Ongoing commitments to award grants in future years will not be made.

A fresh application will be required for each application.

Applicants are welcome to attend the meeting where the grant applications are discussed.

What is required with the application?

Full and complete copies of your signed, certified and audited accounts for the last two years (only if your organisation has been in existence for that period)

- A recent bank statement ideally, covering for last 3 months.
- A detailed budget plan and supporting evidence.
- A copy of your organisations Constitution, Terms of Reference or Rules.
- The number, or percentage, of Caistor residents that the group supports.
- Details of any restrictions placed on who can use/access the organisation's services.
- Should you have had a previous grant from the Council, it is wise to check that you have included a full report of your previous award. Your current grant application might be affected if you fail to do so.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies.

- For grant requests for projects the Town Council will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. The Town Council reserves the right to request proof of the tender process.

Caistor Town Council expects applicants to get the best value for money for any equipment, so applicants will need to give a detailed justification if they haven't used the cheapest quotes. Quotes may be checked against market rates.

The following reasons will not be accepted as sufficient justification for why the applicant has not used the cheapest quote:

- the location of the supplier;
- the fact they have bought from a supplier before; or
- any offers the supplier makes about future service or maintenance of equipment.

What will not normally be funded

The following will not normally be funded:

- Private individuals.
- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.
- "Upward funder" i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

This list is not exclusive, and may be added to at the council's discretion.

Grant conditions

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.

Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.

Prior approval of the Council is required if any change of purpose of the grant is required.

Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.

The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Town Clerk.

Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. To not do so could mean funding being withdrawn.

To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.

Normally only one grant per year, though exceptions may be made.

More than one project may be comprised in a grant, though one completed application form per project is required. Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

Reporting

All grants awarded will be subject to a 6 month 'report back' to Caistor Town Council as to the progress and/or community benefit.

Failure to return a 'report back' may result in the Council asking for all or part of the monies to be paid back.

Publicising the Grant

Caistor Town Council requires that grants are publicised.

The requirements will be set out in the grant agreement letter. Successful applicants will be required to:

- mention the grant in any press releases, online communications and websites; and
- display a poster, plaque, or billboard, depending on the amount of funding received and the type of investment, including the Caistor Town Council logo.

Non-compliance of publicity requirements is a breach of the funding agreement and may result in your grant claim being reduced, withdrawn or reclaimed.

Applicants must cover the cost of publicising the grant and this cannot be included in claims for grant reimbursement.

Changes During the Grant Period

The applicant is expected to use the grant money to buy items as specified in the application and grant funding agreement. During the grant period, exceptional circumstances may arise where applicants need to change elements of a project.

Applicants must inform Caistor Town Council in writing immediately and where appropriate seek a contract variation.

Applicants must inform the Caistor Town Council about any changes to a project, for example:

- changes to use of buildings, equipment or any other assets bought with the grant;
- disposing of or selling any of the assets;
- closing, selling or transferring the business that's associated with the grant.

This applies during the project and for five years after the payment of the final claim.

Agreement to an amendment is not automatic and if the applicant goes ahead with a change that Caistor Town Council does not agree to, there may be an obligation to repay the grant or Caistor Town Council may withhold part or the entire remaining grant.



APPLICATION FOR GRANT 2022/23
CAISTOR TOWN COUNCIL

Name of Organisation	CAISTOR HERITAGE TRUST
Total Membership of Organisation	NO MEMBERSHIP STRUCTURE. THE RESOURCES ARE AVAILABLE TO ANY RESIDENT
Total Membership living within Caistor Town Council area	OF CAISTOR AND THE OLD CAISTOR RURAL DISTRICT COUNCIL
Applicant's Name	ALAN DENNIS
Position within the Organisation	VICE CHAIRMAN
Contact Address	36, NETTLETON ROAD, CAISTOR,
Contact Email	LN7 6NJ
Contact Telephone Number	adennis200@gmail.com 07909 22 22 53 or 01472 852211
Amount of Grant applied for	WE WOULD BE VERY GRATEFUL TO RECEIVE ANY FINANCIAL HELP WHICH THE TOWN COUNCIL THINKS APPROPRIATE SEE ATTACHED SHEETS FOR COSTINGS.
Purpose of Grant (Please continue on another sheet if required)	SEE ATTACHED SHEET
Has funding been sought elsewhere and, if so, where?	No.
Any other comments in support of your application (Please continue on another sheet if required)	SEE ATTACHED SHEET.
Bank details for payment of grant.	Sort Code: 51 81 34 Account No: 87702215 Account Name: CAISTOR HERITAGE TRUST
Please provide a copy of your most recent audited accounts. (Please note that the Council is unable to consider applications that are not supported by adequate financial documentation)	
Name of person applying for the grant	ALAN DENNIS
Signature of person applying for the grant	A. Dennis

Caistor Heritage Trust

Aims

To record and archive artefacts, documents and memories relating to Caistor and district for the community and future communities of Caistor and district.

To develop and provide exhibitions for, and in conjunction with, organisations in Caistor and district.

To encourage heritage research on Caistor and district.

To work towards providing a research facility for all aspects of life in Caistor and district.

To provide heritage documents, walks and talks on Caistor and district for all ages and abilities.

To record, in all available media, present events and memories of Caistor.

Until 2022 we have had to store artefacts and resources in sheds and garages. This has meant it has been difficult to monitor and record items belonging to Caistor. Last year Caistor Lakes have loaned, free of charge, the use of a container to use as an archive. This has meant that a group of volunteers have begun to evaluate, catalogue and store items.

We are now in urgent need of archive standard storage materials and boxes. I have attached separate print outs of the kind of boxes we require.

Costing

Premium Archival Box with lid 205 x 355 x 130; £16.42 (ex VAT); £19.70 (incl. VAT)

Therefore: 5 = £98.50; 10 = £197.00 (incl. VAT)

Flat Document Case 17" x 13.5" x 3"; £9.65 (ex VAT); £11.58 (incl. VAT)

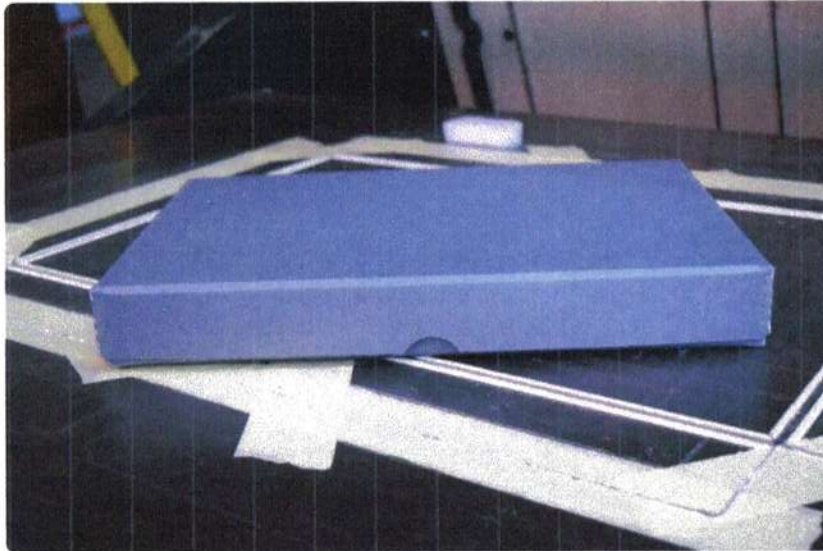
Therefore: 5 = £57.90; 10 = £115.80 (incl. VAT)

Despite the difficulties, heritage work has continued, and an online catalogue.

www.ehive.com (Search "Caistor Heritage Trust") is available to the public. This was last funded by WLDC Councillor fund in 2019 and is due for renewal in 2024.

In addition to the catalogue, we are developing an "icloud database" of documents, photographs and films which will become available to members of the Caistor Local History Society for an annual fee of £12. The on-going cost of this and the equipment (including backup drives) for this has been funded by giving talks and the WLDC Lottery.

The latest exhibition provided by the Trust at the Arts and Heritage has been the "C20th Coronation Celebrations in Caistor".



Flat Document Cases

£6.28 ex. VAT

£7.54 inc. VAT

Size

12.25 inches x 10.25 inches x 1.75 inches - 311 mm x 260mm x 44mm

- 1 +

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Convenient one-piece clamshell boxes with hinged lids made with our Metal Edge in our warehouse. This product offers easier access than binders. They can be used to house documents pamphlets, magazines and other items which you feel should be stored flat. Offered in our 1.53mm sulphur free archival quality box board.

PAT passed. Made by Conservation Resources in the UK.



Premium Archival Box with Lid

£16.42 ex. VAT


£19.70 inc. VAT

Amount 1 ▾

Size 205 x 355 x 130mm ▾

- 1 +

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Extremely strong and rigid two-part die-cut box with wire stitching supplied ready assembled Box & Lid. These boxes have been made using the Meridian High Density board and stitched together using brass wire. Thumb cuts added for ease of lifting and use for archive stores. The board used is acid free and lignin free.

CAISTOR HERITAGE TRUST

ACCOUNTS

1ST April, 2022 to 31ST March, 2023

Date	Credit	Reference	Debit	Description	Balance
1.4.22				Brought forward	£790.55
5.4.22	£19.00	W.L.D.C. Lottery Direct to Bank. Statement 68			£809.55
6. 4.22	£66.22	Slip 37		Entry to meeting re Lysaght's and train	£875.77
9.4.22		Chq 69	£18.00	Caistor Town Hall. Hire of room on 24 th March, 2022. Inv.1880	£857.77
11.4.22		Chq 70	£494.47	Mr. A.Dennis. Repayment for Synology and insurance	£363.30
4.5.22	£18.00	WLDC Direct to Bank. Statement 69.			£381.30
14.6.22	£22.50	WLDC Direct to Bank. Statement 71			£403.80
12.7.22	£18.00	WLDC Direct to Bank. Statement 72			£421.80
9.8.22	£18.00	WLDC Direct to Bank. Statement 73			£439.80
6.9.22	£26.50	WLDC Direct to Bank. Statement 74			£466.30

12.10.22	£81.00	Slip 38		CLHS Money in absence of their own bank account.	£547.30
21.10.22		Chq 71	£53.98	Mr.A.Dennis Padlock and lanyards for use at storage unit.	£493.32
21.10.22		Chq 72	£19.00	Caistor Town Hall. Hire of room on 6.9.22 CLHS. Inv. 1960	£474.32
15.11.22	£12.50	WLDC. Direct to Bank. Statement 76			£486.82
9.12.22		Chq 73	£19.00	Caistor Town Hall. Hire of room on 1.11.22 CLHS. Inv. 1988	£467.82
14.12.22	£7.00	WLDC. Direct to Bank. Statement 77			£474.82
5.1.23	£6.00	"			£480.82
5.1.23		Chq 74	£188.80	Mr. A.Dennis 2 Hard Drives for backup of CHT data	£292.02
5.1.23	£30.00	Slip 39		Entry to meeting on 3.1.23 CLHS	£322.02
12.1.23	£35.00	Slip 40		Entry to meeting on 1.11.22 CLHS	£357.02
8.2.23	£7.50	WLDC Direct to Bank. Statement 79			£364.52
10.2.23		Chq 75	£81.00	Mr. A.Dennis Shelves for storage of artefacts	£283.52
10.2.23		Chq 76	£19.00	Caistor Town Hall Hire of room on 3.1.23 CLHS. Inv.20223	£264.52
7.3.23	£6.00	WL:DC Direct to Bank. Statement 80			£270.52

31.3.23			Carried Forward	£270.52
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Balance brought forward at 1.4.22	£790.55
Income	£373.22
Expenditure	£893.25
Carried Forward	£270.52

The total amount of £270.52 carried forward includes £89 belonging to Caistor Local History Society. When this has been repaid in May, 2023 the balance in the Caistor Heritage Trust account will be £181.52



APPLICATION FOR GRANT 2022/23
CAISTOR TOWN COUNCIL

Kings Coronation. 2023.

Name of Organisation	Caistor Goes Events Committee	
Total Membership of Organisation	10	} Caistor Goes provides free for all events for the Town residents and visitors.
Total Membership living within Caistor Town Council area	10	
Applicant's Name	Jayne Bowman	
Position within the Organisation	Finance Treasurer	
Contact Address	109a Begg Road	
Contact Email	Caistor, LN7 6RX	
Contact Telephone Number	Jayne Bowman @ btinternet.com. 07791704210	
Amount of Grant applied for	£2,000	
Purpose of Grant (Please continue on another sheet if required)	To fund the town's celebration and commemorative gift of King Charles III Coronation.	
Has funding been sought elsewhere and, if so, where?	National Lottery - unsuccessful. WLDC - none available.	
Any other comments in support of your application (Please continue on another sheet if required)	The Coronation Committee, includes members from: CTC, Lions, Twinning, Caistor in Bloom, Heritage and Caistor Goes. 4 days of events and a commemorative gift and decoration of the town.	
Bank details for payment of grant. 08-92-99 65497234	Sort Code:	Account Name: Caistor Goes Events Committee
Please provide a copy of your most recent audited accounts. (Please note that the Council is unable to consider applications that are not supported by adequate financial documentation)		
Name of person applying for the grant	JAYNE BOWMAN	
Signature of person applying for the grant		

Expenditure

Date	Amount	Description	
3/3/2022	110.00	JR Turner: The Flag Shop (Prominthe Park 2021) Union Jack Handwaving flags	✓
29/3/2022	305.00	Earthbound Misfits Ltd -Circus workshop + stiltwalker (Caister Goes 2021)	✓
4/4/2022	30.90	Poster Printing (S. Allison) -Jubilee + Classic Cars	✓
	100.03	Jubilee Tattoos. (J. Bowmen)	✓
	2.00	Blue Tac. (J Bowmen)	to pay
	3.95	Jubilee napkins (A Hamilton)	✓
31/5/2022	25.00	Sweetie Belles - Jubilee Crown prizes	to pay
31/5/2022	11.00	Raffle tickets x 4 books	to pay
5/6/2022	300.00	Market Raiser Brass Band (cash pd)	
	12.00	Sweetie Belles - Thank you platter J Bowmen.	to pay
	199.64	Cake + refreshments (RW Turner)	to pay
	150.00	Twinning	to pay
28/04/2022	400.00	Harris SH Mugs	7155.45



CHECKED

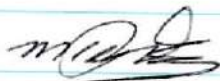
MIKE GRANT

31/7/22

Income

2022

Date	Amount	Details
1/5/2022	186.22	Classic Car bucket collection.
	700.00	WLDC - Jubilee Grant
	100.00	Lions - Donation for Jubilee tattoos
	2,200	CTC Grant.
	228.63	
	<u>3414.85</u>	Income total.



CHECKED

MIKE GRANT

31/7/22



TOWN COUNCIL GRANTS 2023/24

GUIDANCE NOTES

The Town Council has resolved that each financial year it will set aside an amount of money for grant purposes.

These grants are only available for use within the Caistor Town area and should benefit all or some of the Caistor Town Council Community. These grants are only intended for a proven need (e.g., to fund specific projects or purchases) rather than day-to-day expenditure like rent, business rates, other running expenses, etc.

If Applicants have any queries about the Application Form and/or what is required, please do not hesitate to contact Michelle Moss, Town Clerk.

Applicants should note that they may be asked for further information and that they may receive all, some or none of the amount they apply for and that the decision of the Town Council is final.

The Application Form should be completed in full and must be submitted, together with any supporting documentation, to the Town Clerk.

The Town Council will take into account the following criteria:-

- Time since any previous application
- Previous grants awarded
- Supporting evidence as to how previous grants have been used
- Number of the Caistor Town Council community that may benefit from the grant
- Funds raised elsewhere
- Urgency of need
- Use of the Town Council's grant to allow access to other organisations grants/funds

Please return the completed grant application form and any supporting documentation to the address below or via email.

The Clerk's contact details are:-

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

Tel: 01472 476122

Email: clerk.caistorc@gmail.com



APPLICATION FOR GRANT 2022/23 CAISTOR TOWN COUNCIL

Name of Organisation	Caistor Town Cricket Club
Total Membership of Organisation	163
Total Membership living within Caistor Town Council area	117
Applicant's Name	Tracey Good
Position within the Organisation	Women's team committee representative
Contact Address	12 Fountain Street
Contact Email	Caistor Lincs LN7 6UL
Contact Telephone Number	07470762850
Amount of Grant applied for	£1,000
Purpose of Grant <i>(Please continue on another sheet if required)</i>	<p>Caistor Town Cricket Club are seeking a grant to support the development of the newly formed women's cricket team to purchase practice equipment and coaching. This includes:</p> <ul style="list-style-type: none"> - 2 x kit bags @ £250 each, include bats, balls, stumps and cones - Coaching by trained coaches £500 <p>Don't be fooled by term 'softball', they aren't that soft at all. The kits are specifically designed for softball cricket and meet standards allowed to play in leagues and softball tournaments</p>
Has funding been sought elsewhere and, if so, where?	No, but funding is being sought from other sources for other resources needed, such as match shirt and other specialist equipment
Any other comments in support of your application <i>(Please continue on another sheet if required)</i>	<p>In June 2022, less than a year ago, a group of mums from the junior cricket team had the idea that they would like to give cricketing a go following hours of watching their children. This led to the launch of a women's softball team for the summer which saw 16 women and girls aged 14 to 60+ join the first training, attracting many others than the group of mums. Over the summer the team grew in size and began to develop their skill, taking part in local softball tournaments.</p> <p>The team have taken so much enjoyment from the activity that it continued with indoor training over the winter with over 20 participants turning out each week. This has culminated in joining the Women's Softball Indoor League which saw Caistor Town CC Women coming joint runners up from the 16 teams taking part. Considering the fact that we have not even been playing a year, and against some seasoned teams, this is a huge achievement.</p> <p>The growth of sport for women and girls, in previously male dominated sports such as cricket, football and rugby, has been echoed in the town and has seen an amazing development in such a short space of time.</p>

	<p>This is something that we would like to harness and develop with the purchase of additional equipment and coaching to meet the demand of the current and hopeful growing numbers. Some funding was sought at the outset for a kit bag, anticipating a small number of participants to enjoy some cricketing over the summer. We now have 34 members and the first outdoor training of the season last week saw another 5 new comers and need additional training resources to allow everyone to take part, two bats and six balls doesn't go far. Little effort has gone into reaching new members and this year we would like to promote the team to younger players and those who may not typically think of cricket as a sport or leisure activity.</p> <p>With 7 under 16s now playing, with little attempt to promote the provision, the ambition is to then establish a girls or junior softball team that would need further equipment and coaches. The team have been coached by a retired Caistor cricketer since last year and two of our team have done coach training to support this. Whilst this has been a great development, their experience and capacity to coach our growing team is limited.</p> <p>As we have developed, we can see that there are some members who naturally wish to develop and take part in more competitive and league cricket or even hard ball cricket, whilst others attend to enjoy the social and fitness aspect of weekly training. To support this and provide our women and girls with the skills they need and opportunities to participate at their desired level, we would also like to bring in coaches to help with this.</p> <p>What has been noticeable over the last year has been how the development of a simple idea has snow balled into something special for the town, several new residents, and existing, have found new friends and feel part of the community, and the team feel like they belong to something. The youngest player is 12 and the oldest over 70 and all have no previous experience of cricket, but what everyone has is a sense of fun and willingness to learn and to help others, there is no pressure on members; where giving it a go is the motto. At our very first summer tournament last year, where we came joint last after only two weeks of practice, we were told that we looked like the team who had most fun; something that we have continued.</p> <p>Caistor Town Women's CC is attracting new people to visit the town with members coming in for practice where we socialise on practice days and others in the Sports and Social Club as well as local establishments such as The Side By Side. Over the summer we have many teams visiting us for friendly matches and tournaments, hosting more visitors to the town.</p>
<p>Bank details for payment of grant.</p>	<p>Sort Code: 51-81-34</p> <p>Account No:</p> <p>04802187</p> <p>Account</p> <p>Name:Caistor Town</p> <p>Cricket Club</p>
<p>Please provide a copy of your most recent audited accounts. <i>(Please note that the Council is unable to consider applications that are not supported by adequate financial documentation)</i></p>	

Name of person applying for the grant	Tracey Good
Signature of person applying or the grant	<i>Tracey Good</i>

Caistor Town Cricket Club
Year ended 31st October 2022

Income Breakdown

Sponsorship	2,540.00
Junior Winter Training	338.00
2022 Match Fees	873.00
Race Night Profit	848.00
Player Membership	1,400.00
Stripe Paymets	841.40
Cricket Trust Grant	1,000.00
Emergency Grant	44,190.00
Presidents Fund Donations	945.00
Junior Match Fees	1,005.00

Total Income through the Current 53,980.40

Deposit Account Interest 1.93

Total Income 2021 53,982.33

- Current 7,483.19
 Balance b/f - Deposit 1,968.42

Income 53,982.33
 Expenditure 53,837.84

- Current 7,625.75
 Balance c/f - Deposit 1,970.35

63,433.94 - 63,433.94

Total Profit for the Year **144.49**

Expenditure Breakdown

Southdale Services	437.21
ECB Insurance	749.49
Jim Parker Coaching Expenses	340.00
Npower	112.22
Ground Emergency	44,190.00
Sponsorship Signs	486.00
Maintenance of Ground	3,392.06
Senior presentation trophies	325.00
Junior Presentation Trophies + Buffet	611.00
Lincs League Fees and Fines	150.00
Loan Repay	1,200.00
Women's Team	624.79
Renewal of Gaming License	20.00
Winter Nets	455.00
Postage	16.00
Sundry	82.00
Cricket Balls	647.07

Total Expenditure 53,837.84

Current 7,625.75
Deposit 1,970.35
TOTAL 9,596.10

Comments



**APPLICATION FOR GRANT 2022/23
CAISTOR TOWN COUNCIL**

Name of Organisation	Caistor Goes Events Committee
Total Membership of Organisation	10
Total Membership living within Caistor Town Council area	10 } Caistor Goes provides free to all events for the residents of our town and visitors
Applicant's Name	Jayne Bowman
Position within the Organisation	Treasurer
Contact Address	109a Brigg Road
Contact Email	Caistor LN7 6RX
Contact Telephone Number	Jayne.bowman@btinternet.com. 07791704216
Amount of Grant applied for	£2200 Despite inflation we have not increased our grant request from 2022
Purpose of Grant <i>(Please continue on another sheet if required)</i>	Insurance (Zurich) and Caistor Goes Events.
Has funding been sought elsewhere and, if so, where?	LWDC Coop Community Champions Donations (bucket collections)
Any other comments in support of your application <i>(Please continue on another sheet if required)</i>	All Caistor Goes... events are free access events. We also provide lead-closure for all over Caistor events. - insurance, legal + statutory + physically putting it place. This committee supports all other Caistor events.
Bank details for payment of grant.	Sort Code: 08-92-99 Account No: 65497234 Account Name: Caistor Goes Events Committee
Please provide a copy of your most recent audited accounts. <i>(Please note that the Council is unable to consider applications that are not supported by adequate financial documentation)</i>	
Name of person applying for the grant	JAYNE BOWMAN
Signature of person applying for the grant	<u>Jayne Bowman</u>

On behalf of Caistor Goes Events Committee, we would like to apply for a grant for our 2023 events.

The grant we get from the Town Council is used for the benefit of the whole community as well those who choose to visit our community to attend events. Our events work to generate additional income for the community from tourism as well as providing joyful occasions for our residents.

We use the grant to pay for our insurance (provider is Zurich) and to pay for these specific projects.

All of our events are non-discriminatory free for all.

This year the projects include:

Caistor Classic Cars (run jointly with Caistor Town Council) in April

Caistor Goes . . . Disney in July

The Proms in the Park in September (The Queen's death unfortunately meant this was cancelled the day before)

Christmas Market & Lights Switch-On (run jointly with Caistor Town Council) in December

All persons connected with Caistor Goes Events Committee are volunteers, freely giving their time and efforts to support the events run by our committee and for other organisations / groups when providing road closures for other Caistor events, run by other Caistor Associations and Clubs (eg Caistor Lions, Caistor Running Club and so on).

We apply for funding from other sources wherever possible, and this year we are one of the groups selected to a Coop Champion. We apply to the WLDC Lottery and so on.

Our application is annually and for the same £2200 as last year. We hope where items have suffered extreme inflationary rises, that we can cover these by other grants. We generate income from bucket collections at our events.

Last year, Caistor Goes, working alongside Caistor Town Council, organised and put on the events to celebrate the Queen's Jubilee. This included the Town Crier ringing in the start of the Jubilee events, Jubilee Beacon, and the afternoon tea, games and big cake in the park.

Without the town's contribution, Caistor Goes would be unable to put on its events or support the other organisations within the Town.

Kind regards

Jayne Bowman

Treasurer Caistor Goes Events Committee



You are hereby summoned to attend the meeting of Caistor Town Council Planning Committee which will be held on Thursday 11 May 2023 commencing at Agenda item 18 of the council meeting 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 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 13th April 2023
- 4 To note planning decisions:-
No decisions at the time of publishing the agenda
- 5 To discuss planning applications and agree a response:-
 - a) APPLICATION REFERENCE NO: 146500
PROPOSAL: Planning application to erect 1no. dwelling.
LOCATION: Plot 5 - Mill Grange Horncaste Road Caistor
APPLICATION TYPE: Full Planning Application
 - b) APPLICATION REFERENCE NO: 146461
PROPOSAL: Planning application to erect 1no. wind turbine.
LOCATION: Land at Hillcrest Park Caistor Market Rasen LN6 7TG
APPLICATION TYPE: Full Planning Application
 - c) APPLICATION REFERENCE NO: 146574
PROPOSAL: Listed building consent for removal of first floor to 4 Market Place and installation of new floor.
LOCATION: 2 - 4 Market Place Caistor
APPLICATION TYPE: Listed Building Consent



- d) APPLICATION REFERENCE NO. 146572.
PROPOSAL: Request for confirmation of compliance with condition 1 (expiration), 2 (site visit), 3 (qualified professional), 4 (Scheme of Archaeological Works and historic building record), 5 (protection of internal features), 6 (approved drawings), 7 (acoustic mitigation measures), 8 (noise verification report), 9 (sample panels), 10 (repointing), 11(details of shop fronts, external doors & windows, internal joinery and rainwater goods), 12(fire safety measures & building regulations), 13 (works to cellar, lean to, and installation of structural beam) and 14 (bat box) of planning permission 142484 granted 15 September 2021.
LOCATION: 2-4 Market Place,
- e) APPLICATION REFERENCE NO: 146573.
PROPOSAL: Request for confirmation of compliance with condition 1 (expiration), 2 (site visit), 3 (qualified professional), 4 (Scheme of Archaeological Works and historic building record), 5 (protection of internal features), 6 (approved drawings), 7 (acoustic mitigation measures), 8 (noise verification report), 9 (sample panels), 10 (repointing), 11(details of shop fronts, external doors & windows, internal joinery and rainwater goods), 12(fire safety measures & building regulations), 13 (works to cellar, lean to, and installation of structural beam) and 14 (bat box) of listed building consent 142629 granted 15 September 2021.
LOCATION: 2-4 Market Place.