



You are hereby summoned to attend the meeting of Caistor Town Council Estates Committee which will be held on Wednesday 31 May 2023 commencing at 7.00pm at the Arts and Heritage Centre.

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  
24/05/2023

## **AGENDA**

1. To elect a chairperson for the committee
2. To receive apologies and note reasons for absence
3. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations
4. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate
5. To review the terms of reference and agree /prioritise the associated activities
6. To review the skills/knowledge of councillors appointed to the committee and agree areas of lead responsibility
7. To review the current asset register and agree a process to update it
8. To agree action and an inspection process for:
  - a) The allotments
  - b) The play areas
  - c) The cemetery and memorials
  - d) Street furniture
  - e) Town Hall and other real estate
11. To agree what PPE the estates Operative requires and propose the budget to full council for agreement
12. To identify what certificates and training the Estates Operative will need as an employee of the council and propose a budget to full council for agreement
13. To consider the damp and leaks in the town hall roof and agree next steps
14. To consider the complaint from resident about PROWs being overgrown and agree any action
15. To consider the issues raised by a resident on Fountain St and agree any action