



Public Agenda Pack
Council Meeting
Thursday 8th June 2023



Minutes of the Annual Meeting of Caistor Town Council held at 6:45pm at the Caistor Town Hall on 11 May 2023

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr R. Lyus, Cllr M. Galligan,
Cllr S. Hodson, Cllr J. Hughes, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner,
In Attendance: Michelle Moss, District Cllr Lawrence, District Cllr Beirley, County Councillor Smith, Dianne Tuckett (Press),
Members of public present: 1

- 1 Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair - Ref: 1966**
Councillor Jon Wright put himself forward to be Chair of the council and was duly elected following a unanimous vote.
Proposed: Cllr J. Bowman Seconder: Cllr A. Somerscales All in favour
- 2 Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair - Ref: 1967**
Councillors Jane Bowman and Stewart Davey put themselves forward for Vice-Chair of the council. Following a majority vote Councillor Jane Bowman was elected Vice-Chair of the council.
- 3 To receive apologies for absence & reasons given - Ref: 1968**
None.
- 4 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1969**
Councillor Bowman noted an interest in agenda item 16e. Councillors Galligan and Somerscales noted interests in agenda item 16a.
- 5 Public Session (10 minutes, during which the meeting is suspended) - Ref: 1970**
A member of the public had asked for the issue of traffic on North Kelsey Road to be raised which was a particular issue at school times. It was noted that it has been an ongoing issue compounded by the lorries and parents parking. It was noted that the buses are staggered and the grammar school has contacted the bus companies about it.
- 6 Chairmans Report - Ref: 1971**
It was noted that: there had been a meeting with the police to look at the current spate of antisocial behaviour and what was being done about it; the coronation events had been extremely successful, a great day with fabulous feedback; the mayor had judged the best crown competition.
- 7 To approve the draft minutes of 13th April 2023 - Ref: 1972**
RESOLVED that the draft minutes of the meeting held on 13th April 2023 be approved as a true record of the meeting and signed by the Chair.
Proposed: Cllr S. Davey Seconder: Cllr P. Richardson 2 abstained
- 8 To consider any applications for co-option onto the council to fill the 3 vacant seats following the election - Ref: 1973**
None received.
It was agreed to advertise these vacancies via facebook as well as website and notice board.
- 9 To resolve that the council is eligible to exercise the General Power of Competence having met the qualifying criteria following the 2023 uncontested election - Ref: 1974**
The Clerk explained that GPC permits qualifying councils the power to 'do anything individuals generally may do', provided it is not prohibited by other legislation. GPC gives the council freedom to undertake activities including commercial endeavours.
RESOLVED that the council meets the qualifying criteria for GPC, it is eligible to use it and will use it as the power of first resort.

Signature:



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

10 To review the current WLDC Code of Conduct and resolve to continue to abide by it. - Ref: 1975

It was noted that all councillors had received the most recent version of the WLDC code of conduct.
RESOLVED to continue to abide by the code.

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

11 Election of committees, working groups and representatives on outside bodies and agree dates for the committees for forthcoming year - Ref: 1976

a) Election of members to the Personnel and Finance Committee - Ref: 1977

RESOLVED to elect councillors Galligan, Bowman, Milner and Lyus to the committee. It was noted that one vacancy exists on the committee.

b) Election of members to the Estates Committee - Ref: 1978

RESOLVED to elect councillors Davey, Hodson, Galligan, Somerscales and Richardson to the committee.

c) Clarification on whether Economic Development & Market Committee should continue or become a working group and Election of members to the committee / working group - Ref: 1979

It was noted that as a working group any decisions, financial or otherwise, would need to be referred to full council.

It was RESOLVED that a). the Economic Development and Market Committee would become a working group with immediate effect and would meet a minimum of twice a year.

b). Councillors Wright, Milner, Galligan, Richardson and Bowman would form the working group.

Proposed: Cllr S. Davey Seconder: Cllr S. Hodson Majority vote

d) Discuss and agree if there is a need for a separate planning committee or whether to incorporate back into the CTC agenda and appoint a councillor lead on planning - Ref: 1980

It was noted that the planning committee is currently made up of all councillors, held on the same night as the full council, but with a separate agenda.

RESOLVED to dissolve the Planning committee; bring planning items into the full council agenda; that the chairs role will include a responsibility to be lead councillor on planning.

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

12 Finance / Governance - Ref: 1981

a) To approve the Accounting Statements for period ending 30/04/23 - Ref: 1982

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

RESOLVED to approve the accounting statements for the period ending 30.04.23 as a true record.

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

b) To approve the Schedule of Payments - Ref: 1983

The schedule of payments had been circulated to all councillors prior to the meeting.

RESOLVED to approve the schedule of payments which totalled £8868.55

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

c) To receive the Internal Auditors annual report for 2022/23 - Ref: 1984

It was noted that the internal auditor had raised concerns about: some inaccuracies in the asset register which was also raised last year; some meetings did not appear to be correctly called; some minutes and agendas for committee meetings are missing from the website; the council should consider a banking card; and a review of council risks should be undertaken.

RESOLVED: to accept the year end internal audit report; and to include an additional internal audit part way through the year 23/24.

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

d) To complete and approve section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2022/23 - Ref: 1985

Signature:



All statements of the annual governance statement were read out and the council RESOLVED that it met the requirements in all areas and to approve the report.

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

e) To approve section 2 - Annual Accounting Statements for AGAR for 2022/23 - Ref: 1986

The clerk noted that the closing figure for 2022 had been restated by £30, but this amount was not considered significant. RESOLVED to approve the annual accounting statements for 22/23.

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

f) To receive and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2022/23 - Ref: 1987

Both reports had been circulated to the council prior to the meeting.

RESOLVED to accept the annual bank reconciliation and the explanation of variances for 22/23.

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

g) To confirm arrangements for insurance are adequate to cover all insurable risks (as per standing orders) - Ref: 1988

A summary of the insurance schedule had been circulated to all councillors prior to the meeting.

RESOLVED that the cover arrangements in place are sufficient.

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

h) To review the current inventory of land and other assets (as per Standing orders) - Ref: 1989

A copy of the current asset register had been circulated to councillors prior to the meeting. It was noted that the register contains a few inaccuracies. RESOLVED that the asset register will be reviewed as part of the Estates Committee agenda as soon as practically possible.

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

i) Resolve to move the £500 for the office laptop from reserves into 2023/24 budget - Ref: 1990

It was noted that the £500 for the clerks laptop was currently in earmarked reserves.

RESOLVED to move the money to this years budget to enable the laptop to be purchased.

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

j) To review and approve the Financial Regulations - Ref: 1991

The financial regulations had been reviewed and updated at the finance meeting in March and circulated to all councillors in advance of the meeting.

RESOLVED to approve the financial regulations.

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

k) To review and approve the Standing Orders - Ref: 1992

It was noted that: the standing orders have been revised to make provision for the clerk to collect councillor views and respond to planning applications on behalf of the council where cut of dates do not fit with meeting timescales; the document will be amended to include provision for a 'secret' ballot.

RESOLVED to approve the standing orders subject to inclusion of provision for a secret ballot.

Proposed: Cllr J. Wright Seconder: Cllr P. Richardson All in favour

l) Review and agree request from contractor to vary payment terms - Ref: 1993

The grass cutting contractor had requested invoices to be paid when they become due rather than having to wait for approval at council meetings.

RESOLVED to include payments for the grass cutting contractor on the list of pre-approved payments, but that sufficient time should be allowed for councillors to check the work prior to payment (suggested 14 days).

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

m) Review and pre approve the standing orders and direct debit payments for the forthcoming year (as per standing orders) - Ref: 1994

The list of pre-approved payments had been circulated to councillors in advance of the meeting.

RESOLVED to approve the payments for the forthcoming year.

Signature:



Proposed: Cllr J. Bowman Seconder: Cllr L. Milner All in favour

13 Reports from External bodies:- - Ref: 1995

a) Lincolnshire Police - Ref: 1996

None

b) West Lindsey District Council. - Ref: 1997

The WLDC report had been circulated to councillors in advance of the meeting.

Both county councillors were congratulated on their re-appointment.

Issues raised/answered included: a commitment to chase up wi-fi situation in Caistor; and thanks offered to the street cleaning teams in and around Caistor for the excellent job they do.

c) Lincolnshire County Council - Ref: 1998

Cllrs Smith noted: unfortunately there is no easy fix for the issue of school buses; some potholes have been fixed on Navigation Lane and Millfields; part of the works required on Canada Lane are being completed this year, but another part has not yet been scheduled and is likely to be next financial year.

Issues raised included: drain covers opposite the grammar school are rotting and urgently need replacing; a large pothole on Southdale; footpaths up A46, A1084 and Grimbsby Rd are in a terrible state; the barrier at Old school/Pigeon spring has been hit by a car; the Caistor sign at the top of Whitegate is still down.

7:47pm - Councillor Cox left the meeting

d) Community Groups - Ref: 1999

No reports

e) Town Hall Management Committee - Ref: 2000

There are 2 committees, the Executive committee made up of 9 people and chaired by Steve Gaughan, and the management committee which meets 3 times a year and is for users of the hall. The town hall budget is fairly healthy but there are lots of improvements which are being looked at including sound baffles, main door locks and a long to do list. It was also noted that the town hall damp issue is getting worse.

14 To receive reports and minutes from Committee's and working groups, and agree associated actions - Ref: 2001

a) Finance Committee - Ref: 2002

No meeting held.

b) Employment & Personnel Committee - Ref: 2003

Noted that the update will be provided in the closed session.

c) Economic Development & Market Committee - Ref: 2004

The draft minutes of the meeting were circulated to all councillors prior to the meeting. Revised market regulations and application forms have been drafted and are with Cllr Bowman for final amendments. The market has had an application from a plant stall holder which the council agreed would be a good addition to the market.

d) Kings coronation working group - Ref: 2005

The working group were commended for an excellent event. A closing meeting is planned for the following week.

15 Clerks Report & Parish Matters - Ref: 2006

a) Review Tracking Report - Ref: 2007

The report had been circulated prior to the meeting. It was noted that: the Dept for Housing and Levelling up had asked for one additional piece of information to support the loan offer extension application, this has now been sent; the cricket club have now responded regarding the lease agreement and have requested a meeting - this will be handled by the Estates committee; the damp repair in the clerks office is over-running and it should now be completed by 22nd May.

Signature:



b) To review and approve the new Whistleblowing policy - Ref: 2008

The policy had been circulated to councillors prior to the meeting.
RESOLVED to adopt the policy and review if in 3 years or sooner if legislation changes.
Proposed: Cllr R. Lyus Seconder: Cllr M. Galligan All in favour

c) To review and approve the new Internet Usage policy - Ref: 2009

The policy had been circulated to councillors prior to the meeting.
RESOLVED to adopt the policy and review if in 3 years or sooner if legislation changes.
Proposed: Cllr J. Wright Seconder: Cllr S. Davey All in favour

d) To review and approve the Expenses and allowances policy - Ref: 2010

The policy had been circulated to councillors prior to the meeting.
RESOLVED to adopt the policy in principle and agree the mileage and car allowance as part of the closed session discussion.
Proposed: Cllr J. Wright Seconder: Cllr S. Davey All in favour

e) To review and approve the revised Grant Application policy - Ref: 2011

The policy had been circulated to councillors prior to the meeting. It was noted that the current policy has strict criteria for assessment and acceptance of applications which is not very well reflected in the application form and historic applications have not been accurately assessed against the policy criteria. Several changes to the policy were agreed including: remove the requirement for 'certified and audited accounts'; ask for signed accounts for the last 2 years if available; copy of the terms of reference/constitution should be submitted if available; if a grant was awarded last year the application should include a full report of the previous award. RESOLVED a). to make the suggested changes to the policy and revise the application form to better reflect the policy; b). to assess the applications already received based on their merits rather than strict adherence to policy criteria.

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

16 To review any grant applications received and agree whether to donate funds - Ref: 2012

a) Application from Caistor in Bloom (CIB) - Ref: 2013

Councillors Somerscales and Galligan left the room.
It was noted that: the application was for £10,000; in December the budget line for Grants/Donations had been calculated to include a £10,000 donation to CIB; CIB had interpreted this as approval of their application and pre-purchased goods in anticipation of receiving the grant; not all councillors had the same understanding and raised concerns that no discussion had taken place; historically the plant invoices had been set to the council and paid by the clerk, but that this was not appropriate and any invoices should be met by CIB. Councillors raised significant concerns including: that an expectation had been set when the grants and donations budget line was agreed in December 2022 including a provision for a £10,000 grant to CIB and that the approval of the application for £10,000 is now little more than a formality; the grant application represents around 10% of the Caistor Town Council precept. RESOLVED to approve the application for £10,000 on the basis that an expectation had been set in December.

Cllrs Somerscales and Galligan returned to the meeting following the decision.
Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour

b) Application from Caistor Heritage Trust - Ref: 2014

It was noted that: the application is for storage or paperwork and historic documents; the application did not state an amount requested but the equipment costs were iro £400. RESOLVED to grant Caistor Heritage Trust £400.
Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour

c) Application from Caistor Goes (Kings Coronation Group) (retrospective resolution to approve) - Ref: 2015

Signature:



It was noted that this grant application had been completed as a way for the community to access the £2000 budget set aside for the coronation. RESOLVED to retrospectively approve the application for £2000.
Proposed: Cllr M. Galligan Seconder: Cllr A. Somerscales All in favour

d) Application from Womens Cricket Club - Ref: 2016

It was noted that: the application is from Caistor Cricket Club to develop a womens team; the accounts provided show that the cricket club has a healthy balance; no funding has been sought elsewhere.
RESOLVED to decline the application for grant
Proposed: Cllr S. Davey Seconder: Cllr J. Bowman 3 abstained

e) Application from Caistor Goes - Ref: 2017

Cllr Bowman left the room.
It was noted that: Caistor Goes provides free events for all residents of and visitors to Caistor; additional funding has been raised from WLDC local businesses and other donations.
RESOLVED to donate £2,200 to Caistor Goes.

Cllr Bowman rejoined the meeting after the decision.
Proposed: Cllr A. Somerscales Seconder: Cllr J. Wright All in favour

17 Correspondence Received - Ref: 2018

a) No additional correspondence received - Ref: 2019

Noted

18 Planning - see separate Planning Agenda - Ref: 2020

19 Agree dates for full council meetings for 23/24 - Ref: 2021

RESOLVED that full council meetings will be held on 2nd Thursday of the month and revisited at the annual meeting in May 2024.
Proposed: Cllr J. Wright Seconder: Cllr J. Hughes All in favour

20 To resolve to move into closed session for the remainder of the meeting - Ref: 2022

RESOLVED to move into closed session and exclude press and public.
Press and public left the meeting.
Councillor Richardson left the meeting.
Proposed: Cllr S. Davey Seconder: Cllr S. Hodson All in favour

21 To review employment contracts and agree any outstanding details and next steps - Ref: 2023

The job description and contract were revised and approved for the Estates Operative with minor changes.
The car allowance set for essential users and essential users defined.
The mileage allowance rate was set.
The employment contract for the town clerk was amended to reflect the change to holiday year.
The next steps were agreed to progress resolution of historic employment issues.

Meeting closed at 9:50pm

Signature:



Caistor Town Council

APPLICATION TO BE A PARISH COUNCILLOR (CO-OPTION)

LETTER OF APPLICATION - MRS ANGELA CLARK

This is your opportunity to let the Town Council know what skills and experience you have as well as any additional expertise or areas of interest which will assist the Town Council exercise its various functions.

A number of competencies are set out on the following page to assist you - please feel free to continue on a separate page if you wish.

I moved to Caistor in 1968. From Nottinghamshire.

I have also owned my own hairdressing business in Caistor.

children were born here and ^{my two} attended the local schools.

I am married to Neil Clark and we have 5 grandsons.

I was a councillor in 2000 for a term.

I was elected onto the council in 2015.

represented the council as chairman of Caistor Sports and Social club, for 4 years.

I carried on in the position till July 2022. as at the time council did not want a representative on the committee.

In 2020 through lockdown and with help from Town Council's chairman Councillor Jon Wright and the ex clerk we applied to make the Sports club a C.I.C. Community Interest Company. At the time and through covid this was very stressful.



Caistor Town Council

APPLICATION TO BE A PARISH COUNCILLOR (CO-OPTION)

The Sports club was built in 1985 and up to 2 years ago no lease was ever agreed to. A lease was signed by me and 1 other making it a legal entity for the 1st time. I was deputy chair in 2021. For a year. I resigned in 2021 off council for personal reasons and other issues. I am also on the committee for Lincolnshire Care's a befriending service for over 60's. I am very passionate about Caistor.

Town Councillor Competencies

Relevant knowledge, education, professional qualifications & training

- Sound knowledge and understanding of local affairs and the local community

Experience, skills, knowledge and ability

- Solid interest in local matters
- Ability and willingness to represent the Town Council and its community
- Good interpersonal skills
- Ability to communicate succinctly and clearly both orally and in writing
- Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff
- Good reading and analytical skills
- Ability and willingness to work with the Town Council's partners (eg, voluntary groups, other Town & Parish Councils, Principal Authorities, charities, etc.,)
- Ability and willingness to undertake relevant training

Circumstances

- Ability and willingness to attend meetings of the Parish Council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends
- Flexible and committed to the Town Council
- Enthusiastic



Accounting Statements

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/05/2023

Explanation of Variances

Miscellaneous Income

Actual Total: 2265.44 **Budget:** 150.00 **Variation:** -2115.44 / 1410.29

2115 refund of property tax LCC



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/05/2023

End of year forecast auto calculated based on actual year to date averaged over 2 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
Income					
Income: General					
100 Precept	109886	109886	0	0	109886
140 Cemetery Income	770	3000	-2230	-74	3000
120 Allotment Income	30	420	-390	-93	420
130 Market Rents	298	3000	-2702	-90	3000
150 Caistor Sports & Social Club	402	2412	-2010	-83	2412
160 WLDC Street Cleaning	1146	2292	-1146	-50	2292
170 Grass Cutting	0	1623	-1623	-100	1623
180 Grants	0	0	0	100	0
350 VAT Reclaimable	3601	0	-3601	100	0
199 Miscellaneous Income	2265	150	-2115	1410	2265
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	119954	124303	-15782	-4	126453
Income Totals	119954	124303	-15782	-4	126453

Expenditure

Expense: General

500 Salaries	3486	26520	23034	-87	26520
503 PAYE & NI	1167	2400	1233	-51	2400
501 Staff Travel & Benefits	8	100	92	-92	100
502 Contractors	2705	15000	12295	-82	15000
509 Other Staff Expenses	0	100	100	-100	100
520 General Office	81	1000	919	-92	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	95	500	405	-81	500
556 Legal Fees	200	500	300	-60	500
590 Amenity Cut	3600	7400	3800	-51	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	630	4500	3870	-86	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	494	1500	1006	-67	1500
521 Telephone & Broadband	133	930	797	-86	930
700 Electricity - Market Place LN7 6TU	12	260	248	-95	260
701 Electricity - South Street Park	27	600	573	-95	600
702 Electricity - Market Place LN7 6TL	0	150	150	-100	150
703 Electricity - Sports Ground	99	600	501	-83	600
720 Water: Sports Ground	41	300	259	-86	300
721 Water: Cemetery	14	50	36	-71	50



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/05/2023

End of year forecast auto calculated based on actual year to date averaged over 2 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	16	75	59	-78	75
765	Play Park Refurbishment	0	1000	1000	-100	1000
597	Caistor Sports & Social Club	0	1000	1000	-100	1000
522	Town Hall	105	1000	895	-90	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	12600	15000	2400	-16	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	2000	2000	0	0	2000
768	Office laptop	0	500	500	-100	500
Expense: General Totals		30181	106360	76179	-72	106360
Expenditure Totals		30181	106360	76179	-72	106360



Bank Reconciliation

Balances as per bank statements as at 02/06/2023

Natwest Current Account	10827.79	192437.82
Natwest Business Reserve Account	181610.03	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
				Nett balance as at 02/06/2023	191350.93

Cash Book

Receipts in current year	119953.72	Opening Balance Bank 1	2527.74	103991.42	
VAT to be claimed	1326.29	Opening Balance Bank 2	101463.68		
Unallocated cash		Opening Balance Bank 3	0.00		
Payments in current	31267.92	Opening Balance Bank 4	0.00		
				Cash Book Closing Balance	191350.93

General Reserves 50000.00

Earmarked Reserves

Subcontracting for grass,litter,bins etc	13750.00	Computer	0.00
Elections (2022)	3850.00	Play area improvements	4000.00
Parks equipment	3000.00	Parking	1500.00
South Street Park Millenium Garden	500.00	Water (South St)	2250.00
Market Place trading	500.00	Water at Market Place	2250.00
Market Place layout	1000.00	Cemetery	0.00
Sports Field fencing	1500.00	New Cemetery	11250.00
Sports ground toilet refurbishment	2000.00	Church Ground Trees	1500.00
Sports and Social Club Bldg Upgrade	5500.00	Handyman Equipment	2000.00
Other buildings	1500.00		
Town Hall	5000.00	2022 balance from ER	1943.00
Fire Station	0.00		
Cornhill Resurfacing	1500.00		
Tree Maint - Sports Field	2000.00	Cash Reserves	72644.82
Tree Maint - Parks	1500.00		



Budget Report - Income

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/05/2023

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	770	0	0	0	770	-2230	-74.33
Allotment Income	625	350	420	30	0	0	0	30	-390	-92.86
Market Rents	2837	1000	3000	298	0	0	0	298	-2702	-90.07
Caistor Sports & Social Club	1563	312	2412	402	0	0	0	402	-2010	-83.33
WLDC Street Cleaning	2808	1404	2292	1146	0	0	0	1146	-1146	-50.00
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	2265	0	0	0	2265	-2115	?
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	?	-15782	-4
Total			124303	?	0	0	0	?	-15782	-4



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/05/2023

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	3486	0	0	0	3486	23034	-87
PAYE & NI	628	2600	2400	1167	0	0	0	1167	1233	-51
Staff Travel & Benefits	0	0	100	8	0	0	0	8	92	-92
Contractors	16404	11570	15000	3792	0	0	0	3792	11208	-75
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100
General Office	804	1000	1000	81	0	0	0	81	919	-92
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	95	0	0	0	95	405	-81
Legal Fees	5824	0	500	200	0	0	0	200	300	-60
Amenity Cut	2758	4100	7400	3600	0	0	0	3600	3800	-51
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	630	0	0	0	630	3870	-86
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	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	133	0	0	0	133	797	-86
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	41	0	0	0	41	259	-86
Water: Cemetery	42		50	14	0	0	0	14	36	-71
Water: Allotments	0		75	16	0	0	0	16	59	-78
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	105	0	0	0	105	895	-90
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	12600	0	0	0	12600	2400	-16
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
Office laptop			500	0	0	0	0	0	500	-100



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/05/2023

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 Total			?	31268	0	0	0	31268	75092	-71
Total			?	31268	0	0	0	31268	75092	-71	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/05/2023

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	3486	0	0	0	3486	23034	-87
PAYE & NI	628	2600	2400	1167	0	0	0	1167	1233	-51
Staff Travel & Benefits	0	0	100	8	0	0	0	8	92	-92
Contractors	16404	11570	15000	3792	0	0	0	3792	11208	-75
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100
General Office	804	1000	1000	81	0	0	0	81	919	-92
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	95	0	0	0	95	405	-81
Legal Fees	5824	0	500	200	0	0	0	200	300	-60
Amenity Cut	2758	4100	7400	3600	0	0	0	3600	3800	-51
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	630	0	0	0	630	3870	-86
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	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	133	0	0	0	133	797	-86
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	41	0	0	0	41	259	-86
Water: Cemetery	42		50	14	0	0	0	14	36	-71
Water: Allotments	0		75	16	0	0	0	16	59	-78
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	105	0	0	0	105	895	-90
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	12600	0	0	0	12600	2400	-16
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
Office laptop			500	0	0	0	0	0	500	-100



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/05/2023

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 Total			?	31268	0	0	0	31268	75092	-71
Total			?	31268	0	0	0	31268	75092	-71	



Bank Reconciliation

Balances as per bank statements as at 01/06/2023

Natwest Current Account	10827.79	192437.82
Natwest Business Reserve Account	181610.03	

Date	Invoice Ref	Type	Description	Credit	Debit
------	-------------	------	-------------	--------	-------

There are no unpresented payments or receipts

UnPresented Receipts & Payments

<u>Opening Balances As At 01/04/2023</u>	
Opening Balance Bank 1	2527.74
Opening Balance Bank 2	101463.68
Opening Balance Bank 3	0.00
Opening Balance Bank 4	0.00
	103991.42

<u>Receipts in current year</u>
119953.72

<u>Payments in current year</u>
30181.03

<u>VAT Outstanding</u>
1326.29

<u>Unallocated Cash</u>
Sales
Purchase

Nett balance as at 01/06/2023 192437.82

Cash Book Closing Balance 192437.82

<u>General Reserves</u>	50000.00		
<u>Earmarked Reserves</u>			
Subcontracting for	13750.00	Computer	0.00
Elections (2022)	3850.00	Play area	4000.00
Parks equipment	3000.00	Parking	1500.00
South Street Park	500.00	Water (South St)	2250.00
Market Place trading	500.00	Water at Market Place	2250.00
Market Place layout	1000.00	Cemetery	0.00
Sports Field fencing	1500.00	New Cemetery	11250.00
Sports ground toilet	2000.00	Church Ground Trees	1500.00
Sports and Social	5500.00	Handyman Equipment	2000.00
Other buildings	1500.00		
Town Hall	5000.00	2022 balance from ER	1943.00
Fire Station	0.00		
Cornhill Resurfacing	1500.00		
Tree Maint - Sports	2000.00	Cash Reserves	72644.82
Tree Maint - Parks	1500.00		



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
17/05/2023	1066	J. Boyer and Son	Damp proof in office	500.00	3000.00	<input type="checkbox"/>	<input type="checkbox"/>
18/05/2023	1067	Wave	Bank Payment: Water: Cemetery	0.00	14.38	<input type="checkbox"/>	<input type="checkbox"/>
18/05/2023	1068	Wave	Bank Payment: Water: Sports Ground	0.00	16.39	<input type="checkbox"/>	<input type="checkbox"/>
18/05/2023	1069	Wave	Bank Payment: Water: Sports Ground	0.00	40.94	<input type="checkbox"/>	<input type="checkbox"/>
22/05/2023	1070	Jake Garden Care (Dyne Group)	Visit 4 9th and 10th May 23	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
22/05/2023	1071	Caistor Heritage Trust	Bank Payment: Grants & Donations	0.00	400.00	<input type="checkbox"/>	<input type="checkbox"/>
22/05/2023	1072	Caistor Goes Events Committee	Bank Payment: Grants & Donations	0.00	2200.00	<input type="checkbox"/>	<input type="checkbox"/>
22/05/2023	1073	Caistor in Bloom	Bank Payment: Grants & Donations	0.00	10000.00	<input type="checkbox"/>	<input type="checkbox"/>
23/05/2023	1075	Caistor Town Hall	Hall hire April 2023	0.00	44.00	<input type="checkbox"/>	<input type="checkbox"/>
24/05/2023	1076	Jake Garden Care (Dyne Group)	Grass cutting visit 5	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
24/05/2023	1077	Andy Hopkins (Audit services)	Internal Audit - Caistor Town Council	0.00	200.00	<input type="checkbox"/>	<input type="checkbox"/>
25/05/2023	1078	XXXXXXXXXX	Bank Payment: Salaries	0.00	1743.60	<input type="checkbox"/>	<input type="checkbox"/>
25/05/2023	1079	HMRC	Bank Payment: PAYE & NI	0.00	626.00	<input type="checkbox"/>	<input type="checkbox"/>
25/05/2023	1080	BT	Bank Payment: Telephone & Broadband	8.83	52.98	<input type="checkbox"/>	<input type="checkbox"/>
31/05/2023	1081	Signomatic	Mayoral signs and door sign	8.10	48.61	<input type="checkbox"/>	<input type="checkbox"/>
31/05/2023	1082	Three Mobile	Bank Payment: Telephone & Broadband	3.00	18.00	<input type="checkbox"/>	<input type="checkbox"/>
01/06/2023	1083	Kim Hodson	Bank Payment: Contractors	0.00	1086.89	<input type="checkbox"/>	<input type="checkbox"/>
01/06/2023	1084	Mike Gilliatt Garden Maintenance	Cuts 4,5,6 and 7 of churchyard and congregational churchyard	0.00	840.00	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL:					22491.79		

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



CIL REPORT

Financial Year 1st April 2023 to 31st March 2024

A	Total CIL income balance carried over from previous year	210.02
B	Total CIL income received in reporting year (receipts)	1555.15
C	Total CIL spent within reporting year (net of VAT)	
	Total CIL allocated but not yet spent to an agreed project (net of VAT)	
	Total CIL requested to be repaid in the year	
	Total value of CIL receipts subject to a Repayment Notice served in any year that has not been repaid.	
D	Total CIL repaid in the year following a Repayment Notice	
E	Total CIL retained at year end (A+B+D)	

28.04.2023

Ref	Site Address	Proposal Description	Parish Portion
139897	Land to the north of North Kelsey Road, Caistor	"Planning application to erect 2no. dwellings and create an agricultural access"	£1,555.15

CIL Expenditure

Item/Purpose	Amount Spent

.....
Michelle Moss, Responsible Financial Officer

Appendix C - Infrastructure Items (which can be provided or maintained by Parish Councils (not exhaustive))

Infrastructure Type	Power & Duty	Statutory Provision
Allotments	Provision of allotments	Small Holding and Allotments Act 1908 s.23
Burial Grounds; cemeteries and crematoria	Power to acquire and maintain; Power to provide Power to agree to maintain monuments and memorials	Open Spaces Act 1906 ss.9 & 10; Local Government Act (LGA) 1972 s.214 Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1
Bins	Provision of litter bins	Litter Act 1983 ss. 5,6
Bus Shelters	Power to provide	Local Government (Miscellaneous Provision) Act 1953 s.4
Clock	Power to provide public clock	Parish Councils Act 1957, s.2
Closed Church Yards	Power to maintain	LGA 1972, s.215
Commons and common pastures	Power in relation to inclosure, regulation and management and providing common pasture	Inclosure Act 1845; small Holdings and Allotments Act 1908, s.34
Conference facilities	Power to provide	LGA 1972 s.144
Community Centres	Power to provide and equip building for use of clubs (sport/social/educational); Power to acquire, provide and furnish community building.	Local Government (Miscellaneous Provisions) Act 1976 s.19 LGA 1972, s.133
Crime Prevention	Power to spend money on crime prevention	Local Government and Rating Act 1997, s.31
Drainage	Power to deal with ponds and ditches	Public Health Act 1936 s.260
Entertainment and the Arts	Provision of entertainment	LGA 1972 s.145
Highways	Power to repair and maintain public footpaths and bridleways Power to light roads and public places. Power to provide parking places for vehicles, bikes, and motorbikes Power to enter into agreement as to dedication and widening Power to provide roadside seats and shelters and bus shelters Power to provide certain traffic signs and other notices Power to plant trees and maintain roadside verges Traffic calming – powers to contribute financially to such schemes Community Transport – power to spend money on community transport schemes	Road Traffic Regulations Act 1984 s.72 Highways Act 1980 s.96 Local Government and Rating Act 1997 s.30 Local Government and Rating Act 1997 ss.26-29
Land	Power to acquire and dispose of land	LGA 1972 ss.124, 126; 127
Mortuaries and post mortem rooms	Power to provide	Public Health Act 1936 s.198
Open Space	Power to acquire land for public recreation Power to acquire and maintain land for open spaces	Public Health Act 1875 s.164 Open Spaces Act 1906 ss.9 and 10
Public Buildings and village hall	Power to acquire and provide buildings for public meetings and assemblies	LGA 1972 s.133
Public Toilets	Power to provide	Public Health Act 1936 s.87
Recreation	Power to acquire land for recreation grounds; public walks; pleasure grounds and open space; and to manage and control them. Power to provide a wide range of recreational facilities Provision of boating pools	Public Health Act 1875 s.164; LGA 1972 sch.14 para27; Public Health Acts Amendments Act 1890 s.44; Open Spaces Act 1906 ss.9 and 10 Local Government (Miscellaneous Provisions) Act 1976 s.19 Public Health Act 1961 s.54
War Memorials	Power to maintain, repair, protect and adopt	War Memorial (Local Authorities' Power) Act 1923, s.1; as extended by Local Government Act 1948 s.133
Water Supply	Power to utilise well or spring and to provide facilities for obtaining water from them	Public Health Act 1936 s.125

Business prepaid cards

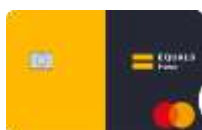
These cards offer a convenient and secure alternative to paying by cash or debit or credit card, a prepaid card can be loaded with money in advance and then used to make purchases or withdraw cash from an ATM, just as you would with a credit or debit card. Unlike with a business credit card, however, you can only spend the amount that has been put on the card, making them ideal for budgeting. Also, business prepaid cards don't require a credit check to be carried out – either on you or your employees.

Prepaid cards are not eligible for protection under the Financial Services Compensation Scheme.

Card Comparison

Company	Card type	Application/ card fee	Monthly service fee	Annual service fee	Replace card fee	UK Purchase fee	Internet purchase fee	ATM fee	Min/Max loads	Notes
Equals spend card	Business/staff expense card	£10 per card	£0	£50 (1st year free via Moneysupermarket)	£0	£0	£0	£1.50		Preferred option
Cashplus business	Business/staff expense card	£5.95 per card	£0	£69 (1st year free via KashFlow)	£0	£0	£0	£0		Need a cashplus current account
Soldo Pro	Business/staff card on business account	£5.00 per card	£6.00 per card	-	£5.00	£0	£0	£1.00(max £200 per trans)	£20K per day/£75K pm	Second preferred option
PLEO Business	Business/staff card on business account	First card free, £10 for subsequent	£6 per card	-	£10	-	-	£4.00		Need business account with PLEO
Caxton FX 1	Business/staff card	£0	£4 per card per month	£50	£5.00	£1.50	£1.50	£1.50	£50/ £10k (£50K pa)	

More details on preferred options:



Equals Money Equals Money Card

- Annual fee
£50
- Transaction fee
Free
- UK ATM fee
£1.50

More Details

THE BASICS

- Card issuer: Fair Payments Limited
- Card type: MasterCard
- The card is valid for 48 months

BENEFITS

- Online account management
- No fee on foreign transactions
- Accepted online
- Sort code and account number provided

CARD FEES

- Card application fee - £10.00
- Monthly service fee - Free
- Annual service fee - Free
- Card replacement fee - Free
- Card cancellation fee - Free
- Dormancy fee - £50 per month after 2 years unless at least one transaction is made within the 2 years

TRANSACTION FEES

- Foreign transaction Fee - Free
- Purchase fee - Free
- Internet Purchase fee – n/a

ATM WITHDRAWAL FEES

- ATM withdrawal fee (UK) - £1.50
- ATM withdrawal fee (International) - £1.50



Soldo

Soldo Pro

- | | |
|-------------------|--------------|
| • Annual fee | Free |
| • Transaction fee | Free |
| • UK ATM fee | £2.00 |

THE BASICS

- Card issuer: MasterCard
- Card type: MasterCard
- The card is valid for 36 months

BENEFITS

- Online account management
- 24 hour service
- Accepted online
- Sort code & account number included

CARD FEES

- Card application fee - £5.00
- Monthly service fee - £6.00
- Annual service fee - Free
- Card replacement fee - £5.00
- Card cancellation fee - Free

- Dormancy fee – n/a

TRANSACTION FEES

- Foreign transaction Fee - 1.00%
- Purchase fee - Free
- Internet Purchase fee - Free

ATM WITHDRAWAL FEES

- ATM withdrawal fee (UK) - 1% of amount with minimum GBP 2.00
- ATM withdrawal fee (International) - 1% of amount with minimum EUR/USD 2.00

Inspiron 15 Laptop (Intel)



Dell Price **£579.00**

£482.50 excluding VAT @20% 8 GB, 1 x 8 GB, DDR4, 3200 MHz

~~£739.00~~

Dell Price **£639.00** Save **£100.00**

£532.50 excluding VAT @20% 16 GB, 2 x 8 GB, DDR4, 3200 MHz

Memory

8 GB, 1 x 8 GB, DDR4, 3200 MHz **£482.50 excluding VAT**

16 GB, 2 x 8 GB, DDR4, 3200 MHz **£532.50 excluding VAT**

Tech Specs

- **Processor**
12th Gen Intel® Core™ i5-1235U (12 MB cache, 10 cores, 12 threads, up to 4.40 GHz Turbo)
- **Operating System**
Windows 11 Home, English, Dutch, French, German, Italian
- **Graphics Card**
Intel® UHD Graphics
- **Display**
15.6", FHD 1920 x 1080, 120Hz, WVA, Non-Touch, Anti-Glare, 250 nit, Narrow Border, LED-Backlit
- **Memory**
8 GB, 1 x 8 GB, DDR4, 3200 MHz
- **Hard Drive**
512 GB, M.2, PCIe NVMe, SSD
- **Microsoft Office**
No Microsoft Office License Included 30 day Trial Offer Only
- **Security Software**
McAfee® LiveSafe™ 12-month subscription
- **Support Services**

- 1Y Onsite Hardware Service
- **Accidental Damage Protection**
None
- **Ports**
 - 1 USB 3.2 Gen 1 Type-C® port with DisplayPort 1.4 (on 12th Gen Processor configured with Type-C®)
 - 1 USB 3.2 Gen 1 port (on systems configured with Type-C®)
 - 2 USB 3.2 Gen 1 ports (on systems configured with non Type-C®)
 - 1 USB 2.0 port
 - 1 Power Jack
 - 1 headset (headphone and microphone combo) port
 - 1 HDMI 1.4 port
 - HDMI 1.4 (Maximum resolution supported over HDMI is 1920x1080 @60Hz. No 4K/2K output)
- **Slots**
 - 1 M.2 2230 slot for WiFi and Bluetooth card
 - 1 M.2 2230/2280 slot for solid-state drive
 - 1 SD-card slot

https://www.studio.co.uk/shop/electricals/computers---laptops/laptops---macbooks/acer-aspire-5-156-34;-laptop-intel%C3%A2%C2%AE-core%C3%A2%E2%80%9E%C2%A2-i5-512-gb-ssd-grey-25229591?srsltid=AR57-fAvf1GcT17RQjqzsf2VAZHV_Ozrq4qYkzp4VtmmbbNYQfrTjSjpHgk



Acer Aspire 5 15.6 inch Laptop - Intel Core i5 512 GB SSD Grey

Item Reference: 252-295-91EG

~~Was £665.83~~

£599 (incl VAT)

Size: 15-16"

Specifications:

- Type: Laptop
- Operating system: Windows 11 Home
- Graphics card: NVIDIA GeForce MX550- 2 GB GDDR6
- RAM: 16 GB DDR4 - 32 GB maximum installable RAM
- Processor: Intel® Core™ i5-1235U Processor - 10-core - 1.3 GHz / 4.4 GHz - 12 MB cache
- Storage: 512 GB SSD

- Resolution: Full HD 1920 x 1080p
- Screen size: 15.6"
- Screen features: Acer ComfyView - LED backlighting
- Screen type: IPS LCD
- WiFi: Intel® WiFi 6E AX211 - 2x2
- Ethernet: Gigabit Ethernet port
- Bluetooth: Bluetooth 5.2
- USB: USB 3.2 x 3
- Video connections: - HDMI 2.1 x 1 - Thunderbolt 4
- Audio connections: 3.5 mm jack x 1
- Keyboard: Backlit membrane keyboard with numeric keypad
- Mouse / trackpad: Multi-touch trackpad with gesture control - Microsoft Precision certified
- Camera: HD webcam
- Security features: Fingerprint reader - Kensington security lock slot
- Other features: Microphone
- Battery type: 3-cell Lithium-ion
- Battery life: Up to 7.5 hours
- Software: Microsoft 365 (30 day trial) - Acer Care Centre - Acer Product Registration
- Manufacturer's guarantee: 1 year

https://www.meshcomputers.com/Default.aspx?ENT=PRODUCT&qclid=Cj0KCQjwiryjBhD0ARIsAMLvnF8HOVYR7XJd7kdWMFCUGPsDGugixSt56MWCQdXLPBu-NFUUZQyQNVlaAIHVEALw_wcB&KEY=3629872&PAGE=PRODUCTCONFIGPAGE&USG=PRDUCT&UTM_CAMPAIGN=froogle&UTM_MEDIUM=online&UTM_SOURCE=froogle

HP 250 G9 Intel Core i7-1255U (12th Gen) 16GB RAM 512GB SSD 15.6 inch FHD Windows 11 Home Laptop 6Q947ES#ABU



Buy now for

£599.00 inc VAT **£499.17** ex VAT

At a glance...

- Free Norton 360 Deluxe Free 1 Year Subscription (Limited time Offer)
- Free Microsoft Office Professional Plus 2021

- HP 250 G9 6Q947ES#ABU Core i7-1255U
- 15.6" Full HD | (1920 x 1080) | Anti-Glare
- Intel® Core™ i7-1255U 12th Gen (10 Cores, 12 Threads, 12MB Cache, Max Turbo upto 4.7 GHz)
- Integrated Intel Iris Xe Graphics
- 16GB DDR4 SODIMM RAM
- 512GB M.2 PCIe NVMe SSD
- Wi-Fi 6(802.11ax)+Bluetooth 5.2 (Dual band) 2*2 + 10/100/1000 Mbps LAN
- Microsoft Windows 11 Home (Pre Loaded)
- 1 Year Manufacturer Warranty
- Next Business Day Delivery - Order By 12pm and get it Next Day (Mon-Fri)

General

Product Type:

Notebook

Operating System:

Windows 11 Home - English

Processor / Chipset

CPU:

Intel Core i7 (12th Gen) 1255U / 3.5 GHz

Max Turbo Speed:

4.70 GHz

Number of Cores:

10-core

Cache:

12 MB

Features:

Hyper-Threading Technology, Intel Turbo Boost Technology, Intel Smart Cache

Memory

RAM:

16 GB (2 x 8 GB)

Max RAM Supported:

64 GB

Technology:

DDR4 SDRAM

Speed:

3200 MHz

Rated Speed:

3200 MHz

Form Factor:

SO-DIMM 260-pin

Slots Qty:

2

Empty Slots:

0

Storage**Main Storage:**

512 GB SSD M.2 2280 PCIe - NVMe Express (NVMe)

Display**Type:**

15.6" - IPS

LCD Backlight Technology:

WLED backlight

Resolution:

1920 x 1080 (Full HD)

V-Sync Rate at Max Res:

60 Hz

Widescreen:

Yes

Image Brightness:

250 cd/m²

Colour Gamut:

45% NTSC

Features:

Anti-glare, Full HD standard-viewing angle (SVA), narrow-bezel design

Audio & Video**Graphics Processor:**

Intel Iris Xe Graphics

Camera:

Yes - 720p

Camera Features:

Temporal Noise Reduction

Sound:

Dual stereo speakers, dual array microphone

Input**Type:**

Keyboard, touchpad

Numeric Keypad:

Yes

Keyboard Layout:

UK

Features:

Multi-touch touchpad, gesture function, precision touchpad, PTP certified touchpad

Communications**Wireless:**

802.11a/b/g/n/ac/ax, Bluetooth 5.2

Wireless Controller:

Realtek RTL8852BE - PCI Express Mini Card (M.2)

Network Interface:

Gigabit Ethernet

NEthernet Controller:

Realtek RTL8111HSH

Features:

Miracast, Wake-on-LAN (WOL), dual stream (2x2), MU-MIMO

Compliant Standards:

IEEE 802.1x, IEEE 802.11i, Wi-Fi CERTIFIED

Battery**Technology:**

3-cell lithium polymer

Capacity:

41 Wh

Run Time:

Up to 8 hours

AC Adapter**Input:**

AC 115/230 V (50/60 Hz)

Output:

45 Watt, 19.5 V

Connections & Expansion**Interfaces:**

1 x USB-C 3.2 Gen 1 | 2 x USB 3.2 Gen 1 (Type-A) | 1 x HDMI | 1 x Ethernet LAN (RJ-45) |
Headphone/microphone combo Port

Manufacturer Warranty**Service & Support:**

Limited warranty - parts and labour - 1 year



Minutes of the Caistor Town Council Estates Committee held at 7.00pm at the Arts and Heritage Centre on 31 May 2023

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

1. To elect a chairperson for the committee - Ref: 2024

Cllr Davey put himself forward to be Chair of the Estates Committee and was duly elected following a unanimous vote.

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

2. To receive apologies and note reasons for absence - Ref: 2025

None.

3. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2026

None.

4. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2027

None.

5. To review the terms of reference and agree /prioritise the associated activities - Ref: 2028

It was noted that the churchyard and congregational church are not council assets, and as such are not insured by CTC, but there has been a historical 'assumed' responsibility for grass cutting and some other maintenance. Several changes were suggested to the TOR including: a general responsibility for inspections and resolving issues for the areas of responsibility; responsibility should only be for grass cutting at the churchyard and congregational churchyard as CTC is not the property owner; to include consultation with council staff and consider their views.

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

6. To review the skills/knowledge of councillors appointed to the committee and agree areas of lead responsibility - Ref: 2029

It was agreed to defer this agenda item and discuss as part of agenda item 8.

7. To review the current asset register and agree a process to update it - Ref: 2030

The clerk had updated the asset register and several additional points of clarification and agreement included: purchase price of CCTV cameras; gazebos and tables were donated so cost unknown; de-mountable poles are fixed; hand tools should be grouped together; CTC staff will finalise the location of all street furniture.

8. To agree action and an inspection process for: - Ref: 2031

a) The allotments - Ref: 2032

It was noted that: some of the allotments have been neglected by tenants; 2 tenants have recently been given eviction notices; a fair amount of work will be required to return the evicted plots to a good state of cultivation; the current T&C's need updating and making more robust to improve the care of the allotments. RESOLVED that: Cllr Richardson would be lead councillor responsible for the allotments and attend the inspections with the clerk; the current inspection process, monthly during growing season is adequate; Cllr Richardson would receive appropriate training.

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

b) The play areas - Ref: 2033

It was noted that the Clerk is attending a Play Area Inspection training course next week. RESOLVED that: Cllr Hodson and Cllr Davey would be lead councillors responsible for the play areas; Cllrs Hodson and Davey would receive appropriate training; a councillor remit for the play areas will be developed following the training next

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



week.

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

c) The cemetery and memorials - Ref: 2034

It was noted that the cemetery burial records are in need of attention including memorial inspections and application process, digitisation of current paper records for interments and memorials, and availability of some plots. RESOLVED that: Cllr Wright would be the lead councillor responsible for the cemetery.

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

d) Street furniture - Ref: 2035

RESOLVED that: Cllr Galligan would be the lead councillor responsible for the street furniture.

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

e) Town Hall and other real estate - Ref: 2036

Due to the size and scale of responsibility it was RESOLVED that the Estates Committee would take joint responsibility for this rather than allocating it to one lead councillor.

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

11. To agree what PPE the Estates Operative(EO) requires and propose the budget to full council for agreement - Ref: 2037

A list of required PPE had been shared as part of the meeting pack. PPE required included: several types of gloves; boots; eye and ear defenders; visors; hi vis. It was also noted that CTC also has a responsibility to provide first aid kit, COSHH cabinet, eye wash station, hand wipes etc. It was also noted that CTC do not have chainsaws, so there is no need for the chainsaw specific PPE.

RESOLVED to ask full council for a budget of £500 for PPE and supporting kit.

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

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 - Ref: 2038

It was noted that: the EO had been using all the same equipment as a contractor and as such could be considered proficient by way of experience; the clerk has copies of EO's spraying certificates. RESOLVED that the EO will sign a certificate of competency listing all council machinery and advising that they are a competent user.

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

13. To consider the damp and leaks in the town hall roof and agree next steps - Ref: 2039

It was noted that there are several damp patches in the town hall which are increasing in size, several areas where roof tiles are missing and the guttering at the front needs attention. RESOLVED to ask several roofing contractors to take a look and provide quotes for the work involved.

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

14. To consider the complaint from resident about PROWs being overgrown and agree any action - Ref: 2040

It was noted that the PROWs are on a regular schedule of cutting and have all recently been cut. RESOLVED to respond to the resident advising the PROWs are cut on a schedule.

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

15. To consider the issues raised by a resident on Fountain St and agree any action - Ref: 2041

It was noted that: the overhanging trees which are dropping twigs and branches are in the church graveyard; the town council do not own the churchyard, and do not insure it as an asset; interments are still taking place in the churchyard and therefore it cannot be classed as a 'closed' churchyard and so is not the responsibility of the town council; the PCC is responsible for the churchyard, but the town council cut the grass and have previously paid for damage caused by trees to the residents roof and so there may be some assumed responsibility on behalf of the PCC.

With reference to the second part of the residents complaint - the water outside the property is from a natural

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



Minutes of the Caistor Town Council Estates Committee held at 7.00pm
at the Arts and Heritage Centre on 31 May 2023

spring, the council do not own the land over which the spring runs and therefore cannot take responsibility for it.
RESOLVED

- a. to advise the resident that the town council do not own the churchyard and are not responsible for trimming trees or for tree damage.
- b. advise the resident that the land outside her property is not owned by CTC and therefore CTC cannot make any modifications to it.
- c. to arrange to meet with the Rev to discuss the responsibility of the PCC.

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

Meeting closed at 8.45pm



ESTATES MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Overview

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

Committee Budget

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

Responsibilities

The committee has delegated authority from Caistor Town Council to make decisions complete inspections and resolve issues on the following areas of Town Council business:

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

2. Allotments

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

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

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

7. Churchyard

- a. To cut and strim the grass (no other responsibility as property is not owned by CTC currently in discussion with PCC).
- ~~b. To maintain trees, walls, fences and gates (LCC Highways maintain pathways and roadways).~~
- ~~c. To carry out annual risk inspections and keep a record of the findings~~

8. Congregational Church

- a. To cut and strim the grass (no other responsibility as property is not owned by CTC currently in discussion with PCC).
- ~~b. To carry out annual risk inspections and keep a record of the findings~~

9. Open Spaces – Sports ground, South St Park

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

10. Parish Paths

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

13. Council Property and Equipment

- a. To carry out an annual review of the benches, bins, notice boards, signs, and grit bins owned by the Town Council.
- b. To maintain, repair and replace the benches, bins, notice boards, signs, and grit bins as necessary.
- c. To provide, maintain, repair and replace maintenance equipment.
- d. To carry out an annual review of the Asset Register and update as necessary.
- e. Ensure that any new and existing property/equipment is adequately insured.

14. Town

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

15. Estates Staff ~~(if applicable)~~

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

Other functions

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



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
------------------------------------	-------------------	----------------------------

South Street park Trim trail repair	Ref: 22059	Created: 21/03/2023
--	-------------------	----------------------------

Town Hall - leaking gutter and damp from leaking roof March/April 2023	Ref: 22063	Created: 22/03/2023
---	-------------------	----------------------------

CAISTOR TOWN COUNCIL RISK MANAGEMENT

Adopted by Caistor Town Council on 14th April 2022

Next review due April 2023

Risk Status Indications

The adopted risk management methodology uses a traffic light colour against each risk item to confirm its current status. The colour coding is defined as follows:

- This identified risk is being effectively managed with adequate reviews, processes and/or documentation as appropriate.

- *As applicable, either*

This identified risk is being managed. However, there are aspects of risk management, which ought to be improved to achieve a green status. It is recognised that sometimes improvements may be difficult to achieve and remedial work may take time (e.g. a need for Councillor training).

or

This identified risk is not under adequate management. However, if this risk arises, it will have a minimal impact upon the Council. Whilst attempts can be made over time to improve the management of this risk, there may be occasions where the cost of mitigation is not warranted (e.g. holding spare parts or equipment).

- This identified risk, which has a serious potential impact upon the Council is not under adequate management. This represents a key risk, which will be highlighted to meetings of the Council until such time that it is adequately managed or mitigated. Certain key risks with a low probability may be entirely beyond the management control capability of the Council – such risks may retain a red status upon the agreement of Council.

Aim ¹	Risk ²	Method used to Minimise Risk ³	Person(s) Responsible ⁴	Status ⁵ ● ● ●
<p>1. To ensure compliance with Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.</p>	<p>a. Lack of knowledge of regulations and codes leading to actions by the council outside its powers.</p> <p>b. Absence of Standing Orders or standing orders not followed</p> <p>c. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.</p> <p>d. Payments made without prior approval and adequate control.</p> <p>e. VAT not properly accounted for, resulting in over-claims and demands from HMRC.</p> <p>f. Data protection regulations not properly followed</p>	<p>Ensure that all Councillors have copies of or access to relevant Acts Members provided with the Code of Conduct, Financial Regulations and Standing Orders, and a copy of the latest edition of the Good Councillors Guide. Highlight essential parts and provide specific training where possible.</p> <p>Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.</p> <p>Ensure that all councillors are aware of regulations regarding estimates and full tender procedures. Financial Regulations are complied with on all purchases.</p> <p>Ensure all payments are approved in accordance with the Financial Regulations and properly recorded.</p> <p>Ensure appropriate publications held and that RFO has a good knowledge of regulations.</p> <p>DP policy in place and regularly reviewed by council. Staff to undertake DPA training and training made available to councillors. Out of date information is confidentially disposed of annually. No information is kept unnecessarily.</p>	<p>Chair Clerk / RFO All councillors LALC</p> <p>Chair Clerk</p> <p>Chair Clerk/RFO</p> <p>Clerk/ RFO</p> <p>RFO</p> <p>Councillors and Staff</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>2. To identify and regularly review the Council's priorities and risks.</p>	<p>a. Lack of knowledge of setting objectives, setting priorities, and identifying risks to their achievement.</p> <p>b. Steps not taken to combat risks</p> <p>c. No risk analysis carried out.</p>	<p>All councillors to be made aware of need for objectives and identification of risk. Attend training sessions and refresher training if necessary.</p> <p>Add risk assessment to agenda at least annually, reviewing particular items, and results against those items. Allocate actions to Councillors as well as Clerk/RFO and follow up at meetings</p> <p>As at 2a above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission</p>	<p>Clerk/RFO All Councillors</p> <p>Chair All Councillors Clerk/RFO</p> <p>All Councillors Clerk/RFO</p>	<p>●</p> <p>●</p> <p>●</p>

	d. An inadequate complement of councillors to manage the business of the council	Ensure all councillor vacancies are filled promptly. All councillors to strive to work in a constructive manner in accordance with the Code of Conduct and to welcome and encourage new councillors. All councillors to cooperate to share the workload.	All Councillors Clerk	●
3. To influence others, such as Lincolnshire County Council, East Lindsey District Council and other Government organisations to recognise the requirements and interests of the local population.	a. Lack of effective lines of communication with other organisations.	Maintain good working relationships with officers from outside organisations, respect the work they do. Note all communication lines which are essential or beneficial and establish/maintain contacts by name and where possible face-to-face.	Chair Clerk	●
	b. Lack of preparation on subjects requiring influence.	Ensure all councillors are aware of need for careful research and are guided as to where to obtain relevant information.	All Councillors Clerk	●
	c. Lack of confidence of Town Councillors.	Experienced councillors and Clerk/RFO to assist newcomers to understand roles and responsibilities, to establish essential contacts and to gain procedural awareness.	All Councillors Clerk	●
	d. Lack of effective lines of communication with parishioners	Take every opportunity to publicise the role of the town council using notice boards, website, Facebook and Annual Town meeting. Use key issues to raise the profile.	All Councillors Clerk	●
4. To ensure that all councillors and staff are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	a. Lack of knowledge of possible culpability of councillors.	Creation of Standing Orders and Code of Conduct and familiarisation with those matters where greatest risk occurs. Social media policy in place. Libel and slander insurance in place. ⁶ Experienced councillors and Clerk/RFO to assist newcomers to understand culpability. To attend training courses and refresher training as available (see LALC annual training scheme).	Chair All Councillors Clerk	●
	b. Public or staff prosecution c. Risk or damage to third party property, or injury to members of the public d. Damage to council assets e. Loss due to dishonest or fraudulent acts by employees or Councillors	Review risk assessment by including on agenda at least annually. Clerk/RFO reviews insurance cover to ensure it is adequate and contacts insurance company when the Council carries out a new activity to ensure that the cover is adequate Council consider the insurance requirements at the renewal date, and review all the quotes before making decision Council reviews the insurance cover annually	Chair Clerk/RFO All councillors	●

	<p>f. Councillors fail to declare interests and participate in inappropriate decision making, which has a material impact upon the decisions taken and the public perception of the Council.</p> <p>g. Staff and councillors bringing the council into disrepute</p>	<p>Insurance is arranged with a local government specialist company and includes Employers Liability Cover⁷, Public Liability Cover⁸, and covers loss or damage to appropriate assets⁹. References to be sought for all employees. Fidelity guarantee insurance¹⁰ in place.</p> <p>All councillors to be reminded to abide by the Code of Conduct and the register of interests and to be alert to potential breaches of both. As far as is possible, the Clerk to ensure the register of interests are complete and up to date. Declarations of interest on every agenda.</p> <p>Councillors understand and be offered training on the Code of Conduct. A professional approach is undertaken on all Town Council matters. Member officer protocol in place and reviewed regularly to ensure understanding</p>	<p>Clerk All Councillors</p> <p>Clerk All councillors</p>	<p>●</p> <p>●</p> <p>●</p>
<p>5. To keep appropriate accounting records up-to-date throughout the financial year. To maintain secure banking facilities.</p>	<p>a. Lack of knowledge of accounting requirements</p> <p>b. Inaccuracies in recording amounts and totals in accounting records</p> <p>c. Internal controls not in place or not operated, leading to out of date accounting records, missed or delayed payments, unpaid invoices, or loss through theft or dishonesty.</p> <p>d. RFO taken ill or leaves without replacement</p>	<p>Ensure all councillors are familiar with current Financial Regulations. Regularly review Standing Orders and Financial Regulations. RFO to be suitable qualified or attend appropriate training</p> <p>Bank reconciliations to be presented for review least every quarter and compared to bank statements. Internal audit to be carried out annually.</p> <p>Only nominated signatories, the Clerk and the RFO have access to the Council's bank accounts. Standing orders and DD's are kept to a minimum and are pre-authorized by council at the annual meeting. Internet banking used as practical. Payments are authorised by two councillors. Schedule of payments and bank reconciliation are presented for approval each month at the scheduled full council meeting. Pre payment card is used for purchases where no account is held. Where cash receipts are unavoidable, the cash is kept securely until it is passed to the Clerk/RFO to and/or banked.</p> <p>The bank signatories have access to the Council's bank accounts and are able to access bank statements through the on-line banking facility.</p>	<p>All Councillors Clerk/RFO</p> <p>All Councillors RFO Internal Auditor</p> <p>Clerk/RFO All Councillors</p> <p>Clerk All councillors</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>6. To ensure that payments made from Council funds and</p>	<p>a. Lack of knowledge of wishes of residents.</p>	<p>Ensure residents and other stakeholders (i.e. local organisations) are consulted on major financial issues, which impact upon them.</p>	<p>All Councillors</p>	<p>●</p>

<p>the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.</p>	<p>b. Use of funds or assts not giving value for money.</p> <p>c. Fund raising not properly controlled or not in accordance with regulations.</p> <p>d. Perceived lack of transparency regarding council finances and activities</p> <p>Charges (e.g. for leases, cemetery & allotment) are inadequate or excessive</p>	<p>Item on the Annual Town Meeting agenda for the public to suggest items for the following year's budget.</p> <p>Effective budget planning processes and appropriate tendering. Creation of a rolling plan for projects and maintenance expenditure.</p> <p>All councillors to be aware of need to check regulations before commencing fund-raising activities. Effective financial management by RFO.</p> <p>Advertisement of Exercise of Electors rights carried out correctly per audit regulations All meetings open to the public with the exception of items of a sensitive nature (salaries, contract discussions etc). Publication of financial information on website per transparency code</p> <p>Comparisons made with other local councils. Internal audit checks.</p>	<p>Clerk</p> <p>Clerk/ RFO All Councillors</p> <p>All Councillors Clerk</p> <p>All Councillors Clerk RFO</p> <p>Clek/RFO</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; reserves are appropriate and adequate; financial records are maintained.</p>	<p>a. Lack of knowledge of or commitment to budgetary process, and of financial regulations.</p> <p>b. Inadequate consideration of requirements for annual precept.</p> <p>c. Reserves too low or too high</p>	<p>Ensure financial regulations are issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Encourage councillor training. Delegate responsibility for managing the initial budgetary process to the RFO & the Clerk. Involve all councillors in budgetary process, not solely the Clerk/RFO. Encourage all councillors to actively participate in meetings when the budget is being discussed.</p> <p>Comparison against the previous year's actual income/expenditure, and this year's projected, to ensure that all items are included Town Council approves the annual budget and sets the precept at the December Council meeting Clerk/RFO aware of the deadline for the submission of the precept and ensure that the precept is received on time.</p> <p>Checks by RFO and Internal Auditor. Financial and budget progress reported to Council on a quarterly basis. The general reserve (not earmarked) to be at least 50% typical annual income or as otherwise advised by the RFO / Internal auditor.</p>	<p>All Councillors RFO Clerk</p> <p>All Councillors Chair</p> <p>All Councillors RFO Clerk</p>	<p>●</p> <p>●</p> <p>●</p>

	d. Lack of funds to meet financial commitments	The general reserve (not earmarked) not to exceed 1x typical annual income or as otherwise advised by the RFO / Internal auditor. Actual spend compared to planned spend at least quarterly Proposed projects planned for when calculating the precept required Maintain appropriate levels of reserves	All Councillors RFO Clerk	●
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail and meet the AGAR requirements.	a. Lack of knowledge of Council regulations and procedures.	Compliance with Financial Regulations and Standing Orders. Attend training seminars where available.	Clerk/RFO All Councillors	●
	b. Late or non- submission of annual accounts.	Compliance with the instructions of the External auditor. RFO to monitor progress against timetable and report to councillors at meetings.	Clerk/RFO Internal auditor All Councillors	●
	c. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.	Checks by RFO. RFO to be suitably qualified or attend appropriate training Internal audit checks.	Clerk/RFO Internal auditor All Councillors	●
	d. Inadequate audit trail from records to final accounts.	As at 10c above.	Clerk/RFO Internal auditor All Councillors	●
	e. External audit not completed accurately or within timescales	RFO to follow JPGA regulations when completing AGAR and follow external auditor guidelines for completion and submission dates.	Clerk/RFO	●
	f. Exercise of public rights not completed correctly	See 10e above		●
11. To ensure that salaries paid to employees and amounts paid to contractors are paid in line with Council regulations and budget and statutory legislation. Ensure payments are adequately monitored.	a. Inappropriate rate of pay to employees, wrong hours paid, wrong rate of pay applied or NI/Tax incorrectly applied.	Ensure employee regulations are available and understood by Clerk and RFO. The Town Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid monthly by BACS. The payroll is administered using accredited payroll software. All Tax and NI payments are submitted in the Inland Revenue in accordance with the Real Time Information (RTI) protocols. Internal audit checks.	RFO/Clerk Personnel & Finance Committee Internal audit	●

<p>12. To identify, value, and maintain all the assets of the Town Council, and ensure that asset register is complete, accurate and properly maintained.</p>	<p>a. Lack of knowledge of assets of Town Council.</p> <p>b. Assets lost or misappropriated</p> <p>c. Asset register not established or inadequately maintained.</p> <p>d. Lack of adequate programme of maintenance/regular safety checks for street furniture</p>	<p>Ascertain and record all significant assets for which the Town council is responsible. Create and maintain a permanent asset register.</p> <p>Regular monitoring of location and use of assets by councillors and any issues reported immediately to Clerk Adequate insurance provision in place to cover assets</p> <p>Create asset register in accordance with Audit Commission requirements. Review register at least annually</p> <p>Regular checks by the Clerk/Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works where appropriate.</p>	<p>RFO/Clerk Councillors</p> <p>Clerk/RFO</p> <p>Clerk/ RFO Councillors</p> <p>Clerk Councillors</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>13. To minimise the risk of injury damage or liability on all buildings, land, property, equipment and street furniture which the council is responsible for.</p> <p>Buildings: Town Hall</p> <p>Land: Cemetery Allotments Millfield Park South St Park Sports ground</p> <p>Street Furniture: Town council owned litter bins, grit bins, signs, benches, notice boards etc</p>	<p>a. Lack of information on council owned properties, buildings and equipment</p> <p>b. Damage, equipment failure, potential injury due to lack of knowledge of safety requirements</p> <p>c. Lack of adequate programme of maintenance/regular safety checks</p> <p>d. Excessive utility bills caused by water leaks, excessive heating, electrical appliances unnecessarily left switched on. Property damage caused by leaks.</p> <p>e. Theft from premises due to inadequate security measures</p>	<p>Include in asset register all properties for which the Town Council is responsible. Lease agreements in place with all organisations leasing council owned property</p> <p>Ensure that all current legislation and advice is held by the Clerk Place subject as item on Estates Management Committee meetings at regular intervals. Equipment to be inspected before use, any issues reported to the clerk, equipment serviced regularly and at least annually</p> <p>Regular checks by the Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works</p> <p>Regular property checks by Councillors and Officers. Regular monitoring of utility bills to assess consumption levels. Prompt attention to minor repairs and leaks.</p> <p>Regular checks by the Officers and Councillors.</p>		<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>

Council owned equipment: Mowers, strimmers, tools, market equipment,	f. Criminal damage to buildings and property owned by town council	Regular checks by the Officers and Councillors. Use of CCTV where appropriate		●
	g. Damage caused by wear and tear to council owned buildings and property	Regular reviews of property and maintenance schedules implemented. Work carried out on property in a timely manner to minimise costs and further damage.		●
14. To comply with legislation regarding the health and safety as appropriate for all council activities	a. Lack of knowledge of applicable legislation	Clerk/RFO to have all appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings. Training to be attended as appropriate.	Councillors /Clerk	●
	b. Injury or death due to poorly maintained equipment/assets	Maintain a register of assets and complete at least annual test for health and safety. Where issue are identified, employ a suitable qualified contractor to repair or remove Maintain appropriate level of public liability and employers liability insurance	Councillors/Clerk	●
15. To carry out adequate safety checks on the children's play areas operated by the Council.	a. An inadequate programme of safety inspections and maintenance (or vandalism) results in an accident and/or an award of damages.	Regular safety inspections by Estates operative/other officers or councillors backed up by an annual inspection by an accredited playground inspector. Prompt attention to hazards/problems once identified. Ongoing maintenance. Professional specification and installation of equipment. An ongoing programme of equipment replacement as necessary.	Councillors Clerk Estates Operative	●
	b. The lack of or an inadequate programme of maintenance of the immediate surrounding area allows the persistence of a safety hazard (e.g. trip hazard, sharp object, faulty gate)	Regular checks by the Estates operative, other Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works.	Councillors Clerk Estates Operative	●
16. To ensure business continuity in the event of a disaster, or loss of Clerk/RFC	a. Loss, fire or theft of council records (paper)	All paper documents to be stored in a lockable cabinet. Historic documents archived. Back up copies of Deeds and TPO's to be stored electronically. Cemetery records held in a fire proof facility	Clerk	●
	b. Loss or theft of council records (electronic)	Electronic records are stored on the Caistor TC one drive. Council laptop to be encrypted. Anti-virus software in place	Clerk	●
	c. Loss of clerks office due to fire/flood or other disaster	Business interruption insurance in place ¹¹	Clerk	●

	<p>d. Council not being able to continue its business due to unexpected or tragic loss of Clerk/RFO</p> <p>e. Clerk/RFO give notice to leave</p>	<p>All paper files and records are kept in secure locked cabinet at the Clerk/RFO's home. Council maintains at least 3 cheque signatories. Protocol in place for short term/long term illness or sudden loss of clerk/RFO</p> <p>Undertake regular reviews and annual appraisal with Clerk/RFO to identify and issues Ensure Clerk/RFO have all necessary tools to effectively complete the role expected of them. Notice period of at least 3 months (after probationary period) to allow time to recruit</p>	<p>RFO Clerk Councillors</p> <p>Council</p>	<p>●</p> <p>●</p>
<p>17. To maintain accurate and up to date cemetery burial and memorial records. To ensure the safety of all memorials.</p>	<p>a. Loss of, incorrect or lack of burial records</p> <p>b. Unsafe memorials</p>	<p>Records kept in fire proof bag and electronic back up. Records updated within 24 hours of an interment All interments must give 7 days' notice. Clerk checks plans against computer records upon receipt of interment request. Clerk re-checks plan 48 hrs prior to interment to mark grave. Grave marked with spray paint including the plot number. Photo of marked grave sent to funeral director Clerk endeavours to make himself available on day of interment and checks grave on the morning. Clerk checks grave after interment.</p> <p>Memorial safety inspection testing completed for each memorial in line with current legislation. Policy in place and adhered to for handling unsafe memorials. Those undertaking safety checks have received the relevant training.</p>	<p>Clerk</p> <p>Council/Clerk</p>	<p>●</p> <p>●</p>

BUSINESS CONTINUITY PLAN

It's vital important that in the sudden incapacity of the Clerk that business can continue without hinderance. In addition, it's important that any new Clerk should be able to step into the role and take over pretty much instantly.

This document is a summary of the Business Continuity Plan and a folder will be made available, easily accessible, within the Clerk's Office at The Town Hall to enable anybody to quickly assume the role. The Council Handbook should also be referred to.

This document should be reviewed on a regular basis and forms part of the Risk Management / Register.

Administration

Paper files are kept for the following: -

- Minutes
- Sales & purchase invoices
- Deeds / Assets
- Annual audit paperwork
- Register of Interests
- Acceptance of Office Declarations
- Dispensations

In addition, the above paper files and all other documentation is stored electronically in a real time triple backup system.:-

- Clerks Laptop Computer (real time)
- Microsoft OneDrive cloud system (real time)
- Secure Portable Hard Drive (real time)

In the event of the Clerks immediate inability to work: -

- Laptop is always fully up to date and available in the Councils office at The Town Hall.
- Any Councillor can access the cloud directory on OneDrive using the log in provided to the Chairman.

Agenda, minutes and tracking information are administered using a computerised system. This system is available on the Councils one drive and the councillor portal accessed via the website.

Accounts

The Councils accounts is administered using a computerised system called CouncilMate written by the previous Clerk. This system can be access via the cloud system or council's laptop or dongle. A user guide is available.

The data can easily be exported into a spreadsheet so anybody could access on a spreadsheet if preferred.

In the event of the Clerks immediate inability to work: -

- CouncilMate can be accessed from the cloud or laptop computer.
- The spreadsheet can be accessed on the cloud system or laptop computer.

Banking

There are presently five signatories on the account: -

- Michelle Moss
- Jayne Bowman
- Jacqui Hughes
- Ron Lyus

At present the following have access to online banking: -

- Michelle Moss
- Jayne Bowman

In the event of the Clerks immediate inability to work: -

- Either could access online banking.

Website Administration

The clerk has access to the website administration console.

In the event of the Clerks immediate inability to work: -

- Anybody can access the administration console using the username/password provided to the Chairman.
- Alternatively contact Lincolnshire County Council for advice. Alison Hickie, Information Officer
T: 01522 553406 alison.hickie@lincolnshire.gov.uk

Facebook

There are multiple administrators of the Caistor \Town Council Facebook page.

- Michelle Moss
- Chairman of the Council
- Vice Chairman of the Council

Email

The Council's email is clerk.caistortc@gmail.com.

The Council's email is caistortc@outlook.com. Emails here are forwarded to clerk.caistortc@gmail.com

In the event of the Clerks immediate inability to work: -

- Anybody can access the email system by using the log in and password provided to the Chairman.

Notice Boards

A Notice board key is stored in the key cabinet in the Clerk's office at The Town Hall.

Letterbox

A Letterbox key is stored in the key cabinet in the Clerk's office at The Town Hall.

Defibrillators

The Council maintain one defibrillator at the Caistor Sports & Social Club. The code to access the box has been provided to the Chairman

Monthly Safety Checks

Visual and tests are completed monthly as follows: -

Defib	Every 3 months.
Notice Boards	Secure and no damage
Play Areas	Risk assessments undertaken (within Risk Assessment folder)
Cemetery	Risk assessments undertaken (within Risk Assessment folder)
Allotments	Risk assessments undertaken (within Risk Assessment folder)

Cemetery

All cemetery records are stored within the Clerk's Office at The Town Hall.

A computerised system is operated together with a manual backup.

There is also a Cemetery Procedure Manual within the Councillors Handbook.

Allotments

Up to date allotment records are held both electronically and manually.

¹ The aim is what a good outcome/status should look like.

² The risks are the consequential actions of the aim being incorrectly managed

³ The method used to mitigate the risk lists the steps which are being taken to ensure the risk does not happen, or if it does, to minimise the impact.

⁴ The Council is ultimately responsible for the management of risk, but activities may be delegated to individuals to manage on a day to day basis

⁵ The status allows the council to determine whether additional action is required to mitigate, minimise or transfer the risk. A risk transfer mechanism would be, for example, to ensure adequate insurance cover is in place.

⁶ Libel and slander insurance covers the council's legal liability to pay compensation for verbal or written comments made by employees or councillors whilst carrying out their duties, which a member of the public considers incorrect, damaging or results in financial loss.

⁷ Employers Liability cover is compulsory if the council has employees, and covers the council for illness or injury claims by employees sustained whilst conducting council business

⁸ Public liability cover protects the council if someone suffers an injury or damage to their property which happens on land or assets which the council is responsible for

⁹ Property insurance provided replacement or reinstatement cover for council assets including street furniture, computer equipment and other equipment owned by the council. An asset register should list assets, and should record the cost, but insurance cover should record and cover the replacement value.

¹⁰ Fidelity guarantee insurance protects the council against loss due to fraud or dishonesty of staff, councillors or volunteers.

¹¹ Business interruption insurance covers the cost of alternative premises if the council office is unavailable due to fire or flood. It also covers loss of revenue, but this is less applicable to Asterby and Goulceby Parish Council.



Caistor Town Council

MEMBER/OFFICER PROTOCOL

Contents

INTRODUCTION	2
BACKGROUND	3
ROLES OF COUNCILLORS AND OFFICERS	3
Councillors	3
Chairs and vice-chairs of council and committees	5
Officers	5
The Relationship: General	6
Expectations	7
Some general principles	8
COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS	8
CORRESPONDENCE	9
PRESS AND MEDIA	9
IF THINGS GO WRONG	10
Procedure for officers:	10
Procedure for councillors:	10

INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers

should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner

- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support councillors and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times

- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor.

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council’s Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council’s position in relation to disputes, major planning developments, court issues or individuals’ complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council

but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code -
<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council’s Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council’s monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors’ Code of Conduct the matter must be referred to the principal council’s monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council’s disciplinary procedure.



Caistor Town Council

HEALTH & SAFETY POLICY

GENERAL STATEMENT

Caistor Town Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and other applicable legislation, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:-

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

As the Council's Safety Officer, the Clerk will:

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Town Council.

- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures and maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements.
- All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, councillors, contractors and voluntary helpers will:

- Cooperate fully with the Health and Safety Policy and comply with Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment tools or materials.
- Report any accidents or hazardous incidents to the Clerk.



Caistor Town Council

HEALTH & SAFETY POLICY

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees/members on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees/members
- To provide appropriate protective clothing for employees and members for any tasks being undertaken
- To ensure all employees/members are competent to do their tasks and to give them adequate training
- To reduce the potential for accidents and cases of work-related ill health
- To maintain safe and healthy work conditions
- To review and revise this policy as necessary at regular intervals
- To ensure that risk assessments are carried out for all Council authorised activities and where necessary provide method statements

1. Responsibilities

1.1 Overall and final responsibility for health and safety is that of Caistor Town Council

1.2 The Town Clerk is responsible for this policy being carried out at all the Council's premises.

1.3 All employees/members must:

- Co-operate with each other on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care for their own and others health and safety
- Report all health and safety concerns to the Town Clerk or Chair of the council

2. Health and safety risks arising from work activities

2.1 Risk assessments will be undertaken by the Town Clerk who may delegate the task to another employee or Councillor

2.2 The findings of the risk assessment will be reported to the Town Clerk

2.3 Action required to remove/control risks will be approved by the Personnel and Finance Committee

2.4 The Town Clerk will be responsible for ensuring that the action required is implemented

2.5 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

3. Safe plant and equipment

3.1 The Estates committee, operators and Town Clerk are responsible for identifying all equipment/plant needing maintenance and will be responsible for ensuring effective maintenance procedures are drawn up.

3.2 Caistor Estates Committee will be responsible for ensuring that all identified maintenance is implemented and will check that new plant and equipment meets health and safety standards before it is purchased.

4. Safe handling and use of substances

4.1 The Estates Committee or Estates Operative will be responsible for identifying all substances which need COSHH assessment and will be responsible for undertaking COSHH assessments and providing the necessary safe working procedures and documents.

4.2 Caistor Town Council will ensure that all actions identified in the assessments are implemented and they will ensure that all relevant employees are informed about the COSHH assessments.

4.3 The Estates Operative will ensure that new substances can be used safely before they are purchased

4.5 All hazardous substances shall be locked away in a COSHH storage cabinet.

4.4 Assessments will be reviewed annually or when the work activity changes, whichever is soonest

5. Information, instruction and supervision

5.1 The Health and Safety Law poster is displayed in the Town Council Office.

5.2 First Aid boxes are located as follows:

- In the Town Council Office (The Town Clerk is responsible for this box)
- In the Estate Operatives vehicle used for work. (The Estates Operative is responsible for this box).

5.3 All accidents and work-related ill health are to be recorded in the accident book in the Town Council office.

5.4 Induction training will be provided for all employees and councillors working for Caistor Town Council the Clerk or Chairman of Caistor Town Council Estates Committee.

5.5 The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

6. Fire Safety

6.1 Fire Extinguishers will be held in the Estate Operatives car and at the Town Council Office. These shall be visually inspected monthly and serviced annually.

6.3 All exits shall be kept free from obstructions.

6.4 Exit corridors, landing and stair cases must be kept clear at all times.

6.5 All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).

6.6 Staff in the Town Council office shall follow the emergency procedures laid down by the Town Hall Committee

7. Grounds maintenance

- 7.1 Only authorised members of staff who have received training and instruction in the operation of machinery and equipment may use the Town Council's grounds maintenance machinery and equipment.
- 7.2 All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- 7.3 The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- 7.4 Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
- 7.5 Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- 7.6 Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
- 7.7 The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- 7.8 Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
- 7.9 Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 7.10 Pathways on Council owned premises shall be inspected annually.

This policy was approved by the Town Council on DDMMYYYY

Next review date MMYYY.

This LEASE is made on..... day of 2022

BETWEEN

PARTIES

- (1) Caistor Town Council of 14 High Street Caistor Lincolnshire LN7 6TX ("Landlord")
- (2) The Management Committee of Caistor Town Cricket Club of Caistor Sports and Social Club Brigg Road Caistor LN7 6RX ("Tenant")

Part 1: Introduction

Definitions

1 In this lease the following terms have the following meanings except where expressly stated to the contrary:

<p>'Club'</p> <p>'Commencement Date'</p> <p>'Payment Dates'</p> <p>'Permitted Use'</p>	<p>Caistor Town Cricket Club</p> <p>First April 2022</p> <p>First January in each year.</p> <p>the use of the Property for the normal activities of a cricket club and ancillary purposes including:-</p>
--	--

1. The playing of cricket matches by the Club
2. The practice and coaching of cricket by the Club
3. To carry out ground maintenance and upkeep activities
4. To store cricket ground equipment such as sight screens and covers
5. To store ground maintenance equipment in the leased garages
6. to erect Club sponsor advertising boards.
7. To permit the parking of vehicles used by the ground maintenance team
8. To permit the parking of spectator vehicles.
9. To permit fund raising activities
10. At our discretion, permit other cricket organisations to use the facility for cricket matches and/or practice and coaching activities.

Commented [CT1]: Are all examples of the tenant raising income - Does this not contradict with para 24.

Commented [CT2]: Are all examples of the tenant raising income - Does this not contradict with para 24.

Commented [CT3]: Are all examples of the tenant raising income - Does this not contradict with para 24.

'Property'	the property described in schedule 1 and each and every part of it and shown for identification purposes edged red on the plan attached hereto.
'Rate of Interest'	0.01% per annum
'Rent'	means £52 plus VAT per annum
'Review Date'	First January 2032 every 10 th anniversary of it thereafter and 'Review Date' means any one of the Review Dates.]
'Rights Granted'	the rights described in schedule 2.
'Rights Reserved'	the Landlord's rights described in schedule 3.
'Term'	35 years starting on and including the Commencement Date and any period holding over or extension or continuation of the term whether by any legislation or common law.]
'clause' and 'schedule'	respectively, clauses or schedules in this lease.

Commented [CT4]: This requires to be Bank of England base rate + 1%

Commented [CT5]: Rent is extremely low for the facilities offered. See further in document.

Commented [CT6]: 10 year review is too long. Would require 3 or 5 years. Maybe 3 year initial review followed by 5 years thereafter.

Commented [CT7]: 35 year term appears very long. Is there a reason why you require 35 years ?

Interpretation

- 2.1** In this Lease references to any statutory provision (or) Legislation are to the provisions as extended, modified, amended, re-enacted or replaced the date on which its construction is relevant for the purposes of this Lease and not as originally enacted or as at the date of this Lease.
- 2.2** Any reference to a statute includes a reference to any regulations or orders made under or pursuant to it.
- 2.3** If any statutory provision is repealed in part or in whole without re-enactment, extension or modification, this clause will continue to apply as though that provision remained in force (or, eg) to the descriptions of uses within the use classes in being before the date of such repeal.
- 2.4** In this Lease references to any Lease are to that Lease as extended, modified, amended or novated from time to time on which its construction is relevant for the purposes of this Lease and not as originally made or as at the date of this Lease.
- 2.5** In this Lease, unless the context otherwise requires:
- (a) 'month' means calendar month;
 - (b) 'person' includes a corporation;
 - (c) the singular includes the plural and vice versa; and
 - (d) the masculine includes the feminine and vice versa.]
- 2.6** The word 'person' is deemed to be used in any direct or indirect references to a person whether or not that word is used,
- 2.7** References in this Lease to anything which any party is required to do or not to do include acts, defaults and omissions, whether:

- (a) direct or indirect;
- (b) on his own account; or
- (c) for or through any other person; and
- (d) those which he permits or suffers to be done or not done by any other person.

2.8 The effect of all obligations affecting the Tenant under this Lease is cumulative and no obligation will be limited or modified by any other of those obligations unless there is in this Lease an express limitation or modification.

2.9 Except where the context renders it absurd or impossible every reference to any party to this Lease includes his or her successors in title and personal representatives, by and against whom this agreement will be enforceable as if they had been originally named as parties.

Power of the Tenant

3 The Tenant warrant to the Landlord that they are by the rules of the Club empowered to accept this **Lease** as Executive Officers for their members.

Part 2: Grant to the Tenant

Letting

4 The Landlord lets and the Tenant takes the Property subject to the Rights Reserved and with the Rights Granted at the Rent and on the terms in this **lease**.

Commencement and notice for termination

5.1 This tenancy starts on the Commencement Date and will remain in force for the Term unless it is terminated under clause 5.2 or clause 5.3.

5.2 The Tenant may end this tenancy on any anniversary of the Commencement Date by not less than 28 days' prior written notice to the other.

5.3 Unless the Landlord stipulates otherwise by written notice to the Tenant this tenancy will not end before the end of the Term until:

- (a) the Rent has been paid and
- (b) there are no material breaches of any tenant covenants conditions and

(c) The Tenant gives vacant possession.

5.4 Termination under clause 5.2 will be without prejudice to any rights then accrued to the Landlord.

Quiet enjoyment

6 The Landlord agrees that if the Tenant pays the Rent and other money payable under this agreement and complies with all obligations under it he may quietly hold and enjoy the Property during the Term without any interruption or disturbance by the Landlord or any person claiming under or in trust for him.

Part 3: Landlord's rights

Landlord's access to property

7 The Tenant must give the Landlord, or anyone authorised by him in writing, access to the Property for the purposes of:

- ascertaining whether the Tenant is complying with the covenants and conditions on its part in this agreement;
- doing works that the Landlord is required or permitted to do under this agreement;
- complying with any statutory obligation;
- viewing the Property as a prospective buyer or mortgagee or, during the last six months of the Term only, as a prospective tenant;
- valuing the Property; or
- inspecting, cleaning, decorating, maintaining or repairing neighbouring property, or any Service Channels serving neighbouring property.

subject to the conditions in sub clause 7.

Part 4: Rent and other financial provisions

Rent

8 The Tenant must pay the Rent to the Landlord in advance and without deduction:

- as to the first payment on 1 April 2022 and

Commented [CT8]: Date to be amended on assignment.

Tenant to pay outgoings

9.1 The Tenant must pay all charges (including rentals) for all water, gas, electricity, telecommunications and other services supplied to or used at the Property during the tenancy and compensate the Landlord in full on demand for any liability for them.

Commented [CT9]: Are you paying these now ?
Do you have water and electricity ?

9.2 Any charges for services and rent supplied or used partly during and before or after the tenancy must be properly apportioned. The meter readings at the Commencement Date are:

- water (*number*);
- electricity (*number*).

Costs

10 The Landlord and the Tenant are responsible for their own costs (including solicitor's and surveyor's charges and disbursements) in connection with:

- the preparation and completion of this **lease** and a counterpart of it;
- any application for any approval or consent under this agreement;
- any valuations made for the purposes of this agreement; and
- any steps or proceedings or the service of any notice under sections 146 or 147 of the Law of Property Act 1925 whether or not any right of re-entry or forfeiture has been waived by the Landlord or avoided otherwise than by even if the Court grants relief against forfeiture.
- the recovery or attempted recovery of arrears of Rent or of any other money payable by the Tenant under this agreement.

Abatement of rent

11 If the Property or access to it is destroyed or damaged so as to render it unfit for occupation the Landlord must allow to the Tenant an abatement of the Rent proportionate to the extent of the destruction or damage until it is made fit for occupation.

11.2 The period of the suspension starts on the happening of the destruction or damage and continues for as long as the Property or access to it or the destroyed or damaged part of them remains unfit for use because of that destruction or damage.

11.3 If the Property or access to it is not wholly destroyed or damaged and remains reasonably fit for use in part then a fair proportion and not the whole of the Rent will be suspended according to the nature and extent of the damage.

Interest

12 If any money payable by the Tenant to the Landlord under this Lease is not paid within fourteen days of the due date, the Tenant shall pay to the Landlord interest on it (after as well as before any demand for payment or judgment):

- (a) on demand;
- (b) at the Rate of interest;
- (c) from the due date until it is paid in full; and
- (d) if not paid on demand compounded quarterly on every 31 March, 30 June, 30 September and 31 December.

Payments recoverable as rent

13 Any money (other than rent) payable by the Tenant to the Landlord under this **lease** which is not paid on the due date will be recoverable as if it were rent in arrears.

Limit to Tenant's liability

14 The liability of the Club under this **lease** and liability of their successors in title as trustees of the Club for the time being is limited to the total value of the assets of the Club from time to time but nothing in this **lease** is to affect any powers or remedies of the Landlord in respect of any breach or non-compliance of the covenants except as regards the liability of the trustees of the Club.

Part 5: Structure and maintenance

15 The Tenant must not make alterations or additions to the Property without having obtained the Landlord's written consent.

Maintain fences

18 The Tenant must keep all fences, gates, ditches and watercourses on the Property in no worse condition than their condition at the date of this agreement.

Commented [CT10]: To be amended to reflect that any new fences, gates, ditches or watercourses are not installed without the landlords permission.

Weeds

19 The Landlord must destroy and spread all mole hills and ant banks on the Property and control and so far as reasonably practicable destroy and keep the Property clear of:

- all harmful weeds so as to prevent them seeding; and
- all infestation by harmful insects, pests and vermin including rats, rabbits and moles.

Commented [CT11]: This should be the responsibility of and at the expense of the tenant. If the landlord is required to undertake this maintenance then any costs of such will be reflected in the rent.

Rubbish

20 The Tenant must keep the Property free from all rubbish and litter and make proper arrangements for the disposal and removal of all rubbish and litter.

Part 6: Insurance

Tenant to insure

21.1 The Tenant must keep the Property insured against the risk of loss or damage by fire, lightning, explosion, aircraft (including things dropped from aircraft), riot, civil commotion, malicious persons, earthquake, storm, tempest, flood, terrorism, bursting or overflowing of water pipes and other apparatus and impact by road vehicles and such other risks as the Landlord from time to time considers appropriate.

Part 7: Use and occupation

Use

22.1 The Tenant must not use the Property except for the Permitted Use.

No nuisance by (Party-B)

23 The Tenant must not do anything on the property which is or might be a nuisance or annoyance to the Landlord or his tenants or the owners or occupiers of any adjoining or neighbouring property.

No underletting or assignment

24 The Tenant must not assign, underlet or otherwise share or part with possession of the Property except (after having obtained the Landlord's written consent):

- on an assignment to one or more new trustees of the Club; or

Commented [CT12]: Refer to comments made para 1, sub para 6,9 and 10.

Notice of dealing

25 Within one month after every assignment, underletting, charge or other devolution of the Property, the Tenant must:

- give written notice of it to the Landlord;

No planning application without (Party-A)'s consent

27 The Tenant must not make any application for planning permission in respect of the Property without having obtained the Landlord's written consent and (if the Landlord attaches any conditions to the consent) not to apply for any planning permission except in accordance with those conditions.

Work directed by authority

28.1 If the Tenant becomes aware of any Legal Obligation they must:

- notify the Landlord of it;
- comply with it; and
- compensate the Landlord in full on demand for any liability for it.

28.2 The Tenant will not be under any obligation to the Landlord under this clause to comply with any Legal Obligation if the Landlord has:

- requested them in writing not to comply with it; and
- agreed to compensate them in full on demand for any liability for any failure to comply with it.

Part 8: Termination

Tenant's rights to surrender

29 This **lease** comes to an end if the Tenant gives to the Landlord at least one month's written notice to terminate it, which they may do:

- within two months of being notified in writing of each agreed or assessed increase in rent;
- if the Tenant pays all rent and all other sums due where necessary in accordance with the **lease** up to the termination.

Tenant to restore property

- 30** At the end of this agreement the Tenant must (at their own expense) if so required by the Landlord remove from the Property the Machine and any ancillary equipment they have built or installed there and must restore it to its present condition to the Landlord's satisfaction, and the Tenant must cause as little obstruction inconvenience and damage in doing so as reasonably practicable and at the discretion of the Landlord making good any damage caused to the Property and compensating the Landlord in full on demand for any damage to the Property

Re-entry

- 31** This agreement comes to an end if the Landlord forfeits it by entering any part of the Property, which he is entitled to do whenever:
- 31.1 any payment of the Rent is fourteen days overdue, even if it was not formally demanded;
 - 31.2 if the Tenant ceases to occupy the Property;
 - 31.3 the Tenant has not complied with any of the terms in this agreement;

Part 9: Administrative and miscellaneous

Transmission of notices

- 32** The Tenant must immediately send to the Landlord a copy of any notice received by them affecting or likely to affect the Property.

Service of notices

- 33.1** Any notice given under this deed must be in writing and may be served:
- (a) personally;
 - (b) by registered or recorded delivery mail;
 - (c) by email or facsimile transmission (the latter confirmed by post).
- 33.2** Each party's address for the service of notice is his above mentioned address or such other address as he specifies by notice to the others.

33.3 A notice is deemed to have been served:

- (a) if it was served in person, at the time of service;
- (b) if it was served by post, 48 hours after it was posted; and
- (c) if it was served by email or facsimile transmission, at 09.00 on the first working day after the time of transmission unless the parties sending and receiving the notice agree an earlier time of service.

33.4 A notice is deemed to be posted at the time of the last daily collection from the letterbox or post office at which the notice was posted after the actual time of posting. A "working day" means a day which is not Saturday, Sunday, Christmas Day, Good Friday, or day which is a bank holiday under the Banking and Financial Dealings Act 1971 in any part of the United Kingdom.

1 — The Property

[The fields at (*place name*) known as (*name*) containing (*amount*) hectares and numbered on Ordnance Map (*number*) (*date*) Edition (*or*) the land comprising (*insert*)] [for the purposes of identification only³ (*or*) more particularly shown edged red on the plan attached to this **lease**.]

Schedule 2 — Rights Granted

The right (in common with the Landlord and all other persons having similar rights) for purposes connected with the use of the Property under this **lease**:

- to use the roads forming part of the Caistor Sports Field leading from the Property to Brigg Road and shown coloured blue on the Plan;
- to connect to and use the Service Channels in, under or passing through the Landlord's neighbouring property; and
- to enter the Landlord's neighbouring property for the purpose of inspecting, cleaning, decorating, maintaining or repairing the Property and the Service Channels serving it.

This right of entry is given on the condition that the persons exercising it cause as little damage to any adjoining and neighbouring land as reasonably practicable and make good or compensate the Landlord and any owners or occupiers of any adjoining or neighbouring land in full for all damage caused in the exercise of such right.

Commented [CT13]: Any entry must be with permission and supervised by a representative of the landlord.

Schedule 3 — Rights Reserved

The right for the Landlord and all others having similar rights:

- to enter the Property for the purposes of exercising his rights under clause [28];
- to connect to use, maintain, renew, alter, and replace all Service Channels in, under or on the Property now or in the future;
- to maintain, renew, alter and replace all or any parts of any building on land adjacent to the Property;
- to execute building, demolition and other works on land adjacent to the Property; and
- to use its adjacent property in such manner as the Landlord thinks fit.

Schedule 4 — Rent review

Sch 4/1 The Rent will be reviewed on each Review Date and from each Review Date the Rent will be the greater of:

- the amount payable immediately before the relevant Review Date; and
- the 'Revised Rent'.

Sch 4/2 The Landlord and the Tenant may agree the amount of the Revised Rent. If agreement has not been reached by the Review Date the Rent will be determined by an independent qualified surveyor ('Surveyor'), who:

- is appointed by the parties; or
- in default of agreement by the President for the time being of the Royal Institution of Chartered Surveyors at the request of the first of them to apply to him;
- will make the determination [at the expense of the parties in such proportions as he may decide or equally if he does not decide otherwise; and
- will do so as an expert and not an arbitrator

Sch 4/3 If the amount of the Revised Rent payable has not been agreed or determined by the Review Date the Rent payable immediately before it will continue to be paid.

On or before the first Payment Day after the Revised Rent has been set the Tenant must pay to the Landlord in one amount the difference between the Revised Rent and the rent actually paid and interest on it from the relevant Review Date until actual payment at the Rate of Interest.

Sch 4/4.0 In setting the Revised Rent:

Sch 4/4.1 the Surveyor must assume that at the Review Date:

- the Tenant's obligations and Landlord's obligations under this deed have been fully complied with;
- no work has been carried out by the Tenant which has diminished the rental value of the Property;

Rent agreed must match the maintenance costs

Response to Carl Thomas

Part 1

1 – points 6, 9 and 10 – section 24 clearly states that the cricket club would seek written consent and any revenue gained as a result of having sponsorship boards stationed on the ground during the cricket season for example would be used solely to maintain the club's involvement in junior (boys and girls), mens and womens cricket in the town

1 – 'Rate of interest 0.01% per annum' – Bank of England base rate + 1% is acceptable on the basis of it being capped @ 5%

1 – 'Rent' 'means £52 plus VAT per annum' – this is not considered low and gives up parity with other clubs who have access to the premises. We are a 'not for profit organisation' that is providing the community of Caistor with a service and, in maintaining the facilities, cricket club members expend a vast amount of manhours

1 – 'Review Date' – on reflection, and to simplify matters, we would suggest that the agreement is reviewed every 5 years

1 – 'Term' – the cricket club proposed 35 years as a measure of our long-term commitment. If it is deemed to be too long, 25 years would be acceptable

Part 4

8 – Yes, this is a given

9.1 Yes, we have water and electricity. Meters are in place and we are paying for them accordingly

Part 5

18 (this should be point 16) – Amendment proposed by Carl regarding 'not without the landlord permission', is acceptable

19 (this should be point 17) – in the recent case of the chafer bug infestation, the cricket club could sort and manage the situation in our specific area but because the football pitch/bottom field etc are not part of our remit, the council/other clubs could have a negative impact on the cricket club because of one or both of them not sorting a problem. How would we deal with a situation where an infestation from a different part of the field impacted the cricket club?

Schedule 2 – Page 10 – this proposal tabled by Carl is acceptable

General comments – does the draft lease address access rights adequately? The cricket club is proposing that we don't lease the area between the bottom boundary and the hedge at the bottom of the field. This would still mean that we would want to have vehicular access to this area. Do we need to specify this on the lease? Another point that requires clarification is access to the changing rooms. The cricket club have documented evidence stating that we have permission to use the changing rooms until 2032. The CIC who manages the pavilion have a lease of their own. Do we have to put a section in the cricket club lease that ensures that we have access to the changing rooms for the duration of the lease?

Mark Webster <Mark.Webster@ageuklindsey.co.uk>

09:35 (4
hours
ago)

to me, clerk@caistortc.co.uk, owen@bierley.com, Becky, Elizabeth

Good morning Michelle,

I have been given your contact details by Owen Bierley one of our trustees at Age UK Lindsey and I hope you may be able to suggest and facilitate our outreach information bus.

We are currently looking for venues for the summer that we can set up our information bus from approx. 9am until 2pm and I have been given your contact details, we have many venues scheduled in around East and West Lindsey and are looking at more if you have any ideas it would be great, these drop in centres have been a great success and we have provided much valuable information to older people.

The idea of the info bus is to provides information and signpost older people and their families to the Age UK service and what we can provide, I have attached a picture of the typical set up, there is also a link below to the Age UK Lindsey website that shows in more detail what services we provide.

<https://www.ageuk.org.uk/lindsey/>

Kind regards, Mark.

Mark Webster | THRIVE Safe & Warm Homes Officer

07593 818766 | 01507 524242 Ext. 2037

Tuesday, Wednesday, Thursday & Friday | 9am to 2pm

The Old School House | Manor House Street | Horncastle | LN9 5HF



(looking at 2 dates over the summer – will be promoted on their facebook, twitter, instagram and website pages; at their shops in Market Rasen and Brigg – we could also promote)



Guildhall
Marshall's Yard
Gainsborough
Lincolnshire DN21 2NA
Telephone 01427 676676
Web www.west-lindsey.gov.uk

Clerk to Caistor Town Council
14 High Street
Caistor
Market Rasen
LN7 6TX

Your contact for this matter is:

Ian Elliott
ian.elliott@west-lindsey.gov.uk
01427 676638

16 May 2023

Dear Sir/Madam

APPLICATION REFERENCE NO: 146671

PROPOSAL: Application for approval of reserved matters to erect 7no. bungalows considering appearance, landscaping, layout and scale - following outline planning permission 142153 granted 22 January 2019 being variation of conditions 1-5 of planning permission 145003 granted 22 September 2022 re: amendments to designs, layouts, and introduce integral garaging.

LOCATION: Land to rear of 132 North kelsey Road Caistor LN7 6QB

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Minor - Dwellings

I refer to the above application, the planning application forms, plans and other documents may be viewed on the Council's website at www.west-lindsey.gov.uk/planning.

Please make your observations by filling in the attached pro-forma and returning it to me **within 28 days of the date of this letter**. I would advise you to keep a copy for your records. Any observations made will be taken into account by the District Council when a decision on the application is made. If the application goes before the Council's Planning Committee for determination, your Council will have the opportunity to speak at the meeting. I will write to inform you if the application is to be determined at committee.

If you do not reply within 28 days of the date of this letter I will assume that your Council has no observations to make.

I would point out that, under the Local Government (Access to Information) Act 1985, any written observations received that are reported to the Planning Committee will become "background papers" to the report, and as such will be made available for public inspection in accordance with the Act.

Yours faithfully

Ian Elliott
On behalf of West Lindsey District Council

If you require this letter in another format e.g. large print, please contact Customer Services on 01427 676676, by email customer.services@west-lindsey.gov.uk or by asking any of the Customer Services staff.

If you want to know more about how we use your data, what your rights are and how to contact us if you have any concerns, please read our privacy notice: www.west-lindsey.gov.uk/planning-privacy

Planning Services Feedback

We value your opinion on our service, as your comments will help us to make improvements. Please visit our website where you may either make your comments online or download our feedback form to fill in and post back: www.west-lindsey.gov.uk/planning

WEST LINDSEY DISTRICT COUNCIL
PLANNING APPLICATION – PARISH/TOWN COUNCIL OBSERVATIONS

16 May 2023

Application Ref No. : 146671

Location : Land to rear of 132 North kelsey Road Caistor LN7 6QB

Proposal : Application for approval of reserved matters to erect 7no. bungalows considering appearance, landscaping, layout and scale - following outline planning permission 142153 granted 22 January 2019 being variation of conditions 1-5 of planning permission 145003 granted 22 September 2022 re: amendments to designs, layouts, and introduce integral garaging.

My Council has no comments _____ (please tick)

OR

My Council has the following comments/objections to make on the proposal:

Signed Date

For Caistor Parish/Town Council

Please return form within 28 days of the date given in the heading, to the Development Management & Local Plans Manager, West Lindsey District Council, Guildhall, Marshall's Yard, Gainsborough, Lincs DN21 2NA.