



**Public Agenda Pack**  
**Council Meeting**  
**Thursday 13<sup>th</sup> July 2023**



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 13 July 2023 commencing at 6:45pm at the Caistor Town Hall.

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

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

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

Michelle Moss  
Clerk to the Council  
06/07/2023

## **AGENDA**

1. To receive apologies for absence & reasons given
2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
3. Public Session (10 minutes, during which the meeting is suspended)
4. Chairmans Report
5. To approve the draft minutes of 8th June 2023
6. Finance
  - a) To approve the Accounting Statements for period ending 30/06/2023
  - b) To approve the Schedule of Payments
7. Reports from External bodies:-
  - a) Lincolnshire Police
  - b) West Lindsey District Council.
  - c) Lincolnshire County Council
  - d) Community Groups
  - e) Town Hall Management Committee
8. To receive reports from Committee's and working groups, and agree any associated action
  - a) Personnel and Finance Committee
  - b) Estates Committee (including approve budget for play area repairs)
  - c) Economic Development & Market Working Group
  - ci) To review the recent issue with the Market Place electric supply and agree next steps
  - cii) To approve the final draft market terms and conditions and market trader application form
9. Clerks Report & Parish Matters
  - a) To receive an update on the cricket club lease and agree next actions
  - b) To review recent damage at the sports field and agree what action to take



- c) Review Tracking Report
  - d) To consider the HSTF report and agree any action
- 10 Correspondence Received
- a) LCC litter picking equipment offer
  - b) Under 12 football team request to use Caistor football pitch for their practice and home matches
  - c) Request from Caistor Twinning association for a gift for their next visit
  - d) Grammar school 11+ dates reminder about parking
- 11 To note any planning decisions
- a) Number: 146494. Condition Discharge. Request for confirmation of compliance with conditions 2 (materials), 3 (sample panel) and 4 (eaves and verge details) of planning permission 144440 granted 18 August 2022. Nettleton House, Nettleton Road, Caistor  
Decision: Condition discharged
  - b) Number: 146422. Condition Discharge. Request for confirmation of compliance with conditions 3 (joinery details), 5 (details of rainwater goods) and 6 (details of roof light) of listed building consent 136430 granted 30 August 2017. 17, South Street, Caistor.  
Decision: Condition discharged
  - c) Number: 146210. Full Planning. Planning application for installation of solar PV panels. Land at Top House Farm, 23, Grimsby Road, Caistor.  
Decision: Granted time limit plus conditions
- 12 To review the planning applications received and agree a response
- a) PROPOSAL: Planning application for conversion and extension of windmill site to form 1no. dwelling being variation of conditions 2, 9 & 10 of planning permission 144661 granted 10 June 2022 - increased number of glazed panels  
NUMBER: 146704  
LOCATION: Radley's Mill Whitegate Hill Caistor Market Rasen LN7 6SW  
APPLICATION TYPE: Full Planning Application
  - b) PROPOSAL: Listed building consent for conversion and extension of windmill site to form 1no. dwelling being variation of conditions 2, 6 & 7 of Listed Building Consent 144662 granted 10 June 2022 - increased number of glazed panels.  
NUMBER: 146782  
LOCATION: Radley's Mill Whitegate Hill Caistor Market Rasen LN7 6SW  
APPLICATION TYPE: Listed Building Consent
  - c) PROPOSAL: Planning application to erect 5no. residential log cabins for independent service users  
NUMBER: 146620  
TYPE: Full Planning Application  
LOCATION: Land at Top House Farm, 23, Grimsby Road, Caistor
  - d) (County Matter) PLANNING REFERENCE: PL/0040/23  
DEVELOPMENT: For the phased extraction of sand and gravel with restoration to low-level acid grassland, lowland heath, gorse and woodland, including ancillary activities, associated infrastructure and new access from North Kelsey Road
- 13 Date of next meeting



## Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 8 June 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. Cox, Cllr L. Milner, Cllr P. Morris, Cllr A. Clark, District Cllr Bierley,  
In Attendance: Michelle Moss, District Cllr Lawrence, District Cllr Bierley, Dianne Tuckett (Press),  
Members of public present: 1

**1. To receive apologies for absence & reasons given - Ref: 2042**

Apologies had been received from Cllrs Somerscales and Hughes for personal reasons.

**2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2043**

None

**3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2044**

None

**4. Chairmans Report - Ref: 2045**

Chair welcomed everyone to the meeting.

**5. To approve the draft minutes and closed session draft minutes of 11th May 2023 - Ref: 2046**

RESOLVED that the draft minutes of the meeting held on 11th May 2023 be approved as a true record of the meeting and signed by the Chair.

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

**6. To consider any applications for co-option onto the council - Ref: 2047**

The council had received 2 applications from qualifying residents for co-option - Angela Clark and Peter Morris. Following a brief discussion and a vote, it was RESOLVED to co-opt both candidates to the council. Angela Clark and Peter Morris completed declaration of acceptance of office forms and joined the town council for the remainder of the meeting.

Cllrs Galligan and Richardson arrived at 6:48pm.

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

**7. Finance - Ref: 2048**

**a) To approve the Accounting Statements for period ending 31st May 2023 - Ref: 2049**

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

RESOLVED to approve the accounting statements for the period ending 31.05.23 as a true record

Proposed: Cllr R. Lyus Seconder: Cllr P. Richardson 2 abstained

**b) To approve the Schedule of Payments - Ref: 2050**

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

RESOLVED to approve the schedule of payments which totalled £22491.79

Proposed: Cllr M. Galligan Seconder: Cllr R. Lyus 2 abstained

**c) To discuss and agree what the CIL payment from WLDC will be spent on this year - Ref: 2051**

It was noted that the play areas are in need of some maintenance and updating, and that there are some bins which require replacing.

RESOLVED to use the CIL funds to replacing/repairing play area equipment and damaged bins around the town.

Cllr Bowman arrived for the meeting at 6:58pm.

Signature: .....



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

**d) Review options for a pre-payment card and agree next steps (22178) - Ref: 2052**

It was noted that: the council had previously agreed to get a pre-payment card; the clerks report provided details of some comparisons; the possibility of a bank card for the current account was discounted due to the charges per transaction; the Equals Money card has low charges and the clerk has used it before at a previous council.

RESOLVED to apply for an Equals money card and allocate a balance of £500 to the card initially.

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

**e) To review the options and agree to purchase the office laptop - Ref: 2053**

The clerk had circulated a report showing a comparison of 3 laptops with very similar specifications. RESOLVED to purchase the Dell laptop which was slightly over budget at £532.50 plus VAT.

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

**f. To agree to appoint an additional bank signatory - Ref: 2054**

It was noted that there are currently 4 bank signatories and the council had previously agreed to 5. RESOLVED to appoint Cllr Wright as a bank signatory.

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

**8. Reports from External bodies:- - Ref: 2055**

**a) Lincolnshire Police - Ref: 2056**

Whilst no report had been received, it was noted that the police are cutting back their force and PCSO Dawn Cowling is being re-assigned to Gainsborough.

**b) West Lindsey District Council. - Ref: 2057**

District Councillor Beirley's report had been circulated to councillors prior to the meeting. District Councillor Bierley noted that applications to the district councils' suite of community grants we now being invited - Community Action fund, the Community Development fund and the Community Facilities fund.

**c) Lincolnshire County Council - Ref: 2058**

County Cllr Smith had sent his apologies for the meeting, but had noted that numerous jobs in the town had been completed including potholes on South Dale; the drains by the Grammar school have been reported; repair of the sign between Caistor and Rothwell has been chased; Cllr Smith had met with Richard Fenwick, Head of Highways Asset and Local Management Services, on 6th June and would provide a full report in due course.

**d) Community Groups - Ref: 2059**

It was noted that the Caistor and District beer festival is being held on 9th and 10th June; Caistor Goes Party in the Park is being held in July.

**e) Town Hall Management Committee - Ref: 2060**

None.

**9. To receive reports from Committee's and working groups, and agree any associated action - Ref: 2061**

**a) Personnel and Finance Committee (agree who the 5th committee member will be) - Ref: 2062**

No meeting held.

RESOLVED to appoint Cllr Cox as the 5th member of the committee.

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

**bi) Estates Committee - Receive the draft minutes from 31.5.23 - Ref: 2063**

The draft minutes from the meeting held on 31st May had been circulated.

**bii) Agree the budget for the PPE clothing and equipment - Ref: 2064**

Signature: .....



It was noted that a list of PPE required by the estates operative for health and safety had been compiled and costs investigated.

RESOLVED to allocate £500 to purchase PPE and £200 to purchase a COSHH cabinet.

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

**biii) To review and agree the proposed changes to the Estates TOR - Ref: 2065**

It was noted that the Terms of Reference had been reviewed in the Estates committee meeting and a few minor changes recommended to the council.

RESOLVED to accept the amended terms of reference as presented.

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

**c) Economic Development & Market Working Group - Ref: 2066**

No meeting had been held, but it was noted that the Terms and Conditions and market application from were in their final review before bringing to council for approval. It was agreed to ask for £5million PLI except in exceptional circumstances to be determined by CTC when it could be reduced to £1million PLI.

**c.i) Complaint about the market from potential stall holder - Ref: 2067**

It was noted that the complaint from a potential stall holder had been resolved, but they had raised issues about the lack of regulations being enforced at the market. It was noted that Cllr Bowman is the only Councillor looking after the market and support was requested from other councillors. Cllrs Milner and Richardson offered to support Cllr Bowman with the market management.

**10. Clerks Report & Parish Matters - Ref: 2068**

**a) Review Tracking Report - Ref: 2069**

2-4 market Place - It was noted that Caistor and District Community Group had chased up the loan agreement for 2-4 market Place, but the solicitor has not yet been instructed as the PWL extension has not yet been granted. The clerk has chased the Dept of Levelling up at least once a week to progress the extension, but has been advised they are short staffed and the process is taking longer than usual.

Annual Play area inspections - It was noted that Cllr Hodson and the clerk had attended a playground inspection training course on 7th June which has raised some significant concerns about the state of the play areas, concerns which had also been raised in the inspection report completed in December 2022. Watermans had an issue with the part to repair the high risk item but had now received the correct part and would complete the fix on 12th June.

RESOLVED that Cllrs Davey and Hodson and the clerk would revisit the last play area inspection report, visually inspect the play areas to assess the level of risk and report back to the Estates committee and to full council with recommendations to minimise risk and exposure.

Town Hall roof and gutter - The clerk is in the process of arranging for contractors to inspect the leaks and gutter and provide quotes for repair.

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

**b) To review and approve the updated risk log - Ref: 2070**

The revised risk log had been circulated prior to the meeting. It was agreed that the unsafe memorials would be revised to amber until an inspection process has been undertaken.

RESOLVED to accept the revised risk log.

Proposed: Cllr J. Bowman Seconder: Cllr R. Lyus All in favour

**c) To review and approve the updated Member Officer Protocol - Ref: 2071**

The policy had been circulated to councillors prior to the meeting.

RESOLVED to adopt the policy and review in 2 years.

Proposed: Cllr R. Lyus Seconder: Cllr J. Bowman All in favour

**d) To review and approve the updated Health and Safety policy - Ref: 2072**

The policy had been circulated to councillors prior to the meeting.

RESOLVED to adopt the policy and review in 12 months.

Signature: .....



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

**e) Review of the cricket club lease comments and agree next steps - Ref: 2073**

It was noted that a response has been received from the cricket club and a meeting requested. RESOLVED that Cllr Wright and the Clerk would meet with the cricket club representatives to finalise the lease agreement.

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

**11. Correspondence Received - Ref: 2074**

**a) Review the request from Age UK for a mobile information bus in Caistor and agree next steps - Ref: 2075**

It was noted that the service may be useful to some Caistor residents and suggested that if the visit is on a Saturday the bus could be located on the market place or during the week, in the town hall car park. RESOLVED to allow Age UK outreach information bus to visit Caistor.

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

**12. To note any planning decisions - Ref: 2076**

Cllr Morris left the room.

**a) Application Number: 146422. 17, South Street. Request for confirmation of compliance with conditions. Decision: Condition discharged - Ref: 2077**

Noted.

**13. To review the planning applications received and agree a response - Ref: 2078**

**a) APPLICATION NO:146671**

**PROPOSAL: Approval of reserved matters to erect 7no. bungalows considering appearance, landscaping, layout and scale**

**LOCATION: Land to rear of 132 North Kelsey Road - Ref: 2079**

It was noted that the bungalows look in proportion, they have met the pre-planning requirements. RESOLVED not to raise any objections to the application.

Cllr Morris returned to the meeting.

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

**14. Date of next meeting - Ref: 2080**

Noted that the date of the next meeting is 13th July starting at 6:45pm.

**15. To resolve to move into closed session for the remainder of the meeting - Ref: 2081**

RESOLVED to move into closed session and exclude press and public.

Press and public left the meeting

Proposed: Cllr J. Bowman Seconder: Cllr R. Lyus All in favour

**16. To receive an update on the outstanding issues regarding the employment contracts and agree next steps - Ref: 2082**

RESOLVED that the historic employment issues had been sufficiently investigated and no further action would be taken; appropriate PPE will be purchased; appropriate training or competence assessments would be provided and records maintained; and maintenance schedule and records would be kept for machinery.

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

Meeting closed at 8.07pm

Signature: .....



## **Accounting Statements**

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

# Explanation of Variances

## VAT Reclaimable

**Actual Total:** 3601.08      **Budget:** 0.00      **Variation:** -3601.08 / 100

No budget provision for reclaimed VAT

## Salaries

**Actual Total:** 6339.92      **Budget:** 26520.00      **Variation:** 20180.08 / -76.09

KH employee from 1.6.23

## PAYE & NI

**Actual Total:** 2297.75      **Budget:** 2400.00      **Variation:** 102.25 / -4.26

KH employee from 1.6.23

## Contractors

**Actual Total:** 3888.13      **Budget:** 15000.00      **Variation:** 11111.87 / -74.08

KH employee from 1.6.23

## Miscellaneous Income

**Actual Total:** 2618.25      **Budget:** 150.00      **Variation:** -2468.25 / 1645.5

2115 refund of property tax LCC

## Gritting & Snow Clearance

**Actual Total:** 0.00      **Budget:** 450.00      **Variation:** 450.00 / -100

Budget reallocated except £450

## Office repair

**Actual Total:** 2500.00      **Budget:** 2499.96      **Variation:** -0.04 / 0

Office damp fix - £2000 from reserves; £500 from gritting

## Old fire station

**Actual Total:** 2400.00      **Budget:** 2400.00      **Variation:** 0.00 / 0

Wall repaired - £1500 moved from reserves; £900 from gritting

## Kings coronation

**Actual Total:** 2000.00      **Budget:** 2000.04      **Variation:** 0.04 / 0

Money transferred from reserves

## CIL income

**Actual Total:** 1555.15      **Budget:** 0.00      **Variation:** 1555.15 / 100

No budget provision for CIL income

# Explanation of Variances

## Pension payments

**Actual Total:** 754.85      **Budget:** 0.00      **Variation:** -754.85 / 100

No provision in budget for pension payments



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

End of year forecast auto calculated based on actual year to date averaged over 3 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
<b>Income</b>					
<b>Income: General</b>					
100 Precept	109886	109886	0	0	109886
140 Cemetery Income	1170	3000	-1830	-61	3000
120 Allotment Income	45	420	-375	-89	420
130 Market Rents	360	3000	-2640	-88	3000
150 Caistor Sports & Social Club	577	2412	-1835	-76	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	4500
199 Miscellaneous Income	2618	150	-2468	1646	3600
185 Town Hall	0	520	-520	-100	0
186 Magazine Advertising	0	1000	-1000	-100	0
187 CIL income	1555	0	1555	100	1555
<b>Income: General Totals</b>	<b>120959</b>	<b>124303</b>	<b>-15483</b>	<b>-3</b>	<b>132288</b>
<b>Income Totals</b>	<b>120959</b>	<b>124303</b>	<b>-15483</b>	<b>-3</b>	<b>132288</b>

## Expenditure

### Expense: General

500 Salaries	6340	26520	20180	-76	37520
503 PAYE & NI	2298	2400	102	-4	9191
501 Staff Travel & Benefits	8	100	92	-92	100
502 Contractors	3888	15000	11112	-74	4000
509 Other Staff Expenses	0	100	100	-100	100
520 General Office	121	1000	879	-88	1000
530 Hall Hire	44	720	676	-94	720
540 Insurance	0	3500	3500	-100	3500
550 Audit	200	780	580	-74	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	2500
590 Amenity Cut	4500	7400	2900	-39	7400
591 Public Rights of Way	0	0	0	100	0
592 Parks	0	3000	3000	-100	3000
593 Sportsground	900	4000	3100	-78	4000
594 Cemeteries/Church	1470	4500	3030	-67	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 Events	494	1500	1006	-67	1500
521 Telephone & Broadband	198	930	732	-79	930
700 Electricity - Market Place LN7 6TU	25	260	235	-90	260
701 Electricity - South Street Park	61	600	539	-90	600
702 Electricity - Market Place LN7 6TL	0	150	150	-100	150
703 Electricity - Sports Ground	134	600	466	-78	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 30/06/2023

End of year forecast auto calculated based on actual year to date averaged over 3 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	2500
597	Caistor Sports & Social Club	0	1000	1000	-100	1000
522	Town Hall	149	1000	851	-85	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	2500	2500	-0	0	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
504	Pension payments	755	0	-755	100	5000
Expense: General <b>Totals</b>		<b>41674</b>	<b>106360</b>	<b>64686</b>	<b>-61</b>	<b>121651</b>
<b>Expenditure Totals</b>		<b>41674</b>	<b>106360</b>	<b>64686</b>	<b>-61</b>	<b>121651</b>



# Bank Reconciliation

## Balances as per bank statements as at 06/07/2023

Natwest Current Account	9163.92	181126.76
Natwest Business Reserve Account	171962.84	
Equals Card		

## Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
				<b>Nett balance as at 06/07/2023</b>	
					<b>181118.01</b>

## Cash Book

Receipts in current year	121144.03	Opening Balance Bank 1	2527.74	103991.42
VAT to be claimed	2213.35	Opening Balance Bank 2	101463.68	
Unallocated cash	0.00	Opening Balance Bank 3	0.00	
Payments in current	41804.09	Opening Balance Bank 4	0.00	

**Cash Book Closing Balance 181118.01**

**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	61333.76
Tree Maint - Parks	1500.00		



# Budget Report - Income

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

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	£	%
<b>Income: General</b>										
Precept	0	93900	109886	109886	0	0	0	109886	0	0.00
Cemetery Income	6565	3100	3000	1170	0	0	0	1170	-1830	-61.00
Allotment Income	625	350	420	45	0	0	0	45	-375	-89.29
Market Rents	2837	1000	3000	360	11	0	0	371	-2629	-87.65
Caistor Sports & Social Club	1563	312	2412	577	175	0	0	752	-1660	-68.82
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	2618	0	0	0	2618	-2468	?
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
<b>Income: General</b>	<b>Total</b>		124303	120959	186	0	0	121144	-15298	-3
	<b>Total</b>		124303	120959	186	0	0	121144	-15298	-3



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

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	£	%
<b>Expense: General</b>										
Salaries	19285	27800	26520	6340	0	0	0	6340	20180	-76
PAYE & NI	628	2600	2400	2298	0	0	0	2298	102	-4
Staff Travel & Benefits	0	0	100	8	9	0	0	17	83	-83
Contractors	16404	11570	15000	3888	0	0	0	3888	11112	-74
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100
General Office	804	1000	1000	121	0	0	0	121	879	-88
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	200	0	0	0	200	580	-74
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	4500	0	0	0	4500	2900	-39
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	900	0	0	0	900	3100	-78
Cemeteries/Church	1395	2000	4500	1470	0	0	0	1470	3030	-67
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 Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	0	0	0	198	732	-79
Electricity - Market Place LN7 6TU	113	50	260	25	13	0	0	38	222	-85
Electricity - South Street Park	170	0	600	61	82	0	0	143	457	-76
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	27	0	0	161	439	-73
	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	149	0	0	0	149	851	-85
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	2500	0	0	0	2500	-0	0
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 30/06/2023

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	£	%	
	<b>Expense: General Total</b>			106360	41674	130	0	0	41804	64556	-61
<b>Total</b>			106360	41674	130	0	0	41804	64556	-61	



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

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	£	%	
<b>Expense: General</b>											
Salaries	19285	27800	26520	6340	0	0	0	6340	20180	-76	
PAYE & NI	628	2600	2400	2298	0	0	0	2298	102	-4	
Staff Travel & Benefits	0	0	100	8	9	0	0	17	83	-83	
Contractors	16404	11570	15000	3888	0	0	0	3888	11112	-74	
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100	
General Office	804	1000	1000	121	0	0	0	121	879	-88	
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	200	0	0	0	200	580	-74	
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	4500	0	0	0	4500	2900	-39	
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	900	0	0	0	900	3100	-78	
Cemeteries/Church	1395	2000	4500	1470	0	0	0	1470	3030	-67	
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 Events	10511	5000	1500	494	0	0	0	494	1006	-67	
Telephone & Broadband	671	900	930	198	0	0	0	198	732	-79	
Electricity - Market Place LN7 6TU	113	50	260	25	13	0	0	38	222	-85	
Electricity - South Street Park	170	0	600	61	82	0	0	143	457	-76	
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100	
Electricity - Sports Ground	184	0	600	134	27	0	0	161	439	-73	
	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	149	0	0	0	149	851	-85	
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	2500	0	0	0	2500	-0	0	
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 30/06/2023

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	£	%	
	<b>Expense: General Total</b>			106360	41674	130	0	0	41804	64556	-61
<b>Total</b>			106360	41674	130	0	0	41804	64556	-61	



## **Accounting Statements**

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

# Explanation of Variances

## VAT Reclaimable

**Actual Total:** 3601.08      **Budget:** 0.00      **Variation:** -3601.08 / 100

No budget provision for reclaimed VAT

## Salaries

**Actual Total:** 6339.92      **Budget:** 26520.00      **Variation:** 20180.08 / -76.09

KH employee from 1.6.23

## PAYE & NI

**Actual Total:** 2297.75      **Budget:** 2400.00      **Variation:** 102.25 / -4.26

KH employee from 1.6.23

## Contractors

**Actual Total:** 3888.13      **Budget:** 15000.00      **Variation:** 11111.87 / -74.08

KH employee from 1.6.23

## Miscellaneous Income

**Actual Total:** 2618.25      **Budget:** 150.00      **Variation:** -2468.25 / 1645.5

2115 refund of property tax LCC

## Gritting & Snow Clearance

**Actual Total:** 0.00      **Budget:** 450.00      **Variation:** 450.00 / -100

Budget reallocated except £450

## Office repair

**Actual Total:** 2500.00      **Budget:** 2499.96      **Variation:** -0.04 / 0

Office damp fix - £2000 from reserves; £500 from gritting

## Old fire station

**Actual Total:** 2400.00      **Budget:** 2400.00      **Variation:** 0.00 / 0

Wall repaired - £1500 moved from reserves; £900 from gritting

## Kings coronation

**Actual Total:** 2000.00      **Budget:** 2000.04      **Variation:** 0.04 / 0

Money transferred from reserves

## CIL income

**Actual Total:** 1555.15      **Budget:** 0.00      **Variation:** 1555.15 / 100

No budget provision for CIL income

# Explanation of Variances

## Pension payments

**Actual Total:** 754.85      **Budget:** 0.00      **Variation:** -754.85 / 100

No provision in budget for pension payments



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

End of year forecast auto calculated based on actual year to date averaged over 3 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
<b>Income</b>					
<b>Income: General</b>					
100 Precept	109886	109886	0	0	109886
140 Cemetery Income	1170	3000	-1830	-61	3000
120 Allotment Income	45	420	-375	-89	420
130 Market Rents	360	3000	-2640	-88	3000
150 Caistor Sports & Social Club	577	2412	-1835	-76	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	4500
199 Miscellaneous Income	2618	150	-2468	1646	3600
185 Town Hall	0	520	-520	-100	0
186 Magazine Advertising	0	1000	-1000	-100	0
187 CIL income	1555	0	1555	100	1555
<b>Income: General Totals</b>	<b>120959</b>	<b>124303</b>	<b>-15483</b>	<b>-3</b>	<b>132288</b>
<b>Income Totals</b>	<b>120959</b>	<b>124303</b>	<b>-15483</b>	<b>-3</b>	<b>132288</b>

## Expenditure

### Expense: General

500 Salaries	6340	26520	20180	-76	37520
503 PAYE & NI	2298	2400	102	-4	9191
501 Staff Travel & Benefits	8	100	92	-92	100
502 Contractors	3888	15000	11112	-74	4000
509 Other Staff Expenses	0	100	100	-100	100
520 General Office	121	1000	879	-88	1000
530 Hall Hire	44	720	676	-94	720
540 Insurance	0	3500	3500	-100	3500
550 Audit	200	780	580	-74	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	2500
590 Amenity Cut	4500	7400	2900	-39	7400
591 Public Rights of Way	0	0	0	100	0
592 Parks	0	3000	3000	-100	3000
593 Sportsground	900	4000	3100	-78	4000
594 Cemeteries/Church	1470	4500	3030	-67	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 Events	494	1500	1006	-67	1500
521 Telephone & Broadband	198	930	732	-79	930
700 Electricity - Market Place LN7 6TU	25	260	235	-90	260
701 Electricity - South Street Park	61	600	539	-90	600
702 Electricity - Market Place LN7 6TL	0	150	150	-100	150
703 Electricity - Sports Ground	134	600	466	-78	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 30/06/2023

End of year forecast auto calculated based on actual year to date averaged over 3 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	2500
597	Caistor Sports & Social Club	0	1000	1000	-100	1000
522	Town Hall	149	1000	851	-85	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	2500	2500	-0	0	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
504	Pension payments	755	0	-755	100	5000
Expense: General <b>Totals</b>		<b>41674</b>	<b>106360</b>	<b>64686</b>	<b>-61</b>	<b>121651</b>
<b>Expenditure Totals</b>		<b>41674</b>	<b>106360</b>	<b>64686</b>	<b>-61</b>	<b>121651</b>



# Bank Reconciliation

## Balances as per bank statements as at 06/07/2023

Natwest Current Account	9163.92	181126.76
Natwest Business Reserve Account	171962.84	
Equals Card		

## Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
				<b>Nett balance as at 06/07/2023</b>	
					<b>181118.01</b>

## Cash Book

Receipts in current year	121144.03	Opening Balance Bank 1	2527.74	103991.42
VAT to be claimed	2213.35	Opening Balance Bank 2	101463.68	
Unallocated cash	0.00	Opening Balance Bank 3	0.00	
Payments in current	41804.09	Opening Balance Bank 4	0.00	
				<b>Cash Book Closing Balance</b>
				<b>181118.01</b>

## 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	61333.76
Tree Maint - Parks	1500.00		



# Budget Report - Income

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

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	£	%
<b>Income: General</b>										
Precept	0	93900	109886	109886	0	0	0	109886	0	0.00
Cemetery Income	6565	3100	3000	1170	0	0	0	1170	-1830	-61.00
Allotment Income	625	350	420	45	0	0	0	45	-375	-89.29
Market Rents	2837	1000	3000	360	11	0	0	371	-2629	-87.65
Caistor Sports & Social Club	1563	312	2412	577	175	0	0	752	-1660	-68.82
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	2618	0	0	0	2618	-2468	?
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
<b>Income: General</b>	<b>Total</b>		<b>124303</b>	<b>120959</b>	<b>186</b>	<b>0</b>	<b>0</b>	<b>121144</b>	<b>-15298</b>	<b>-3</b>
	<b>Total</b>		<b>124303</b>	<b>120959</b>	<b>186</b>	<b>0</b>	<b>0</b>	<b>121144</b>	<b>-15298</b>	<b>-3</b>



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

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	£	%
<b>Expense: General</b>										
Salaries	19285	27800	26520	6340	0	0	0	6340	20180	-76
PAYE & NI	628	2600	2400	2298	0	0	0	2298	102	-4
Staff Travel & Benefits	0	0	100	8	9	0	0	17	83	-83
Contractors	16404	11570	15000	3888	0	0	0	3888	11112	-74
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100
General Office	804	1000	1000	121	0	0	0	121	879	-88
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	200	0	0	0	200	580	-74
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	4500	0	0	0	4500	2900	-39
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	900	0	0	0	900	3100	-78
Cemeteries/Church	1395	2000	4500	1470	0	0	0	1470	3030	-67
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 Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	0	0	0	198	732	-79
Electricity - Market Place LN7 6TU	113	50	260	25	13	0	0	38	222	-85
Electricity - South Street Park	170	0	600	61	82	0	0	143	457	-76
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	27	0	0	161	439	-73
	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	149	0	0	0	149	851	-85
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	2500	0	0	0	2500	-0	0
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 30/06/2023

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	£	%	
	<b>Expense: General Total</b>			106360	41674	130	0	0	41804	64556	-61
<b>Total</b>			106360	41674	130	0	0	41804	64556	-61	



# Sales Invoice Analysis

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

Invoice Date	Payment Date	Invoice No	Client	Details	Nett	VAT	Total
03/04/2023	03/04/202	479	West Lindsey District Council	Bank Payment: Precept	?		?
03/04/2023	03/04/202	481	P.Farrell	Bank Payment: Market Rents	4.75		4.75
03/04/2023	03/04/202	482	Richardson Sylvia	Bank Payment: Market Rents	5.25		5.25
03/04/2023	03/04/202	483	Market rents	Bank Payment: Market Rents	189.30		189.30
23/03/2023	04/04/202	474	Caistor Sports & Social Club		175.00		175.00
05/04/2023	05/04/202	484	Farrell P	Bank Payment: Market Rents	5.25		5.25
06/04/2023	06/04/202	485	Kettle of Brigg - Britteon	Bank Payment: Cemetery Income	60.00		60.00
08/04/2023	08/04/202	486	SM Bottles	Bank Payment: Market Rents	5.25		5.25
12/04/2023	12/04/202	487	Farrell P	Bank Payment: Market Rents	5.25		5.25
07/02/2023	14/04/202	410			30.00		30.00
18/04/2023	18/04/202	489	Farrell P	Bank Payment: Market Rents	5.25		5.25
19/04/2023	19/04/202	490	Co Op Funeralcare (National Brigg)	Bank Payment: Cemetery Income	60.00		60.00
22/04/2023	22/04/202	491	SM Bottles	Bank Payment: Market Rents	5.25		5.25
25/04/2023	25/04/202	493	Farrell P	Bank Payment: Market Rents	5.25		5.25
25/04/2023	25/04/202	494	WLDC	Bank Payment: CIL income	1555.15		1555.15
28/04/2023	28/04/202	497	Interest	Bank Payment: Miscellaneous Income	146.35		146.35
29/04/2023	29/04/202	496	SM Bottles	Bank Payment: Market Rents	5.25		5.25
02/05/2023	03/05/202	498	Caistor Bowls Club		52.00		52.00
03/05/2023	03/05/202	499	HMRC VTR	Bank Payment: VAT Reclaimable	3601.08		3601.08
03/05/2023	03/05/202	500	Paul Antiques	Bank Payment: Market Rents	5.25		5.25
06/05/2023	06/05/202	502	SM Bottles	Bank Payment: Market Rents	5.25		5.25
24/04/2023	07/05/202	492	Caistor Sports & Social Club		175.00		175.00
11/05/2023	11/05/202	505	Farrell P	Bank Payment: Market Rents	5.25		5.25
15/05/2023	15/05/202	506	WLDC refund of rates in credit	Bank Payment: Miscellaneous Income	2119.09		2119.09
15/05/2023	15/05/202	507	Richardson Sylvia	Bank Payment: Market Rents	5.25		5.25
19/05/2023	19/05/202	509	J+B	Bank Payment: Market Rents	20.00		20.00
15/03/2023	23/05/202	464	West Lindsey District Council		1146.00		1146.00
24/05/2023	24/05/202	514	D Caroline	Bank Payment: Market Rents	10.50		10.50
25/05/2023	25/05/202	512	J.W. Varlow & Son		650.00		650.00
30/05/2023	30/05/202	515	Farrell P	Bank Payment: Market Rents	5.25		5.25
31/05/2023	31/05/202	516	JULIASCARDSMARKET	Bank Payment: Market Rents	5.25		5.25
31/05/2023	31/05/202	520	Natwest Group	Bank Payment: Miscellaneous Income -	184.44		184.44
23/05/2023	02/06/202	510	Caistor Sports & Social Club	Lease payment of Caistor Sports and	175.00		175.00
03/06/2023	03/06/202	517	SM Bottles	Bank Payment: Market Rents	5.25		5.25
05/06/2023	05/06/202	518	Marriott RP - Ashes	Bank Payment: Cemetery Income	200.00		200.00
06/06/2023	06/06/202	522	Farrell P	Bank Payment: Market Rents	5.25		5.25
06/06/2023	08/06/202	521	Mr David Peart	Interment of ashes - Agnes A Wright	200.00		200.00
08/06/2023	08/06/202	524	J+B	Bank Payment: Market Rents	5.25		5.25
09/06/2023	09/06/202	525	Bonner	Bank Payment: Market Rents	10.00		10.00
13/06/2023	13/06/202	526	Paul Antiques	Bank Payment: Market Rents	5.25		5.25
15/06/2023	15/06/202	527	JC Plot 14	Bank Payment: Allotment Income	15.00		15.00
15/06/2023	15/06/202	528	J+B	Bank Payment: Market Rents	10.00		10.00
17/06/2023	17/06/202	529	SM Bottles	Bank Payment: Market Rents	5.25		5.25
20/06/2023	20/06/202	530	Farrell P	Bank Payment: Market Rents	5.25		5.25
26/06/2023	26/06/202	534	Richardson Sylvia	Bank Payment: Market Rents	5.25		5.25
27/06/2023	27/06/202	535	Farrell P	Bank Payment: Market Rents	5.25		5.25
30/06/2023	30/06/202	533		Bank Payment: Miscellaneous Income	168.37		168.37
					120958.53	0.00	120958.53



# Expense Analysis

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
23/03/2023	14/04/202	1016	Caistor Town Hall	Hall hire Feb 2023	44.00		44.00
23/03/2023	14/04/202	1017	E-Quip (Rasen) Ltd	14 Hi vis vests and 2 lts glyfos	195.74	39.15	234.89
23/03/2023	14/04/202	1018	The Sign Shed	2 x no dogs signs and 1 x deep water	26.10	5.22	31.32
30/03/2023	14/04/202	1023	Personnel Advice and Solutions	Employment assessment and advice	200.00	40.00	240.00
31/03/2023	14/04/202	1024	Jake Garden Care (Dyne Group)	Visit 1 Grass cutting contract	900.00	180.00	1080.00
04/04/2023	04/04/202	1025	[REDACTED]	Bank Payment: Contractors	1376.00		1376.00
04/04/2023	14/04/202	1026	Thistle Print Ltd	Event leaflets	486.00		486.00
03/04/2023	03/04/202	1027	Opus Energy	Bank Payment: Electricity - Sports	66.25	1.73	67.98
04/04/2023	14/04/202	1028	Rustic Construction Ltd	Wall at the old fire station	2400.00	480.00	2880.00
11/04/2023	11/04/202	1029	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
25/04/2023	25/04/202	1037	[REDACTED]	Bank Payment: Salaries	1742.37		1742.37
25/04/2023	25/04/202	1038	HMRC	Bank Payment: PAYE & NI	541.03		541.03
25/04/2023	25/04/202	1040	BT	Bank Payment: Telephone & Broadband	44.15	8.83	52.98
27/04/2023	12/05/202	1041	Jake Garden Care (Dyne Group)	Grass cutting visit 2	900.00	180.00	1080.00
27/04/2023	12/05/202	1042	Viking	Stationery - paper, post its, staple	39.59	7.92	47.51
27/04/2023	12/05/202	1043	E-Quip (Rasen) Ltd	Hi vis vest long sleeve	8.00	1.60	9.60
27/04/2023	12/05/202	1044	Caistor Town Hall	Hire of arts centre - 7th, 9th, 28th March	66.00		66.00
27/04/2023	12/05/202	1045	Mike Gilliatt Garden Maintenance	Grass cutting - Churchyard and	630.00		630.00
27/04/2023	12/05/202	1046	ICCM	Membership of ICCM	95.00		95.00
27/04/2023	12/05/202	1047	Jake Garden Care (Dyne Group)	Grass cutting - visit 3	900.00	180.00	1080.00
02/05/2023	02/05/202	1048	Three Mobile	Bank Payment: Telephone & Broadband	17.50	3.50	21.00
02/05/2023	02/05/202	1049	Caistor Goes Events committee	Bank Payment: Kings coronation grant	2000.00		2000.00
02/05/2023	02/05/202	1050	Kim Hodson	Bank Payment: Contractors	1329.24		1329.24
03/05/2023	12/05/202	1051	Viking	Printer Ink	41.19	8.24	49.43
04/05/2023	12/05/202	1052	[REDACTED]	Expense Claim	47.40		47.40
03/05/2023	03/05/202	1053	Opus Energy	Bank Payment: Electricity - South Street	25.84	1.29	27.13
03/05/2023	03/05/202	1054	Opus Energy	Bank Payment: Electricity - Sports	29.83	1.49	31.32
03/05/2023	03/05/202	1055	Opus Energy	Bank Payment: Electricity - Market	11.67	0.58	12.25
10/05/2023	10/05/202	1056	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
17/05/2023	09/06/202	1066	J. Boyer and Son	Damp proof in office	2500.00	500.00	3000.00
18/05/2023	18/05/202	1067	Wave	Bank Payment: Water: Cemetery	14.38		14.38
18/05/2023	18/05/202	1068	Wave	Bank Payment: Water: Sports Ground	16.39		16.39
18/05/2023	18/05/202	1069	Wave	Bank Payment: Water: Sports Ground	40.94		40.94
22/05/2023	22/05/202	1070	Jake Garden Care (Dyne Group)	Visit 4 9th and 10th May 23	900.00	180.00	1080.00
22/05/2023	22/05/202	1071	Caistor Heritage Trust	Bank Payment: Grants & Donations	400.00		400.00
22/05/2023	22/05/202	1072	Caistor Goes Events Committee	Bank Payment: Grants & Donations	2200.00		2200.00
22/05/2023	22/05/202	1073	Caistor in Bloom	Bank Payment: Grants & Donations	10000.00		10000.00
23/05/2023	09/06/202	1075	Caistor Town Hall	Hall hire April 2023	44.00		44.00
24/05/2023	09/06/202	1076	Jake Garden Care (Dyne Group)	Grass cutting visit 5	900.00	180.00	1080.00
24/05/2023	09/06/202	1077	Andy Hopkins (Audit services)	Internal Audit - Caistor Town Council	200.00		200.00
25/05/2023	25/05/202	1078	Michelle Moss	Bank Payment: Salaries	1743.60		1743.60
25/05/2023	25/05/202	1079	HMRC	Bank Payment: PAYE & NI	626.00		626.00
25/05/2023	25/05/202	1080	BT	Bank Payment: Telephone & Broadband	44.15	8.83	52.98
31/05/2023	09/06/202	1081	Signomatic	Mayoral signs and door sign	40.51	8.10	48.61
31/05/2023	31/05/202	1082	Three Mobile	Bank Payment: Telephone & Broadband	15.00	3.00	18.00
01/06/2023	01/06/202	1083	[REDACTED]	Bank Payment: Contractors	1086.89		1086.89
01/06/2023	09/06/202	1084	Mike Gilliatt Garden Maintenance	Cuts 4,5,6 and 7 of churchyard and	840.00		840.00
02/06/2023	02/06/202	1085	Opus Energy	Bank Payment: Electricity - South Street	32.67	1.63	34.30
02/06/2023	02/06/202	1086	Opus Energy	Bank Payment: Electricity - Sports	32.58	1.63	34.21
02/06/2023	02/06/202	1087	Opus Energy	Bank Payment: Electricity - Market	12.31	0.62	12.93
06/06/2023	06/06/202	1088	Kim Hodson	Bank Payment: Contractors	96.00		96.00
09/06/2023	19/06/202	1095	Jake Garden Care (Dyne Group)	Grass cutting visit 5.6.23	900.00	180.00	1080.00



# Expense Analysis

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/06/2023

Invoice Date	Payment Date	Invoice Ref	Supplier/Payee	Details	Nett	VAT	Total
12/06/2023	12/06/202	1096	Tamar Telecom	Bank Payment: Telephone & Broadband	5.24	1.05	6.29
15/06/2023	15/06/202	1100	NEST	Bank Payment: Pension payments	315.48		315.48
23/06/2023	23/06/202	1102	[REDACTED]	Bank Payment: Salaries	1855.84		1855.84
23/06/2023	23/06/202	1103	HMRC	Bank Payment: PAYE & NI	1130.72		1130.72
23/06/2023	23/06/202	1104	[REDACTED]	Bank Payment: Salaries	998.11		998.11
26/06/2023	26/06/202	1105	BT	Bank Payment: Telephone & Broadband	44.15	8.83	52.98
26/06/2023	26/06/202	1106	NEST	Bank Payment: Pension payments	439.37		439.37
30/06/2023	30/06/202	1107	Three Mobile	Bank Payment: Telephone & Broadband	15.00	3.00	18.00
					41662.71	2218.34	43881.05





# Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
02/06/2023	1085	Opus Energy	Bank Payment: Electricity - South Street Park	1.63	34.30	<input type="checkbox"/>	<input type="checkbox"/>
02/06/2023	1086	Opus Energy	Bank Payment: Electricity - Sports Ground	1.63	34.21	<input type="checkbox"/>	<input type="checkbox"/>
02/06/2023	1087	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	0.62	12.93	<input type="checkbox"/>	<input type="checkbox"/>
06/06/2023	1088	[REDACTED]	Bank Payment: Contractors	0.00	96.00	<input type="checkbox"/>	<input type="checkbox"/>
09/06/2023	1095	Jake Garden Care (Dyne Group)	Grass cutting visit 5.6.23	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
12/06/2023	1096	Tamar Telecom	Bank Payment: Telephone & Broadband	1.05	6.29	<input type="checkbox"/>	<input type="checkbox"/>
14/06/2023	1097	Lincolnshire Association of Local	Play area inspection training MM and SH 7.6.23	26.00	156.00	<input type="checkbox"/>	<input type="checkbox"/>
16/06/2023	1098	Viking	Printer ink and printer cable	9.34	56.03	<input type="checkbox"/>	<input type="checkbox"/>
15/06/2023	1100	NEST	Bank Payment: Pension payments	0.00	315.48	<input type="checkbox"/>	<input type="checkbox"/>
21/06/2023	1101	Online Playgrounds	Replacement play equipment for repairs	172.06	1032.38	<input type="checkbox"/>	<input type="checkbox"/>
23/06/2023	1102	[REDACTED]	Bank Payment: Salaries	0.00	1855.84	<input type="checkbox"/>	<input type="checkbox"/>
23/06/2023	1103	HMRC	Bank Payment: PAYE & NI	0.00	1130.72	<input type="checkbox"/>	<input type="checkbox"/>
23/06/2023	1104	[REDACTED]	Bank Payment: Salaries	0.00	998.11	<input type="checkbox"/>	<input type="checkbox"/>
26/06/2023	1105	BT	Bank Payment: Telephone & Broadband	8.83	52.98	<input type="checkbox"/>	<input type="checkbox"/>
26/06/2023	1106	NEST	Bank Payment: Pension payments	0.00	439.37	<input type="checkbox"/>	<input type="checkbox"/>
30/06/2023	1107	Three Mobile	Bank Payment: Telephone & Broadband	3.00	18.00	<input type="checkbox"/>	<input type="checkbox"/>
03/07/2023	1108	[REDACTED]	Expense Claim		34.09	<input type="checkbox"/>	<input type="checkbox"/>
03/07/2023	1109	Caistor Town Hall	Hire of arts centre May 11th 2023	0.00	22.00	<input type="checkbox"/>	<input type="checkbox"/>
03/07/2023	1110	Jake Garden Care (Dyne Group)	Caistor visit 7 <del>5</del> .6.23	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
03/07/2023	1111	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	0.63	13.27	<input type="checkbox"/>	<input type="checkbox"/>
03/07/2023	1112	Opus Energy	Bank Payment: Electricity - Sports Ground	1.37	28.69	<input type="checkbox"/>	<input type="checkbox"/>
03/07/2023	1113	Opus Energy	Bank Payment: Electricity - South Street Park	4.08	85.68	<input type="checkbox"/>	<input type="checkbox"/>
04/07/2023	1114	Caistor Farm & Garden Machinery	Labour to check out Stihl strimmer - concluded beyond repair	5.00	30.00	<input type="checkbox"/>	<input type="checkbox"/>
04/07/2023	1115	West Lindsey District Council	Recharges for uncontested election 4th May 2023	0.00	190.38	<input type="checkbox"/>	<input type="checkbox"/>
04/07/2023	1116	C R Hansard Ltd	Fuel (KH for grass cutting)	7.62	45.71	<input type="checkbox"/>	<input type="checkbox"/>
06/07/2023	1117	[REDACTED]	Bank Payment: Staff Travel & Benefits	0.00	8.75	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



# Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment
06/07/2023	1118	S R Thompson	Mole control at cemetery and sports fields - 6 months to 30.6.23	0.00	400.00 <input type="checkbox"/> <input type="checkbox"/>
<b>TOTAL:</b>					<b>9257.21</b>

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



## Minutes of the Estates Committee held at 7.00pm at the Arts & Heritage Centre on 4 July 2023

Present: Cllr J. Wright, Cllr S. Davey (Chair), Cllr P. Richardson, Cllr S. Hodson, Cllr A. Somerscales,  
In Attendance: Michelle Moss, Kim Hodson - Estates Operative,  
Members of public present: 1

**1. To receive apologies and note reasons for absence - Ref: 2083**

It was noted that Cllr Galligan was not present and had not sent apologies.

**2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2084**

None

**3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2085**

Cllr Milner was present at the meeting and is also an allotment holder. She requested that the allotment T&C's either make provision for the continued use of hose pipes or that additional water points are installed to reduce the distance plot holders have to carry heavy containers of water across uneven ground. The comments were noted. Cllr Milner left the meeting.

**4. To approve the draft minutes from the Estates committee meeting on 31st May 2023 - Ref: 2086**

RESOLVED that the draft minutes of the estates committee meeting held on 31st May 2023 be approved as a true record of the meeting and signed by the Chair.

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

**5. To receive an update on the town hall roof, leaks and guttering and agree next steps - Ref: 2087**

It was noted that 3 roofing contractors had been contacted to quote for the roof repairs and leaks. One had declined to quote; one had not been able to complete a site visit yet; and one quote had been received. It was agreed that given the potential extent and cost of the work required at least one other quote would be required before a recommendation is put to full council on how to proceed.

**6. To receive an update on the play areas inspection and agree any next steps - Ref: 2088**

It was noted that Cllr Hodson had put in a considerable amount of time and work on the play areas, and he was thanked for his efforts.

A report had been circulated prior to the meeting summarising the repairs considered necessary to the play park equipment. A working budget of £2000 had been agreed by Councillors via email and would be ratified at the next full council meeting. Work undertaken to date included: replacement of 2 cradle swing seats; replacement of worn shackles and damaged rope on South St park bridge; repair of the rope net; replacement of some worn bushes; removal of some equipment until repairs can be completed. The following items had been sourced and costed: see saw seat; wood to replace slide steps; swing chains; grad handle; primer for the wetpour; replacement slide. The total cost for these items had been estimated at approx £1100. RESOLVED to purchase the replacement parts and Cllrs Hodson and Davey would undertake the repairs.

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

**7. To receive an update on the allotments and agree any next steps - Ref: 2089**

It was noted that: an inspection had been completed by Cllrs Richardson and Hodson, and the Clerk on 22nd June and the report circulated to councillors prior to the meeting; tenants of plots 11 and 14 had been evicted due to lack of cultivation and neglect; plot 14 had been re-let and the new plot holder had asked for some support to help clear the plot of weeds and debris; there had been some improvement in the cultivation of plot 6 but the tenant had been asked to meet on site to discuss any help/support/options to bring the plot back into a state of cultivation; plot 12 had erected a heavy duty fruit cage and planters without seeking CTC permission which is contrary to the current allotment terms and conditions; due to the site location it is difficult for plot holders to clear debris and dead plant material from their plots.

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



RESOLVED:

1 - Plot 11 will be left un-let and will be used for composting of dead plant material - Cllr Richardson will organise clearing of this plot in early Autumn and containers for composting.

2 - Plot 12 tenant to be advised they will not be asked to remove the structures unless they are not being used for growing crops, but must remove the structures in the event of the plot being surrendered or eviction notice served.

3. Estates operative will trim the allotment paths/walkways monthly during growing season, and will trim the hedges annually during the winter.

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

**8. To review and approve the revised allotment T&C's, application form and agreement form and agree to transfer existing holders to the revised T&C's - Ref: 2090**

RESOLVED to accept and implement the new terms and conditions with the following amendments:

1 - remove the section banning hosepipes

2 - CTC will be responsible for trimming the hedges annually and the walkways monthly during growing season.

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

**9. To receive an update about the complaints regarding church trees and water from the spring on Fountain St and agree any further action - Ref: 2091**

It was noted that Cllr Galligan and the Clerk met with the resident of Fountain St to assess the issue with the trees and water. It was agreed that the water is not the responsibility of the town council and the resident should contact LCC for a way forward. The trees are large and overhanging the properties adjacent, some have dead branches which are large enough to damage the properties if they fall. A tree survey completed in March 2022 included discretionary recommendations to remove deadwood greater than 50mm in diameter overhanging the footpaths. The churchyard is a closed churchyard for which the town council has responsibility, but there are rules on when the church must be consulted and give permission to undertake work on the trees. RESOLVED to get quotes from several tree surgeons to undertake work on the trees to remove the dead wood and trim/crown the trees as deemed necessary to prevent damage to the properties, and present the quotes to the Estates committee at the next meeting for consideration.

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

**10. To review and approve the equipment service schedule (Kim Hodson) - Ref: 2092**

The proposed schedule was circulated prior to the meeting. It was agreed the schedule was appropriate with a few minor tweaks. RESOLVED that KH will amend the document and start using.

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

**11. To receive an update on the asset register and agree any next steps - Ref: 2093**

It was noted that: the asset register now included an accurate record of CTC assets; KH has started to map out the bins, dog bins, benches etc for inclusion on the register.

**12. Date for next meeting - 22nd August 2023 - Ref: 2094**

Noted.

Meeting closed at 8:39pm



Darren Gaughan

15 m · 🧑

Caistor Football pitches this morning well done  
[redacted] hope u wake up this morning feeling like a man



Ross Freeman and 10 others

3 comments



Like



Comment



Send



Darren Gaughan

Caistor town council take that vandalised  
no use fence out, reinstall metal barrier

# Wolds Wanderers@Caistor Sports and Social club - field issues

to me, Malcolm, Bob

Dear Michelle,

Further to our conversation today- a few weeks ago we noticed that vehicles had been driven onto the Caistor Sports and Social club field and had caused divots - there were two tyre tracks.

One of our players twisted his ankle - fortunately not too serious. So for our next game we moved our playing area closer to the car park.

We propose to remedy the damage by raising the turf and filling the gap to ensure that there are no further accidents. We want a level playing surface so will endeavour to restore the pitch to a satisfactory standard.

I enclose a couple of screenshots so that the work can be inspected.

Incidentally there is a gap in the fence in the car park which requires attention to limit access to the field .

Kind regards  
Bob Tubman  
Sec WWWFC

06:52 (2  
hours  
ago)

to me

Good morning.

Some idiots have been on the football pitches in there car last night. They drove through in the hole in the fence which they drove through last tome and did damage on the pitches. Who do I get in contact with so the fence is fixed? The whole fence is rotten and falling over. It really needs concrete and a pole putting through to stop this happening again and again. Can we do fix the fence tonight or is I the council responsibly to do it straight away?

And who do I get in contact with to view the cctv?

Absolutely gutted.

Sam Asquith Caistor Tennyson





# Public Tracking Report

<b>2-4 Market Place</b>	<b>Ref:</b> 15589	<b>Created:</b> 22/06/2023
<b>Annual ROSPA Play Area Inspections</b>	<b>Ref:</b> 18893	<b>Created:</b> 11/09/2021
<b>Cricket Club Lease</b>	<b>Ref:</b> 19826	<b>Created:</b> 06/04/2022
<b>Cemetery Gates and Railings</b>	<b>Ref:</b> 20701	<b>Created:</b> 16/08/2022
<b>South Street park Trim trail repair</b>	<b>Ref:</b> 22059	<b>Created:</b> 21/03/2023
<b>Town Hall - leaking gutter and damp from leaking roof March/April 2023</b>	<b>Ref:</b> 22063	<b>Created:</b> 22/03/2023
<b>Play area repair moderate risk items</b>	<b>Ref:</b> 22066	<b>Created:</b> 23/03/2023



# CAISTOR TOWN COUNCIL MARKET TRADER APPLICATION FORM

Name			
Address			
Telephone			
Mobile			
Emergency Contact			
Description of goods			
Number of stalls required			
Number of CTC gazebos required		Number of CTC Tables required	
Casual or Regular trader			
Details of any electrical or gas equipment to be used			

All traders are required to carry their own current public liability insurance to cover a value of not less than £5million. The council will not accept any liability or responsibility whatsoever for any claims of liabilities originating from or attaching to any market traders. Please provide details of your insurance cover below:

Insurance company	
Policy number	
Expiry date	

### Please tick to confirm the following:

- Myself and anyone working on the stall are you resident in the UK and/or eligible to work in the UK?
- All my electrical and gas equipment are safe, tested and certificates are attached to this application (if relevant)
- I have an in date fire extinguisher which I will have present with me on the market (if gas or electrical equipment used)
- I have the relevant food hygiene certification and attached a copy (if relevant)
- I will maintain up to date public liability insurance £5+ million (or a minimum of £1+ million with prior agreement by CTC)
- Myself and my representatives will uphold the rules of the market
- I have completed a risk assessment for my stall and attach a copy with this application
- I confirm that I comply with the food hygiene legislation and food labelling regulations (where applicable)
- I will pay Caistor Town Council by Wednesday prior to the Saturday trading

**(Bank Details: Caistor Town Council; Sort code: 51-81-34; Account number: 04802071)**

Signed ..... Date.....

Please note that by signing this form you are accepting contractual obligations to abide by all the terms and conditions applicable at the as per the Market Terms and Conditions document available on Caistor Town Council website.

**Please return this completed form, together with relevant documentation to:** Caistor Town Council, Town Hall, 14 High St, Caistor, Lincs, LN7 6TX **Or** email it to: [clerk.caistorc@gmail.com](mailto:clerk.caistorc@gmail.com) Telephone: 01472 476122

By completing this form you consent to your personal information being collected and used by Caistor Town Council in relation to your market stall. Your personal information will not be disclosed to third parties or used for direct marketing purposes.



# CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

## 1. Times of the Market

Core trading times - Saturday 8.00am to 2.00pm

And such other times as the Council in their discretion resolve.

Traders agree to stand during the core hours of Caistor Market as set out above.

Any trader wanting to stay on the Market longer than the times stated they may do so provided they have the prior approval of the market officer but must be off the Market before 3.30pm

## 2. Application and registration for a licence to trade

All applications for a licence to trade must be made to the market officer on the official form.

Applicants need to declare the area of goods that they will be trading and notify the market officer of any changes to this.

All applicants will need to provide current insurance documents, a risk assessment and photo I.D.– before they can be granted a licence to trade.

Successful applicants will be awarded a licence to trade and the council will keep their relevant details and documents on file.

## 3. Regular/Casual Trader and allocation of pitches

Regular traders are traders who stand on Caistor Market most weeks and casual traders are those who stand on an irregular basis.

Regular traders will be allocated specific pitches in the market.

Pitches are allocated to casual traders on a first come first choice basis or by prior arrangement.

Should a regular stall holder be unable to attend, the Council would be grateful of prior notice (Wednesday before trading Saturday or earlier if possible) and reserves the right to approach a “similar” stall holder to fill the gap.

## 4. Market Place layout

The central trading area of the market square is demarcated.

Depending on the number of stalls booked, all or a section of this area will be designated for pitches, and the remainder clearly identified for car parking. Furthermore, the layout will strive to give all stall holders fair benefit of the market frontage and aim to ensure that that stalls are not “hidden” by other stalls. Positioning of stall holders requiring electricity or other services will be looked upon sympathetically and allocated pitches that best satisfy their needs whilst maintaining the integrity of the market layout principle as outlined above.

Caistor Town Council reserve the right to alter the layout of the Market Place from time to time in order to accommodate any works or other activities.

Caistor Town Council reserve the right to permanently alter the layout of the market.



# CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

Advance notification of any changes will be communicated to regular traders giving at least 21 days notice.

## 5. Rents and payment

The current pitch rent for a single and multiple pitches will be available from Caistor Town Council website.

The pitch rent will be payable by the Wednesday of the week trading by BACs or on the day of the market by prior arrangement.

Where rents have not been paid on the day of the market the market officer reserves the right to refuse any future market trading.

## 6. Market Stalls / tables

Traders should provide their own stalls /tables/ gazebos for use. The council has some available for hire - Traders must notify the market manager by Wednesday prior to the market of any additional table or gazebo requirements.

A single stall is defined as space 16ft x 4ft and equivalent to a single car parking bay. Taking into account the sloping nature of the market place, and in consultation with the market officer, some stalls may need to align themselves with the sloping surface rather than the parking space outline. It is recommended that stall holder have their own wedges to level their tables as needed.

A stall holder may purchase spaces in multiples of that outlined above, subject to availability.

Traders use their own stalls/tables/gazebo at their own risk and must ensure that their public liability arrangements incorporate and insure against claims arising from their use.

Traders may not install heating apparatus of any kind without prior arrangement and all equipment must comply with relevant health and safety inspection and testing.

## 7. Terms of trading

Traders agree to comply with any statutory law or bylaw relating to retail markets and sales there from and agree not to offer for sale illegal, prohibited or counterfeit goods, or to offer for sale any "legal highs".

Traders selling food must comply with the food hygiene legislation and food labelling regulations 2018.

Traders must also comply with the minimum age requirements as determined from time to time by Trading Standards on Age Restricted Sales.

Traders shall not offer for sale any goods, which by reason of size, smell, noise, condition or nature are, in the opinion of the market officer, objectionable or inappropriate. Any goods identified as objectionable or inappropriate shall be removed forthwith from the market by the Trader. Disciplinary action will be taken, for any Trader who doesn't comply, as detailed below.

A Trader must not bring onto the Market or display for sale any of the following items:

- Guns



## CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

- Ornamental weapons, including replica guns, swords and knives
- Combat knives, machetes and sharp bladed instruments
- Martial art weapons and other offensive weapons
- Air guns
- Catapults
- Cross Bows
- Tobacco
- Medicines, drugs or ancillary equipment
- "Legal highs"
- Alcoholic drinks, unless licence details are provided to the market officer
- Pet animals, or fish or livestock in contravention of the Pet Animals Act 1951 as amended by the Pet Animals Act 1983 or any statutory modification or re-enactment thereof from time to time in force
- Fireworks, inflammable substances, explosive or other substances or article likely to cause fire, explosion, damage. Excluding the contents of the fuel tank of any vehicle permitted to park in the Market
- Any product that is not the possession of the seller and that has been obtained by illegal means
- Items of a pornographic nature

Any trader selling items requiring a licence or certificate is responsible for obtaining such a licence or certificate at their own expense and is obliged to provide evidence of such immediately upon the request of the market officer.

Traders are not permitted to change the class of goods in which they trade without informing the Market Manager.

The licence to trade applies to the person named only and is non-transferable.

### 8. Electricity

Any stall holder wishing to access on-site electricity must obtain the approval of Caistor Town Council first.

All electrical equipment must be tested regularly by someone competent to carry out the test. Portable appliance testing (PAT) should be carried out on all portable appliances annually and six monthly for handheld devices in accordance with the IEE Code of Practice for in-service inspection and testing of Electrical equipment. Certification to be provided to the Council.

External plugs and sockets must be waterproof and the circuit breakers must work effectively. Cables must not be a tripping hazard and should be protected from accidental damage. If for outdoor use; cables must be of industrial grade BS7179 (HO7RN-F or equivalent) rubber, with a minimum voltage designation of 450/750v (heavy duty flexible as a minimum as defined in BS7540-1) and resistant to abrasion and water.

Electrical power shall only be used for the purpose of lighting and the operation of electrical scales and tills, or other agreed services.

Fires and heaters of any description are not permitted.



## CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

Traders will be held liable for any damage to any electrical installation provided by the Council if it is shown that the damage was caused by your actions or neglect.

Traders may only run electric cables for lighting or other agreed services between your stall and other stalls or premises. Any electrical connections shall be easily detached and the detailed arrangements agreed with the Council. Electrical cables hung over the public highway will require a minimum clearance of 2.6m (8'6") from the footway surface and 5.6m (18'6") from the carriageway surface. Cables on the footway must not present a tripping hazard. Only equipment that has been authorised by the Council shall be connected to the Council's electrical supply.

Mobile electrical generators can only be used with the prior approval in writing from the Council. If the Council needs to have any appliance tested; a fee as set out in the Council's schedule of fees will be charged to the trader. Electrical boxes or pillars must be kept clean and clear of any debris or litter and kept shut / locked at all times whether or not in use.

### 9. Refuse

Traders are responsible for the proper bagging, or boxing, and disposal of all refuse arising from their business. Refuse must be adequately contained at all times. At the end of trading a pitch must be left clear of any waste, refuse and litter.

Traders will maintain their pitches in a clean and tidy condition at all times.

Traders must ensure that they do not at any time cause obstruction to pedestrian and emergency vehicle routes.

### 10. Vehicle Access

No vehicle may be brought onto the Market between the hours of:- 8.00am and 2.00pm

Vehicle access is permitted only as follows:

Unloading: 6.30am to 8.00am Loading: 2.00pm to 3.00pm

a) The bringing of vehicles onto the Market outside of these times is an infringement of the existing Traffic Regulation Order and may result in action being taken by the Police and will also be dealt with under Regulation 14 below.

b) In adverse weather conditions, and at the discretion of the market officer, permission may be granted for vehicles to be brought onto the Market earlier than normal to load and leave.

### 11. Conduct

Traders admitted to the Market Place shall, at all times conduct themselves in a reasonable and sober manner, when dealing with, members of the public, other traders and officials of Caistor Town Council.

Any trader found causing offence, nuisance or injury to any member of the public, another trader or official of the council, or being under the influence of drink or drugs shall be dealt with in accordance with regulation 12 and in serious cases will have their licence to trade revoked without refund.

Traders agree to take reasonable steps to ensure the health and safety of themselves, their employees, and members of the public at all times whilst in attendance at Caistor market.

Traders shall comply with all reasonable and lawful requests made by council representatives.



# CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS

## 12. Insurance

All traders are required and obliged to carry their own current public liability insurance to cover to a value of at least £5 million (or a minimum of £1+ million with prior agreement by CTC), and indemnify Caistor Town Council against all actions, claims and demands from any person or loss, damage, injury arising out of, or as a result of trading on Caistor Market.

The Council will not accept any responsibility whatsoever for any claims or liabilities originating from or attaching to any trader's operation in the Market Place.

Traders are required to produce their insurance cover to the market officer as part of the registration process. A copy of the insurance certificate will be retained by the council.

Traders are responsible for providing the market officer with details of Insurance Renewal Certificates.

No one may trade on the Market Place without a valid Insurance Certificate being lodged with the Council.

## 13. Breach of Conduct and Disciplinary Process

The Council will monitor all traders' observance of all aspects of the Traders Regulations.

If in the opinion of the Town Clerk, or by a Resolution of The Full Town Council, an infringement has occurred they will implement the following disciplinary procedure.

I. The Market officer will write [letter to be sent by recorded delivery or email] to the Trader/s concerned outlining the details of the infringement. They will be summoned to attend a disciplinary panel, [date, time, location to be included in the letter] at which they will be invited to present their version of the situation.

II. The disciplinary panel will consist of the Town Clerk and two Councillors

III. The Trader/s have the right to be accompanied by a representative or friend.

IV. After all parties have had their say the Panel will consider the evidence in front of them and write a report for consideration by the Town Council at their next meeting. [For speed and expediency an extra-ordinary meeting will be called]. This report will include recommendations for any action required.

V. The Full Council will consider the report and determine the outcome, including any action that is to be taken.

VI. The decision of The Council will be conveyed to the trader/s by way of a Registered Letter within 7 days of the Council Meeting.

The normal course of disciplinary action will be:

i. On the first occasion the trader will be issued a verbal warning

ii. On the second occasion the trader will be given a formal written warning

iii. On the third occasion the trader will have their licence/registration to trade withdrawn.

All warnings, verbal and written, will be recorded in the Trader's file. All warnings will be removed after a period of 12 months from the date of issue.



## **CAISTOR TOWN COUNCIL MARKET TERMS AND CONDITIONS**

Any serious breach of regulations that are deemed as Gross Misconduct will result in a temporary suspension from the market whilst the process considers if the case warrants the permanent removal of the trader's registration/license to trade.

### **14. Grievance Procedure and Complaints**

Traders with a grievance should in the first instance speak to the other party to try and resolve their differences. If this is not successful the trader/s need to inform the market officer, of their grievance. This should be in writing and outline the nature of the grievance/complaint, including the date and time the grievance took place.

The market officer will acknowledge the receipt of the complaint and grievance by Letter [Registered if sent by post].

The market officer will then follow the procedure set down in the Councils' Grievance and Complaints procedure.

# Caistor - Expert Final Report



Caistor, West Lindsey

# Table of Contents

About this report .....	2
Introduction .....	3
Information Gathering & Engagement .....	5
Findings & Analysis .....	6
Potential Solutions.....	8
Additional Support.....	8
Conclusion .....	9

# About this report

The High Streets Task Force visited Caistor, West Lindsey in October 2022 to undertake an Unlocking Your Place Potential visit. Following this, a subsequent report was provided that recommended how your town could benefit from additional support, with the **need to prioritise movement in the Market Place away from cars and towards people** identified as the main barrier to transformation.

As such, Glen Macfarlane was prescribed as one of our Experts to provide help and guidance in these areas:

**To consider the potential new layout for the Market Square and the Corn Hill car park focusing on:**

- 1. The need to bring together County and Local Councils as the proposals are developed to ensure deliverability, especially with regards to highways and heritage considerations**
- 2. The forming of a steering group to drive the brief, design and procurement process**
- 3. The procurement for an experienced design consultant to replan the Market Place and Corn Hill spaces to create a vision for the future**
- 4. Consideration of implementing meanwhile (temporary) uses before any permanent works are carried out to ensure 'buy-in' and adoption by the community**
- 5. The budget for the potential works and where the funds might come from**
- 6. Phasing of the works over a few years to allow for adaptive change to the masterplan as the community responds to the new layout**

As part of this process, we have undertaken a deeper exploration of the issues resulting in this report that detailing practical and technical guidance and support that, if applied, will help to unlock some of the barriers to transformation in your town.

On behalf of the High Streets Task Force, may I take this opportunity to thank all those who gave up their time to help inform this report and for the frank and positive manner throughout our engagement with your town.

It is clear that there are great opportunities in Caistor, with many strengths both in the town and in your people. As such, I hope that this report will help you to build on those strengths as you seek to transform your town.



Matt Colledge  
**High Streets Task Force Project Director**

# Introduction

## Background and Key Challenges

It would appear that, on the face of it, Caistor is an attractive historic market town with great potential to be a much better 'place'. It is only recently that, with significant community involvement in the redevelopment of two central properties on the Market Square and a focus from the government's High Streets Task Force, that Caistor has been elevated within the Borough to be a priority for significant improvement.

It is immediately clear from visiting the town that the large, open central square, a consequence of the towns 'market day' history, is now not suitable for a modern town looking to re-energise its centre. Large expenses of tarmac, ill-defined traffic routes, generous parking areas, narrow pavements, with a lack of safe pedestrian routes, social spaces, seating, bike parking, trees and plantings, are all areas requiring improvement from a 'place experience' perspective.

Whilst there is a general optimism for improvements and that *it is Caistor's time* now, there are still challenges ahead. These include the need to create a vision for the town centre, the potential for a meanwhile scheme that could be implemented using an ETRO designation by the County Council highways, resolving the land title ownerships for the public land, and of course the total cost of the works and the sources of funding.

It seems clear that a top priority now is the creation of a vision for the town centre, through a well-considered brief to secure the services of an appropriately skilled place designer. When a vision is agreed, this then sets the extent of the works, the budget for any improvements and the task of apportioning costs between the Councils and seeking other sources of regeneration funding.

With the imminent completion of 2-4 Market Square (partial opening planned for this summer) there is now an urgency to 'catch the wave' as adjacent public realm improvements would contribute to a shift in mindset to the wider community, that Caistor is a redefined place, is a new destination in Lincolnshire and worthy to visit again and again.

## About Glen Macfarlane – The High Streets Task Force Expert

I am a Landscape Architect with over 30 years' experience in the industry and a Fellow of the Landscape Institute. I am the founding Director of Macfarlane + Associates, an international, award-winning placemaking consultancy, renowned for delivering meaningful public realm design on complex urban projects. I am a High Streets Task Force Expert, sit on a number of Design Review Panels around London and the South East and am an external examiner at Leeds Metropolitan University. Over the last two decades, I have focussed on my passion for urban regeneration and sustainable design that now define the Practice.

## The Brief for the HSTF Expert

The UYPP report had identified **the need to prioritise movement in the Market Place away from cars and towards people** as the main barrier to transformation in Caistor with a landscape Institute specialist support. The subsequent Expert Support Proposal had made these recommendations :

***Our recommended support, therefore, is to consider in more detail the potential new layout for the Market Square and the Corn Hill car park considering***

- 1. The need to bring together County and Local Councils as the proposals are developed to ensure deliverability especially with highways and heritage considerations***
- 2. The forming of a steering group to drive the brief, design and procurement process***
- 3. The procurement for an experienced design consultant to replan the Market Place and Corn Hill spaces to create a vision for the future***
- 4. Consideration of implementing meanwhile (temporary) uses before any permanent works are carried out to ensure 'buy-in' and adoption by the community***
- 5. The budget for the potential works and where the funds might come from***
- 6. Phasing of the works over a few years to allow for adaptive change to the masterplan as the community responds to the new layout***

The subsequent Caistor Future Vision workshop on the 24<sup>th</sup> April, specifically considered these issues with a focussed group made up of the three Councils, place leaders and some other knowledgeable community parties. This was an unprecedented gathering of influential and knowledgeable parties who participated in keen debate on the extensive agenda, intended to cover the broadest of topics.

## The Process

In preparing for the Workshop, I read through all the HSTF previous reports, read up on HSTF case studies (like the successful ETRO at Broad Street Oxford), reviewed the Councils web sites about Caistor and spent time reviewing the site and local area on Google Earth.

The agenda and base information for the workshop was refined in consultation with West Lindsey District Council. On arrival, the day before the workshop, I cycled and walked around the town during daylight and after dark. On the day of the workshop, I hosted an early walking tour with select persons from the workshop (including LCC, WLDC, CTC and the Towns Manager) to ask familiarisation questions.

## Positives

There is so much potential with Caistor as a well-defined charming historic market town with strong place leadership. With the forming and actions of the Caistor and District Community Trust in the community and the spearheading the regeneration of 2-4 Market Place as its first capital project, there is a real sense that 'this is Caistor's time' and there is a wave of optimism that permanent change is possible for the town centre.

The involvement of the HSTF adds to this optimism, bringing another level of skill, expertise and knowledge on principles of regeneration.

## Next Steps

Defining the future vision is a key component to driving through the remaining hurdles to see permanent change at Caistor. This will distil the extent of any potential work, the land ownerships, the cost of any works and the sources of funding. Without an overall 'vision' it is difficult to drive meaningful change in a coordinated way.

The priority should be setting up a Steering Group, writing a Brief for this vision work, managing the process to employ an appropriately skilled place designer, agreeing design options and then undergoing extensive public consultation on the future vision for Caistor town centre. Timing is vital here due to the commencement of two main sites fronting the central square by the Community Land Trust from this summer, any public realm improvements would be best delivered to complete at the same time as 2-4 Market Square.

# Information Gathering & Engagement

There was a number of virtual meetings during April with Marina Di Salvatore and Claire Hill of WLDC to plan the workshop. I reviewed base plan information sent to me by WLDC and commented on this to ensure the best outcome for the planned workshop.

I visited the town centre on the Sunday 23<sup>rd</sup> April in the afternoon and then later in the evening to see the centre at different times of the day.

Prior to the Future Vision Workshop on the 24<sup>th</sup> April, we hosted a short walk with WLDC and LCC attended by :

- Glen Macfarlane                      HSTF (Landscape Institute expert)
- Marina Di Salvatore                      WLDC (Regeneration)
- Joe Phillips-Melhuish                      LCC (highways)
- Kyra Nettle                      L                      CC (highways)
- Cllr Steve Critten                      CTC (Councillor)
- Nicola Marshall                      WLDC (Towns manager)

I then hosted the **Caistor Future Vision Workshop** on the 24<sup>th</sup> April 2023 in Caistor. This was attended by :

- Glen Macfarlane                      HSTF
- Marina Di Salvatore                      WLDC
- Gary Reeve                      WLDC
- Steve Leary                      WLDC
- Joe Phillips-Melhuish                      LCC
- Kyra Nettle                      LCC

- Cllr Steve Critten                      CTC
- Cllr Michael Galligan                      CTC                      Joined at 11.10hrs
- Maura Cook                                      GO2
- Jane Anderson                                  GO2
- Nicola Marshall                                  WLDC
- Steve Kemp                                      OpenPlan
- Lex    Openplan
- Thomas    Openplan
- Chris Bradley                                      WLDC

**Apologies:**

- Clare Oshea                                      Arts and Heritage Centre
- Grant White                                      WLDC

**Note taker:**

- Claire Hill    WLDC



Image: Stakeholders at the Gaistor Future Vision Workshop

# Findings & Analysis

## Key Issues

The constraints for the redesign of the town centre (Market Square and Cornhill) need to be clarified through a collaboration with the Town Council, the District Council and the County Council. Land title and sources of funding are the main potential blockers to the progress of carrying out any improvement works. This is where there is a strong case for designating the town squares as an ETRO (Experimental Traffic Regulation Order) to allow meanwhile uses to take over some of the highways space for pedestrian-safe space, seating and plantings, bike parking and expanding the market offer.

ETRO's have some great successes in the UK but also some high-profile failures where they have been implemented without adequate consultation, usually where traffic is restricted. In Caistor's case, with a properly advertised and timely consultation programme, and assuming significant community support, then implementing meanwhile (temporary) uses would allow the benefit of change to the town centre to be properly experimented, BEFORE any significant monies are spent on implementing permanent change.

## Issues to be resolved

- Completion of the traffic and parking studies – and analysing the results to see how traffic and parking could be replanned in the town centre to prioritise pedestrians and cyclists.
- Agreement of the land title for all the open space that is within the study area boundary – it is understood that the majority of the land is owned by the Town Council and managed under licence by the County Council as adopted public highway
- Designation of the ETRO by LCC and implementation of temporary scheme for the town centre
- Creation of the meanwhile vision (temporary scheme) that the ETRO will facilitate

## Why now and not before?

A number of factors it seems have prevented significant change in Caistor town centre :

- A historic lack of energy to drive change from the various councils (the general view is that Gainsborough and Market Rasen are more 'needy' towns in the borough) and place leaders. However, the recent Community Land Trust project for the restoration and conversion of 2-4 Market Square has created a new momentum for change in the town centre.
- There has not yet been a vision created for the improvement works to the town centre, which in turn, means that it is difficult for people to visualise how beneficial change might be for the town centre.

- The land ownerships overlap with the Town Council owning part of the square outright and the other areas are owned by the Town Council with the County Council being responsible for the maintenance of this ‘public highway’
- The funding sources for any improvement works are unclear as is the split of responsibility and, without a clear vision, the extent of the works and the potential cost is not determined.

## Potential Solutions

Issue	Potential Solutions
1.	Lincolnshire County Council to seek to designate an ETRO for the Market Square and Cornhill – after a thorough consultation programme and assuming demonstrable community support
2.	In tandem with this, a basic scheme of meanwhile uses (extended pedestrian-safe spaces, semi-covered F&B seating, community seating, extending the space for the market traders, cycle parking areas, EV charging spaces, trees and other plantings to soften the square) should be created, either using in-house professional staff or seeking external consultants to assist.
3.	Funding meetings should be held between the three Councils to discuss potential budgets and other sources of funding through regeneration grants.
4.	Land titles should be researched and clarified – who owns what?

## Additional Support

Should you wish to commission an experienced place designer to create ideas for the future vision, the Landscape Institute should be able to direct you to an appropriately experienced professional or company:

<https://my.landscapeinstitute.org/directory>

The HSTF provides access to materials and online support and you may wish to utilise this.

<https://www.highstreetstaskforce.org.uk/>

## Conclusion

It seems clear that the top priority now is the creation of a vision for the town centre, through a well-considered brief to secure the services of an appropriately skilled place designer. When a vision is agreed, this then sets the extent of the works, the budget for any improvements and the task of apportioning costs between the Councils and seeking other sources of regeneration funding.

With the imminent completion of 2-4 Market Square (partial opening planned for this summer) there is now an urgency to 'catch the wave' as adjacent public realm improvements would contribute to a shift in mindset to the wider community, that Caistor is a redefined place, is a new destination in Lincolnshire and worthy to visit again and again.

Having been involved with Caistor through the HSTF now since Autumn 2022, I am excited by the prospect of real change for the town centre, that will help bring about renewed prosperity to optimise its potential.

Thank you again for your help and support for the HSTF work throughout and hope the advice will prove to be beneficial. I look forward to visiting Caistor in the future.

**Glen Macfarlane FLI**

**LCCWasteofficers <LCCWasteofficers@lincolnshire.gov.uk>**

Mon, 26 Jun,  
14:15 (7 days  
ago)

to

To Whom It May Concern

Lincolnshire County Council would like to give communities across Lincolnshire the opportunity to take part in our litter picking equipment scheme, with the aim to help tackle littering issues in the area. We will supply Parish and Town Councils with litter picking kits, which will give residents access to the necessary equipment that they will need to take part in their own voluntary litter picks. These kits will consist of a litter picking stick, a hi-visibility vest and clear plastic sacks. The litter picking kits will be available for collection at the Lincolnshire Energy from Waste Facility, North Hykeham, Lincoln LN6 3QW. Please let us know if this is not possible so that we can make alternative arrangements.

We recognise that residents want to play their part in keeping their local area tidy, so we want to be able to encourage this by providing access to free litter picking kits. Lincolnshire County Council know how important it is to protect our environment by reducing waste and protecting our spaces, so we are dedicated in helping communities achieve this.

As well as providing residents with the necessary equipment that they will need for litter picking, they will also be supplied with the appropriate guidance and access to a risk assessment to allow them to undertake this safely. The guidance will highlight any potential hazards that the volunteers may encounter and will enable them to conduct the litter picking in a careful and enjoyable manner.

Please let us know if you are interested in acquiring our litter picking kits by 31<sup>st</sup> July so that we are able to arrange the necessary supply.

Kind regards,

**Georgia Briggs**  
**Performance & Improvement Assistant**  
Waste Services  
Lincolnshire County Council  
County Offices, Newland, Lincoln LN1 1YL  
**Email:** [georgia.briggs@lincolnshire.gov.uk](mailto:georgia.briggs@lincolnshire.gov.uk)  
**Website:** [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)

Good Afternoon

We have been passed your details by Caistor Sports and Social Club as the person(s) who may be able to help with obtaining the use of a 11 a side football pitch at the Social Club.

For your information we are a current Under 12 (Season 2022/23) football team based in Grimsby who currently play in the Crofts Junior Football League under the team name of Discoveries Pumas and is managed by Shane Wood (copied into this email). However, it is worth noting that 3 of the children who play for the team have a connection with Caistor, 2 of them currently reside in Caistor and attend the Grammar School and the other child has parents who are both from Caistor originally and currently have business premises within the Town.

The team are the current under 12 Lincolnshire County Cup Winners and also won the Crofts Junior Football League and a number of other trophy's at their age group. For 2023/24 the team will be playing up a year in the Crofts Junior Football League on a Sunday Afternoon and home games will be every couple of weeks.

We would greatly appreciate the use of the pitch and are willing to pay any costs associated with gaining access to it and are happy to contribute to the upkeep and marking of the pitch. We are currently affiliated under Discoveries Football Club for 2023/24 but the Social Club did mention that we could also gain affiliation within there existing set up which is something we will consider after this next season should we be successful in obtaining the use of the pitch through yourselves.

We await your advices but happy to answer any questions you may have.

Kind Regards

Dear Clerk to Caistor Town Council

I am writing on behalf of Caistor Twinning Association of which I am Chair.

As you may know, we have an upcoming visit in October 2023 to Savigné-l'Évêque in France, Caistor's Twin Town. It is customary for the Caistor Town Council to provide a gift from our council to their council in recognition of our long-standing twinning friendship. Gifts are then exchanged during the visit, usually if possible between members of the prospective councils, and if not by myself on behalf of Caistor.

I am writing to request that the council provides a gift as is the usual practice each year. This usually costs around £30-£50 and has included a St Hugh's Plaque from Lincoln Cathedral, Roses and a Bread board in the past. If the Council would like to purchase a gift (not too heavy), we are happy to take it with us, or as an organisation we are happy to source a gift on your behalf if you could let us know the funds you would be willing to provide.

Please could you propose this letter for us at the next Caistor Town council meeting in July so we can plan accordingly in plenty of time. We leave for France on Saturday 21st October 2023.

Obviously anyone from the council who would like to come on the visit is welcome - we are currently assessing interest so that we can finalise the prices for the trip.

Kind regards

Lindsey Davey  
Chair - Caistor Twinning Association

## Marcus Croft

Good evening,

I am just sorting out a few things before we break up for the summer, and I just wanted to mention about our 11+ dates again, as it was a while ago that I sent them through (below). As usual, we will direct parents to use our own parking, but if it was possible to have the cones out and the council car park, that might help the flow of traffic a bit, as in previous years. We understand, of course, if this is not possible, and we will direct parents to park responsibly either way.

Thank you in advance for any help that you could give, and I hope the rest of your week goes well,

Marcus Croft.

---

On Wed, 18 Jan 2023 at 17:58, Marcus Croft wrote:

Good evening,

I am writing to let you know about our big events for this calendar year. I think I have already mentioned the first one, but just in case!

1. Our Open evening is 10<sup>th</sup> May 2023 6-8pm
2. Our 11+ days are Saturday 23<sup>rd</sup> and Saturday 30<sup>th</sup> September 2023 in the morning. We also have a catch-up event on Tuesday 26<sup>th</sup> September 4:30-6:30pm. Last year, a number of residents wrote to complain about the disruption to the flow of traffic on the Tuesday, even though the volume of cars is typically much smaller, so I haven't mentioned this before.

As ever, I would be very grateful if you would consider at your next meeting opening the Council carpark for these events. We will open our School Fields, as we have done for the last few years, for all of these events. We will direct parents to our Fields (and your carpark if it is available), and to park sensibly, but we do know that several parents still park on North Kelsey Road, as there are no yellow lines in many places. The cones seem to work really well, if they are available to go down one side of the road.

Please let me know, when you have discussed this, if you are able to open the council carpark on all or any of these dates.

Kind regards,

Marcus Croft.