



Public Agenda Pack
Council Meeting
Thursday 10th August 2023



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 10 August 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
03/08/2023

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. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/07/2023
 - b) To approve the Schedule of Payments
- 6.. Reports from External bodies:-
 - a) West Lindsey District Council.
 - b) Lincolnshire County Council
 - c) Lincolnshire Police
 - d) Community Groups
 - e) Town Hall Management Committee
7. To receive reports from Committee's and working groups, and agree any associated action
 - a) Personnel and Finance Committee
 - ai) To receive the draft minutes from the personnel and finance committee 25th July 2023
 - aii) Review the proposal from P&F to reduce the number of meetings per year and not hold the August meeting
 - aiii) To consider the proposal by P&F to recruit an assistant to support the clerk and consider outsourcing some activities
 - b) Estates Committee
 - c) Economic Development & Market Working Group
8. To discuss having a mission statement and set of objectives for the town council and agree next steps



9. To agree the process for proposing improvements and projects for 2024/25 and agree next steps (project proposal document)
10. To consider the proposal for resolving the cemetery record issues including digitising the process and agree next steps (budget, resource etc)
11. To receive an update on 2-4 market Place, the Public Works Board loan and agree any next steps
12. Clerks Report & Parish Matters
 - a) To review the anti social behaviour and other issues at the N.Kelsey Rd sports field car park and agree any action
 - b) To review the issue with pigeon muck at the play areas and agree any action
 - c) To review how to improve community engagement and better connect with residents when deciding on priorities
 - d) To review the scheme of publication and agree and changes or next steps
 - e) To review the contractor signs which have been positioned around the town and agree any action
 - f) Review Tracking Report
13. Correspondence Received
 - a) Speed limit reduction A46 between Nettleton and Caistor
 - b) Resident request for a builder to access back garden via South St Park with digger and materials
14. To note any planning decisions
 - a) Application Number: 146500
Decision: Granted time limit plus conditions
Proposal: Planning application to erect 1no. dwelling.
Location: Plot 5 - Mill Grange, Horncaste Road, Caistor
 - b) Application Number: 146620
Decision: Refused
Proposal: Planning application to erect 5no. residential log cabins
Location: Land at Top House Farm, 23, Grimsby Road, Caistor
 - c) Application Number: 146704
Decision: Granted time limit plus conditions
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
Location: Radley's Mill, Whitegate Hill, Caistor
 - d) Application Number: 146782
Decision: Granted time limit plus conditions
Proposal: Listed building consent for conversion and extension of windmill site to form 1no. dwelling being variation of conditions 2, 7 & 8 of Listed Building Consent 144662 granted 10 June 2022 - increased number of glazed panels.
Location: Radley's Mill, Whitegate Hill, Caistor,
 - e) Application Number: 146957
Decision: No observation/objections
Proposal: County matters application 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 - PL/0040/23
Location: Land South of North Kelsey Road, Caistor
15. To review the planning applications received and agree a response
 - a) Application Number: 146986
Proposal: Planning application to replace 4no. windows to front elevation.
Location: 1, Bobs Lane, Caistor, LN7 6UD



- b) Application Number: 147080
Proposal: Prior approval change of use from commercial, business and service to 1no. dwellinghouse.
Location: 12, South Street, Caistor,
- 16. Date of next meeting



Accounting Statements

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/07/2023

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: 9254.02 **Budget:** 26520.00 **Variation:** 17265.98 / -65.11

KH employee from 1.6.23

PAYE & NI

Actual Total: 3490.61 **Budget:** 2400.00 **Variation:** -1090.61 / 45.44

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: 2807.58 **Budget:** 150.00 **Variation:** -2657.58 / 1771.72

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: 2507.49 **Budget:** 2499.96 **Variation:** -7.53 / .3

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: 1209.81 **Budget:** 0.00 **Variation:** -1209.81 / 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 31/07/2023

End of year forecast auto calculated based on actual year to date averaged over 4 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	109886	109886	0	0	109886
140	Cemetery Income	1230	3000	-1770	-59	3000
120	Allotment Income	45	420	-375	-89	420
130	Market Rents	865	3000	-2135	-71	3000
150	Caistor Sports & Social Club	752	2412	-1660	-69	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	2808	150	-2658	1772	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
	Income: General Totals	121888	124303	-14932	-2	132288
	Income Totals	121888	124303	-14932	-2	132288

Expenditure

Expense: General

500	Salaries	9254	26520	17266	-65	37520
503	PAYE & NI	3491	2400	-1091	45	9191
501	Staff Travel & Benefits	44	100	56	-56	100
502	Contractors	3888	15000	11112	-74	4000
509	Other Staff Expenses	0	100	100	-100	100
520	General Office	190	1000	810	-81	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	130	390	260	-67	390
580	Election	190	0	-190	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	5400	7400	2000	-27	7400
591	Public Rights of Way	0	0	0	100	0
592	Parks	0	3000	3000	-100	3000
593	Sportsground	1300	4000	2700	-68	4000
594	Cemeteries/Church	1508	4500	2992	-66	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	271	930	659	-71	930
700	Electricity - Market Place LN7 6TU	38	260	222	-85	260
701	Electricity - South Street Park	143	600	457	-76	600
702	Electricity - Market Place LN7 6TL	0	150	150	-100	150
703	Electricity - Sports Ground	161	600	439	-73	600
720	Water: Sports Ground	41	300	259	-86	300
721	Water: Cemetery	14	50	36	-71	50



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/07/2023

End of year forecast auto calculated based on actual year to date averaged over 4 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance		EOY Forecast
				£	%	
722	Water: Allotments	16	75	59	-78	75
765	Play Park Refurbishment	997	1000	3	-0	2500
597	Caistor Sports & Social Club	0	1000	1000	-100	1000
522	Town Hall	171	1000	829	-83	1000
582	Civic	0	500	500	-100	500
601	Equipment	304	750	446	-59	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	2507	2500	-8	0	2500
767	Old fire station	2400	2400	0	0	2400
764	Kings coronation	2000	2000	0	0	2000
768	Office laptop	599	500	-99	20	500
504	Pension payments	1210	0	-1210	100	5000
Expense: General Totals		49900	106360	56460	-53	121651
Expenditure Totals		49900	106360	56460	-53	121651



Budget Report - Income

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/07/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept	0	93900	109886	109886	0	0	0	109886	0	0.00
Cemetery Income	6565	3100	3000	1170	1560	0	0	2730	-270	-9.00
Allotment Income	625	350	420	45	0	0	0	45	-375	-89.29
Market Rents	2837	1000	3000	355	515	0	0	870	-2130	-70.99
Caistor Sports & Social Club	1563	312	2412	577	350	0	0	927	-1485	-61.57
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	189	0	0	2808	-2658	?
Town Hall			520	0	0	0	0	0	-520	?
Magazine Advertising			1000	0	0	0	0	0	-1000	?
CIL income			0	1555	0	0	0	1555	1555	100.00
Income: General	Total		124303	120953	2615	0	0	123568	-13252	-1
	Total		124303	120953	2615	0	0	123568	-13252	-1



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/07/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries	19285	27800	26520	6340	2914	0	0	9254	17266	-65
PAYE & NI	628	2600	2400	2298	1193	0	0	3491	-1091	45
Staff Travel & Benefits	0	0	100	8	35	0	0	44	56	-56
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	68	0	0	190	810	-81
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	130	0	0	130	260	-67
Election	0	0	0	0	190	0	0	190	-190	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	900	0	0	5400	2000	-27
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	400	0	0	1300	2700	-68
Cemeteries/Church	1395	2000	4500	1470	38	0	0	1508	2992	-66
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	73	0	0	271	659	-71
Electricity - Market Place LN7 6TU	113	50	260	25	25	0	0	50	210	-81
Electricity - South Street Park	170	0	600	61	114	0	0	175	425	-71
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	50	0	0	184	416	-69
	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	997	0	0	997	3	-0
Caistor Sports & Social Club	2533	3500	1000	0	0	0	0	0	1000	-100
Town Hall	39	2500	1000	149	22	0	0	171	829	-83
Civic	0	500	500	0	0	0	0	0	500	-100
Equipment	3083	500	750	222	82	0	0	304	446	-59
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	7	0	0	2507	-8	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	599	0	0	599	-99	20



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/07/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Expense: General Total			106360	41674	8294	0	0	49967	56393	-53
Total			106360	41674	8294	0	0	49967	56393	-53	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/07/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries	19285	27800	26520	6340	2914	0	0	9254	17266	-65
PAYE & NI	628	2600	2400	2298	1193	0	0	3491	-1091	45
Staff Travel & Benefits	0	0	100	8	35	0	0	44	56	-56
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	68	0	0	190	810	-81
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	130	0	0	130	260	-67
Election	0	0	0	0	190	0	0	190	-190	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	900	0	0	5400	2000	-27
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	400	0	0	1300	2700	-68
Cemeteries/Church	1395	2000	4500	1470	38	0	0	1508	2992	-66
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	73	0	0	271	659	-71
Electricity - Market Place LN7 6TU	113	50	260	25	25	0	0	50	210	-81
Electricity - South Street Park	170	0	600	61	114	0	0	175	425	-71
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	50	0	0	184	416	-69
	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	997	0	0	997	3	-0
Caistor Sports & Social Club	2533	3500	1000	0	0	0	0	0	1000	-100
Town Hall	39	2500	1000	149	22	0	0	171	829	-83
Civic	0	500	500	0	0	0	0	0	500	-100
Equipment	3083	500	750	222	82	0	0	304	446	-59
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	7	0	0	2507	-8	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	599	0	0	599	-99	20



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/07/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Expense: General Total			106360	41674	8294	0	0	49967	56393	-53
Total			106360	41674	8294	0	0	49967	56393	-53	



Bank Reconciliation

Balances as per bank statements as at 31/07/2023

Natwest Current Account	10924.80	173172.04
Natwest Business Reserve Account	161962.84	
Equals Card	284.40	

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

There are no unrepresented payments or receipts

UnPresented Receipts & Payments

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

<u>Receipts in current year</u>
121698.43

<u>Payments in current year</u>
49900.39

<u>VAT Outstanding</u>
2617.42

<u>Unallocated Cash</u>
Sales
Purchase

Nett balance as at 31/07/2023	173172.04
Cash Book Closing Balance	173172.04

<u>General Reserves</u>	50000.00	
<u>Earmarked Reserves</u>		
Subcontracting for	13750.00	Computer 0.00
Elections (2022)	3850.00	Play area 4000.00
Parks equipment	3000.00	Parking 1500.00
South Street Park	500.00	Water (South St) 2250.00
Market Place trading	500.00	Water at Market Place 2250.00
Market Place layout	1000.00	Cemetery 0.00
Sports Field fencing	1500.00	New Cemetery 11250.00
Sports ground toilet	2000.00	Church Ground Trees 1500.00
Sports and Social	5500.00	Handyman Equipment 2000.00
Other buildings	1500.00	
Town Hall	5000.00	2022 balance from ER 1943.00
Fire Station	0.00	
Cornhill Resurfacing	1500.00	
Tree Maint - Sports	2000.00	Cash Reserves 53379.04
Tree Maint - Parks	1500.00	



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
10/07/2023	1119	Tamar Telecom	Bank Payment: Telephone & Broadband	1.05	6.29	<input type="checkbox"/>	<input type="checkbox"/>
11/07/2023	1120	Caistor Town Hall	Hire of arts centre June	0.00	44.00	<input type="checkbox"/>	<input type="checkbox"/>
12/07/2023	1121	Vista Print	Bank Payment: General Office	3.62	21.69	<input type="checkbox"/>	<input type="checkbox"/>
12/07/2023	1122	B&Q	Bank Payment: Equipment paint and brushes to cover graffiti	0.00	57.00	<input type="checkbox"/>	<input type="checkbox"/>
13/07/2023	1123	Zurich Municipal Insurance	Insurance renewal 1.9.23 - 31.8.24. Policy YII -2720438353	0.00	3526.09	<input type="checkbox"/>	<input type="checkbox"/>
24/07/2023	1136	LTL Landscaping	Sports ground fence and play area repairs (cost of parts only - no charge for labour)	27.59	165.53	<input type="checkbox"/>	<input type="checkbox"/>
18/07/2023	1137	DIP play	Bank Payment: Play Park Refurbishment	22.81	136.91	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2023	1138	BT	Bank Payment: Telephone & Broadband	8.83	52.98	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2023	1139	[REDACTED]	[REDACTED]	0.00	1915.99	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2023	1140	[REDACTED]	[REDACTED]	0.00	998.11	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2023	1141	HMRC	Bank Payment: PAYE & NI	0.00	1192.86	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2023	1142	NEST	Bank Payment: Pension payments	0.00	454.96	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2023	1143	Caistor Farm & Garden Machinery	Strim cord, oil and parts	11.64	69.86	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2023	1144	Equals Money PLC	Card fee for new account	2.00	12.00	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2023	1145	E-Quip (Rasen) Ltd	PPE for Estates Operative	32.36	295.79	<input type="checkbox"/>	<input type="checkbox"/>
25/07/2023	1146	E-Quip (Rasen) Ltd	Shakles, rope grip and padlock (estates)	6.48	38.86	<input type="checkbox"/>	<input type="checkbox"/>
26/07/2023	1147	Dell Technologies	Bank Payment: Office laptop	99.83	598.99	<input type="checkbox"/>	<input type="checkbox"/>
27/07/2023	1148	PKF Littlejohn	External audit and assurance review of AGAR for year ending 31.3.23	84.00	504.00	<input type="checkbox"/>	<input type="checkbox"/>
28/07/2023	1149	Jake Garden Care (Dyne Group)		180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
31/07/2023	1150	Three Mobile	Bank Payment: Telephone & Broadband	3.00	18.00	<input type="checkbox"/>	<input type="checkbox"/>
01/08/2023	1151	Carl Thomas	Reimbursement of Office 365 subscription automatically debited to CT debit card	0.00	79.99	<input type="checkbox"/>	<input type="checkbox"/>
31/07/2023	1152	[REDACTED]	[REDACTED]		11.20	<input type="checkbox"/>	<input type="checkbox"/>
03/08/2023	1153	C R Hansard Ltd	Fuel for equipment	2.26	13.57	<input type="checkbox"/>	<input type="checkbox"/>
03/08/2023	1154	Mike Gilliatt Garden Maintenance	Churchyard and congregational grass cutting (cuts 8,9,10 and 11)	0.00	840.00	<input type="checkbox"/>	<input type="checkbox"/>
02/08/2023	1155	Opus Energy	Bank Payment: Electricity - Sports Ground	1.09	22.90	<input type="checkbox"/>	<input type="checkbox"/>
02/08/2023	1156	Opus Energy	Bank Payment: Electricity - South Street Park	1.53	32.13	<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
02/08/2023	1157	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	0.57	11.89 <input type="checkbox"/> <input type="checkbox"/>
03/08/2023	1158	[REDACTED]			14.00 <input type="checkbox"/> <input type="checkbox"/>
03/08/2023	1159	[REDACTED]			40.00 <input type="checkbox"/> <input type="checkbox"/>
TOTAL:					12255.59

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Report from County Cllr Smith – 3.8.23

I am away on holiday so I will have to give my apologies, my report would be as follows

Firstly I would like to thank Angela and her husband for taking the time to do the walk about with me.

I have form that made numerous reports on Fix my street (FMS) and any I could not make on there due to location have been reported to officers.

I am away on the reports regarding Hersey road as I saw form the works undertaken last week the working gangs spent a sizable amount of time on.

Navigation lane re potholes and I am sure in due course they will be in situ to address these as well (the issue is long standing regarding what causes them).

As cllrs will know there is no easy fix for this. All issues previously raised with me have been reported either through FMS or directly to officers the exception being Canada lane as this has much more substantial works planned some of which will start during this summer holiday period. These works are the first step to a two phase program.

Should any LCC issue be raised please do send them to me and I shall do my best to get them resolved. Apologies I have missed the last two meetings over the last two months. I will be back to normal after August as I am not away after this time away.

I am of course more than happy to meet cllrs and yourself outside of normal meetings to discuss any issues and get things resolved.

Report from Neighbourhood Policing Team 3.8.23

There have been reports of ASB in the Plough Hill area of the town of which we have been working with WLDC to resolve since earlier this year. This is an ongoing project and we encourage any reports of issues via our 101 line.

The Caistor and Market Rasen area have sadly experienced a number of rogue traders recently. For every report that has been made, officers have attended and removed the tradesmen from site, this has now totalled 6. We are working with Trading Standards regarding any further investigations and have, of course, safeguarded those involved. Police patrols have been ongoing and the influx appears to have subsided for the moment, however again, please ring 101 if you are suspicious that workmen are at a vulnerable persons address. We would rather check and it all be ok – than not!



Minutes of the Personnel and Finance Committee meeting held at 7.00pm at the Arts & Heritage Centre on 25 July 2023

Present: Cllr J. Bowman (Chair), Cllr R. Lyus, Cllr M. Galligan, Cllr J. Cox, Cllr L. Milner,
In Attendance: Cllr S. Davey, Cllr S. Hodson, Michelle Moss (Clerk), Cllr A. Clark,
Members of public present: 0

1 To elect a chairperson for the committee - Ref: 2135

Cllr Bowman was nominated to stand as Chair of the personnel and finance committee and following a unanimous vote was duly elected.

Proposed: Cllr M. Galligan Seconder: Cllr L. Milner All in favour

2 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2136

None.

3 To receive apologies and reasons for absence - Ref: 2137

None.

4 Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 2138

An issue was raised about the council not being properly in touch with residents, that there is a lack of consultation regarding priorities, residents have issues and concerns regarding maintenance, litter and bins, size of grants given without consultation and lack of consultation regarding the proposed loan for 2-4 Market Place. It was suggested that the council should find better ways to connect with residents.

It was agreed that this was a matter for full council and that an agenda item should be added to a future meeting to discuss this.

5 To review and approve the draft minutes from Employment committee meeting 7th March 2023 and Finance Committee 16th March 2023 - Ref: 2139

It was noted that the committee structure and some members had changed since the meetings were held, but agreed that the draft minutes were an accurate reflection of the meetings.

RESOLVED to approve the minutes from Employment committee meeting 7th March 2023 and Finance Committee 16th March 2023 and accept as a true record of the meetings.

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

6 To review the projected spend against budget forecast including any variances and make appropriate recommendations to full council - Ref: 2140

It was noted that there will be a significant variance to staff costs/contractors due to the change in employment status of the contractor. It was noted that there is £3850 in reserves for election costs, and agreed it should remain in place due to the possibility of a contested election. All other significant variances relate to conscious/approved expenditure and no recommendations to full council are required at this time.

The committee was also presented with a bank reconciliation and account balances for review and approval. RESOLVED to accept the bank reconciliation as a true and accurate record.

Proposed: Cllr M. Galligan Seconder: Cllr R. Lyus All in favour

7 To review the issue raised by the external auditor regarding the asset register and agree any next steps - Ref: 2141

It was noted that both the internal and external auditors had raised issues with the asset register and that on review the asset figures submitted in previous audits did not accurately reflect the true value of assets held by the council. The clerk and estates committee have been working on ensuring the asset register is fully up to date and accurate and the revised register will be included for review at the next P&F committee meeting. The external auditor has been briefed on the issue and is in the process of completing their final report for full council. It was agreed that no additional action is required at this time.

Signature:



8 To agree the appointment of the internal auditor and the month for the interim audit for 2023/24 - Ref: 2142

RESOLVED to appoint Andy Hopkins to undertake an interim internal audit in October.

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

9 To consider projects, wish lists and must do's for 24/25 and beyond and agree next steps - Ref: 2143

It was noted that all councillors should be asked for their views on projects/work for 24/25, the requests should be appraised and prioritised by full council after which they should be brought to P&F committee to include in the budget.

RESOLVED to include an agenda item at the next full council meeting to discuss projects and priorities.

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

10 To review the current workload of the town clerk and make any recommendations to full council - Ref: 2144

The clerk had shared an updated task status list and noted that there are still many mandatory jobs which are outstanding and are not being actioned due to the high workload. It was noted that previous clerks had been employed on a full time basis, but the clerk does not wish to work full time. Following a lengthy discussion it was RESOLVED to propose to full council to consider employing an assistant and budgeting for this from 24/25 and to look at what current activities can be outsourced, e.g. payroll.

Clerk to propose a job outline for the role.

RESOLVED to propose to full council that the council don't hold a meeting in August.

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

11 To acknowledge the end of the probationary period of the town clerk and agree a review process - Ref: 2145

It was noted that the clerk has now been in post for just over 6 months, and that the probationary review date has passed.

RESOLVED that Cllrs Bowman and Milner will complete a 6 month review with the clerk to share 2 way feedback.

Proposed: Cllr R. Lyus Seconder: Cllr M. Galligan All in favour

12 Review staff holiday requests and requirements for cover - Ref: 2146

Holiday requests were noted and approved.

The clerk is on annual leave for the CTC meeting in September and it was agreed that a councillor would take the minutes of that meeting.

It was agreed to ask WLDC to cover the bin emptying on the days the Estates operative is on annual leave and councillors will organise other critical tasks themselves.

13 To agree the date and any agenda items for the next meeting - Ref: 2147

The next scheduled meeting is scheduled for 28th November, but it was noted that an interim meeting may be required to discuss the budget for 24/25 before this meeting.

Meeting closed at 8:49pm

Signature:

Page



Examples of visions and missions from other towns

Market Rasen - Our Vision

Our Vision for a strong and vibrant community is organised around the following Strategic Priorities:

1. Environment and Heritage - Making Market Rasen an attractive place to live, work in and visit.
2. Health and Wellbeing - Addressing poor health outcomes and social vulnerability. Engage with our community in all its diversity.
3. Leisure and Culture - Giving people of all ages in Market Rasen a wide choice of music, entertainment, theatre and live events.
4. Development and Economy - Ensuring Market Rasen develops the housing, business and commercial capacity for its future growth; helping to address skills deficits.
5. Transport and Access – Influencing responsible bodies and transport providers to deliver a good quality and affordable service for residents and businesses

Gainsborough Town Council Vision and Mission Statement

We strive to create a place, where everyone, whatever their background, can feel safe, and empowered and enabled to contribute to the community.

We aim to create a place that allows people to develop a sense of pride and belonging.

Our mission is to achieve this by:

- Developing the cultural and economic well-being of the town
- Working in partnership with other agencies in developing services to meet local needs for the benefit of the community.
- Celebrating and promoting the cultural and historical heritage of our area.
- Making sound financial decisions based on best practice.
- Valuing and developing our own workforce.

Horncastle Town Council

Mission Statement

The Council will continue to improve the quality of life for people living in Horncastle and enhance the attractiveness of the town as a place in which to live, work, visit and invest.

Corporate Objectives

- a) To provide a strong and independent voice for Horncastle
 - b) To preserve and enhance the traditions, character and identity of the town
 - c) To promote Horncastle as a clean, safe, welcoming and prosperous town for all
 - d) To provide high standard and cost effective services
 - e) To work in partnership with others to achieve more for Horncastle
-

Mablethorpe

This strategy document sets out the Council's core activities and values. It is intended to guide council action and decision making, particularly where difficult choices are involved. This is not just a one-off statement, but an ongoing commitment to deliver

OBJECTIVES:

1. To represent the views of the electorate of this Council at all other Authorities and outside bodies.
2. To work to provide local services for the benefit of the local environment and population.
3. To manage local assets to ensure these are maintained to the highest possible standard.
4. To instil civic pride in the town and to take the lead in Civic Events, involving organisations in the town.
5. To work within its power to improve the quality of the area
6. To openly engage with schemes to regenerate the area.

In order to achieve these objectives the Council will:

- a) engage with local businesses and voluntary groups
- b) engage with outside bodies as appropriate

Project Proposal Document



Project title	
Proposed by	
Date	
<u>What the need/issue is</u>	
<u>What is the proposed solution</u>	
<u>What are the benefits to Caistor</u>	
<u>Cost estimate</u>	
<u>Resource estimate</u>	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Project title	Cemetery Records
Proposed by	Michelle Moss
Date	01/08/2023
<p><u>What the need/issue is</u></p> <p>Caistor cemetery records are currently paper records, with many inconsistencies and inaccuracies. The only electronic record is an excel spreadsheet which documents the layout of the cemetery and has names against grave plots; no dates of death, or dates of interment are recorded on the spreadsheet; it doesn't record whether the plots are occupied, reserved, double depth; some of the data is incorrect.</p> <p>Exclusive rights of burial records are paper based only and not cross checked to the grave spreadsheet.</p> <p>There is no accurate way to see which graves are vacant and which can be sold. Memorial data is almost non-existent, as memorial masons have not historically asked CTC permission to install memorials, and no</p> <p>There have been issues raised previously with plots being sold twice, burials taking place in the wrong plot etc.</p> <p>It is a legal requirement to have accurate burial records in place.</p> <p>The current clerk does not have the capacity to take on such a large project.</p>	
<p><u>What is the proposed solution</u></p> <p>Recruit a qualified resource to digitize the cemetery records using an industry standard cemetery management package - statutory registers, maps, accounts, letters and forms will be securely stored in a cloud-based, cemetery management solution.</p> <p>The resource will map out the cemetery, create one record for each plot with the required burial data, memorial data, mapping technology.</p>	
<p><u>What are the benefits to Caistor</u></p> <p>The cemetery records will meet the legal requirements, be accurate, usable, and ensure that burial mistakes are minimized.</p> <p>The records will be available online, via the website for use by memorial masons, funeral directors, residents and geneologists etc.</p> <p>The vacant/usable capacity of the cemetery will be established.</p>	
<p><u>Cost estimate</u></p> <p>Resource – 6 months fixed contract (initially) 1 day per week - £2800</p> <p>Office consumables (desk, PC/laptop) - £500</p> <p>Epitath Edge cemetery management system - Set up £500</p> <p>- Annual cost £300</p> <p>Cemetery mapping system - Set up £1500 - 2000</p> <p>- Annual cost £100</p> <p>Total initial cost - £5,700 - £6,200 (incl 1st year annual costs)</p> <p>Ongoing annual costs - £400</p>	
<p><u>Resource estimate</u></p> <p>Qualified and experienced resource, 1 day per week, 6-month contract – iro £3000. (cost of resource included above in cost estimate).</p> <p>A recently retired and fully qualified clerk (Spilsby) has offered their support with this project.</p>	
Date of review	
Outcome of review	Support / Reject / Defer

Anti social behaviour at Sports Field Carpark

Summary - Resident attended CTC meeting 13th July and raised concerns/issues as a follow up to emails as below. CTC agreed to add the item for discussion at the next full council meeting.

Tue, 11 Jul, 08:46

Hi

Yet again last night at 2am cars were wheel spinning in the car park playing loud music and shouting, beeping horns etc.

There is no point in ringing the police as they never come out.

There needs to be a gate fitted on the car park and locked at night as previously requested.

As this is happening far too often now myself and other residents are going to take matters into our own hands, Enough is Enough.

Redacted

On Thu, 6 Jul 2023 at 21:29, Redacted wrote:

Hi

As you are no doubt aware yet another violation in the car park, When are you going to do something about this, After all the car park is council owned.

The hooligans are making the residents life a misery.

Redacted.

On Wed, 1 Mar 2023 at 18:12, Redacted wrote:

Good afternoon

I am sending this email to complain about the nightly joyriders who congregate in the car park every evening until the early hours, wheel spinning, revving engines and making a hell of a nuisance.

I live right next to the car park and to be honest enough is enough and something needs to be done about it.

I have had my summer house windows smashed with stones being thrown over the hedge, I have had my tyres slashed also and it's all from the hooligans who hang around in the car park at night.

Please could you report back at your earliest convenience with suggestions as to what you are going to do about this.

The police have been called many times with nothing being done.

Regards

Redacted

Pigeon Prevention Measures at the parks



CAISTOR TOWN COUNCIL – PUBLICATION SCHEME

This publication scheme has been prepared and approved by the Information Commissioner for use by parish/town councils.

This publication scheme commits Caistor Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Caistor Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. (*The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act*)

Classes of information

- Who we are and what we do
- Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing
- Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions
- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures
- Current written protocols for delivering our functions and responsibilities.
- Lists and registers
- Information held in registers required by law and other lists and registers relating to the functions of the authority.
- The services we offer
- Advice and guidance, booklets and leaflets, transactions and media releases.
- A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

CAISTOR TOWN COUNCIL – PUBLICATION SCHEME

The method by which information published under this scheme will be made available

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on their website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required.

Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges and fees

Charges may be made for information subject to a charging regime specified by Parliament.

Charges will be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Requests for information should be made to the Parish Clerk by email clerk.caistortc@gmail.com or in writing by post to Caistor Town Council, Michelle Moss, Town Clerk, Caistor Town Hall, 14 high St, Caistor, Lincs, LN7 6TX

CAISTOR TOWN COUNCIL – PUBLICATION SCHEME

Charges

You can use our website to obtain information for no charge by us.

If there is something missing that we can still provide online we will update the website so you can access it.

Some documents and information can only be provided in electronic format but not on the website. We may have to purchase a storage device, packaging and post it to you (if applicable) so there may be costs incurred which you will be advised about to decide if you wish to proceed.

If we can only provide information or documents to you in a hard copy format we will advise you of the expected costs before we can provide the information. Typical photocopying/printing costs are estimated to be 10p per A4 sheet per side for black and white, 20p per A4 sheet per side for colour copies. A3 copying and printing is not available. Postage and packaging (if applicable) will also be charged at cost.

Information to be published	How the information can be obtained
<p>Class1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Website and/or Hard Copy
Who's who on the Council and its Committees	Website/Hard Copy
Contact details for Parish Clerk and email for Council members	Website/Hard Copy
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Website/ Hard Copy
Annual return form and report by auditor	Website/Hard Copy
Finalised budget	Website/Hard Copy
Precept	Website/Hard Copy
Borrowing Approval letter	Hard Copy (if applicable)
Financial Standing Orders and Regulations	Website/Hard copy
Grants given and received	Website/Hard Copy
List of current contracts awarded and value of contract	Website/Hard Copy
Members' allowances and expenses	Currently none claimed
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Website and/or Hard Copy
Parish Plan (current and previous year as a minimum)	Website/Hard Copy
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/Hard copy

CAISTOR TOWN COUNCIL – PUBLICATION SCHEME

Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Website and/or Hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard Copy
Agendas of meetings (as above)	Website/Hard Copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	These are shown on East Lindsey District Council website.
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Website/Hard Copy
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of Parish Clerk • Code of Conduct 	<p>Website/Hard Copy</p> <p>Website/Hard Copy</p> <p>Website/Hard copy</p> <p>Website/Hard Copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaint procedures (including those covering requests for information and operating the publication scheme) 	<p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Website/Hard Copy</p> <p>Website/Hard Copy</p>
Data protection policies	Website/Hard Copy
Class 6 – Lists and Registers	Hard copy

CAISTOR TOWN COUNCIL – PUBLICATION SCHEME

Currently maintained lists and registers only	Some information may only be available by Inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy
Assets Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A
Register of members' interests	The Register is held by West Lindsey District Council and entries for Parish Councillors are shown on the website.
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer	Hard copy
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Some information may only be available by Inspection
Any other Additional Information	Upon request by hard copy if available

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Freedom of Information Request	An additional charge may be made if the cost to the Town Council for retrieval and collation is unreasonable.	

COMPLAINTS PROCEDURE

The Council would normally expect the Clerk to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Clerk. If the information is not available you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details of this procedure from the parish council's website or the Clerk.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate this matter further.



Public Tracking Report

2-4 Market Place	Ref: 15589	Created: 22/06/2023
Cemetery Gates and Railings	Ref: 20701	Created: 16/08/2022
South Street park Trim trail repair	Ref: 22059	Created: 21/03/2023
Town Hall - leaking gutter and damp from leaking roof March/April 2023	Ref: 22063	Created: 22/03/2023
Play area repair moderate risk items	Ref: 22066	Created: 23/03/2023

Resident requesting speed limit reduction on A46

REDACTED

17 Jul 2023, 18:01
(8 days ago)

to me

Dear Michelle

I am writing to appeal to you to put in a request for a lower speed limit on the A46 between Nettleton and Caistor. Travelling from the West the speed limit on this road through Nettleton is 40 then it increases to 50 as it approaches Caistor which makes little sense as this is the most dangerous stretch of the A46 road with many houses with driveways directly onto this road and several very difficult and unsighted junctions into the town of Caistor causing large changes in speed where cars are waiting to turn right.

As I'm sure you will be aware, there have been many serious accidents on this short stretch of road the most recent being on the 11th July 2023 at the junction into Caistor at the bottom of the hill which is on a blind bend.

In view of the recent reduction from Moortown to Market Rasen and reduction on the Brigg road out of Caistor it would be very important and seem only sensible to also reduce the speed to 40 mph on this stretch of the road

Please can I also add that there are in fact 17 properties on the short stretch of road between Nettleton and the first junction into Caistor.

I have contacted the Highways department at West Lindsey District Council and they informed me that the request would need to be from the local council.

Please let me know your thoughts.

Many thanks

Resident requesting builder access via South St Park



Good afternoon,

Thank you for getting back to me so promptly regarding the access to my garden from South Street park. I am afraid there is no other option but through the park. The way the house was built was not given enough access to the garden from the front or sides & because of this we have not been able to build a patio in front of the house & conservatory for a number of years. The work will take one week, one set of fence panels to be taken down, replaced when finished & of course any thing else that needs attention. I help Michael from Caistor in Bloom from time to time, I also work as a volunteer for the Arts & Heritage Center in the cafe & I do the garden, plant pots & winter mangers hanging outside so you can rely on me to leave the park looking good afterwards.

Best regards,

REDACTED

On 1 Aug 2023, at 12:02, Caistor Town Council <clerk.caistortc@gmail.com> wrote:

Hi Vanessa,

Thanks for your email. To manage your expectation, it is not something which we would usually grant permission for, however I will ask the council at the next meeting about the possibility of you gaining access to your garden through South St Park. It would be useful to know what other options have been considered, why this is the only option, how much of the perimeter fencing you are proposing to remove, how long it will be exposed, when it will be replaced and made good.

The meeting is on 10th August, but I would suggest exploring alternative options with your builder in the meantime.

Kind regards

Michelle

----- Forwarded message -----

From: Subject: Good morning

To: <

Resident requesting builder access via South St Park

I have a question concerning access to my back garden. Builders would like to start work on my patio on the 14th of this month, but they can only gain access through the park on South Street I live on Wold View facing the park. A small digger & materials would be brought in this way if you could please grant permission.

Best regards,
REDACTED.