



You are hereby summoned to attend the meeting of Personnel and Finance Committee which will be held on Tuesday 31 October 2023 commencing at 7.00 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
24/10/2023

AGENDA

1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each
4. To review and approve the draft minutes from 25th July 2023 meeting
5. To receive the bank reconciliation
6. To review the projected spend against budget forecast and make appropriate recommendations to full council
7. To review the reserves policy and make appropriate recommendation to full council
8. To receive and approve the updated CTC Asset register
9. To review the draft budget for 2024/25 and make appropriate recommendations for consideration by full council
10. To receive the updated employee leave sheets and agree any action
11. To resolve to go into closed session for the remainder of the meeting
12. To receive the Clerks 6 month probationary period review



Bank Reconciliation

Balances as per bank statements as at 23/10/2023

Natwest Current Account	15152.11	158068.52
Natwest Business Reserve Account	142513.15	
Equals Card	403.26	

Date	Invoice Ref	Type	Description	Credit	Debit
There are no unrepresented payments or receipts					
Opening Balances As At 01/04/2023			Receipts in current year		
Opening Balance Bank 1		2527.74		130267.85	
Opening Balance Bank 2		101463.68			
Opening Balance Bank 3		0.00			
Opening Balance Bank 4		0.00			
		103991.42			
			Payments in current year		
				74995.66	
			VAT Outstanding		
				1195.09	
			Unallocated Cash		
		Sales			
		Purchase			
UnPresented Receipts & Payments				Net balance as at 23/10/2023	158068.52
				Cash Book Closing Balance	158068.52
				General Reserves	50000.00
				Earmarked Reserves	
		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	6000.00
		Sports ground toilet	2000.00	Church Ground Trees	720.00
		Sports and Social	5500.00	Handyman Equipment	2000.00
		Other buildings	1500.00		
		Town Hall	0.00	2022 balance from ER	1943.00
		Fire Station	0.00		
		Cornhill Resurfacing	1500.00		
		Tree Maint - Sports	2000.00	Cash Reserves	49305.52
		Tree Maint - Parks	1500.00		



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:

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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:



Caistor Town Council

RESERVES POLICY

Caistor Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure. The Governance and Accountability for Smaller Authorities in England. A Practitioners Guide March 2023 section 5.30 advises all reserves should be reviewed and justified regularly (i.e. at least annually). ~~However, there is no specified minimum level of reserves that an authority should hold and it~~ is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types Of Reserves

Reserves can be categorised as earmarked or general.

Earmarked reserves must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and can be held for ~~can be held for several reasons:~~

- Renewals – to plan and finance an effective programme of new facilities and services, replacement and planned property and land maintenance. These reserves are a mechanism to smooth expenditure so that a sensible programme can be achieved without the need to vary budgets.
- Carry forward of underspend – where some expenditure to projects cannot be spent in the budget year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.

Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General reserves ~~are funds which do not have any restrictions as to their use. of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances~~ ~~These reserves can be used to smooth the~~

~~impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.~~

Earmarked Reserves

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

Any decision to set up a reserve must be given by the Council.

Expenditure from reserves can only be authorised by the Council.

Reserves should not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All earmarked reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held.

Reviewing the Council’s Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

~~The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. The level of general reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level.~~ The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of general reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Current Level Of Reserves

The level of financial reserves held by the council will be agreed by the council during the discussions held regarding the setting of the budget for the next financial year and year end accounting procedures.

The current level of general reserves to be held by the council is around 5040% of the ~~annual precepted figure, i.e. to cover six months expenditure~~ council's net revenue expenditure.



Asset register

Last Updated 13.07.2023

Details		Location	Fixed/ Mobile	Ref	Date purchased	Asset cost	Insurance Value If different	Date disposed	Asset cost (written off)	Notes
BUILDINGS	Town Hall	14 High St	F	1	U/K	888000				
	Old Fire Station	Horsemarket	F	2	U/K	20000				
	Sports Pavillian	Brigg Rd	F	3	U/K	300000				
	Storage Shed	Sports Ground	F	4	U/K	4000				
	Score Hut	Sports Ground	F	5	U/K	10000				
	Toilet Block	Town Hall Car Park, North St	F	6	U/K	5000				
	Shed	Cemetery	F	7	U/K	1000				
						1228000				
Land	Allotment Garden	N. Kelsey Rd	F	158	U/K	1				Put on map
	Cemetery	N. Kelsey Rd	F	159	U/K	1				Put on map
						2				
Investments	Shares in community building	2-4 Market Place			15/07/2022	10000				
EXTERNAL ASSETS	Gate and Handrail	Allotments	F	8		250				
	CCTV Camera 1	Sports Ground	F	9		1033				
	CCTV Camera 2	Sports Ground	F	10		1033				
	CCTV Camera 3	Sports Ground	F	11		1033				
	Gates and railings	Cemetery	F	12		1250				
	Defibrillator	Pavillion, Sports Ground	F	13		1200				
	Trailer (small)	Old Fire Station		14		100				
	Trailer (large)	Sports Ground store		15		2640				
	Ride on mower (43")	Cemetery		16	Apr-21	1800				Stiga Tornado. Purchase price previously incorrectly stated
	Spreader 1	Old Fire Station		17		100				
	Spreader 2	Old Fire Station		18		100				
	Hand Mower (16")	Cemetery store		19		460				Purchase price previously incorrectly stated
	Hand Mower (18")	Cemetery store		20		600				
	Seythe Mower - Lawnflyte BM87-35-	Cemetery store		163		0		29.08.2023	1449	Sold - £900
	Stihl Strimmer	Cemetery store		21		200				
	Hand tools and brushes	Cemetery store		22		60				
	Hedge Trimmer	Cemetery store		27		100				
	Tool Box	Cemetery store		28		50				
	Petrol Can x 3	Cemetery store		32		15				
	Strimmer Harness	Cemetery store		33		15				
	Generator	Sports Ground store		34		250				
	Leaf blower	Sports Ground store		35		50				
	Loppers	Sports Ground store		36		15				
	Gazebos x 16	Old Library		37		250				Donated by WLDC
	Tables x 16	Old Library		38		250				Donated by WLDC
	Market Signs	Just off bank Lane		39		440				
	Demountable Poles x 7	Market Place/ behind staff		40		1000				Now permanently fixed in Market Sq
5 Brooms	Old Fire Station	M	160	Feb-23	50				Put on map	
15 Hi vis Jerkins	Town hall office	M	161	Feb-23	100				Put on map	
COSHH cabinet	Sports Ground store	M	162	Jul-23	130				Put on map	
Stihl Long reach hedge trimmer	Cemetery store	M	163	Oct-23	620				Put on map	
						15194				
PLAYGROUND	Skate Park	Sports ground	F	41		20000				
PARKS	MUGA	Sports ground	F	42		15000				
	Outdoor gym	Sports ground	F	43		10000				
	Childrens Park	Sports ground	F	44		12000				
	Childrens Park	Millfields	F	45		4015				
	Childrens Park	South Street	F	46		6400				
Childrens Park	South Street	F	47		19000					

	Childrens Park	South Street	F	48		4000			
	Byelaws notice board	South Street park	F	49		250			
	Byelaws notice board	Sports field	F	50		250			
	Picnic table	South Street park	F	51		500			
	Gate & Railings	South Street park	F	52		1250			
	Byelaw notice boards	Millfields	F	53		250			
	Byelaw notice boards	CS&SC	F	54		250			
	Picnic tables	South Street park	F	55		375			
	Picnic tables	South Street park	F	56		375			
	Car park sign	Mill Lane	F	57		150			
	Car park sign	Sports ground	F	58		150			
	Kissing gate	Sports ground	F	59		250			
	Cast iron litter bin	South Street park	F	60		600			
						95065			
OFFICE	Lenovo Laptop	Town Hall Office	M	61		0	01/06/2023	500	Written off
INTERNAL ASSETS	Dell Screen	Town Hall Office	M	62		100			
	HP Printer	Town Hall Office	M	63		50			
	Fellow paper shredder	Town Hall Office	M	64		30			
	A4 Laminator	Town Hall Office	M	65		30			
	Filing cabinet	Town Hall Office	M	66		25			
	Filing cabinet	Town Hall Office	M	67		25			
	Wooden shelving unit	Town Hall Office	M	68		50			
	Wall safe	Town Hall Office	M	69		112			
	Key safe	Town Hall Office	M	70		15			
	Leaflet Racks	Town Hall Office	M	71		0	01/09/2023	16	Given to Arts & Heritage centre
	External Post box	Town Hall Office	M	72		20			
	Mobile phone	Town Hall Office	M	73		0	01/06/2023	50	Written off
	Brother Printer	Town Hall Office	M	74		0	01/06/2023	50	Written off
	Desk & Pedestal	Town Hall Office	M	75		310			
	Round table	Town Hall Office	M	76		0	01/08/2023	25	Written off
	A3 laminator	Town Hall Office	M	77	Dec-22	25			
	Desk chair	Town Hall Office	M	78		95			
	Desk chair (2)	Town Hall Office	M	79	Sep-23	25			
	Chair	Town Hall Office	M	80		0	01/08/2023	20	Written off
	Chair	Town Hall Office	M	81		0	01/08/2023	20	Written off
	Chair	Town Hall Office	M	82		20			
	Mayors chain/pendant	Mayors home	M	83		1841			
	Deputy Mayor chain/pendant	Deputy Mayors home	M	84		400			
	Mayoress's Insignia	Mayors home	M	85		490			
	Speed indicating device	N.K.R.	M	86		2434			
	Dell inspiron 15 laptop (black)	Town Hall Office	M		Sep-23	400			
	Dell inspiron 15 laptop (silver)	Town Hall Office	M		Jul-23	499			
						7016			
STREET FURNITURE	Bench	North Kelsey Road	F	87		300			
	Bench	Cemetery	F	88		300			
	Litter Bin	Cemetery	F	89		100			Map
	Litter Bin	Cemetery	F	90		100			Map
	Bench	Cricket Outfield	F	91		285			
	Bench	Cricket Outfield	F	92		285			
	Bench	Cricket Outfield	F	93		285			
	Bench	Cricket Outfield	F	94		285			
	Bench	Cricket Outfield	F	95		285			
	Bench	Cricket Ouytfield nr CS&SC	F	96		285			
	Bench	Cricket Ouytfield nr CS&SC	F	97		285			
	Rail & Gates	Cemetery	F	98		1000			
	Fencing (play equip)	Sports field	F	99		4000			
	Lincolnshire fencing	Sports field	F	100		1000			
	Wooden barrier fencing	Sports field/ Cricket	F	101		1050			Map
	Litter bins	Sports field/ Cricket	F	102		100			Map
	Litter bins	Sports field	F	103		100			Map
	Litter bins	Sports field	F	104		100			Map
	Litter bins	Sports field	F	105		100			Map
	Benches	Cricket Ouytfield nr CS&SC	F	106		357			
	Benches	Cricket Ouytfield nr CS&SC	F	107		357			
	Benches	Adj North Kelsey Rd/The Meadow	F	108		357			



Budget Forecast 2024/25 - Draft incl PWL

INCOME

Details	2023/24 EOY forecast	2024/25 Budget
Precept	109886	159961
Cemetery	4000	4000
Allotments	420	420
Market Rents	2314	3000
Caistor Sports & Social Club	2412	2412
WLDC Street Cleaning	2371	2490
Grass Cutting	1733	1700
Grants	6000	0
VAT Reclaimable	6843	4000
Town Hall	520	520
Magazine Advertising	0	0
CIL Income	1555	0
CDCT loan repayments	0	58000
Miscellaneous Income	5015	2000
	143069	238503

EXPENDITURE

Salaries	37500	35000
PAYE & NI	9181	13750
Pension payments	5000	5500
Staff Travel & Benefits	100	100
Contractors	3888	0
Other Staff Expenses	100	100
General Office	1000	1000
Hall Hire	500	500
Insurance	3526	3600
Audit	820	820
Subscriptions	535	685
Training	390	500
Election	190	0
Mayor Allowance	350	350
Professional fees	4000	500
Legal Fees	2500	500
Amenity and PROW grass	7400	4500
King Coronation	2000	0
Parks grass	3000	3200
Sportsground	8300	8300
Cemetery/Church	5500	12800
Allotments	3000	250
Market	250	250
Cemetery records management	2450	280
Church trees	800	1500
Community Events	1500	1000
Telephone & Broadband	930	800
Electricity-Market Place LN7 6TU	500	200
Electricity-South Street Park	750	600
Electricity-Market Place LN7 6TL	0	0
Electricity-Sports Ground	600	600
Water-Sports Ground	300	300
Water-Cemetery	70	50
Water-Allotments	100	100
Play Park Maintenance	2800	11000
Caistor Sports & Social Club	2000	10000
Town Hall	12500	2500
Civic	500	500
Estates Equipment	2000	3500
Grants & Donations	16000	5000
Market Place	1000	1000
Gritting & Snow Clearance	450	450
CCTV	1500	1500
Project: Town Hall car park	500	0
Office repair	2500	0
Old fire station	2400	0
Contingency	0	0
Office laptop	500	0
Grant to Caistor in Bloom		10000
Public works loan		58000
Christmas Lights		2000
Bins and Benches		3000
	151680	206085

Projected final bank balance as at 31/03/24 **99180**

	2023/24 Reserve	Movement in Funds	2024/25 Reserve
General Reserves (50%)	50000	16561	68695
Election	3850	0	3850
Parks Equipment	3000	4000	7000
South Street Park Millennium	500	0	500
Market Place Trading	500	0	500
Market Place Layout	1000	0	1000
Sports Field Fencing	1500	0	1500
Sports ground toilet refurbishment	2000	0	2000
Sports and Social Club	5500	0	5500
Other Buildings	1500	0	1500
Town Hall	0	5000	5000
Fire Station	0	1000	1000
Tree maintenance at sports field	2000	0	2000
Tree maintenance in parks	1500	0	1500
Play area improvements	4000	0	4000
Parking	1500	0	1500
Cornhill re-surfacing	1500	0	1500
Water at South Street park	2250	0	2250
Water at Market Place	2250	0	2250
Cemetery	0	1000	1000
New Cemetery	6000	0	6000
Church Ground Trees	720	0	720
Handyman Equipment	2000	0	2000
Subcontracting for grass, litter, bins etc	13750	-13750	0
Incase of loan default (build to £30000 over 3 years	0	10000	10000
Christmas lights (steel wires)	0	1000	1000
Total Reserves	106820	24811	133765

2024/25 Change in reserves

0	0
0	0
0	0
0	0
Negative balance from earmarked reserves (if applicable)	32418.3
	32418.3

2024/25 Forecast Income	238503
2024/25 Forecast Expenditure	206085
2024/25 Change in reserves	32418.3

2023/24 Precept 109886
2024/25 Precept 159961 45.57% Increase



Budget Forecast 2024/25 - Draft

INCOME

Details	2023/24 EOY forecast	2024/25 Budget
Precept	109886	129933
Cemetery	4000	4000
Allotments	420	420
Market Rents	2314	3000
Caistor Sports & Social Club	2412	2412
WLDC Street Cleaning	2371	2490
Grass Cutting	1733	1700
Grants	6000	0
VAT Reclaimable	6843	4000
Town Hall	520	520
Magazine Advertising	0	0
CIL Income	1555	0
I2		
Miscellaneous Income	5015	2000
	143069	150475

EXPENDITURE

Salaries	37500	35000
PAYE & NI	9181	13750
Pension payments	5000	5500
Staff Travel & Benefits	100	100
Contractors	3888	0
Other Staff Expenses	100	100
General Office	1000	1000
Hall Hire	500	500
Insurance	3526	3600
Audit	820	820
Subscriptions	535	685
Training	390	500
Election	190	0
Mayor Allowance	350	350
Professional fees	500	500
Legal Fees	2500	500
Amenity and PROW grass	7400	4500
King Coronation	2000	0
Parks grass	3000	3200
Sportsground	8300	8300
Cemetery/Church	5500	12800
Allotments	3000	250
Market	250	250
Cemetery records management	2450	280
Church trees	800	1500
Community Events	1500	1000
Telephone & Broadband	930	800
Electricity-Market Place LN7 6TU	500	200
Electricity-South Street Park	750	600
Electricity-Market Place LN7 6TL	0	0
Electricity-Sports Ground	600	600
Water-Sports Ground	300	300
Water-Cemetery	70	50
Water-Allotments	100	100
Play Park Maintenance	2800	11000
Caistor Sports & Social Club	2000	10000
Town Hall	12500	2500
Civic	500	500
Estates Equipment	2000	3500
Grants & Donations	16000	5000
Market Place	1000	1000
Gritting & Snow Clearance	450	450
CCTV	1500	1500
Project: Town Hall car park	500	0
Office repair	2500	0
Old fire station	2400	0
Contingency	0	0
Office laptop	500	0
Grant to Caistor in Bloom		10000
Christmas Lights		2000
Bins and benches		3000
	148180	148085

Projected final bank balance as at 31/03/24 **102680**

2023/24 Reserve	Movement in Funds	2024/25 Reserve
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General Reserves (50%) 50000 50000

Election	3850	0	3850
Parks Equipment	3000	4000	7000
South Street Park Millenium	500	0	500
Market Place Trading	500	0	500
Market Place Layout	1000	0	1000
Sports Field Fencing	1500	0	1500
Sports ground toilet refurbishment	2000	0	2000
Sports and Social Club	5500	0	5500
Other Buildings	1500	0	1500
Town Hall	0	5000	5000
Fire Station	0	1000	1000
Tree maintenance at sports field	2000	0	2000
Tree maintenance in parks	1500	0	1500
Play area improvements	4000	0	4000
Parking	1500	0	1500
Cornhill re-surfacing	1500	0	1500
Water at South Street park	2250	0	2250
Water at Market Place	2250	0	2250
Cemetery	0	1000	1000
New Cemetery	6000	0	6000
Church Ground Trees	720	0	720
Handyman Equipment	2000	0	2000
Subcontracting for grass, litter, bins etc	13750	-13750	0

Total reserves 106820 -2750 104070

2024/25 Project Expenses & Councillor Wishes

0	0
0	0
0	0
0	0
Negative balance from earmarked reserves (If applicable)	2390
	2390

2024/25 Forecast Income	150475
2024/25 Forecast Expenditure	148085
2024/25 Change in reserves	2390

2023/24 Precept 109886
2024/25 Precept **129933** **18.24% Increase**

Project Proposal Document



Caistor Town Council

Project title	New boiler for CS&SC
Proposed by	Estates committee
Date	Oct 2023
<u>What the need/issue is</u>	
<p>The current boiler is old and is starting to fail. Since the new changing rooms were built on the clubhouse the boiler has struggled to support the entire building. It does not have the correct capacity for the building and the radiators do not get warm in the bar area meaning the club has to use portable heaters to keep the room warm. The current boiler is a 24kh.</p>	
<u>What is the proposed solution</u>	
<p>Install a new boiler with a bigger capacity, 35kw.</p>	
<u>What are the benefits to Caistor</u>	
<p>CTC are the landlord for the CS&SC and have a duty to ensure that the fixtures and fittings are in working order and are suitable/fit for purpose. So the benefits can only really be quantified in terms of CTC are meeting the obligations of our lease agreement with CS&SC.</p>	
<u>Cost estimate</u>	
<p>£5000 - £8000</p>	
<u>Resource estimate</u>	
<p>Minimal CTC resource impact</p>	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Caistor Town Council

Project title	CEMETERY BENCH X2
Proposed by	J. HODSON,
Date	02/10/23.
<u>What the need/issue is</u>	Replacement bench Required for the Cemetery, old one was removed as Rotten.
<u>What is the proposed solution</u>	Buy new bench, Recycled Plastic Black. www.schoolfurniture-direct.co.uk , or 2 benches.
<u>What are the benefits to Caistor</u>	maintain seating within Cemetery.
<u>Cost estimate</u>	£500 to £600 - co. per bench. £1000-1200.
<u>Resource estimate</u>	→ Office - Very low. → Estates - Very low.
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Project title	Replacement of the Christmas lights around the Market Place
Proposed by	Jayne Bowman
Date	October 2023
<u>What the need/issue is</u> The current steel wires and LED lights are becoming worn. The steel wires are becoming frayed and will need replacing within the next 5 years. The LED bulbs are held in place by plastic sockets. These plastic bulb sockets are beginning to perish and last year the number of plastic sockets that have perished has grown. Gaps are becoming noticeable. The replacement bulbs are difficult and expensive to source as these are now obsolete. The plastic sockets are not replaceable and are obsolete. The LED lights need replacing over the next 2 years or so. The lights and their sockets are more than 15 years old, the plastic sockets now unreplaceable.	
<u>What is the proposed solution</u> Replace the LED lights with new by Christmas 2025. Replace the steel wires with new by Christmas 2027.	
<u>What are the benefits to Caistor</u> The lights around the Town Square are enjoyed by residents and visitors alike and form, alongside the tree, part of our traditional offering to the public as we celebrate Christmas.	
<u>Cost estimate</u> £2,000 for the lights and £3,000 for the steel wires. Suggest £1,000 annually is set aside as an earmarked reserve in preparation for this expenditure.	
<u>Resource estimate</u> Appropriately skilled volunteers from the town and our local community to resource and install. PAT testing transformer (if a transformer is needed).	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Caistor Town Council

Project title	Estates Operative Tools
Proposed by	Stewart Davey
Date	Oct 2023
<u>What the need/issue is</u>	
<p>Kim uses a lot of his own equipment for carrying out his duties around the town which is not fair seen as he is a employee of CTC. Also, the lack of IT means that he must manually write everything down and then submit to Michelle which increases her workload. Moving everything Electronic would speed up a lot of the paperwork. CTC does not have a mobile Pressure washer that could be used to clean a lot of the council's property e.g., Play equipment, signage, hazardous surfaces. We did budget for a verge path cleaning machine @ £2000 this could possibly be hired in as and when required but not sure if they are available to hire ?</p>	
<u>What is the proposed solution</u>	
<p>1: Cordless power tools</p> <p>2: Petrol Pressure Washer</p> <p>3: Tool Kit</p> <p>4: Lockable Tool Safe</p> <p>5: Tablet</p> <p>6: Hire costs for verge path cleaner for 2024/25 (with view to purchasing the following year dependent on use)</p>	
<u>What are the benefits to Caistor</u>	
<p>Repairs around the town would be completed quicker, safer and overall give a better cleaner environment.</p> <p>The use of a Tablet would reduce paperwork and free up more time for both Michelle and Kim</p>	
<u>Cost estimate</u>	
<p>Cordless Power Tools: £600, Petrol Pressure Washer £750, Tool Kit £250, Lockable Tool Safe: £200, Tablet £250, machinery hire: £500</p> <p>Total Cost £2550</p>	
<u>Resource estimate</u>	
Low	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Caistor Town Council

Project title	Signs for the parks for the parks
Proposed by	Estates committee
Date	Oct 2023
<p><u>What the need/issue is</u> We are continually receiving complaints from residents about dogs being walked or walked off leads in the parks. Many of the signs for the parks are missing, too small or have weathered and are now illegible, resulting in an increasing number of dogs being walked off leads and where there are no dogs allowed. There is a lack of 'bin your litter' signs and litter is being dropped all over the park areas. Additionally there are no signs providing the address of the park (or what3words) for emergency services, or contact details for CTC to report problems</p>	
<p><u>What is the proposed solution</u> Put up some larger 'No dogs' or 'Dogs on Leads' signs where appropriate. Install 'take your litter home' signs at all parks. Design and install signs for all the parks with location and contact information.</p>	
<p><u>What are the benefits to Caistor</u> The parks will look smarter and clearer signage will mean that the by-laws are easier to enforce.</p>	
<p><u>Cost estimate</u> £1000 - £1200</p>	
<p><u>Resource estimate</u> Small project – Design signs Source company to make them Purchase/pay Install</p>	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Caistor Town Council

Project title	PLAY AREA MAINTENANCE.
Proposed by	J HODSON.
Date	02/10/23
What the need/issue is	SAFE SURFACES AROUND PLAY EQUIPMENT IN SOUTH PARK & SPORTS GROND ARE BECOMING OLD/ BREAKING UP AND HAVE HOLE ^{HOLE} /DAMAGE.
What is the proposed solution	REPLACE SOME OF THE WORN OUT SAFE SURFACES.
What are the benefits to Caistor	CONTINUING QUALITY OF PLAY PROVISION /EQUIPMENT FOR CHILDREN. Enhanced safety
Cost estimate	Depending on which areas are done, this could cost between £5000, to £10,000- ⁰⁰ . (I have a list of the areas.)
Resource estimate	Medium project
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Caistor Town Council

Project title	Bins and Benches
Proposed by	Michael Galligan
Date	Oct 2023
<u>What the need/issue is</u>	<p>A review of the bins and benches was completed in 2023. Many of the bins and benches in and around Caistor are dated, in poor condition and either need repair, maintenance or replacement.</p> <p>See attached report for more details.</p>
<u>What is the proposed solution</u>	<p>Benches – 2 in cemetery need replacing but a separate PPD has been submitted for these. 3 other benches need painting/maintenance.</p> <p>Bins – 5 bins need replacing, 4 bins need painting Dog bins – All need cleaning</p>
<u>What are the benefits to Caistor</u>	<p>Currently the state of the benches and bins around Caistor is letting the town down and making it look scruffy and neglected. Smartening up and replacing damaged/old equipment will enhance the aesthetic of the town and be more welcoming to residents and visitors</p>
<u>Cost estimate</u>	<p>Replacement bins cost iro £500-600 per bin. Benches could be painted by volunteers for the cost of the materials. Bins may also be cleaned by volunteers/estates for the cost of materials.</p> <p>Total Cost £2500 -£3000</p>
<u>Resource estimate</u>	<p>Meduim</p>
Date of review	
Outcome of review	Support / Reject / Defer

Benches and Bins in Caistor Town

<u>Location</u>	<u>No</u>	<u>Condition</u>
<u>Benches</u>		
Market Place	2	Need painting
Churchyard	1	Poor condition - need painting
N.K.R	2	Good condition
N.K.R - near old equestrian C	1	Good condition
South Street Park	10	Good condition
Cemetery	3	2 in poor condition
A46	2	Good condition
Nettleton Rd	1	Good condition
Navagation Lane	1	Good condition
Sports Ground	12	Good condition
Brigg Rd	1	Good condition
Bottom of Whitegate Hill	1	Good condition
Whitegate Hill	1	Good condition
Opposite Rock	1	Good condition
Dale View	1	Good condition
Millfields Park	2	Need painting

<u>Location</u>	<u>No</u>	<u>Condition</u>
<u>Salt Bins</u>		
Horsemarket - yellow	1	} Combination of full or part empty.
Buttermarket	1	
Crommell View	2	
Dale View	1	
Opposite the Rock	1	
Cornhill	1	
Mill Lane	1	
Whitegate Hill	2	
N.K.R	1	
Hansard Crescent	2	
Keyworth Drive	1	
North Street	3	
High Street	2	
Kelsway	1	
Westbrooke Grove	1	
Navigation Lane	1	

<u>Location</u>	<u>No</u>	<u>Condition</u>
<u>Litter Bins</u>		
Nettleton Rd - top Nav Lane	1	Very poor condition - needs replacement
Nettleton Rd -bus stop	1	Requires cleaning/painting
Church Folly	1	Very poor condition - needs replacement
Church Street	1	Very poor condition - needs replacement
Market Place	5	I needs repair
Jackson cutthrough - High St	1	Good
Brigg Rd near cemetery	1	Very poor condition - needs replacement
South St Park	2	
Opposite Rock	1	
Bottom of Whitegate Hill	1	
N.K.R near allotments	1	
N.K.R near Hansard Crescent	1	
N.K.R near Enterprise Rd	1	New
Near Doctors Clinic	1	Very poor condition - needs replacement
Millfields Park	2	Requires painting
Horsemarket	1	Requires painting
Plough Hill	1	
Buttermarket - bus stop	1	
Sports Ground	6	
Castle Hill	2	
Dale View	3	

<u>Location</u>	<u>No</u>	<u>Condition</u>
<u>Dog Bins</u>		
Brigg Rd	M2	} Most need cleaning.
Rawlinson Ave	1	
Nettleton Rd - Green	1	
North St	1	
Navigation Lane	1	
Dale View	1	
Mill Lane	1	
High St	2	
Opposite Rock	1	
Millfields Park	1	
N.K.R - near cemetery	1	
N.K.R - past Sanbraes	1	
N.K.R - opposite Sportsfield	1	
Sports Ground	3	
Canada Lane	1	