



Public Agenda Pack

Caistor Town Council

9th November 2023



Caistor Town Council
Town Hall
14 High Street
Caistor
LN7 6TX

You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 9 November 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
02/11/2023

AGENDA

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
3. Public Session (10 minutes, during which the meeting is suspended)
4. Chairmans Report
5. To approve the draft minutes of 12th October 2023
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/10/2023
 - b) To approve the Schedule of Payments
 - c) To discuss and agree what the latest CIL payment from WLDC will be spent on this year
 - d) To discuss the proposal to set aside £10,000 to Caistor in Bloom in next years budget and agree how to proceed
 - e) To review the Caistor project proposals and draft budget recommendations from P&F Committee for 2024/25
 - f) Ratify the decision to allocate £2000 grant to the Lions for the fireworks event
7. Reports from External bodies:-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - ci) Review request from resident for a dropped curb in the centre of the Market Place to allow wheeled access and agree how to progress
 - cii) Update on councillor walkabout with LCC Highways 23rd October
 - d) Community Groups
 - e) Town Hall Management Committee - Meeting held 24th Oct



8. 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 meeting held 31st October (if available)
 - b) Estates Committee
 - bi) To received the draft minutes from the meeting held October 24th
 - bii) To review the current position regarding the boiler at CS&SC, review the quotes for a replacement boiler and agree next steps
 - c) 2-4 Working Group
 - ci) Update from 2-4 working group on progress and decision on note for website/facebook
9. Clerks Report & Parish Matters
 - a) Cricket club lease - letter from Mark Gowshall/ Sports club licences
 - b) Renewal and review of licences for sports groups and street food market
 - c) Complaint from resident about the bin bags being left in Mill Lane car park for WLDC to collect
 - d) Review the request for signage by the town hall entrance
 - e) Review Tracking Report
 - f) To review and approve the Internal Control Policy
10. To note any planning decisions
 - a) Application Number: 147142 Granted time limit plus conditions
Planning application to erect a 2no. bay cricket net, outdoor trainingfacility - Caistor Town Cricket Club
 - b) Application Number: 147116 - Refused
Application to erect 1no. dwelling - resubmission of 120744 - Land adjacent, 39, North Kelsey Road, Caistor
 - c) Application Number: 147116 - Refused
Application to erect 1no. dwelling - resubmission of 120744 - Land adjacent, 39, North Kelsey Road
11. To review the planning applications received and agree a response
 - a) APPLICATION: 147464
PROPOSAL: Outline planning to erect 1no. detached dwelling - all matters reserved.
LOCATION: Land adj "Woodlands" North Kelsey Road
12. Date of next meeting



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 12 October 2023

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr J. Bowman, Cllr R. Lyus, Cllr M. Galligan,
Cllr S. Hodson, Cllr J. Hughes, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner, Cllr P. Morris,
In Attendance: Michelle Moss, District Cllr Angela Lawrence,
Members of public present: 4

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2442**
Apologies received from Cllr Clark for health reasons.
County Cllr Smith and District Cllr Bierley had also sent apologies.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2443**
Cllr Davey declared an interest in agenda item 9bii.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2444**
One member of the public raised a concern regarding the lack of information and progress relating to 2-4 Market Place, noting that all the funding is in place. It was noted that the council held an extraordinary meeting in August to discuss the project which was open to public, but none attended. The Clerk was asked to respond to the resident directly.
- 4. Chairmans Report - Ref: 2445**
The Chairman noted that he had attended the Caistor Grammar award ceremony and Reverend Ian Robinson's last sermon after many years of dedicated service.
- 5. To approve the draft minutes of 14th September 2023 and extraordinary meeting of 3rd August 2023 - Ref: 2446**
RESOLVED that the draft minutes of the meetings held on 14th Sept 2023 and 3rd August 2023 be approved as a true record of the meetings and signed by the Chair.
- 6. To review the applications for co-option to the council and vote on appointment - Ref: 2447**
An application had been received from Howard Priestly. Following a lengthy discussion it was RESOLVED to accept the application and appoint Mr Priestly as a member of the council.
Noted that Mr Priestly would need to complete a DPI form and declaration of acceptance of office to be officially appointed.
Proposed: Cllr J. Bowman Seconder: Cllr L. Milner 5 votes for; 5 abstained; 2 against
- 7. Finance - Ref: 2448**
 - a) To approve the Accounting Statements for period ending 30/09/2023 - Ref: 2449**
The accounting statements and bank reconciliation had been circulated to councillors prior to the meeting. It was noted that the bank reconciliation differs to the bank statements by an amount of £3243.58 which is the VAT refund which has been sent to HMRC for processing.
RESOLVED to approve the accounting statements for the period ending 30th September 2023 and bank reconciliation as a true record.
Proposed: Cllr J. Bowman Seconder: Cllr R. Lyus All in favour
 - b) To approve the Schedule of Payments - Ref: 2450**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments which totalled £9510.68
Proposed: Cllr J. Bowman Seconder: Cllr R. Lyus All in favour
- 8. Reports from External bodies:- - Ref: 2451**

Signature:



a) Lincolnshire Police - Ref: 2452

No report.

b) West Lindsey District Council - Ref: 2453

District Cllr Bierley's report had been circulated to councillors prior to the meeting.

District Cllr Lawrence noted that incidences of fly tipping have increased across the area, but the fines have also increased; WLDC have purchased 2 electric vans to support going green.

c) Lincolnshire County Council - Ref: 2454

Cllr Smith was not at the meeting, but it was noted that the Cllr walkabout with highways is planned for 23rd October.

ci) Review request from resident for a dropped curb in the centre of the Market Place to allow wheeled access and agree how to progress - Ref: 2455

RESOLVED to defer this until the next meeting when Cllr Smith is in attendance.

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

d) Community Groups - Ref: 2456

The grammar school had offered thanks to everyone who helped with the school tests recently.

Caistor Twinning are visiting France in a few weeks and are taking a large framed photo of residents taken at the Kinds Coronation event.

e) Town Hall Management Committee - Ref: 2457

It was noted that the clerk had been handed several reports from the town hall committee, if councillors would like to read them.

9. To receive reports from Committee's and working groups, and agree any associated action - Ref: 2458

a) Personnel and Finance Committee - Ref: 2459

No meeting. Next meeting scheduled for 31st October.

b) Estates Committee - Ref: 2460

It was noted that the next meeting is scheduled for 24th October.

bi) To receive the draft minutes from the Estates Committee meeting of 26th September 2023 - Ref: 2461

The draft minutes had been circulated prior to the meeting.

bii) To agree the budget overspend for CS&SC boiler repairs - Ref: 2462

Cllr Davey left the meeting.

It was noted that there was £1000 in this years budget for CS&SC and that £875 had been allocated to the window repairs; the boiler had been damaged by water ingress following recent storms; the cost of repair is likely to be iro £600 - £800; the boiler is old, and doesn't have sufficient capacity for purpose, but will cost iro £6000 to replace and this has not been budgeted for this year, so will need to be considered as part of the budget for 2024/25.

RESOLVED to allocate overspend to the repair of the boiler.

Cllr Davey returned to the meeting.

Proposed: Cllr J. Wright Seconder: Cllr S. Hodson 1 abstained

biii) To agree the budget overspend for the allotment steps - Ref: 2463

Cllrs Milner and Cox noted interests in the allotments and left the room.

It was noted that the allotment steps are dangerous, slippery and in need of replacing; the quote to replace the steps recommended by the Estates Committee totals £2740.

RESOLVED to accept the quote to repair the steps and incur an overspend.

Cllrs Milner and Cox returned to the room.

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

Signature:



biv) To agree a budget overspend for the repair to the boiler room floor at the town hall - Ref: 2464

It was noted that the wooden supports under the boiler room floor have deteriorated and crumbled resulting in failure of the floor in one corner. Three contractors have been out to quote for the repair, but as yet, only one quote has been received from a contractor who priced the job before the floor boards were lifted. The likely cost of the work is estimated at £1100.

RESOLVED to get the floor repaired and spend up to £1100.

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

c) Economic Development & Market Working Group - Ref: 2465

No meeting.

10. To review any grant applications received and agree whether to donate funds - Ref: 2466

a) Caistor Cares - Ref: 2467

It was noted that the grant application for £900 is to support a Christmas party for members, currently totalling 122.

RESOLVED to approve the grant for £900

Proposed: Cllr S. Hodson Seconder: Cllr A. Somerscales 1 abstained

b) Caistor Heritage trust - Ref: 2468

It was noted that: the trust had already received a grant from CTC earlier in the year; that the cost to repair the banner is £4000 and the grant request for £1000; other funding has not yet been sought.

RESOLVED to refuse the grant application.

Proposed: Cllr S. Davey Seconder: Cllr S. Hodson 1 abstained

c) Springs Church - Ref: 2469

It was noted that: the organisation has a small number of Caistor residents; the grant application of £702 includes request for items classed as operating costs which is against the grant policy.

RESOLVED to make a grant of £350 which excludes the operating costs.

Proposed: Cllr R. Lyus Seconder: Cllr L. Milner 3 against

11. Email addresses for councillors - Ref: 2470

It was noted that: a new audit requirement introduced this year makes it mandatory for councillors to have a specific email address which is used for all council business; the sector is leaning towards making .gov.uk email addresses mandatory but has not yet specified this. One quote had been received to buy, and host a domain and support 15 email addresses and also to transfer CTC onto a business one drive.

RESOLVED that Cllr Cox would work with the clerk to establish exactly what needs doing and get some quotes for it.

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

12. Clerks Report & Parish Matters - Ref: 2471

a) Review Tracking Report - Ref: 2472

The tracking report had been circulated to councillors prior to the meeting. No additional questions were raised.

b) Review and approve reserves policy - Ref: 2473

Cllr Bowman asked for the reserves policy to be reviewed by the finance committee at their next meeting.

c) Agree response to consultation proposing to remove the phone box from the Market Place - Ref: 2474

RESOLVED to support the removal of the phone box.

Proposed: Cllr M. Galligan Seconder: Cllr J. Wright Majority vote

d) To discuss the issues with dog walkers at the parks and agree any action - Ref: 2475

It was noted: that dogs are being walked off leads and in areas/parks where dogs are not permitted; the signage is poor and needs additional signage or current signage replacing.

RESOLVED to include a project in next years budget to replace inadequate signage and include additional signage where appropriate.



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

13. Correspondence Received - Ref: 2476

a) Email from resident suggesting an additional market after the bonfire night display - Ref: 2477

It was noted that the request was not received in time to do anything about it this year, but it would be shared with relevant organisations for consideration for future years.

b) Last newsletter from Lincolnshire Fieldpath Association - Ref: 2478

Noted.

14. To note any planning decisions - None notified - Ref: 2479

Noted.

15. To review the planning applications received and agree a response - Ref: 2480

a) REFERENCE: 146461

PROPOSAL:Amendment to Full Planning application to erect 1no. wind turbine.

LOCATION:Land at Hillcrest Park Caistor

Responded using delegated powers - Ref: 2481

It was noted that a response of 'no additional comments' had been sent using the delegated powers of the clerk due to the insufficient time for a response.

16. Planning enforcement issue - Inhabited caravan on land at the junction of Enterprise Way and NKR - Ref: 2482

It was noted that the issue had been reported to planning enforcement at WLDC and they would investigate and respond within 20 working days.

17. Date of next meeting - Ref: 2483

9th November.

Meeting closed at 8:05pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/10/2023

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: 18207.54 **Budget:** 29319.96 **Variation:** 11112.42 / -37.9

KH employee from 1.6.23/ Bonny employee from 19th Sept

PAYE & NI

Actual Total: 6895.00 **Budget:** 2400.00 **Variation:** -4495.00 / 187.29

KH employee from 1.6.23/ Bonny employee from 19th Sept

Contractors

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

KH employee from 1.6.23

Cemeteries/Church

Actual Total: 3413.36 **Budget:** 4500.00 **Variation:** 1086.64 / -24.15

Additional cost of railings

Allotments

Actual Total: 0.00 **Budget:** 249.96 **Variation:** 249.96 / -100

£2700 for allotment steps

Electricity - Market Place LN7 6TU

Actual Total: 273.52 **Budget:** 260.04 **Variation:** -13.48 / 5.18

Meter read for 1st time in 4 years

Electricity - South Street Park

Actual Total: 341.16 **Budget:** 600.00 **Variation:** 258.84 / -43.14

Cost to repair electrical fault

Miscellaneous Income

Actual Total: 4301.73 **Budget:** 150.00 **Variation:** -4151.73 / 2767.82

2115 refund of property tax LCC and bank interest

Play Park Refurbishment

Actual Total: 2171.43 **Budget:** 999.96 **Variation:** -1171.47 / 117.15

Essential repairs and accompanied inspection

Explanation of Variances

Caistor Sports & Social Club

Actual Total: 0.00 **Budget:** 999.96 **Variation:** 999.96 /-100

Cost of boiler repair and windows

Town Hall

Actual Total: 281.00 **Budget:** 6000.00 **Variation:** 5719.00 /-95.32

Roof and floor repairs

Equipment

Actual Total: 1692.63 **Budget:** 750.00 **Variation:** -942.63 /125.68

Scythe sold for £900 to offset overspend/ £600 on PPE

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: 4455.52 **Budget:** 0.00 **Variation:** 4455.52 /100

No budget provision for CIL income

Pension payments

Actual Total: 2498.07 **Budget:** 0.00 **Variation:** -2498.07 /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 31/10/2023

End of year forecast auto calculated based on actual year to date averaged over 7 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	109886	109886	0	0	109886
140	Cemetery Income	3630	3000	630	21	4000
120	Allotment Income	60	420	-360	-86	420
130	Market Rents	1586	3000	-1414	-47	2314
150	Caistor Sports & Social Club	1277	2412	-1135	-47	2412
160	WLDC Street Cleaning	2371	2292	79	3	2371
170	Grass Cutting	1733	1623	110	7	1733
180	Grants	0	0	0	100	6000
350	VAT Reclaimable	3601	0	-3601	100	6800
199	Miscellaneous Income	4302	150	-4152	2768	4500
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	1000	-1000	-100	0
187	CIL income	4456	0	4456	100	4456
Income: General Totals		133421	124303	-6387	7	145412
Income Totals		133421	124303	-6387	7	145412
Expenditure						
Expense: General						
500	Salaries	18208	29320	11112	-38	37520
503	PAYE & NI	6895	2400	-4495	187	9191
501	Staff Travel & Benefits	79	100	21	-21	100
502	Contractors	3888	15000	11112	-74	4000
509	Other Staff Expenses	0	100	100	-100	100
520	General Office	669	1000	331	-33	1000
530	Hall Hire	194	720	526	-73	720
540	Insurance	3526	3500	-26	1	3526
550	Audit	620	780	160	-21	820
560	Subscriptions	236	535	299	-56	535
570	Training	130	390	260	-67	390
580	Election	190	0	-190	100	190
581	Mayor Allowance	17	350	333	-95	350
555	Professional Fees	95	500	405	-81	500
556	Legal Fees	200	500	300	-60	2500
590	Amenity Cut	5429	7400	1971	-27	7400
591	Public Rights of Way	0	0	0	100	0
592	Parks	2765	3000	235	-8	3000
593	Sportsground	4000	4000	-0	0	4000
594	Cemeteries/Church	3413	4500	1087	-24	5500
595	Allotments	0	250	250	-100	2700
610	Market	0	250	250	-100	250
596	Community Orchard	0	0	0	100	0
750	Cemetery records management	499	2450	1951	-80	2450
650	Community Events	494	1500	1006	-67	1500
521	Telephone & Broadband	495	930	435	-47	930
700	Electricity - Market Place LN7 6TU	274	260	-13	5	500
701	Electricity - South Street Park	341	600	259	-43	750
702	Electricity - Market Place LN7 6TL	0	150	150	-100	150
703	Electricity - Sports Ground	253	600	347	-58	600
800	Church trees	0	780	780	-100	800
720	Water: Sports Ground	92	300	208	-69	300



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/10/2023

End of year forecast auto calculated based on actual year to date averaged over 7 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance		EOY Forecast
				£	%	
721	Water: Cemetery	36	50	14	-28	50
722	Water: Allotments	79	75	-4	6	100
765	Play Park Refurbishment	2171	1000	-1171	117	2800
597	Caistor Sports & Social Club	0	1000	1000	-100	2000
522	Town Hall	281	6000	5719	-95	12500
582	Civic	0	500	500	-100	500
601	Equipment	1693	750	-943	126	2000
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	12950	15000	2050	-14	16000
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	499	500	1	-0	500
504	Pension payments	2498	0	-2498	100	5000
652	Grants & Donations	900		-900		
Expense: General Totals		81017	117390	36373	-31	144072
Expenditure Totals		81017	117390	36373	-31	144072



Budget Report - Income

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/10/2023

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	1960	500	0	3630	630	21.00
Allotment Income	625	350	420	45	0	15	0	60	-360	-85.71
Market Rents	2837	1000	3000	355	786	481	0	1622	-1378	-45.93
Caistor Sports & Social Club	1563	312	2412	577	525	350	0	1452	-960	-39.80
WLDC Street Cleaning	2808	1404	2292	1146	1225	0	0	2371	79	3.47
Grass Cutting	1545	0	1623	0	0	1733	0	1733	110	6.76
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	1502	181	0	4302	-4152	?
Town Hall			520	0	520	0	0	520	0	0.01
Magazine Advertising			1000	0	0	0	0	0	-1000	?
CIL income			0	1555	0	2900	0	4456	4456	100.00
Income: General	Total		124303	120953	6519	6160	0	133633	-6176	8
	Total		124303	120953	6519	6160	0	133633	-6176	8



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/10/2023

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	29320	6340	8732	3135	0	18208	11112	-38
PAYE & NI	628	2600	2400	2298	3457	1140	0	6895	-4495	187
Staff Travel & Benefits	0	0	100	8	68	2	0	79	21	-21
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	407	142	0	669	331	-33
Hall Hire	300	0	720	44	150	0	0	194	526	-73
Insurance	3428	3535	3500	0	3526	0	0	3526	-26	1
Audit	760	850	780	200	420	0	0	620	160	-21
Subscriptions	598	500	535	0	0	236	0	236	299	-56
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	17	0	0	17	333	-95
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	929	0	0	5429	1971	-27
Public Rights of Way	0	550	0	0	0	0	0	0	0	100
Parks	1134	3000	3000	0	2765	0	0	2765	235	-8
Sportsground	2302	3000	4000	900	1300	1800	0	4000	-0	0
Cemeteries/Church	1395	2000	4500	1470	889	1054	0	3413	1087	-24
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
Cemetery records management	50	5000	2450	0	499	0	0	499	1951	-80
Community Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	202	96	0	495	435	-47
Electricity - Market Place LN7 6TU	113	50	260	25	37	211	0	274	-13	5
Electricity - South Street Park	170	0	600	61	242	38	0	341	259	-43
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	85	34	0	253	347	-58
	0	0	0	0	0	0	0	0	0	100
Church trees	0	0	780	0	0	0	0	0	780	-100
Water: Sports Ground	151	50	300	41	51	0	0	92	208	-69
Water: Cemetery	42	0	50	14	22	0	0	36	14	-28
Water: Allotments	0	0	75	16	63	0	0	79	-4	6
Play Park Refurbishment	0	500	1000	0	2171	0	0	2171	-1171	117
Caistor Sports & Social Club	2533	3500	1000	0	0	0	0	0	1000	-100
Town Hall	39	2500	6000	149	132	0	0	281	5719	-95
Civic	0	500	500	0	0	0	0	0	500	-100
Equipment	3083	500	750	222	803	668	0	1693	-943	126
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	350	0	12950	2050	-14
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



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/10/2023

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	£	%	
	Pension payments			0	755	1325	418	0	2498	-2498	100
Grants & Donations				0	0	900	0	900	-900		
Expense: General Total			117390	41674	29120	10224	0	81017	36373	-31	
Total			117390	41674	29120	10224	0	81017	36373	-31	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/10/2023

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	29320	6340	8732	3135	0	18208	11112	-38
PAYE & NI	628	2600	2400	2298	3457	1140	0	6895	-4495	187
Staff Travel & Benefits	0	0	100	8	68	2	0	79	21	-21
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	407	142	0	669	331	-33
Hall Hire	300	0	720	44	150	0	0	194	526	-73
Insurance	3428	3535	3500	0	3526	0	0	3526	-26	1
Audit	760	850	780	200	420	0	0	620	160	-21
Subscriptions	598	500	535	0	0	236	0	236	299	-56
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	17	0	0	17	333	-95
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	929	0	0	5429	1971	-27
Public Rights of Way	0	550	0	0	0	0	0	0	0	100
Parks	1134	3000	3000	0	2765	0	0	2765	235	-8
Sportsground	2302	3000	4000	900	1300	1800	0	4000	-0	0
Cemeteries/Church	1395	2000	4500	1470	889	1054	0	3413	1087	-24
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
Cemetery records management	50	5000	2450	0	499	0	0	499	1951	-80
Community Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	202	96	0	495	435	-47
Electricity - Market Place LN7 6TU	113	50	260	25	37	211	0	274	-13	5
Electricity - South Street Park	170	0	600	61	242	38	0	341	259	-43
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	85	34	0	253	347	-58
	0	0	0	0	0	0	0	0	0	100
Church trees	0	0	780	0	0	0	0	0	780	-100
Water: Sports Ground	151	50	300	41	51	0	0	92	208	-69
Water: Cemetery	42	0	50	14	22	0	0	36	14	-28
Water: Allotments	0	0	75	16	63	0	0	79	-4	6
Play Park Refurbishment	0	500	1000	0	2171	0	0	2171	-1171	117
Caistor Sports & Social Club	2533	3500	1000	0	0	0	0	0	1000	-100
Town Hall	39	2500	6000	149	132	0	0	281	5719	-95
Civic	0	500	500	0	0	0	0	0	500	-100
Equipment	3083	500	750	222	803	668	0	1693	-943	126
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	350	0	12950	2050	-14
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



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 31/10/2023

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024							Variation	
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	Pension payments			0	755	1325	418	0	2498	-2498	100
Grants & Donations				0	0	900	0	900	-900		
Expense: General Total			117390	41674	29120	10224	0	81017	36373	-31	
Total			117390	41674	29120	10224	0	81017	36373	-31	



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
10/10/2023	1246	E-Quip (Rasen) Ltd	Drill bit, washers, nuts and bolts	1.51	9.02	<input type="checkbox"/>	<input type="checkbox"/>
10/10/2023	1247	Brigg and Humber Roofing services		2289.60	13737.60	<input type="checkbox"/>	<input type="checkbox"/>
11/10/2023	1248	Plastic card factory	Bank Payment: General Office	9.49	56.94	<input type="checkbox"/>	<input type="checkbox"/>
11/10/2023	1249	Online Playgrounds	Wet pour repair kit	29.50	177.00	<input type="checkbox"/>	<input type="checkbox"/>
23/10/2023	1261	Caistor Twinning	Twin town visit gift	0.00	75.74	<input type="checkbox"/>	<input type="checkbox"/>
23/10/2023	1262	Sunnyview Windows	Supply and fit double glazed units at CS&SC	175.00	1050.00	<input type="checkbox"/>	<input type="checkbox"/>
24/10/2023	1263	Tamar Telecom	Bank Payment: Telephone & Broadband	5.50	6.60	<input type="checkbox"/>	<input type="checkbox"/>
24/10/2023	1264	Caistor Town Hall	Hire of hall Sept 14th and 26th	0.00	44.00	<input type="checkbox"/>	<input type="checkbox"/>
25/10/2023	1265	Michelle Moss	Bank Payment: Salaries			<input type="checkbox"/>	<input type="checkbox"/>
25/10/2023	1266	HMRC	Bank Payment: PAYE & NI			<input type="checkbox"/>	<input type="checkbox"/>
25/10/2023	1267	Bonny Smith	Bank Payment: Salaries			<input type="checkbox"/>	<input type="checkbox"/>
25/10/2023	1268	Kim Hodson	Bank Payment: Salaries			<input type="checkbox"/>	<input type="checkbox"/>
25/10/2023	1269	NEST	Bank Payment: Pension payments			<input type="checkbox"/>	<input type="checkbox"/>
26/10/2023	1270	BT	Bank Payment: Telephone & Broadband	8.83	52.98	<input type="checkbox"/>	<input type="checkbox"/>
26/10/2023	1271	Jake Garden Care (Dyne Group)	Grass cutting Visit 14 23.10.23	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
30/10/2023	1272	Three	Bank Payment: Telephone & Broadband	3.00	18.00	<input type="checkbox"/>	<input type="checkbox"/>
31/10/2023	1273	Caistor Cares	Bank Payment: Grants & Donations	0.00	900.00	<input type="checkbox"/>	<input type="checkbox"/>
31/10/2023	1274	Springs Church	Bank Payment: Grants & Donations	0.00	350.00	<input type="checkbox"/>	<input type="checkbox"/>
31/10/2023	1275	Ben Legard Estate	Christmas tree - 24 ft Nordman fir	0.00	400.00	<input type="checkbox"/>	<input type="checkbox"/>
31/10/2023	1276	Broxap	Cast Iron replacement lock	5.00	30.00	<input type="checkbox"/>	<input type="checkbox"/>
31/10/2023	1277	Cllr Alan Somerscales	Poppy Wreath - Royal British Legion	0.00	50.00	<input type="checkbox"/>	<input type="checkbox"/>
31/10/2023	1278	Pear Technology	Cemetery mapping , numbering and annual maintenance fee until 31/10/2024	279.00	1674.00	<input type="checkbox"/>	<input type="checkbox"/>
31/10/2023	1279	Kim Hodson	Mileage claim - Equip and Handards			<input type="checkbox"/>	<input type="checkbox"/>
02/11/2023	1280	Mowers online	GTM professional Elephants trunk harness	50.00	299.99	<input type="checkbox"/>	<input type="checkbox"/>
02/11/2023	1281	Liam Marchant Plumbing & Heating	Parts and labour to repair CS&SC boiler (unsuccessful)	0.00	555.00	<input type="checkbox"/>	<input type="checkbox"/>
02/11/2023	1282	Caistor Arts & Heritage Centre	Room hire for Estates meeting	4.00	24.00	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: 25291.32

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



CIL REPORT

Financial Year 1st April 2023 to 31st March 2024

A	Total CIL income balance carried over from previous year	210.02
B	Total CIL income received in reporting year (receipts)	4455.52
C	Total CIL spent within reporting year (net of VAT)	860.32
	Total CIL allocated but not yet spent to an agreed project (net of VAT)	0
	Total CIL requested to be repaid in the year	
	Total value of CIL receipts subject to a Repayment Notice served in any year that has not been repaid.	
D	Total CIL repaid in the year following a Repayment Notice	
E	Total CIL retained at year end (A+B+D)	

28.04.2023

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

28.10.2023

Ref	Site Address	Proposal Description	Parish Portion
145003	Land to rear of, 132, North Kelsey Road, Caistor, LN7 6QB	Application for approval of reserved matters to erect 7no. bungalows considering appearance, landscaping, layout and scale – following outline planning permission 142153 granted 22 January 2019.	£2,900.37

CIL Expenditure

Item/Purpose	Amount Spent
Essential play area repairs (June 2023)	£1032.38/ £860.32 excl VAT
Essential play area equipment??? (Aug 2023) (Not agreed)	£1346.40/ £1122.00 excl VAT

.....

Michelle Moss, Responsible



Financial Officer

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

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

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>	
Meduim	
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	

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	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	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



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> <p>7: leaf blower/vacuum</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; leaf blower/vacuum £700</p> <p>Total Cost £3250</p>	
<u>Resource estimate</u>	
Low	
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



Budget Forecast 2024/25 - Draft

INCOME

Details	2023/24 EOY forecast	2024/25 Budget
Precept	109886	121013
Cemetery	4000	4000
Allotments	420	420
Market Rents	2314	3000
Caistor Sports & Social Club	2412	2464
WLDC Street Cleaning	2371	2490
Grass Cutting	1733	1700
Grants	6000	0
VAT Reclaimable	3600	0
Town Hall	520	520
Magazine Advertising	0	0
CIL Income	4456	0
I2		
Miscellaneous Income	5015	2000
	142727	137607

EXPENDITURE

Salaries	37500	35000
PAYE & NI	9191	16000
Pension payments	5000	5200
Staff Travel & Benefits	100	100
Contractors	3888	0
Other Staff Expenses	100	100
General Office	1000	1300
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	6800
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	7000	3000
Town Hall	12500	2500
Civic	0	3000
Estates Equipment	2000	4500
Grants & Donations	16000	7000
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
	152690	142835

Projected final bank balance as at 31/03/24 **97828**

2023/24 Reserve	Movement in Funds	2024/25 Reserve
--------------------	----------------------	--------------------

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	-1000	0
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	0	0
Tree maintenance at sports field	2000	0	2000
Tree maintenance in parks	1500	0	1500
Play area improvements	4000	0	4000
Parking	1500	-1500	0
Cornhill re-surfacing	1500	-1500	0
Water at South Street park	2250	0	2250
Water at Market Place	2250	-2250	0
Cemetery	0	1000	1000
New Cemetery	6000	-6000	0
Church Ground Trees	720	780	1500
Handyman Equipment	2000	0	2000
Subcontracting for grass, litter, bins etc	13750	-13750	0
Christmas Lights	0	1000	1000
Total reserves	106820	-14220	92600

2024/25 Project Expenses & Councillor Wishes

0	0
0	0
0	0
0	0
Negative balance from earmarked reserves (if applicable)	-5228
	-5228

2024/25 Forecast Income	137607
2024/25 Forecast Expenditure	142835
2024/25 Change in reserves	-5228

2023/24 Precept 109886
2024/25 Precept **121013** **10.13% Increase**



Budget Forecast 2024/25 - Draft incl PWL

INCOME

Details	2023/24 EOY forecast	2024/25 Budget
Precept	109886	152291
Cemetery	4000	4000
Allotments	420	420
Market Rents	2314	3000
Caistor Sports & Social Club	2412	2464
WLDC Street Cleaning	2371	2490
Grass Cutting	1733	1700
Grants	6000	0
VAT Reclaimable	3600	0
Town Hall	520	520
Magazine Advertising	0	0
CIL Income	4456	0
CDCT loan repayments	0	60500
Miscellaneous Income	5015	2000
	142727	229385

EXPENDITURE

Salaries	37500	35000
PAYE & NI	9191	16000
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	6800
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	7000	3000
Town Hall	12500	2500
Civic	0	3000
Estates Equipment	2000	4500
Grants & Donations	16000	7000
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		60500
Christmas Lights		2000
Bins and Benches		3000
	156190	203335

Projected final bank balance as at 31/03/24 **94328**

2023/24 Reserve	Movement in Funds	2024/25 Reserve
--------------------	----------------------	--------------------

General Reserves (4 months)	50000	18695	67778.33
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	-1000	0
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	0	0
Tree maintenance at sports field	2000	0	2000
Tree maintenance in parks	1500	0	1500
Play area improvements	4000	0	4000
Parking	1500	-1500	0
Cornhill re-surfacing	1500	-1500	0
Water at South Street park	2250	0	2250
Water at Market Place	2250	-2250	0
Cemetery	0	1000	1000
New Cemetery	6000	-6000	0
Church Ground Trees	720	780	1500
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	14475	120378.3

2024/25 Change in reserves

0	0
0	0
0	0
0	0
Negative balance from earmarked reserves (if applicable)	26050.3
	26050.3

2024/25 Forecast Income	229385
2024/25 Forecast Expenditure	203335
2024/25 Change in reserves	26050.3

2023/24 Precept 109886
2024/25 Precept 152291 38.59% Increase



Dear Michelle

I am writing on behalf of Caistor and District Lions Club in reference to assistance with funding from Caistor Town Council for this year's Annual Bonfire which we have been given permission to host in South Street Park on Saturday 4th November 2023.

An email was sent to the Town Council last year with a request to use the Park for this year's event. A Grant Application request for £2000 was submitted on paper and delivered by hand to the post box at the council office. It now seems that the paper application has gone astray.

I assumed that as we were granted permission to use the park for this event that the Grant Application was also successful.

I have recently been informed by Cllr Wright that there was nothing allocated to Caistor and District Lions in the budget for this event.

As you may or may not be aware Caistor and District Lions run this as a public service event for the residents of Caistor and aim to cover the event by donations on the gate, monies made on the catering area, and donations from local businesses and the grant from Caistor Town council.

As with everyone else our event costs have risen significantly, and we now have an additional insurance bill of approximately £1000 to cover this year's event and we rely on Caistor Town Councils donation to make sure we can run this event safely and successfully.

With the additional insurance costs and £500 to purchase directional car parking signs, to comply with Lincolnshire Highways regulations , we will find it extremely difficult to cover the expenses of this year's event without financial support from Caistor Town Council.

I appreciate that full council's permission should be sort for approval but given that this event is before your next Town Council Meeting would it be possible to request that this request may be emailed to all councillors or delegated powers of the council be used for a faster turnaround.

Kind regards

Katrina Robinson

President Caistor and District Lions



Caistor Town Council

GRANT AWARD POLICY AND APPLICATION

Name of Organisation	Caistor and District Lions
Total Membership of Organisation	43
The number, or percentage, of Caistor residents that the group supports	100%
Please give details of any restrictions on membership to your organisation	Members must be over 18. No restriction on upper age limit.
Amount of Grant applied for	£2,000
Purpose of Grant (Please continue on another sheet if required)	To help finance the annual bonfire and fireworks display, but in particular the children's entertainment, the first display with no load bangs.
Has funding been sought elsewhere and, if so, please give details	Local businesses have been asked for sponsorship.
If your organisation has had a grant from the council in the previous year please supply a full report of the award	Caistor and District Lions have historically received a grant between £1000 and £1500 to help finance the annual bonfire and fireworks display from the Town Council.
Any other comments in support of your application (Please continue on another sheet if required)	The cost of insurance for the event is £1,047.80. This has previously been covered by the Lions National Insurance Policy which we also contribute too.



Caistor Town Council

GRANT AWARD POLICY AND APPLICATION

Bank details for payment of grant.		Sort Code: Sort Code: 51-81-34	
		Account No: XXXXXXXXXX	
		Account Name: Caistor and District Lions Club (Event Account)	
Please tick below to indicate you have provided the following evidence to support your application. (Please note that the Council is unable to consider applications that are not supported by adequate financial documentation)			
Full copies of your accounts for the last two years, or explanation why not supplied		A recent bank statement for your organisation covering for last 3 months.	Attached
A detailed budget plan and supporting evidence	Attached	Your organisations Constitution, Terms of Reference or Rules (if available)	Attached
Please note that you are signing to indicate that you have read and understood the application process, policy, and that you will abide by the conditions and publication requirements of the grant, if made.			
Signature of person applying or the grant			
Applicants name and position within the organisation	Stephen Gaughan, Secretary		
Contact Address	32 Rawlinson Avenue, Caistor, Lincs LN7 6NQ		
Contact Email	Stevegaughan1759@outlook.com		
Contact Telephone Number	07398 667446		

The Application Form should be completed in full and must be submitted, together with any supporting documentation, to the Town Clerk, Michelle Moss.

Email: clerk.caistortc@gmail.com

Address: Caistor Town Council, Town Hall, 14 High Street, Caistor, LN7 6TX

Tel: 01472 476122

BUDGET PLAN – BONFIRE NIGHT 4 NOVEMBER 2023

Income

Sponsorship?

Food, drinks and novelties £1,800 (estimate)

Donations at the gate Unknow, but less some expenses all goes to Charities Fund.

Expenditure (approximate)

Fireworks	£4,600
Entertainment	£900
Medical Cover	£550
Fence Hire	£250
Insurance	£1,040
PPE	£200
	£7,540.00

NOTES ON ACCOUNTS

Events Account – Balance includes the reserve for funding of future events (Bonfire 2023/Beer Festival 2024). After the bonfire a sum of approximately £12,000 to be transferred to the Charities Account.

Charities Account – Account solely used for donations/grants to individuals at local, national and international level. Cannot be used to offset any losses for an event.

Admin Account – Used for the collection of subscriptions which are passed on to the District Treasurer. Payment by club members to events (ie Charter Dinner/Annual BBQ) and then used to cover expenditure.

Account Name
CAISTOR AND DISTRICT LIONS CLU
EVENT ACCOUNT
BUSINESS CURRENT ACCOUNT

Account No [REDACTED] Sort Code [REDACTED] Page No
1 of 2



CAISTOR AND DISTRICT LIONS CLU
107 BRIGG ROAD
CAISTOR
MARKET RASEN
LINCOLNSHIRE
LN7 6RX

Current Account

Summary	
Statement Date	23 OCT 2023
Period Covered	17 OCT 2023 to 23 OCT 2023
Previous Balance	£24,935.67
Paid In	£100.00
Withdrawn	£0.00
New Balance	£25,035.67
BIC	NWBKGB2L
IBAN	GB10NWBK51813496674008

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Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
17 OCT 2023	BROUGHT FORWARD			24,935.67
20 OCT	Automated Credit MS C KELLY T/A KAT BONFIRE DONATION FP 20/10/23 1113 000000000286453815	100.00		25,035.67

Account Name
CAISTOR AND DISTRICT LIONS CLU
EVENT ACCOUNT
BUSINESS CURRENT ACCOUNT

Account No [REDACTED] **Sort Code** [REDACTED] **Page No**
1 of 2



CAISTOR AND DISTRICT LIONS CLU
107 BRIGG ROAD
CAISTOR
MARKET RASEN
LINCOLNSHIRE
LN7 6RX

Current Account

Summary	
Statement Date	25 SEP 2023
Period Covered	19 SEP 2023 to 25 SEP 2023
Previous Balance	£25,827.51
Paid In	£381.66
Withdrawn	£53.00
New Balance	£26,156.17
BIC	NWBKGB2L
IBAN	GB10NWBK51813496674008

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
19 SEP 2023	BROUGHT FORWARD			25,827.51
	Credit 000032	195.00		26,022.51
	Credit 000033	99.24		26,121.75
20 SEP	Automated Credit PAYPAL INC. CAISTOR AND DISTRI	87.42		26,209.17
	Cheque 000051		53.00	26,156.17

Account Name
CAISTOR AND DISTRICT LIONS CLU
EVENT ACCOUNT
BUSINESS CURRENT ACCOUNT

Account No [REDACTED] Sort Code [REDACTED] Page No
1 of 2



CAISTOR AND DISTRICT LIONS CLU
107 BRIGG ROAD
CAISTOR
MARKET RASEN
LINCOLNSHIRE
LN7 6RX

Current Account

Summary	
Statement Date	25 AUG 2023
Period Covered	22 AUG 2023 to 25 AUG 2023
Previous Balance	£35,731.35
Paid In	£107.50
Withdrawn	£5,487.01
New Balance	£30,351.84
BIC	NWBKGB2L
IBAN	GB10NWBK51813496674008

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
22 AUG 2023	BROUGHT FORWARD			35,731.35
	Credit 000031	107.50		35,838.85
	Cheque 000042		4,051.27	31,787.58
23 AUG	Cheque 000044		1,260.03	30,527.55
	Cheque 000047		175.71	30,351.84

Account Name
CAISTOR AND DISTRICT LIONS CLUB
CHARITY ACCOUNT (CIO)

Account No **Sort Code** **Page No**
[REDACTED] [REDACTED] 1 of 2



MRS ANN K ROBINSON
107 BRIGG ROAD
CAISTOR
MARKET RASEN
LINCOLNSHIRE
LN7 6RX

Current Account

Summary	
Statement Date	16 OCT 2023
Period Covered	10 OCT 2023 to 16 OCT 2023
Previous Balance	£15,516.45
Paid In	£0.00
Withdrawn	£200.00
New Balance	£15,316.45
BIC	NWBKGB2L
IBAN	GB36NWBK51813493816502

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
10 OCT 2023	BROUGHT FORWARD			15,516.45
13 OCT	OnLine Transaction KEELBY SANTASLEIGH CAISTOR LIONS DONA VIA ONLINE - PYMT		199.00	15,317.45
	OnLine Transaction keelby Santasleigh CAISTOR LIONS DONA VIA ONLINE - PYMT		1.00	15,316.45

Account Name
CAISTOR AND DISTRICT LIONS CLUB
CHARITY ACCOUNT (CIO)

Account No [REDACTED] Sort Code [REDACTED] Page No
1 of 2



MRS ANN K ROBINSON
107 BRIGG ROAD
CAISTOR
MARKET RASEN
LINCOLNSHIRE
LN7 6RX

Current Account

Summary	
Statement Date	11 SEP 2023
Period Covered	05 SEP 2023 to 11 SEP 2023
Previous Balance	£16,606.45
Paid In	£10.00
Withdrawn	£100.00
New Balance	£16,516.45
BIC	NWBKGB2L
IBAN	GB36NWBK51813493816502

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
05 SEP 2023	BROUGHT FORWARD			16,606.45
	OnLine Transaction TURNER RS Donation M Smith VIA MOBILE - LVP	10.00		16,616.45
	OnLine Transaction H KELLER LIONS CAISTOR LIONS CLUB VIA ONLINE - PYMT FP 05/09/23 10 02155739608700000N		100.00	16,516.45

Account Name
CAISTOR AND DISTRICT LIONS CLUB
CHARITY ACCOUNT (CIO)

Account No **Sort Code** **Page No**
[REDACTED] [REDACTED] 1 of 2



MRS ANN K ROBINSON
107 BRIGG ROAD
CAISTOR
MARKET RASEN
LINCOLNSHIRE
LN7 6RX

Current Account

Summary	
Statement Date	25 AUG 2023
Period Covered	22 AUG 2023 to 25 AUG 2023
Previous Balance	£16,566.85
Paid In	£39.60
Withdrawn	£0.00
New Balance	£16,606.45
BIC	NWBKGB2L
IBAN	GB36NWBK51813493816502

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
22 AUG 2023	BROUGHT FORWARD			16,566.85
	Credit 000358	39.60		16,606.45

Account Name
CAISTOR AND DISTRICT LIONS CLUB
(CIO)
ADMIN ACCOUNT

Account No [REDACTED] Sort Code [REDACTED] Page No
1 of 2



MRS ANN K ROBINSON
107 BRIGG ROAD
CAISTOR
MARKET RASEN
LINCOLNSHIRE
LN7 6RX

Current Account

Summary	
Statement Date	31 JUL 2023
Period Covered	25 JUL 2023 to 31 JUL 2023
Previous Balance	£1,540.44
Paid In	£45.00
Withdrawn	£0.00
New Balance	£1,585.44
BIC	NWBKGB2L
IBAN	GB83NWBK51813493816529

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
25 JUL 2023	BROUGHT FORWARD			1,540.44
	Automated Credit PHILIP RICHARDSON P RICHARDSON FP 25/07/23 0514 00156068632BBHYGRP	15.00		1,555.44
31 JUL	Automated Credit MRS C L TURNER SUBS FOR JUNE 23 FP 30/07/23 0854 000000000277920345	30.00		1,585.44

Notes on the walkround 23rd Oct with Cllr Tom Smith, Richard Davies & Richard Fenwick from LCC Highways, Cllr Angela Clark and Stephen Hodson which took place from 10.15 to 11.50am.

- Our walk took us first to Caistor market place where we had a brief conversation about 2-4 Market place which was prompted by RD asking about the parking in the market place and how the town was faring post covid. I mentioned that the shortage of parking is a constant issue and that as part of the neighbourhood plan review (currently suspended) we discussed a revised parking arrangement that had been suggested for Caistor some years ago as part of the previous neighbourhood plan review.
- We then walked up to the Cornhill to look at the uneven surface, breakdown of the tarmac and discussed repairs / responsibility and the recent letter CTC received from a resident that fell and injured themselves as a result of the uneven surface. RF was planning to look into the responsibility for re-surfacing, he noted double yellow lines suggested it was LCC. RD commented that tarmac resurfacing currently costs LCC around £200 per sq metre.
- Next stop was south dale where we looked at the poor surface outside Shacklocks and the primary school. Both areas and in particular the area outside the school were noted by RD and RF.
- Horsemarket round to Fountain street, it was noticed that sections of horse market where it leads into plough hill were in very poor condition and starting to fragment / break up, RF checked and discovered this is due for re-surfacing soon.
- From fountain street we walked around the back of the church yard onto Cromwell view, several drains were located that were either hidden or blocked by soil / leaf mould, a resident joined the conversation about surface water run off and also parking issues / the need for double yellow lines.
- Via Castle Hill we joined North Kelsey road to look at the severely rusted / broken drain covers in that section between the bottom entrance to the grammar school and the top of N. Kelsey Rd. It was noted by RD and RF that one in particular posed a serious danger to cyclists and could easily give way completely should a truck or van run over it.
- From N Kelsey Rd we walked back to the Town Hall, there was a brief discussion about drain covers close to the Yarborough school, apparently these have been noted on "fix my street" so we decided not to walk up to them. RD and RF were to look at them.

Recommendations:

Richard Fenwick advised to keep putting any issues on fix my street and getting the community to do it also. If we aren't happy with the outcome contact Tom and R W would have a look at the information.

Richard Davies suggested we should consider have a councillor that is responsible for updating and posting on "fix my street".

Caistor Town Hall Management Committee

Minutes of meeting held Tuesday 24th October 2023

The meeting was chaired by Steve Gaughan who welcomed all to the meeting.

Present: Steve Gaughan (SG), Mike Grant (MG), Jacqui Morgan (JM), Chris Morgan (CM), Jacqui Hughes (JH), Sheila Broster (SB), Pam Cluff (PC), David Redfearn (DR), Mike Broster (MB), Rick Merrall (RM), Ruth Smith (RS), Alan Crookes (AC).

In attendance: Cllr Jayne Bowman (JB)

1. **Apologies for absence:** Apologies received from Michelle Moss, Steve Webster.
2. **Minutes of meeting held 22nd June 2023:** Minutes are a true record of the meeting. Proposed RM, seconded MB.
3. **Matters arising:** None.
4. **Correspondence:** A letter has been received from the Cinema Club donating £500 towards the new acoustic baffles. SG has sent a letter of thanks.
5. **Treasurer's Report:** Treasurer MG reported that the bank balance currently stands at £46,794 (invoices for acoustic baffles due shortly). A direct debit mandate has been set up to make annual payments of £35 to the Information Commissioner's Office (ICO) for mandatory GDPR registration.
6. **Maintenance report including TTDL:** MB reported there are 11 items on the list.
 1. Paint hall windows. **Done**
 2. Renovate under stairs cupboard. **Pending.**
 3. Paint boiler room. **On hold until damp problem in east wall addressed.**
 4. Rotten floor supports. **Caistor Town Council facilitating repair.**
 5. Letter Box in High Street door. **Terry McKitten job list, assisted by RM if necessary.**
 6. Car park entrance door lock replacement. **Terry McKitten job list.**
 7. Installation of acoustic baffles to start 25 October 2023. Work will take approximately a day and a half.
 8. Kitchen refurbishment quote received today. To be discussed after the meeting.
 9. Review hire charges. Meeting not yet taken place.
 10. Two door retainers to be replaced. **RM**

Jobs Completed

1. Shelves in bar store room put up.
2. Concertina door in bar repaired.
3. Moved shed. External surface water drains checked clear.
4. Gutters cleaned.
5. Roof work completed; flat roof replaced. Missing and damaged slates replaced.
6. JB reported the Town Council have initiated annual gutter cleaning contract.

7. DR stated that electrical trunking will be installed to extend the sound system into the rest of the building.

7. **Booking Secretary's report:** CM thanked PC for the seamless handover. He stated there are lots of events up to Christmas.

8. **Plays and Cinema report:** AC reported that CATS rehearsals are going well. The Cinema Group: SG said "Oppenheimer" will be shown 9th December and there will be a Christmas film on 23rd December. MB brought leaflets for Committee members to distribute for the Rob Barratt production.

9. **Bar Report:** Very quiet. Nothing to report.

10. **Projects and Grants:** Acoustic baffles to be finished this week. Kitchen refurbishment to be discussed after the meeting.

11. **A.O.B.** DR requested that when stage lighting is used it should be returned to its original position.

12. **Date of next meeting.** February 20th 2024, 7.30.pm



Minutes of the Personnel and Finance Committee held at 7.00 at the Caistor Town Hall on 31 October 2023

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

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2505**
Cllr Galligan noted an interest in Caistor in Bloom for agenda item 9; Cllr Bowman noted an interest in 2-4 market Place for agenda item 9.
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2506**
Apologies received from Cllr Cox
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 2507**
Cllr Davey asked for permission to address the meeting during agenda item 9.
- 4. To review and approve the draft minutes from 25th July 2023 meeting - Ref: 2508**
RESOLVED to approve the minutes from the Personnel and Finance meeting of 25th July 2023 and accept as a true record of the meeting.
Proposed: Cllr R. Lyus Seconder: Cllr M. Galligan All in favour
- 5. To receive the bank reconciliation - Ref: 2509**
The bank reconciliation for 23rd October was reviewed by 2 members and agreed that it reconciles to the account balances on the statements shared prior to the meeting.
RESOLVED to approve the bank reconciliation.
Proposed: Cllr J. Wright Seconder: Cllr M. Galligan All in favour
- 6. To review the projected spend against budget forecast and make appropriate recommendations to full council - Ref: 2510**
It was noted that: whilst there had been some unexpected expenditure this year to date, there had also been some unexpected income; much of the 'overspend' had been taken from earmarked reserves previously set aside; the boiler replacement at CS&SC will impact this years spend; current projected expenditure is around 5 -7% over the planned budget.
- 7. To review the reserves policy and make appropriate recommendation to full council - Ref: 2511**
RESOLVED to approve the Reserves Policy.
Proposed: Cllr J. Wright Seconder: Cllr R. Lyus All in favour
- 8. To receive and approve the updated CTC Asset register - Ref: 2512**
It was noted that the asset register is regularly updated throughout the year and reviewed by Estates Committee.
RESOLVED to accept the asset register as an accurate record of the councils assets.
Proposed: Cllr J. Wright Seconder: Cllr M. Galligan All in favour
- 9. To review the draft budget for 2024/25 and make appropriate recommendations for consideration by full council - Ref: 2513**
Following a lengthy discussion the following changes were proposed for recommendation to full council: Grants and donations increase to £7000; estates equipment increase to £4500; Civic service increase to £3000; grass cutting reduce by £6000 (KH to retain cemetery); include income from street food licence; remove proposed reserves for fire station/ market place layout/ parking/ cornhill resurfacing/ water at market place/ new cemetery; increase reserves for church ground trees to £1500.

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



Minutes of the Personnel and Finance Committee held at 7.00
at the Caistor Town Hall on 31 October 2023

Cllr Bowman left the meeting, Cllr Wright chaired for the discussion on the proposed budget including PWL for 2 -4 Market Place; Cllr Bowman returned once the discussion was completed, and continued chairing the meeting.

RESOLVED to present the revised budgets to full council for review.

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

10. To receive the updated employee leave sheets and agree any action - Ref: 2514

It was noted that: Estates personnel had a lot of hours holiday left to take and should be encouraged to take time off; the holiday year runs Jan to December; unless authorised, only 15 hours may be carried across to next year, or paid if agreed by full council.

11. To resolve to go into closed session for the remainder of the meeting - Ref: 2515

RESOLVED to enter closed session for the remainder of the meeting

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

12. To receive the Clerks 6 month probationary period review - Ref: 2516

It was noted that the review had been completed in July and the Clerk signed off as a permanent employee.

Meeting closed at 21:00



Minutes of the Caistor Town Council Estates Committee held at 7.00pm at the Arts & Heritage Centre on 24 October 2023

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

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2484**
None
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2485**
Cllr Davey declared an interest in agenda item 6c.
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2486**
None
- 4. To approve the draft minutes of the Estates Committee meeting on 26.09.2023 - Ref: 2487**
RESOLVED that the draft minutes of the meeting held on 26th September be approved as a true record of the meeting and signed by the chair.
Proposed: Cllr P. Richardson Seconder: Cllr S. Hodson All in favour
- 5. Allotments - Ref: 2488**
 - a. To agree the proposed plan for allotment plot 11 - Ref: 2489**
It was noted that the tenants proposed plan for the allotment would make good use of the space available.
RESOLVED to agree the plan, but they should be asked to use glass alternatives.
Proposed: Cllr A. Somerscales Seconder: Cllr P. Richardson All in favour
 - b. To receive the allotment report and agree any action - Ref: 2490**
It was noted: bind weed is encroaching on plots 3 and 4; the tenant from plot 6 who has been asked to leave has asked for an extension until December to harvest his crops; plot 11 has been let to a new tenant; plot 14 is still not being cultivated but the tenant has a temporary health issue; plot 13 has a rusty metal container on it which Cllr Richardson would like removed.
RESOLVED:
 1. to take no action regarding the bind weed currently;
 2. to allow the tenant of plot 6 to keep the plot until the end of the year;
 3. to ask the tenant of plot 13 to paint or tidy up the container.Proposed: Cllr M. Galligan Seconder: Cllr S. Hodson All in favour
 - c. To receive an update on the allotment steps and agree any further action - Ref: 2491**
It was noted that the overspend on the steps had been agreed by full council and the work is planned to start in November.
- 6. Buildings and other assets - Ref: 2492**
 - a. To receive an update on the town hall roof - Ref: 2493**
It was noted that: the roofing contractor had completed the work in early October; the works had been completed to a high standard; but during the heavy recent rain, water had entered the building between the boiler room and kitchen; the contractors had been advised today and we are currently awaiting a response.
 - b. To receive an update on the town hall boiler room floor and agree any action - Ref: 2494**
It was noted that 3 quotes had been received: Rustic Construction; LS Joinery; and Chris Hyde Joinery; the work proposed in the quotes was comparable.

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



RESOLVED to accept the quote from LS Joinery.

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

c. To receive an update on the CS&SC repairs and agree any further action - Ref: 2495

Cllr Davey left the room. Cllr Hodson was appointed to chair.

It was noted that: work to replace the window panes had been completed last week; full council had agreed the overspend on the boiler at the meeting in Oct; the fan, circuit board and wiring harness had all been replaced using approved refurbished parts; the plumbers report today had noted that they have had the boiler working and it now needs bleeding.

RESOLVED to look to replace the boiler and allocate funds in next years budget for this.

Cllr Davey returned to the room and chaired the rest of the meeting.

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

d. Discuss WLDC response to the request to replace the broken bin on North Kelsey Rd and agree how to proceed - Ref: 2496

It was noted that: the bin has already been removed by WLDC; additional bins has previously been installed along the road; and that it doesn't require replacing.

e. To consider the benches and bins condition report and agree any action - Ref: 2497

Cllr Galligan was thanked for putting the condition report together.

RESOLVED that Cllr Galligan and MM would work together to prioritise the work required, and complete a project proposal document for inclusion in budget discussions for 24/25.

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

f. To review progress on the cemetery railings and agree any further action, including payment - Ref: 2498

It was noted that: the railings have now all been primed, some finials painted and the top coating is in progress with an estimated day and half work remaining; the contractor had underestimated the job and had invested far more time in the work that he had priced for; CTC may look to compensate him for some of this additional time. RESOLVED that Cllrs Hodson, Wright and Galligan would check the work and agree what, if any additional amount should be proposed as a payment for the contractor.

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

7. Play areas - Ref: 2499

a. To receive an update on any maintenance and repairs and agree any further action - Ref: 2500

It was noted that: Cllr Hodson had now completed all the wet pour repairs and replaced the swings; all the key issues raised in the report had now all been completed/resolved. It was noted that the accompanied inspection was scheduled for 6th December and agreed that no further action was needed at this time.

b. To agree regular maintenance to clean the moss and algae from surfaces/equipment - Ref: 2501

It was noted that: the play area surfaces become slippery when covered in algae/moss; the current power washer is not up to the job; there are specific chemicals which can be used to remove algae, but it is likely to return quite quickly.

RESOLVED to investigate the costs of an appropriate power washer for the job; the job would be added to Kims work schedule for Winter.

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

8. To consider grass cutting requirements for 2023-24 and agree timescales, budget and process - Ref: 2502

It was noted that: the estimates for grass cutting were needed to feed into the budget discussions; the current contractor responsible for the church and chapel grass would not be tendering for next year and costs are likely to increase; the cost of a contractor cutting the cemetery needs to be understood in order to make a decision about whether Kim should continue to cut it; the cemetery/chapel/church contract should be a separate contract due to the distinctly different type of work; contractors should be asked to quote for 1,2 and 3 year tenders, 16 cuts each year.

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RESOLVED to contract several local contractors to ask for quotes for the grass cutting and the cemetery/church/chapel cuts for 1,2 and 3 year tenders and to discuss at the next Estates meeting.

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

9. To consider projects/maintenance/repairs and budget required for assets for 2024.25 - Ref: 2503

It was noted that current proposals include: play area signage, boiler at CS&SC, play area improvements; new cemetery benches; benches and bins in Caistor.

Cllrs Hodson and Davey noted the need for additional equipment for Estates and agreed to complete a project proposal document in time for the finance meeting.

10. ICCM course for Memorial Inspection and management training - Ruskington 24th April 2024 - Ref: 2504

It was noted that: CTC need to undertake memorial testing and those completing it need to be trained; the cost of training is £150 per person.

RESOLVED that Cllr Hodson and Michelle Moss would attend the training.

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

Meeting closed at 8.10pm



CS&SC Boiler

Following heavy rain in September the boiler at the sports and social club was damaged by water ingress via the flue.

An emergency plumber was called to try to repair the boiler. It was drained and left to dry to see if the issue resolved itself – it didn't.

In Oct CTC recommended progressing with trying to fix the boiler, estimated at £800 rather than replacing the boiler circa £6-8k

The plumbers have tried replacing the circuit board, the fan, the wiring harness, ignition, NTC sensors but have not been able to get it back working effectively.

The current cost of the repairs including labour has totalled £555, although a second plumber also spent some time on the boiler and may submit his invoice for time spent.

The conclusion of the plumbers is that it is irreparable. Customers have reported being cold as the weather has changed.

We have received 2 quotes from local plumbers for a replacement boiler, including an upgrade to a more powerful boiler of 40kW which will better support the needs of the club.



Meeting notes for informal working group meeting 26.10.2023

2-4 Market Place PWL

Working group councillors present- JW, MG, SH, AC, SD and LM

MM (Clerk)

1. Review the current situation regarding a charge on the property and the letter from CDCT dated 15th October 2023

It was noted that Heritage lottery fund have offered a joint charge on the property on a pari passu basis with them. This would mean that in event of project failing and property being sold CTC would receive iro £210k, depending on sale value and assuming no other grant org has a similar charge. This is not what CTC was looking for. MM has been in touch with solicitor for Heritage lottery fund to explain, and is continuously chasing up our solicitor. MG has now also started chasing up our solicitor.

It is clear that we will not be in a position to provide assurance to CDCT that the loan will go ahead by 31st October.

Action – MM respond to CDCT and advise we are still committed to the project and redevelopment but cannot meet the deadline of 31st October.

Recommendation to full council – CTC complete an explanation for our website and facebook outlining the complexities of the loan and why it is taking some time.

2. Review the proposals for the financial review

MG advised that 2 companies had now quoted – costs for financial review are between £3750 and £13500. This is not budgeted for in this years budget, and is a lot of money. Estimated circa £5k for solicitors costs on top of this. It was proposed that the cost to CTC of granting CDCT the loan should be cost neutral, and CTC should negotiate with CDCT for them to fund some or all of the costs being incurred by CTC in pursuit of this loan. In addition, the possibility of CDCT going back to Banks Long who did the initial Financial review of the project, asking them to update it and sending CTC the updated version rather than CTC paying for another, independent review.

Recommendation to full council – add agenda item to Nov meeting to agree - CTC negotiate with CDCT for ways to minimise costs involved and for CDCT to repay CTC costs incurred.

3. Review the impact of 2-4 Market Place on the draft budget, including impact on reserves

It was noted that the impact on the draft budget of 2-4 project and PWL is circa £30,000. The draft budget discussions will start at the P&F meeting on 31st October. The working group would like to recommend that the impact on CTC budget is £0



Recommendation to full council – add agenda item to Nov meeting to agree - CTC negotiate with CDCT for ways to minimise costs involved and for CDCT to support increase in operating costs rather than raise the precept.

4. Agree a recommendation to full council on how to proceed

The recommendation to full council has not changed regarding the criteria to be met to be in a position to grant the loan – First charge, financial viability, loan agreement, public awareness/consultation.

As stated in item 2 and 3, the working group would also like to recommend that CTC negotiate with CDCT for payment of costs, with a view to reducing CTC direct costs and costs attributable to increasing reserves to support the loan.



2-4 / PWL Statement

Caistor Town Council (CTC) has been asked to provide a loan of £750,000 to Caistor and District Community Trust Ltd (CDCT) to support the redevelopment of 2-4 Market Place.

CTC is a small town council with an income of around £120,000 per annum and general reserves of £50,000, we do not have this level of money to loan to CDCT, we are not a lending organisation, and have no experience of borrowing money to loan it to a community organisation however, we had agreed to apply for a Public Works Loan to try to raise £750,000 to support the project in the event of a shortfall. The loan to CTC was approved in May 2022, conditional that it was taken within 12 months. This was originally as a 'loan of last resort' meaning that once all other funding had been spent, if the project still wasn't finished, the council would be asked to provide the loan. However, this has changed and the group now need confirmation of this loan up front to progress the project, unless they are able to secure funding from another organisation.

In March 2023, CDCT advised CTC that they would need the loan to support the project. The original loan offer expired in May 2023. At this point CTC seriously considered the implications of taking out this loan, and on what basis the loan should be made to CDCT. CTC requested an extension to the loan as it was clear that we were not in a position to grant the loan before it expired in May. After a significant amount of work, CTC secured an extension to the loan offer on 31st August 2023.

£750,000 is nearly 7 times our annual income. The annual repayments of a loan of this size are in the region of £60,000 a year, more than half our current income, and over a term of 50 years will amount to a total of just over £1.89million in total loan repayments.

With this in mind, taking out a loan of this size is not something the council can enter into lightly. Government guidelines dictate that we need to follow a due process, including assessing the impact of the loan on the required precept (raised via residents council tax), due diligence to ensure the loan will be repaid and setting up safety nets in the event that CDCT fails to make repayments.

CTC has a responsibility to all residents of the town to ensure the right decision is taken. We are following the due process to:

1. Ensure we can secure a sole first charge on the property, meaning that in the event CDCT cannot pay their loan to us, we have some security and can repay at least part of our loan;
2. Complete an analysis of the financial viability of the project;
3. Develop a legal loan agreement drafted between the town council and the community organisation;
4. Consult with residents to advise what the implications of taking this loan out mean to the residents, financial and otherwise. There is likely to be a significant impact on the precept (raised via residents council tax) of taking out this loan.

All of this takes time and costs the council money which has not been budgeted for this year - as stated earlier, this loan was originally asked for as a 'loan of last resort'.

CTC instructed a solicitor in July 2023 to secure a first charge over the property, but are currently only being offered a joint charge alongside the Heritage Lottery, which means that CTC would only get back iro £210,000 if the project fails and the property is sold. At the moment, this is not a satisfactory position to protect the interests of Caistor residents.

However, we remain committed to making the right decision for all of the residents of Caistor and for the future of the town, and will keep residents updated as progress regarding the loan is made.

Short Facebook version:

Caistor Town Council has been asked to provide a loan of £750,000 to Caistor and District Community Trust Ltd to support the redevelopment of 2-4 Market Place.

As a small town council with an income of around £120,000 a year, we would need to borrow the money to loan to the project group.

The annual repayments would be £60,000 a year over 50 years totalling over £1.89million. The proposal is for CDCT Ltd to make the loan repayments to us to enable us to pay back our loan.

Taking out a loan of this size complex and Government guidelines dictate that we need to follow a due process, including assessing the impact of the loan on residents council tax, due diligence to ensure the loan will be repaid and setting up safety nets in the event that CDCT fails to make repayments. Our proposed safety nets are: securing a sole first charge on the property so that in the event CDCT cannot pay their loan to us, we will at least have some money from the sale of the property; secondly an independent financial viability review of the project; thirdly, implementing a legal loan agreement between the town council and CDCT; and finally, consulting with residents.

All of this takes time and costs money but we remain committed to making the right decision for all of the residents of Caistor and for the future of the town, and will keep resident updated as progress regarding the loan is made.

**Email from Cricket club regarding licence
Agenda Nov 2023**

Earlier in the year, you notified the cricket club of the Council's decision not to proceed with granting the cricket club a lease. At the same time, you indicated that the intention was for the Council to continue with the current licence agreement and to review it in March 2024.

As we progress with our project for replacement outdoor practise facilities @ circa 50k, the English Cricket Board (ECB), have indicated that for us to qualify for a 10k grant, towards the project, they would expect to see a commitment in the form of a license agreement, the absolute minimum period being for 12 months. This, given the decision by the Council earlier in the year, obviously presents us with a problem and, absolute worst case, could compromise the entire project.

Are you able to shed any further light on what the Council intend to do with regards to our license agreement beyond March next year ?

FYI, members of the cricket club have been working tirelessly during the last few months to 'deliver' the project and to secure funding from West Lindsey, Sport England, the ECB, Crowdfunding, the Lions etc. In recognition of this effort, it would be greatly appreciated if the Council could reciprocate, by way of an extension to the current license agreement until March 2025 and, in so doing, satisfy the ECB.

With best regards,

Mark



Sports group and street food licences

The following sports groups have licences which expire in March 2024:-

Tennis Club	£52 pa
Bowling Club	£52 pa
Caistor Tennyson Football	£52 pa
Walking Football	£52 paid last year
Running Club	£52 paid last year
Cricket Club	£52 paid last year

All the original licences were granted on a 5 year term but have been reissued for 1 year since March 2022.

The street food licence is also due for renewal in June 2024 - £52 paid last year

The following decisions now need to be made:-

1. Whether to extend the licences to the clubs
2. How long to extend the for
3. What amount to charge for the licences

Request for sign on Town Hall

From: Anna Bielak <Anna.Bielak@lincolnshire.gov.uk>

Sent: 17 October 2023 10:18

To: mhgrant67@gmail.com

Subject: RE: Caistor Town Hall - children's centre sessions

Hello Mike,

Thank you so much for getting back to me. I appreciate it.

As I explained in the previous email, Lincolnshire County Council is looking to update the signs on all our Children's Centres. As you know, the service we have been offering in Caistor Town Hall for many years now forms our Caistor Children's Centre offer. However, currently there is no signage indicating this. As we are in the process of updating the signage on all 51 Centres across Lincolnshire, this feels like the perfect timing to discuss whether this would be an option for Caistor Town Hall.

I am attaching the sign that has been designed for a different centre for your information. If the committee agrees, we would like to use a similar sign (with our agreed logos) to be professionally attached to the Town Hall building. The size and location of the sign is very much open for discussion. We are confident that this will have no negative impact on the aesthetics of the building, but will support the local community to know that they can access the Children's Centre offer here.

I am more than happy to meet up with you to discuss this further and look at the most agreeable location for the future sign.

I look forward to hearing from you.

Kindest regards,

Anna Bielak, Early Years Practitioner

Lincoln & West Lindsey Early Help Team

Lincolnshire County Council





Public Tracking Report

2-4 Market Place	Ref: 15589	Created: 22/06/2023
Cemetery Gates and Railings	Ref: 20701	Created: 16/08/2022
Church Trees overhanging Fountain St	Ref: 22219	Created: 01/06/2023
CS&SC repairs and maintenance	Ref: 24321	Created: 10/08/2023
Cemetery - Epitaph cemetery management and Pear mapping	Ref: 24326	Created: 23/08/2023
Accompanied play area inspection	Ref: 24328	Created: 24/08/2023
Allotment Steps	Ref: 24335	Created: 29/08/2023
Town Hall boiler room floor	Ref: 24341	Created: 29/09/2023



Caistor Town Council

INTERNAL CONTROL SYSTEM

SCOPE OF RESPONSIBILITY

Caistor Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for, used economically, efficiently and effectively.

In discharging this overall responsibility, the council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROLS

The system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk. It cannot provide an absolute assurance of effectiveness. The system of control is based on an on-going process to identify the risks to achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and to manage them efficiently, effectively and economically.

THE INTERNAL CONTROL ENVIRONMENT

The Council: -

- Has appointed a Chairman who is responsible for the smooth running of meetings.
- Approves budgets for the following year by its December meeting.
- The December meeting of the Council approves the level of Precept for the following financial year.
- Meets once every month with additional meetings as required.
- Monitors every quarter, as a minimum, the expenditure against budget with a forecast for the end of the year.
- Appoints and reviews the work of the Internal Auditor.
- Ensures that the Council holds relevant insurance cover.

The Clerk to the Council/Responsible Financial Officer (RFO): -

- The Clerk/ RFO is responsible for administering the Council's finances.
- The Clerk is responsible for the day to day compliance with the law and regulations that the Council is subject to and for managing risks.
- The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.
- Ensure that all VAT are identified and reclaimed.

Payments: -

- All payments are reported to the Council for approval before payment.
- Two members of the Council must sign the Schedule of Payments to approve the payment.

Risk Assessments/ Risk Management: -

- The council carries out a risk assessment in respect of actions and regularly reviews its systems and controls.
- The Council has a risk assessment/management document which is reviewed annually.

Internal Audit:

The council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:-

- Records
- Procedures
- Systems
- Internal controls
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reviewed annually.

External Audit:

- The Council's External auditors submit an annual Certificate of Audit, which is reported by the Council.

Standing Orders:-

- The Council has adopted Model Standing Orders as recommended by NALC. These are reviewed annually in May every year and amended as required throughout the year to reflect any amendments to legislation.
- These are available on the Council's website.

Financial Regulations:-

- The Council has adopted the Model Financial regulations as recommended by NALC. These are reviewed annually in May every year and amended as required throughout the year to reflect any amendments to legislation.

REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of :-

- The Full Council
- The independent Internal Auditor who reviews the Council's system of internal control
- The Council's External Auditor who makes the final check using the Annual Return and issues an annual audit report.
- The number of significant issues that are raised during the year. Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.



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

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

Your contact for this matter is:

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

31 October 2023

Dear Sir/Madam

APPLICATION REFERENCE NO: 147464

PROPOSAL: Outline planning application to erect 1no. detached dwelling - all matters reserved.

LOCATION: Land adj "Woodlands" North Kelsey Road Caistor LN7 6HF

APPLICATION TYPE: Outline Planning Application

APPLICATION CATEGORY: Minor - Dwellings

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

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

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

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

Yours faithfully

Ian Elliott
On behalf of West Lindsey District Council

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

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

Planning Services Feedback

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

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

31 October 2023

Application Ref No. : 147464

Location : Land adj "Woodlands" North Kelsey Road Caistor LN7 6HF

Proposal : Outline planning application to erect 1no. detached dwelling -
all matters reserved.

My Council has no comments _____ (please tick)

OR

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

Signed Date

For Caistor Parish/Town Council

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