



Public Meeting Pack

14th December 2023



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 14 December 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
07/12/2023

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 23rd November 2023
6. Finance
 - a) To approve the Accounting Statements for period ending 30th November 2023
 - b) To review and accept the bank reconciliation for 30th November 2023
 - c) To approve the Schedule of Payments
 - d) To review the additional project proposals and revised draft budget recommendations from P&F Committee for 2024/25 and agree any changes
7. Reports from External bodies:-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - ci) Overview of the Greater Lincolnshire devolution proposal and potential impacts
 - cii) Review request from resident for a dropped curb in the centre of the Market Place to allow wheeled access and agree how to progress
 - d) Community Groups
 - e) Town Hall Management Committee
8. To receive reports from Committee's and working groups, and agree any associated action
 - a) Personnel and Finance Committee
 - b) Estates Committee



- c) Economic Development & Market Working Group
 - d) 2-4 Market Place/PWL
 - e) Sports Group Licences
9. Clerks Report & Parish Matters
- a) Resolve to accept Lions offer of collecting and recycling christmas trees and agree a donation
 - b) To consider and agree any action regarding Nettleton Motors using the sports field car park as overspill for their business
 - c) To review the proposal for additional payment for the cemetery railings contractor and agree any action
 - d) Review action needed regarding the lock changes at SouthDale
 - e) To review the proposed SLA with WLDC for street cleaning and agree any action
 - f) To review the proposal from LCC to close part of the Market Place for 80 weeks, agree a response and any action
 - g) Request to post awareness material for a new mens support club
 - h) Review the proposed location for street cabinet and agree next steps
 - i) Review Tracking Report
10. To review the quotes and proposals for moving to .gov.uk email addresses and agree next steps
11. Correspondence Received
- a) Thank you letter from Caistor Cares for the donation
 - b) Resident complaint about dispersal of leaves from the church yard
 - c) Consider the request from Rhubarb Theatre to deliver street show and family eco activities in Caistor
 - d) Review resident letter regarding parking issues on Plough Hill and agree any action
12. To note any planning decisions
- a) Application Number: 146461
Decision: Refused. Planning application to erect 1no. wind turbine; Land at, Hillcrest Park, Caistor
 - b) Application Number: 146986
Decision: Granted time limit plus conditions. Planning application to replace 4no. windows to front elevation. 1, Bobs Lane, Caistor
 - c) Application Number: 147243 / LCC ref: PL/0064/23
Decision: Approved by LCC Application for retention of a bund; Mansgate Chalk Quarry, Mansgate Hill, Nettleton
13. To review the planning applications received and agree a response
- a) APPLICATION: 147531
PROPOSAL: Application to erect 1no. single storey dwelling.
LOCATION: Land to rear of 132 North Kelsey Road Caistor
(Revision 5th Dec Submission of amended plans reducing the scale of the dwelling and providing landscaping details)
 - b) APPLICATION: 147586
PROPOSAL: Listed building consent for internal alterations to reinstate bathroom to original location, together with new secondary glazing to 1 window on east and 1 window on west elevations.
LOCATION: 8 South Street, Caistor



- c) APPLICATION: 147666
PROPOSAL: Planning application to erect 1no. dwelling being variation of condition 2 of planning permission 145947 granted 23 March 2023 - amend dwelling design.
LOCATION: Plot 3 - Mill Grange Horncastle Road Caistor
14. Date of next meeting



Minutes of the Caistor Town Council held at 8:00pm at the Caistor Methodist Chapel on 23 November 2023

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr P. Richardson, Cllr R. Lyus, Cllr M. Galligan, Cllr S. Hodson,
Cllr J. Hughes, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris,
Cllr H. Priestly,

In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley,
Members of public present: 10

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2559

It was noted that Cllr Bowman was not in attendance due to her register of interests.

2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2560

None

3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2561

None

4. To approve the draft minutes of 9.11.23 - Ref: 2562

RESOLVED that the draft minutes of the meeting held on 9th November 2023 be approved as a true record of the meetings and signed by the Chair.

Proposed: Cllr P. Richardson Seconded: Cllr A. Somerscales All in favour

5. To consider the motion from Cllrs Milner, Wright, Galligan and Richardson to request that the decision made by Caistor Town Council on 3rd August and 14th September 2023 requiring a financial analysis to be completed prior to decision to agree the PWL for 2-4 Market place redevelopment be reconsidered and rescinded - Ref: 2563

The contents of the motion had been circulated prior to the meeting.

Comments noted included: the financial review has not been completed, the council has a responsibility to use best evidence to make decisions and if the review has not been completed, then we are not making a decision responsibly; the due diligence plan was put together to ensure we were making the decision responsibly; things move on, CDCT need an urgent decision, we have a fixed charge, and now need to take a small leap of faith; there is a presumption that the building can be sold, but we are missing lots of facts, the tax payers shouldn't be saddled with a debt for 50 years because we didn't complete due diligence; CTC is not a lending bank; Co-op put many covenants on what the property could be used for, so it was difficult to sell, are those covenant still in place; CDCT should never have put CTC in this position and asked CTC for a loan; not all residents can afford an increase in precept; most of the public here tonight were shareholders and their views were biased; CTC have a duty to support all residents of Caistor; ideally there would be a financial review but if we wait there might not even be a project; as a council we agreed a process and now because CTC is under undue pressure from CDCT some councillors are looking to change that, we should be able to pursue our plan; if it doesn't go to plan, there will be an investigation and CTC will be found to be negligent if we haven't followed due process; perhaps WLDC and LCC should have been approached by CDCT about underwriting this loan instead of CTC. Vote to overturn the previous resolution - 3 councillors voted to overturn the previous decision to get a financial review completed prior to making a decision about the loan; 8 councillors voted not to overturn the previous decision (2 councillors abstained)

6. To decide whether to proceed with the £750,000 PWL to lend to CDCT to support the redevelopment of 2-4 Market Place and agree any further actions - Ref: 2564

It was noted that this agenda item could not proceed because of the decision made in agenda item 6.

Meeting closed at 8:42pm

Signature:

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Accounting Statements

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 30/11/2023

Explanation of Variances

Grants				
Actual Total: 6000.00	Budget: 0.00	Variation: 6000.00	/ 100	
Grant from W.L.D.C for town hall roof				
VAT Reclaimable				
Actual Total: 3601.08	Budget: 0.00	Variation: -3601.08	/ 100	
No budget provision for reclaimed VAT				
Salaries				
Actual Total: 21425.90	Budget: 29319.96	Variation: 7894.06	/ -26.92	
KH employee from 1.6.23/ Bonny employee from 19th Sept				
PAYE & NI				
Actual Total: 8116.92	Budget: 2400.00	Variation: -5716.92	/ 238.21	
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				
Miscellaneous Income				
Actual Total: 4452.72	Budget: 150.00	Variation: -4302.72	/ 2668.48	
2115 refund of property tax LCC and bank interest				
Play Park Refreshment				
Actual Total: 2318.93	Budget: 999.96	Variation: -1318.97	/ 131.9	
Essential repairs and accompanied inspection				
Caistor Sports & Social Club				
Actual Total: 6495.00	Budget: 999.96	Variation: -5495.04	/ 549.53	
Cost of boiler repair/replacement and windows				
Town Hall				
Actual Total: 11729.00	Budget: 6000.00	Variation: -5729.00	/ 96.48	
Roof and floor repairs				
Equipment				
Actual Total: 1996.75	Budget: 750.00	Variation: -1246.75	/ 166.23	
£600 on PPE: hedge trimmer and harness				

Explanation of Variances

CIL Income

Actual Total: 4455.52 / Budget: 0.00 / Variation: 4455.52 / 100
 No budget provision for CIL Income

Pension Payments

Actual Total: 2937.44 / Budget: 0.00 / Variation: -2937.44 / 100
 No provision in budget for pension payments



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024
 Financial Period 01/04/2023 to 30/11/2023

Income	Actual YTD	Budget	Variance		EOY Forecast	End of year forecast ratio to date averaged over 2 months manually adjusted where appropriate
			£	%		
Income: General						
100 Precept	109886	109886	0	0	109886	
140 Cemetery Income	3860	3000	860	29	4000	
120 Allocation Income	60	420	-360	-86	420	
130 Market Rents	1865	3000	-1036	-35	2500	
150 Caistor Sports & Social Club	1452	2412	-960	-40	2412	
160 W.L.D.C Street Cleaning	2371	2292	79	3	2371	
170 Grass Cutting	1733	1623	110	7	1733	
180 Grants	6000	0	6000	100	6000	
350 VAT Redclaimable	3801	0	-3801	-100	3600	
199 Miscellaneous Income	4453	150	-4303	2888	5000	
185 Town Hall	520	520	0	0	520	
186 Magazine Advertising	0	1000	-1000	-100	0	
187 CIL Income	4456	0	4456	100	4456	
Totals	140376	124503	285	13	142898	
Income: General	140376	124503	285	13	142898	
Totals	140376	124503	285	13	142898	

Expenditure

Expense: General

500 Salaries	21426	29320	7894	-27	35000
503 PAYE & NI	8117	2400	-5717	238	12000
501 Staff Travel & Benefits	65	100	15	-15	100
502 Contractors	3888	15000	11112	-74	4000
509 Other Staff Expenses	0	100	100	-100	100
520 General Office	671	1000	329	-33	1000
530 Hall Hire	258	720	462	-64	600
540 Insurance	3526	3500	-26	1	3526
550 Audit	620	780	160	-21	820
580 Subscriptions	226	535	299	-56	535
570 Training	130	390	260	-67	360
580 Election	190	0	-190	100	190
581 Mayor Allowance	17	350	333	-95	350
555 Professional Fees	95	500	405	-81	4000
556 Legal Fees	200	500	300	-60	2500
590 Amenity Cmt	7229	7400	171	-2	7400
591 Public Rights of Way	0	0	0	100	0
592 Parks	2826	3600	174	-6	3000
593 Sportsground	4000	4000	-0	0	4000
594 Cemeteries/Church	4867	4500	-367	8	5500
595 Allotments	0	250	250	-100	2000
610 Market	0	250	250	-100	250
586 Community Orchard	0	0	0	100	0
750 Cemetery records management	1894	2450	556	-23	2450
650 Community Events	774	1500	726	-48	1000
521 Telephones & Broadband	575	930	355	-38	930
700 Electricity - Market Place LN7 6TU	274	260	-14	5	400
701 Electricity - South Street Park	341	600	259	-43	550
702 Electricity - Market Place LN7 6TU	0	150	150	-100	0
703 Electricity - Sports Ground	253	600	347	-58	500
800 Church trees	0	790	790	-100	800
720 Water: Sports Ground	143	300	157	-52	300



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024
 Financial Period 01/04/2023 to 30/11/2023

End of year forecast auto calculated based on actual year to date spend and forecast for months manually adjusted where appropriate.

	Actual		Variance		EOY Forecast
	YTD	Budget	£	%	
721 Water: Cemetery	55	50	-5	9	100
722 Water: Allotments	140	75	-65	87	200
766 Play Park Refreshment	2319	1000	-1319	132	2800
597 Caistor Sports & Social Club	6335	1000	-5335	534	6600
522 Town Hall	11729	8000	-5729	95	12500
582 Civic	0	500	500	-100	500
601 Equipment	1997	750	-1247	168	2000
598 Market Place	450	1000	550	-55	1000
603 Gritting & Snow Clearance	0	450	450	-100	450
786 CCTV	0	1500	1500	-100	0
799 Contingency	0	0	0	100	0
600 Grants & Donations	13026	15000	1974	-13	15000
761 Project: Town Hall Car Park Makeover	0	500	500	-100	500
762 Neighbourplan Review	0	0	0	100	0
763 Office repair	2607	2500	-6	0	2500
767 Old fire station	2400	2400	0	0	2400
764 Kings concanation	2000	2000	0	0	2000
788 Office laptop	499	500	1	-0	500
504 Pension payments	2937	0	-2937	100	5000
882 Grants & Donations	900	0	-900		900
Expense: General	109929	117390	7461	-6	149141
Expenditure Totals	109929	117390	7461	-6	149141



Budget Report - Income

Current Financial Year Ending 31/03/2024
 Financial Period 01/04/2023 to 30/11/2023

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	YTD Actual		£	%
Income: General										
Precept	93900		109896	109896			109896			
Cemetery Income	6565	3100	3000	1170	1980	750	3899	980	29.33	
Allotment Income	825	350	420	45		15	60	-360	-85.71	
Market Rents	2837	1000	3000	355	788	870	2011	-999	-32.97	
Caistor Sports & Social Club	1583	312	2412	577	525	525	1627	-785	-32.55	
WLDPC Street Cleaning	2806	1404	2292	1146	1228		2371	79	3.47	
Grass Cutting	1545		1623			1733	1733	110	6.76	
Grants		2685				6000	6000	6000	100.00	
VAT Reclaimable	13935		3601				3601	-3601	100.00	
Miscellaneous Income	3294		150	2618	1502	332	4453	-4303	?	
Town Hall			520		520		520	0	0.01	
Magazine Advertising			1000					-1000	?	
CIL Income				1555		2900		4456	4456	100.00
Income: General	Total	Total	124303	120953	6519	13125	0	140597	487	13
Total	124303	120953	6519	13125	0	140597	487	13		



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024
Financial Period 01/04/2023 to 30/11/2023

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	19265	27600	29320	6340	6732	6354	19426	7694	-27	-27
PAYE & NI	628	2600	2400	2298	3457	2362	8117	-5717	238	238
Staff Travel & Benefits			100	8	68	9	85	15	-15	-15
Contractors	16404	11570	15000	3888			3888	11112	-74	-74
Other Staff Expenses	49		100					100	-100	-100
General Office	804	1000	1000	121	407	143	671	329	-33	-33
Hall Hire	300		720	44	150	64	258	462	-64	-64
Insurance	3428	3535	3500	3528	-26		3528	-26	1	1
Audit	760	850	780	200	420		620	160	-21	-21
Subscriptions	588	500	535			236	236	236	-56	-56
Training	155	500	380		130		130	260	-87	-87
Election					190		190	-190	100	100
Mayor Allowance			350		17		17	333	-95	-95
Professional Fees	46	1000	500	95			95	405	-91	-91
Legal Fees	5824		500	200			200	300	-60	-60
Armenity Cut	2758		7400	4500	929	1800	7229	171	-2	-2
Public Rights of Way		550							100	100
Parks	1134	3000	3000	2765	81		2826	174	-6	-6
Sportsground	2302	3000	4000	900	1300	1800	4000	-400	-0	-0
Cemeteries/Church	1394	2000	4500	1470	889	2508	4867	-367	8	8
Alignments		300	250					250	-100	-100
Market			250					250	-100	-100
Community Orchard	78	160							100	100
Cemetery records management	50	5000	2450		499	1355	1894	556	-23	-23
Community Events	10511	5000	1500	494			494	1006	-67	-67
Telephone & Broadband	671	900	930	198	202	175	575	355	-38	-38
Electricity - Market Place LN7 6TU	113	50	280	25	37	211	273	-13	5	5
Electricity - South Street Park	170		600	61	242	82	355	235	-39	-39
Electricity - Market Place LN7 6TL	67		150					150	-100	-100
Electricity - Sports Ground	184		600	134	85	73	292	309	-51	-51
Church trees			780				780		-100	-100
Water: Sports Ground	151	50	300	41	51	51	143	157	-52	-52
Water: Cemetery	42		50	14	22	18	55	-5	9	9
Water: Alignments			75	16	63	61	140	-65	87	87
Play Park Refreshment		500	1000		2171	148	2319	-1319	132	132
Caistor Sports & Social Club	2533	3500	1000		6495	580	6495	-5495	580	580
Town Hall	39	2500	6000	148	132	11448	11729	-5729	85	85
Cafe		500	500					500	-100	-100
Equipment	3083	500	750	222	803	972	1997	-1247	186	186
Market Place	908	500	1000			450	450	550	-55	-55
Grilling & Snow Clearance	2150	2500	450					450	-100	-100
CCTV		3000	1500					1500	-100	-100
Contingency		1200							100	100
Grants & Donations			15000	12600		426	13026	1974	-13	-13
Project: Town Hall Car Park Makeover			500					500	-100	-100
Neighbourplan Review			2500	2500	7		2507	-8	0	0
Office repair			2400	2400			2400		100	100
Old fire station			2000	2000			2000		0	0
Kings coronation										



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024
Financial Period 01/04/2023 to 30/11/2023

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										
Grants & Donations				755	1325	858	2337	-2537	100	100
Expense: General Total			117390	41674	29120	38859	0	7	6738	-6
Total			117390	41674	29120	38859	0	7	6738	-6



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024
Financial Period 01/04/2023 to 30/11/2023



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024
Financial Period 01/04/2023 to 30/11/2023

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	YTD Actual	£	%

Expense: General

Salaries	19285	27800	29320	6340	8732	6354	21426	7894	-27
PAYE & NI	628	2800	2400	2298	3457	2382	8177	-5717	238
Staff Travel & Benefits			100	8	68	9	85	15	-15
Contractors	16404	11570	15000	3888		9	3888	11112	-74
Other Staff Expenses	49	100	100				100	100	-100
General Office	804	1000	1000	121	407	143	671	329	-33
Hall Hire	300		720	44	150	64	288	462	-64
Insurance	3428	3535	3500	3428	3526	-26	3526	-26	1
Audit	760	850	760	200	420		620	160	-21
Subscriptions	598	500	535				236	299	-56
Training	195	500	390		130		130	260	-87
Election					190		190	-190	100
Mayor Allowance			350		17		17	333	-95
Professional Fees	46	1000	500	95			95	405	-81
Legal Fees	5824	500	500	200			200	300	-60
Armenity Cut	2758	4100	7400	4500	929	1800	7229	171	-2
Public Rights of Way		550							100
Parks	1134	3000	3000		2785	61	2826	174	-6
Sportsground	2302	3000	4000	900	1300	1800	4000	4000	-0
Cemeteries/Church	1395	2000	4500	1470	889	2508	4867	-367	8
Aliments		300	250				250	250	-100
Market		160	250					250	-100
Community Orchard	78	5000	2450		499	1395	1894	568	100
Cemetery records management	50	5000	1500	494			494	1006	-23
Community Events	10511	5000	1500		202	175	575	355	-67
Telephone & Broadband	671	900	930	198	37	211	575	355	-38
Electricity - Market Place LNW 6TU	113	50	260	25	37	211	273	-13	5
Electricity - South Street Park	170		600	61	242	62	365	225	-38
Electricity - Market Place LNW 6TU	67		150				150	150	-100
Electricity - Sports Ground	184		600	134	85	73	292	309	-51
Church trees									100
Water: Sports Ground	151	50	780		51	51	780	157	-52
Water: Cemetery	42		50	14	22	16	55	-5	9
Water: Aliments			75	16	63	61	140	-65	87
Play Park Refurbishment	500	500	1000	2171	148	2319	2319	-1319	132
Caistor Sports & Social Club	2533	3500	1000		6495		6495	-550	550
Town Hall	39	2500	6000	149	132	11448	11729	-6729	86
Cafe	500	500	500					500	-100
Equipment	3083	500	750	222	803	972	1997	-1247	186
Market Place	908	500	1000			450	450	550	-55
Golfing & Snow Clearance	2150	2500	450				450	450	-100
CCTV		3000	1500				1500	1500	-100
Contingency		1200							100
Grants & Donations			15000	12600		426	13026	1974	-13
Project: Town Hall Car Park Makeover			500					500	-100
Neighbourly Review			2500	2500	7		2507	-8	0
Office repair			2400	2400			2400	2400	100
Old fire station			2000	2000			2000	2000	0
Kings recreation								0	0

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	YTD Actual	£	%

Expense: General

Pension payments				755	1325	858	2937	-2937	100
Grants & Donations							900	900	-900
Total			117390	41674	29120	39859	0	7	6738
Total			117390	41674	29120	39859	0	7	6738



Bank Reconciliation

Balances as per bank statements as at 01/12/2023

Natwest Current Account	17065.85	130033.28
Natwest Business Reserve Account	112845.31	
Equals Card	122.12	

Date	Invoice Ref	Type	Description	Credit	Debit
There are no unpresented payments or receipts					
Opening Balances As At 01/04/2023			Receipts in current year	UnPresented Receipts & Payments	
Opening Balance Bank 1	2527.74		140375.93	Nett balance as at 01/12/2023	130033.28
Opening Balance Bank 2	101463.68			Cash Book Closing Balance	130033.28
Opening Balance Bank 3	0.00		Payments in current year		
Opening Balance Bank 4	0.00		109928.86		
	103991.42		VAT Outstanding		
			4405.21		
			Unallocated Cash		
			Sales		
			Purchase		
				General Reserves	50000.00
				Earmarked Reserves	
			Subcontracting for	13750.00	Computer 0.00
			Elections (2022)	3850.00	Play area 4000.00
			Parks equipment	3000.00	Parking 1500.00
			South Street Park	500.00	Water (South St) 2250.00
			Market Place trading	500.00	Water at Market Place 2250.00
			Market Place layout	1000.00	Cemetery 0.00
			Sports Field fencing	1500.00	New Cemetery 6000.00
			Sports ground toilet	2000.00	Church Ground Trees 720.00
			Sports and Social	5500.00	Handyman Equipment 2000.00
			Other buildings	1500.00	
			Town Hall	0.00	2022 balance from ER 1943.00
			Fire Station	0.00	
			Cornhill Resurfacing	1500.00	
			Tree Maint - Sports	2000.00	Cash Reserves 21270.28
			Tree Maint - Parks	1500.00	



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
07/11/2023	1283	C R Hansard Ltd	Fuel	1.41	8.49	<input type="checkbox"/>	<input type="checkbox"/>
07/11/2023	1284	Caistor Town Hall	Hire of hall - 12th, 26th, 31st October	0.00	66.00	<input type="checkbox"/>	<input type="checkbox"/>
13/11/2023	1300	Liam Marchant Plumbing & Heating	Deposit for boiler replacement at CS&SC	0.00	2880.00	<input type="checkbox"/>	<input type="checkbox"/>
09/11/2023	1302	Royal Mail	Bank Payment: General Office - Underpaid postage	0.00	1.50	<input type="checkbox"/>	<input type="checkbox"/>
14/11/2023	1303	Jake Garden Care (Dyne Group)	Grass cutting Visit 15 7th Nov	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
14/11/2023	1304	E-Quip (Rasen) Ltd	Lock and chain	15.10	90.57	<input type="checkbox"/>	<input type="checkbox"/>
17/11/2023	1305	Wave	Bank Payment: Water: Sports Ground	0.00	51.00	<input type="checkbox"/>	<input type="checkbox"/>
17/11/2023	1306	Wave	Bank Payment: Water: Cemetery	0.00	18.34	<input type="checkbox"/>	<input type="checkbox"/>
17/11/2023	1307	Wave	Bank Payment: Water: Allotments	0.00	61.08	<input type="checkbox"/>	<input type="checkbox"/>
17/11/2023	1308	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	0.00	0.02	<input type="checkbox"/>	<input type="checkbox"/>
21/11/2023	1309	A. Bradley Decorators	Repainting the cemetery railings and metal bench	0.00	1453.80	<input type="checkbox"/>	<input type="checkbox"/>
21/11/2023	1310	██████████	Expense Claim		16.00	<input type="checkbox"/>	<input type="checkbox"/>
22/11/2023	1311	Liam Marchant Plumbing & Heating	Balance of payment for replacement boiler at CS&SC	0.00	1800.00	<input type="checkbox"/>	<input type="checkbox"/>
22/11/2023	1312	Liam Marchant Plumbing & Heating	Pressure vessels and temp relief valves at CS&SC	0.00	225.00	<input type="checkbox"/>	<input type="checkbox"/>
22/11/2023	1313	Viking		24.65	147.88	<input type="checkbox"/>	<input type="checkbox"/>
27/11/2023	1320	BT	Bank Payment: Telephone & Broadband	8.83	52.98	<input type="checkbox"/>	<input type="checkbox"/>
24/11/2023	1321	Tamar Telecom	Bank Payment: Telephone & Broadband	1.10	6.60	<input type="checkbox"/>	<input type="checkbox"/>
24/11/2023	1322	██████████	Bank Payment: Salaries	0.00	364.41	<input type="checkbox"/>	<input type="checkbox"/>
24/11/2023	1323	██████████	Bank Payment: Salaries	0.00	998.11	<input type="checkbox"/>	<input type="checkbox"/>
24/11/2023	1324	██████████	Bank Payment: Salaries	0.00	1855.84	<input type="checkbox"/>	<input type="checkbox"/>
24/11/2023	1325	HMRC	Bank Payment: PAYE & NI	0.00	1221.92	<input type="checkbox"/>	<input type="checkbox"/>
24/11/2023	1326	NEST	Bank Payment: Pension payments	0.00	439.37	<input type="checkbox"/>	<input type="checkbox"/>
28/11/2023	1327	Caistor Methodist Hall	Hire of hall 23.11.23	0.00	20.00	<input type="checkbox"/>	<input type="checkbox"/>
30/11/2023	1328	Three	Bank Payment: Telephone & Broadband	3.38	20.27	<input type="checkbox"/>	<input type="checkbox"/>
30/11/2023	1329	TWB Electrical Ltd	Fixing the lights at the cenotaph	32.34	194.05	<input type="checkbox"/>	<input type="checkbox"/>
28/11/2023	1330	Fizzco Ltd	Bank Payment: Community Dev	0.00	279.64	<input type="checkbox"/>	<input type="checkbox"/>
01/12/2023	1331	George Coletti Tree Services	Tree works in churchyard	156.00	936.00	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment
04/12/2023	1332	Opus Energy	Bank Payment: Electricity - Sports Ground	1.85	38.87 <input type="checkbox"/> <input type="checkbox"/>
04/12/2023	1333	Opus Energy	Bank Payment: Electricity - South Street Park	1.15	24.22 <input type="checkbox"/> <input type="checkbox"/>
04/12/2023	1334	Len Hope Plumbing & Heating	Emergency call out and repairs to CS&SC boiler 20.11.2023	0.00	160.00 <input type="checkbox"/> <input type="checkbox"/>
04/12/2023	1335	XXXXXXXXXX	Expense Claim		5.60 <input type="checkbox"/> <input type="checkbox"/>
TOTAL:					14517.56

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Budget Forecast 2024/25 - Draft without PWL

INCOME

Details	2023/24 EOY forecast	2024/25 Budget
Precept	109886	124444
Cemetery	4000	4000
Allotments	420	420
Market Rents	2500	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	0
Miscellaneous Income	5000	2000
	142898	141038

EXPENDITURE

Salaries	35000	35000
PAYE & NI	12000	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	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	2000	250
Market	250	250
Cemetery records management	2450	280
Church trees	800	1500
Community Events	1000	1000
Telephone & Broadband	930	800
Electricity-Market Place LN7 6TU	400	200
Electricity-South Street Park	550	600
Electricity-Market Place LN7 6TL	0	0
Electricity-Sports Ground	500	600
Water-Sports Ground	300	300
Water-Cemetery	100	50
Water-Allotments	200	100
Play Park Maintenance	2800	11000
Caistor Sports & Social Club	6600	3000
Town Hall	12500	2500
Civic	0	3000
Estates Equipment	2000	4500
Grants & Donations	16000	7000
Market Place	1000	4000
Gritting & Snow Clearance	0	450
CCTV	0	1500
Project: Town Hall car park	500	0
Office repair	2507	0
Old fire station	2400	0
Contingency	0	0
Office laptop	500	0
Grant to Caistor in Bloom		10000
Public works loan		0
Christmas Lights		2000
Bins and Benches		3000
	148886	145835

Projected final bank balance as at 31/03/24 **97397**

	2023/24 Reserve	Movement in Funds	2024/25 Reserve
General Reserves (4 months)	50000	16778.33	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
Incase of loan default (build to £30000 over 3 years	0	0	0
Christmas lights (steel wires)	0	1000	1000
Total Reserves	106820	2558.33	92600

2024/25 Change in reserves

0	0
0	0
0	0
0	0
Negative balance from earmarked reserves (if applicable)	-4797.0
	-4797.0

2024/25 Forecast Income	141038
2024/25 Forecast Expenditure	145835
2024/25 Change in reserves	-4797.0

2023/24 Precept 109886
2024/25 Precept 124444 13.25% Increase



Budget Forecast 2024/25 - Draft incl PWL

INCOME

Details	2023/24 EOY forecast	2024/25 Budget
Precept	109886	156722
Cemetery	4000	4000
Allotments	420	420
Market Rents	2500	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	5000	2000
	142898	233816

EXPENDITURE

Salaries	35000	35000
PAYE & NI	12000	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	2000	250
Market	250	250
Cemetery records management	2450	280
Church trees	800	1500
Community Events	1000	1000
Telephone & Broadband	930	800
Electricity-Market Place LN7 6TU	400	200
Electricity-South Street Park	550	600
Electricity-Market Place LN7 6TL	0	0
Electricity-Sports Ground	500	600
Water-Sports Ground	300	300
Water-Cemetery	100	50
Water-Allotments	200	100
Play Park Maintenance	2800	11000
Caistor Sports & Social Club	6600	3000
Town Hall	12500	2500
Civic	0	3000
Estates Equipment	2000	4500
Grants & Donations	16000	7000
Market Place	1000	4000
Gritting & Snow Clearance	0	450
CCTV	0	1500
Project: Town Hall car park	500	0
Office repair	2507	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
	152386	206335

Projected final bank balance as at 31/03/24 **93897**

	2023/24 Reserve	Movement in Funds	2024/25 Reserve
General Reserves (4 months)	50000	16778.33	68778.33
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	12558.33	121378.3

2024/25 Change in reserves



0	0
0	0
0	0
0	0
Negative balance from earmarked reserves (if applicable)	27481.3
	27481.3

2024/25 Forecast Income	233816
2024/25 Forecast Expenditure	206335
2024/25 Change in reserves	27481.3

2023/24 Precept 109886
2024/25 Precept 156722 42.62% Increase

Project Proposal Document



Project title	Cenotaph railings
Proposed by	Stephen Hodson
Date	28 Nov 2023
<u>What the need/issue is</u> <p>The paint on the railings around the cenotaph is starting to fail and flake off. Before long they will be starting to go rusty.</p>  	
<u>What is the proposed solution</u> <p>Get the railings removed, sand blasted back to bare metal, primed and top coated in black, then replaced.</p>	
<u>What are the benefits to Caistor</u> <p>Keeping the war memorials in the best condition possible so that they continue to form a fitting tribute to the fallen, is really important.</p>	
<u>Cost estimate</u> <p>High Level estimate £3000</p>	
<u>Resource estimate</u> <p>Low</p>	
Date of review	
Outcome of review	Support / Reject / Defer



Minutes of the Personnel and Finance Committee held at 7.00pm at the Arts & Heritage Centre on 28 November 2023

Present: Cllr J. Wright, Cllr J. Bowman (Chair), Cllr R. Lyus, Cllr J. Cox,

In Attendance: Cllr S. Hodson, Michelle Moss,

Members of public present:

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2565**
Cllr Bowman noted an interest in anything to do with 2-4 Market Place
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2566**
It was noted that Cllrs Galligan and Milner were not present but had not sent apologies.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 2567**
None
- 4. To review and approve the draft minutes from meeting of 31st October 2023 - Ref: 2568**
RESOLVED to approve the minutes from the Personnel and Finance meeting of 31st October 2023 and accept as a true record of the meeting.
Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour
- 5. To review the proposed budget for 24/25 and make any final recommendations to full council - Ref: 2569**
It was noted that: the draft budget had been accepted by full council at the meeting on 9th November, and no changes suggested; the precept requirement for 24/25 had been submitted to WLDC on 24th November, the precept requirement included the financial provision for PWL as per the full council meeting on 9th November; as discussed previously, the provision for the PWL includes income of circa £60k from the loan repayments from CDCT and expenditure of circa £60k for the PWL and the reserves need to change to reflect the increased operating costs; the budget includes £10k in ear marked reserves which will be built up to £30k over the next 3 years to off set some of the risk of non-repayment of the CDCT loan; the budget proposal including PWL includes 4 months reserves, rather than the 40% reserves agreed in the Reserves Policy by P&F at the meeting on 31st October; to make the reserves 40% would take them to circa £82k and require a precept of approx £170,000 or an increase of 55%; if CTC increase the precept for the PWL and the loan is not needed, we would end up with reserves at the very top end of the level permitted and would likely have negative comments from audit.
An additional project request had been received from a councillor - to strip and recoat the cenotaph railings. The high level cost for this has been estimated at £3000. The impact on the budget requirement would be £3000 increase, plus £1000 general reserves increase, meaning a total precept of £156291, an increase of 42.23% in total.

RESOLVED to recommend to full council to leave reserve projection at 4 months operating costs; to recommend to full council to include the proposal for the railings in the revised budget and try to get more indicative costs in prep for the next council meeting.
Proposed: Cllr R. Lyus Seconder: Cllr J. Wright 1 abstained
- 6. To resolve to move into closed session for the remainder of the meeting - Ref: 2570**
RESOLVED to move into closed session for the remainder of the meeting.
Cllr Hodson left the meeting.
Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour
- 7. To receive details of the council workers pay award for 2023/24 and agree back pay - Ref: 2571**
It was noted that the unions had agreed the pay award for 23/24 and it had been back dated to 1st April 2023.

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



RESOLVED to accept the pay award for all staff and pay the back pay owed from 1st April 2023.

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

8. Review employees holiday outstanding for 2023 and decide how to proceed - Ref: 2572

It was noted that the holiday year runs Jan to Dec; one member of staff has a significant amount of holiday left to take.

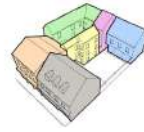
RESOLVED to encourage everyone to take their holidays owed; offer to pay the staff member for up to 50% of the holiday hours outstanding; and administer the remaining holiday in line with contracts.

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

Meeting closed at 8:07pm

CAISTOR AND DISTRICT COMMUNITY TRUST LTD

14 Marris Way, Caistor, Market Rasen, LN7 6JJ email: canddctltd@gmail.com



Caistor Town Council
FAO The Town Clerk and Chairman
The Town Hall
14 High Street
Caistor
LN7 6TX.

6 December 2023

Dear Jon and Michelle

Further to the public meeting on Thursday 23rd November 2023, obviously CDCT were very disappointed that the Town Council failed to make a decision one way or the other regarding approval of the Public Works Loan Board loan - especially after the overwhelming support from the public that attended. We do understand the reticence due to the large sums involved but the Trust have to now decide the best way forward for the project and make sure the asset the Trust owns is developed on behalf of the community.

Unfortunately, after discussions with our business manager from The National Lottery Heritage Fund and our Business Support Manager from the DLUHC's Community Ownership Fund, they have both advised that the Town Council's delay in being able to make a decision has put the project at risk. The National Lottery Heritage Fund have also expressed reservations about the Town Council as a funding partner. We will also not now be able to meet the Community Ownership Fund's very tight delivery deadline. Both bodies have advised that the best option would be to seek alternative funding or re-apply for higher grants – with the understanding that this has increased risk of increased costs. There is also a risk of loss of the project if these funding applications are unsuccessful. As mentioned at the meeting, the funding landscape changes almost daily, and we have been able to identify potential funders to approach – at this stage with no guarantees.

Following alternative funding routes will obviously delay any start and may risk the project proceeding at all, but as there are no guarantees that the Town Council will make a positive decision in favour of proceeding with the loan, Caistor and District Community Trust would like to formally inform Caistor Town Council we no longer require you to proceed with the Public Works Loan Board loan. The Trust will shortly announce publicly how it plans to proceed with the project.

Although some councillors have found it difficult to commit the Council to a nationally supported development that is of significant regional importance, we hope, without the contentious issue of funding, moving forward, the Trust and Town Council can work together at local level in smooth partnership.

Yours sincerely

Neil Castle
Chairman
On behalf of the Board of Caistor and District Community Trust Ltd

Lions offer to remove and recycle Christmas trees.

Bridget Turner

8 Nov 2023,
09:12 (1 day
ago)

to me

Good morning Michelle,

As part of our Christmas Tree collection and recycling service Caistor Lions will be available to remove the town tree from the Market Place. We will be collecting domestic trees around the town on Saturday 6th January and can come to assist in taking down the town tree and remove the waste on the morning of Sunday 7th. All trees are shredded and used as cattle bedding.

This has happened in previous years since WLDC no longer offer a green waste collection for Christmas Trees.

The Lions club has been happy to do this for a donation of £250 in the past and offer the service for a similar consideration this year.

Kind Regards,
Rob Turner.



This Agreement is made on the

BETWEEN

- (1) **West Lindsey District Council** of Guildhall, Marshall's Yard, Gainsborough, Lincolnshire DN21 2NA ("WLDC")
and
- (2) Caistor Town Council of Caistor Town Hall, High Street, Caistor, LN7 6TX ("CTC")

1. Contract Period

- 1.1 The Agreement shall commence on 1st April 2024 and shall expire at midnight on 31st March 2027, unless terminated earlier in accordance with clause 7 (or otherwise lawfully terminated). The agreement may be further extended for up to 3 years in periods of 12 months by agreement in writing between the Parties.

2. Scope of Services

- 2.1 CTC will carry out litterpicking and street cleansing duties on behalf of WLDC. CTC will ensure a reasonable standard of cleanliness is maintained at all times, in line with standards set out in Environmental Protection Act (EPA) 1990.
- 2.2 All litter and dog waste bins will be emptied in line with a schedule which ensures WLDC does not receive complaints about overflowing.
- 2.3 The Parish Council will ensure that operatives are available for training, if such training is at the request of the District Council, the District Council will be responsible for the cost of such training.
- 2.4 CTC will ensure that operatives wear such uniform or use such equipment as the District Council reasonably require, such uniform and equipment to be provided by the District Council at its own expense.

- 2.5 CTC will ensure that operatives comply at all times with current Health and Safety Regulations and wear appropriate personal protective equipment at all times.
- 2.6 WLDC will provide sufficient wheeled bins for the storage of material collected, CTC will ensure that the operatives use the wheelie bins as appropriate i.e.: blue bin for waste capable of being recycled and black bin for all other general waste.
- 2.7 CTC will ensure that the operatives are instructed to report relevant information to the District Council, such as (but not limited to) instances of fly tipping; the need for mechanical sweeping; broken bins or other information regarding street cleansing on a timely basis.
- 2.8 WLDC will carry out regular inspections of the Town of Caistor to ensure that it is satisfied with the standard of the provision of litter picking and bin emptying.
- 2.9 If WLDC is not satisfied that the provision of litter picking and bin emptying is being carried out to a satisfactory standard, it may give written notice to the clerk of CTC, who will take whatever measures WLDC reasonably deems necessary to ensure that the situation is rectified and that future work is carried out to an acceptable standard.
- 2.10 If, having giving reasonable notice to the clerk of CTC in accordance with number 2.9 above, WLDC is of the opinion that the provision of litter picking and bin emptying is still not being carried out to an acceptable standard, then it may withdraw the contribution without further notice.
- 2.11 In all other circumstances, WLDC will give no less than three months written notice of its desire to withdraw the contribution.
- 2.12 The Parish Council is responsible for acquiring and maintaining, at its own cost, sufficient liability insurance, and, on request, will produce to WLDC a copy of the relevant policies of insurance.

3. Payments

- 3.1 West Lindsey District Council shall make a payment of the amount £204.24 per one month period.
 - 3.1.1 Payment will be made on presentation of a monthly / six monthly invoice from CTC. (delete as appropriate)
 - 3.1.2 The contribution will be increased by the level of inflation each Year, ahead of the anniversary of this agreement.

4. Performance Monitoring

- 4.1 Formal review meetings will be held by nominated officers of WLDC and CTC at intervals agreed between the Parties, but a minimum of 6

monthly. The nominated officer for CTC is the Clerk to CTC, the nominated officer for WLDC is the Street Cleansing Team Leader.

5. Warranties

- 5.1 CTC will take all reasonable steps to ensure that the service is performed in a professional manner.
- 5.2 CTC will ensure that all staff (paid or unpaid) involved in the delivery of the Service, who have direct contact with children or vulnerable adults, should have an enhanced disclosure check via the Criminal Records Bureau and supply proof to WLDC on request.
- 5.3 CTC will ensure that, when appropriate, all relevant health and safety checks have been undertaken and provide proof to WLDC on request.
- 5.4 WLDC is not liable for any of the activities undertaken by persons connected with the Service. CTC must provide public liability indemnity to a minimum of £2m to cover the risks of any actions or claims made by a third party arising from negligence in connection with delivering the Service.

6. Dispute Resolution

- 6.1 The parties will attempt to settle any dispute which may arise between them under this Contract.
- 6.2 If a dispute is not resolved to the satisfaction of both parties within 10 working days, the parties will attempt to settle it by mediation using a mutually agreed mediator and mediation procedure.
- 6.3 To begin mediation, either party must give written notice to the other party requesting mediation.
- 6.4 If the dispute is not resolved within 90 days of the initiation of the mediation, or if either party will not participate in the mediation, either party may begin legal proceedings.

7. Termination

- 7.1 Either Party shall be entitled to terminate this Agreement by written notice to the other Party if the other Party commits a breach of this Agreement and fails to remedy such breach within Thirty (30) days of receipt of a written notice specifying the breach, requiring it to be remedied and indicating the intention to terminate in the absence of such remedy.
- 7.2 Following termination of this Agreement any outstanding sums paid in advance by the District Council shall be apportioned and repaid to the District Council.

8. Complaints

- 8.1 CTC shall, throughout the duration of the Agreement Period, have in place a written complaints procedure to enable Service Users or their representative to make complaints and representations about the Service.
- 8.2 CTC shall give Service Users or their representative information about the Complaints Procedure and how it works. CTC shall ensure that this information shall be easily understood and available in an appropriate form for all Service Users.
- 8.3 CTC shall promptly inform WLDC of any complaint made under its Complaints Procedure by a Service User or their representative regarding the provision of the Service and the action taken by CTC in response. CTC shall maintain full records of any such complaint.

9. Reputation

- 9.1 CTC and WLDC shall not, and shall use their best endeavours to ensure that their employees, agents and/or sub-contractors shall not, knowingly do or omit to do, anything in relation to this Agreement or in the course of their other activities, that may bring the standing of both organisations into disrepute or attract adverse publicity for both organisations.

10. Force Majeure

- 10.1 Neither Party shall be liable for failure to perform its obligations under this Agreement if such failure results arising from acts, events, omissions, happenings and non-happenings beyond its reasonable control. This includes but is not limited to an Act of God, war, riot, terrorism, governmental regulations, fire, flood, storm, earthquake or any disaster. Any act, event, omission, happening or non-happening will only be considered as Force Majeure if it is not attributable to the wilful act, neglect or failure to take reasonable precautions of the affected Party, its agents or employees.

11. Waiver

- 11.1 No delay, neglect or forbearance on the part of either Party to exercise any of its powers, rights or remedies under this Agreement will operate as a waiver of them. Any waiver to be effective must be in writing and any waiver shall not prevent the subsequent enforcement of that provision in respect of any subsequent breach.

12. Third Party Rights

- 12.1 This agreement is not intended to and shall not confer any rights on any person not a party to this Agreement and the Contracts (Right of Third Parties) Act 1999 shall not apply to this Agreement.

13. Interpretation, Variation and Entire Agreement

- 13.1 This Agreement supersedes all prior arrangements and undertakings between the Parties and constitutes the entire agreement between the Parties relating to the subject matter of this Agreement.
- 13.2 The Parties confirm that they have not entered into this Agreement on the basis of any representation that is not expressly incorporated into this Agreement.

14. Amendments

- 14.1 The Parties agree that this Agreement may not be released, discharged, supplemented, interpreted, amended, varied or modified in any manner except by an instrument signed by a duly authorised officer or representative of each of the Parties to this Agreement.

15. General Data Protection Regulations 2018 and Freedom of Information Act 2000

- 15.1 WLDC and CTC undertake to comply with the General Data Protection Regulations 2018 and the Freedom of Information Act 2000 and any legislation related to these Acts.

16. Severance

- 16.1 If any provision of this Agreement is prohibited by law, or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from this agreement and rendered ineffective as far as possible without modifying the remaining provisions of this Agreement, and shall not in any way affect any other circumstances of the validity or enforcement of this Agreement.

17. Law

- 17.1 This Agreement shall be subject to and construed and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England.

18. Equality & Diversity

- 18.1 CTC shall not discriminate directly or indirectly on the grounds of gender, sexual orientation, marital status, religion, race, disability, colour, ethnic or national origin in terms of employment or service delivery. The only exception to this will be where it is lawful (e.g. genuine occupational qualifications as allowed under Section 5 of the Race Relations Act 1976 and Section 7 of the Sex Discrimination Act 1975).

AS WITNESS the hands of the Parties on the day and year first written before

Signed by: _____ 

On behalf of West Lindsey District Council

Name: _____Adrian Selby_____

Title: **Director of Commercial and Operational Services**_____

Date: **7/11/23**_____

And

Signed by: _____

On behalf of Caistor Town Council

Name: _____

Title: _____

Date: _____

Hello Jon,

As promised I wanted to follow up our call with an email.

As explained, we are going to be launching a new club in the area for men over the age of 18 to attend with the hope and confidence that we can reach that one man who needs us and ultimately improve the mental state of the guys who attend from the local area.

We will be launching the club on the 17th December and its opening night will be the 8th January.

I would be honoured to have yourself attend the launch as well as any other council member and dignitaries to both ask questions, gain a fuller understanding and also help us promote the opening of the club.

Alongside the launch it would be really great if we could discuss posting awareness material around caistor both physically and online as well as have the permission to put up a coming soon banner that will be heavily seen. perhaps in the market square until opening day.

I massively appreciate your time speaking to me today and for all your efforts moving forward.

Kind Regards

Sean Gill
Senior Project Development Champion
#ANDYSMANCLUB
#ITSOKAYTOTALK
www.andysmanclub.co.uk
Sean.Gill@andysmanclub.co.uk

Sam Matthews <sam.matthews@quickline.co.uk>

Dear Sir/Madam

Please see the attached document for a proposed street cabinet in Caister, Lincolnshire for your agreement. It would be much appreciated if you could reply within the next 10 working days.

Kind regards

Sam Matthews

Junior FTTP Planner

quickline.co.uk

The Mill House, Albion Mills, Albion Lane, Willerby, HU10 6DN

Cabinet No.	Type	Phase	Colour	Exchange	Address	
ASC CAS 1	ASC	FY24	Green	Caister	Opposite 23, Junction of Nettleton Rd & Cromwell View	
Cabinet Dimensions						
						
						
Template Version: V1.1 25/07/2023		Grid Reference:				
			N:	401086		



Public Tracking Report

2-4 Market Place	Ref: 15589	Created: 22/06/2023
Cemetery Gates and Railings	Ref: 20701	Created: 16/08/2022
Sort out email addresses for councillors	Ref: 22100	Created: 11/04/2023
CS&SC repairs and maintenance	Ref: 24321	Created: 10/08/2023
Accompanied play area inspection	Ref: 24328	Created: 24/08/2023
Town Hall boiler room floor	Ref: 24341	Created: 29/09/2023

Cloud Next Sales

13:29 (0
minutes
ago)

to me

Hi Michelle,

Thank you for your time.

As mentioned in the call the prices are as follows:

[.gov.uk](#) domain name - £110 + VAT per two years

Email Hosting (up to 25 email accounts) - £49.99 + VAT per year (2gb data – more data can be purchased if necessary)

In terms of the domain name then this could be:

[Caistortowncouncil.gov.uk](#)

[Caistortown-tc.gov.uk](#)

[Caistortowntc.gov.uk](#)

Then allowing you to decide what email addresses you required, ie:

Stephen.hodson@

s.hodson@

cllr.hodson@

cllr.s.hodson@

the choice is yours in regards to what email addresses you use.

Please do let me know if you have any further questions in regards to this.

Kind regards,

Oliver

Cloud Next

<https://www.cloudnext.uk/>

0333 202 1032

TO M. Moss, Town Clerk
Caistor Town Council
14 High Street
Caistor
Lincolnshire
LN7 6TX

Quote Date: 03/10/23

Quote No: Q18501A

QUOTE

Microsoft 365 - Annual Fees

- Microsoft 365 Business Standard for office
 - Local install of latest Office suite (upto 5 devices per user)
 - Hosted Exchange mailbox with 50GB storage
 - 1TB backup via OneDrive
 - 1TB shared storage via SharePoint
 - Microsoft Teams

- Exchange Online (Plan 1) for the councillors and Estates.
 - Hosted Exchange Mailbox with 50GB storage
 - Access to email via web portal, mobile device or private licence of Microsoft Outlook 2013/16 or 19

- SaaS Protection for Exchange, OneDrive and SharePoint per user licence.
 - Utilising 3rd party software, this gives a comprehensive backup solution compared with the standard 30 days with Microsoft
 - Protects from viruses such as Cryptolocker
 - Allows for a complete diaster recovery restore

ALTERNATIVE

- Microsoft 365 Business Basic for councillors and Estates
 - Online version of latest Office suite
 - Hosted Exchange mailbox with 50GB storage
 - 1TB backup via OneDrive
 - 1TB shared Storage via SharePoint
 - Microsoft Teams

Details	Qty	Unit Price	Net Amount
ANNUAL FEES			
Microsoft 365 Business Standard (per annum)	2	£123.00	£246.00
Exchange Online (Plan 1) (per annum)	15	£39.24	£588.60

SaaS Protection for Microsoft 365 per user (per annum)	2	£30.25	£60.50
	Net Total		£895.10
	VAT Total		£179.02
	Quote Total		£1,074.12

Alternative Options	Qty	Unit Price	Net Amount
Microsoft 365 Business Basic (per annum)	15	£58.92	£883.80

I the undersigned accept this quotation:

Name: _____

Signed: _____

Date: _____

TERMS

- Prices quoted are valid for 1 month from quote date except 3rd party goods which are valid for 7 days.
- EDGE IT Systems Ltd. terms and conditions of sale apply & copies are available on request.
- Extra terms and conditions for AdvantEDGE and Epitaph apply if these products are quoted.

Please sign and email the order, making clear which alternative or additional options are selected if applicable.

TO M. Moss, Town Clerk
 Caistor Town Council
 14 High Street
 Caistor
 Lincolnshire
 LN7 6TX

Quote Date: 03/10/23
Quote No: Q18502A

QUOTE

Microsoft 365 - Setup

- Register .gov.uk domain such as caistortc.gov.uk
- Reprint www.caistortc.gov.uk to <https://caistor.pariah.lincolnshire.gov.uk/>
- Setup domain within Microsoft 365
- Install Microsoft 365 licence on individual machines
- Setup new email accounts on users devices
- Migrate all emails into new mailbox for the existing Clerk accounts.
- Forward email from existing gmail.com account to new address
- Migrate existing documents held on local machine into Business OneDrive
- Setup SharePoint with user permissions agreed in advance

Details	Qty	Unit Price	Net Amount
INITIAL SETUP			
.gov.uk Domain Registration (1st Year)	0	£125.00	£0.00
Microsoft 365 - Tenancy Setup	1	£82.00	£82.00
Microsoft 365 - Setup and install (2 hours per computer)	2	£156.00	£312.00
Microsoft 365 - Setup Councillor Email Account	15	£33.00	£495.00
	Net Total		£889.00
	VAT Total		£177.80
	Quote Total		£1,066.80

Additional Options	Qty	Unit Price	Net Amount
.gov.uk domain fee (Every 2 years, after the 1st year)	0	£75.00	£0.00

I the undersigned accept this quotation:

Name: _____

TERMS

- Prices quoted are valid for 1 month from quote date except 3rd party goods which are valid for 7 days.
- EDGE IT Systems Ltd. terms and conditions of sale

apply & copies are available on request.
- Extra terms and conditions for AdvantEDGE and
Epitaph apply if these products are quoted.

Signed: _____

Date: _____

Please sign and email the order, making clear which
alternative or additional options are selected if
applicable.



CloudyIT is proud to be at the forefront of driving the adoption of modern working IT practices in the council sector.

QUOTATION FOR

Caistor town council - QH-02949-0

08/11/2023

Commercial Summary

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
	Monthly				
2	<p>Microsoft 365 Business Premium</p> <p>Best for businesses that need all the apps and services included in Business Standard plus advanced cyber threat protection and device management. For businesses with up to 300 employees.</p>	2.00	Monthly	£18.10	£36.20
3	<p>Microsoft 365 Business Basic</p> <p>Best for businesses that need professional email, cloud file storage, and online meetings & chat. Desktop versions of Office apps like Excel, Word, and PowerPoint not included. For businesses with up to 300 employees.</p>	14.00	Monthly	£4.90	£68.60
4	<p>Datasafe Cloud</p> <p>Cloud to Cloud backup of Microsoft Exchange, OneDrive, SharePoint, Calendar and Contacts</p> <ul style="list-style-type: none"> - 3x daily backups retained for 30 days - Dailies are kept after 30 days - Weeklies are kept after 90 day - Monthlies are kept after a year for an infinite period <ul style="list-style-type: none"> - Data encryption both at rest and in transit - Data controls and monitoring tools, including audit logs, uptime and availability SLAs <p>2x Staff 1x Sharepoint Library</p>	3.00	Monthly	£4.50	£13.50
5	<p>CloudyIT End User Support</p> <p>Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)</p> <ul style="list-style-type: none"> - Access to CloudyIT support desk via email, phone, support tool - Include online support from our support desk, please note onsite visits may incur additional charges - For more information, including our standard SLA please view terms and conditions 	2.00	Monthly	£18.00	£36.00
6	<p>Cloud-eHub</p> <p>The Cloudy-eHub I is an innovative online platform designed to revolutionize the way people learn and acquire new skills. It serves as a comprehensive learning hub, offering a wide range of educational resources and courses to cater to diverse learning needs.</p>	16.00	Monthly	£1.25	£20.00
7	Councillor Administration Fee	0.50	Monthly	£20.00	£10.00

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
	<p>This is designed to cover all administration and back-office changes in relation to councillors and includes</p> <ul style="list-style-type: none"> - Password resets - Reassignment of licences and archive of mailboxes - Guides should they be required for councillor to use <p>Please note if any work is required to resolve councillor issues, this is not covered and will be charged either by the hour (PAYG) or covered by our PrePaid councillor support package.</p>				
	Total Monthly				£184.30
	Labour				
11	<p>Data Architecture and Scoping Data architecture / scoping</p> <ul style="list-style-type: none"> - Introduction to migrations project lead - Review of your current IT systems - Review of new proposal including licencing and hardware - Creation migration & training plan 	0.50	One Off	£195.00	£97.50
12	<p>Office 365 Device Deployment Azure AD join laptop or PC to Microsoft Cloud</p> <ul style="list-style-type: none"> - Copy Profile Data - Setup applications - Apply security policies - Apply bit-locker encryption (if hardware meets min spec requirements) <p>Please note Windows 10/11 Pro is required</p>	0.50	One Off	£550.00	£275.00
13	<p>SharePoint and Teams Configuration Setup of Teams and SharePoint libraries, as agreed within Architecture stage</p> <ul style="list-style-type: none"> - Creation of SharePoint Hub / Intranet - Setup of permissions and polices - Creation of Microsoft Teams, Channel and tabs - Configuration of data migration tool 	0.25	One Off	£550.00	£137.50
14	<p>E-mail Migration E-mail Migration</p> <ul style="list-style-type: none"> - Migration of all staff mailboxes including where possible contacts and calendar entries - Migration of all councillors mailboxes, not including contacts and calendar entries - Setup of mailboxes on devices - Setup of multi factor authentication <p>Please note this might change depending on the current email provider</p>	0.25	One Off	£550.00	£137.50

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
	<p>Please note migration will take place during working hours. Unless otherwise agreed.</p> <p>As agreed 1x mailbox</p>				
15	<p>Data Migration</p> <p>Data Migration</p> <ul style="list-style-type: none"> - Migration of all data to correct SharePoint / Teams libraries - Migration of personal data to personal OneDrive storage <p>Please note migration will take place during working hours. Unless otherwise agreed.</p>	0.50	One Off	£550.00	£275.00
16	<p>Staff Training – 365 Fundamentals</p> <p>Staff Training – 365 Fundamentals</p> <p>Onboarding and training to ensure a smooth transition to Microsoft 365</p> <ul style="list-style-type: none"> · Implementation Training Session - 2 hour in-depth training session delivered online (training recording made available in Teams) - Familiarises staff with the fundamentals of Microsoft 365, including Teams, SharePoint and OneDrive - Overview of e-learning & training portal 	0.25	One Off	£550.00	£137.50
17	<p>Staff Training – 365 Applications</p> <p>Staff Training – 365 Applications</p> <p>Moving beyond the fundamentals to implement value-added Microsoft 365 tools and processes</p> <ul style="list-style-type: none"> · Apps Training Session - 2 hour in-depth training session delivered online (training recording made available in Teams) - Interactive session which aims to provide staff with knowledge of specific Microsoft 365 apps and real-world examples of how these are implemented specifically for councils to improve efficiency - Covers apps that have most potential value to councils such as Bookings, Forms, Planner, etc 	0.25	One Off	£550.00	£137.50
18	<p>Councillor Training</p> <p>Councillor 365 Training</p> <ul style="list-style-type: none"> - 1 hour session delivered online - Maximum of 6 councillors per session - Covers key aspects for councillors to fully utilise office 365 - Including OneDrive, Outlook & Microsoft Teams - Setup guides provided before training - Includes overview of e-learning & training portal - All recordings are made available for councillors <p>Please note session can be delivered in-person if preferable. This may incur an additional cost.</p>	0.50	One Off	£550.00	£275.00

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
19	Service Review Service review to ensure that you have everything you need moving forwards - Review of migration and feedback from yourselves - Review of training plan and overview of training portal for self-assisted learning to refine the resources to meet your team's needs - Review of IT Security including 365 security score to maximise protection - Introduction to specialist CloudyIT Apps and additional services (such as agenda and document management, web and document accessibility, broadcasting meetings) for councils for further effectiveness	0.00	One Off	£150.00	£0.00
Total Labour Items					£1,472.50
Hardware					
23	Dell Vostro 3520 Intel Core i5 1135G7 / 2.4 GHz Win 11 Pro Intel Iris Xe Graphics 8 GB RAM 256 GB SSD NVMe 15.6" IPS 1920 x 1080 (Full HD) @ 120 Hz Wi-Fi 5 carbon black BTS	1.00	One Off	£559.00	£559.00
24	Crucial 8GB DDR4-3200 SODIMM Crucial DDR4 module 8 GB SO-DIMM 260-pin 3200 MHz / PC4-25600 CL22 1.2 V unbuffered non-ECC Dell Vostro 15 3510 & Dell Latitude 3520	1.00	One Off	£45.00	£45.00
Total Hardware					£604.00
27	PrePaid Support 5 Hours Pre-Paid Support For Councillors Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)	1.00	One Off	£365.00	£365.00

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
	- Access to CloudyIT support desk via email, phone, support tool				
	Optional				£365.00

Should you not choose to have Councilor prepaid support, Pay as You Go charges when supporting Councilors will apply.

Please see councilor support Policy.

Payment Terms Summary

One-Time Total	£2,441.50
Monthly Total	£184.30
Annual Total	N/A
VAT	£525.16
Total	£3,150.96

****Please note****

The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

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CloudyIT is proud to be at the forefront of driving the adoption of modern working IT practices in the council sector.

QUOTATION FOR

Caistor town council - QH-02950-0

08/11/2023

Commercial Summary

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
	Monthly				
2	<p>Microsoft 365 Business Premium</p> <p>Best for businesses that need all the apps and services included in Business Standard plus advanced cyber threat protection and device management. For businesses with up to 300 employees.</p>	2.00	Monthly	£18.10	£36.20
3	<p>Exchange Online (Plan 1)</p> <p>Messaging, calendaring, and email archiving plan accessible from Outlook on PCs, the Web and mobile devices.</p>	14.00	Monthly	£3.30	£46.20
4	<p>Datasafe Cloud</p> <p>Cloud to Cloud backup of Microsoft Exchange, OneDrive, SharePoint, Calendar and Contacts</p> <ul style="list-style-type: none"> - 3x daily backups retained for 30 days - Dailies are kept after 30 days - Weeklies are kept after 90 day - Monthlies are kept after a year for an infinite period <ul style="list-style-type: none"> - Data encryption both at rest and in transit - Data controls and monitoring tools, including audit logs, uptime and availability SLAs. <p>2x Staff 1x Share point library</p>	3.00	Monthly	£4.50	£13.50
5	<p>CloudyIT End User Support</p> <p>Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)</p> <ul style="list-style-type: none"> - Access to CloudyIT support desk via email, phone, support tool - Include online support from our support desk, please note onsite visits may incur additional charges - For more information, including our standard SLA please view terms and conditions 	2.00	Monthly	£18.00	£36.00
6	<p>Cloud-eHub</p> <p>The Cloudy-eHub I is an innovative online platform designed to revolutionize the way people learn and acquire new skills. It serves as a comprehensive learning hub, offering a wide range of educational resources and courses to cater to diverse learning needs.</p>	2.00	Monthly	£1.25	£2.50
7	<p>Councillor Administration Fee</p> <p>This is designed to cover all administration and back-office changes in relation to councillors and includes</p>	0.50	Monthly	£20.00	£10.00

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
	<ul style="list-style-type: none"> - Password resets - Reassignment of licences and archive of mailboxes - Guides should they be required for councillor to use <p>Please note if any work is required to resolve councillor issues, this is not covered and will be charged either by the hour (PAYG) or covered by our PrePaid councillor support package.</p>				
Total Monthly					£144.40
Labour					
11	Data Architecture and Scoping Data architecture / scoping <ul style="list-style-type: none"> - Introduction to migrations project lead - Review of your current IT systems - Review of new proposal including licencing and hardware - Creation migration & training plan 	0.50	One Off	£195.00	£97.50
12	Office 365 Device Deployment Azure AD join laptop or PC to Microsoft Cloud <ul style="list-style-type: none"> - Copy Profile Data - Setup applications - Apply security policies - Apply bit-locker encryption (if hardware meets min spec requirements) <p>Please note Windows 10/11 Pro is required</p>	0.50	One Off	£550.00	£275.00
13	SharePoint and Teams Configuration Setup of Teams and SharePoint libraries, as agreed within Architecture stage <ul style="list-style-type: none"> - Creation of SharePoint Hub / Intranet - Setup of permissions and polices - Creation of Microsoft Teams, Channel and tabs - Configuration of data migration tool 	0.25	One Off	£550.00	£137.50
14	E-mail Migration E-mail Migration <ul style="list-style-type: none"> - Migration of all staff mailboxes including where possible contacts and calendar entries - Migration of all councillors mailboxes, not including contacts and calendar entries - Setup of mailboxes on devices - Setup of multi factor authentication <p>Please note this might change depending on the current email provider</p> <p>Please note migration will take place during working hours. Unless otherwise agreed.</p>	0.25	One Off	£550.00	£137.50

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
	As agreed 1x mailbox				
15	Data Migration Data Migration - Migration of all data to correct SharePoint / Teams libraries - Migration of personal data to personal OneDrive storage Please note migration will take place during working hours. Unless otherwise agreed.	0.50	One Off	£550.00	£275.00
16	Staff Training – 365 Fundamentals Staff Training – 365 Fundamentals Onboarding and training to ensure a smooth transition to Microsoft 365 · Implementation Training Session - 2 hour in-depth training session delivered online (training recording made available in Teams) - Familiarises staff with the fundamentals of Microsoft 365, including Teams, SharePoint and OneDrive - Overview of e-learning & training portal	0.25	One Off	£550.00	£137.50
17	Staff Training – 365 Applications Staff Training – 365 Applications Moving beyond the fundamentals to implement value-added Microsoft 365 tools and processes · Apps Training Session - 2 hour in-depth training session delivered online (training recording made available in Teams) - Interactive session which aims to provide staff with knowledge of specific Microsoft 365 apps and real-world examples of how these are implemented specifically for councils to improve efficiency - Covers apps that have most potential value to councils such as Bookings, Forms, Planner, etc	0.25	One Off	£550.00	£137.50
18	Service Review Service review to ensure that you have everything you need moving forwards - Review of migration and feedback from yourselves - Review of training plan and overview of training portal for self-assisted learning to refine the resources to meet your team's needs - Review of IT Security including 365 security score to maximise protection - Introduction to specialist CloudyIT Apps and additional services (such as agenda and document management, web and document accessibility, broadcasting meetings) for councils for further effectiveness	0.00	One Off	£150.00	£0.00
Total Labour Items					£1,197.50

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
21	PrePaid Support 5 Hours Pre-Paid Support For Councillors	1.00	One Off	£365.00	£365.00
	Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday)				
	- Access to CloudyIT support desk via email, phone, support tool				
	Optional				£365.00

Should you not choose to have Councilor prepaid support, Pay as You Go charges when supporting Councilors will apply.

Please see councilor support Policy.

Payment Terms Summary

One-Time Total	£1,562.50
Monthly Total	£144.40
Annual Total	N/A
VAT	£341.38
Total	£2,048.28

****Please note****

The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

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Lincolnshire
cares



Complaint from resident about disposal of church year leaves Oct 2023

Dear Michelle,

Last year the paths around the churchyard were cleared efficiently and all leaves were bagged up and removed by the contractors who did it; they did not use a mechanical sweeper to do so. The road was not swept at all and all the leaves which were tipped into the road from the churchyard stayed there until they were gradually washed away or rotted down.

The leaves in the churchyard are, I presume, cleared by volunteers. However, they do not gather up the leaves, they just sweep them off the churchyard into the road below - it is this practice which cannot continue because it makes extra mess in the road which is dangerous when it gets slippery and which also contributes to the blocking of the drains. Are you suggesting that the road should be swept just after someone has tipped lots of leaves into it from the churchyard? When a road sweeping vehicle does come round, very infrequently I might add, we are given one excuse or another as to why the upper part of Cromwell View is not swept - either it is that the machine is too full or that they don't want to sweep next to the churchyard wall. If this is what you want to do, then they must be told that the part of Cromwell View around the churchyard must be swept until all the leaves are gone. If that means that the vehicle needs to come to the town more than once, then that is what should happen.

Another option would be for leaves gathered from the churchyard to be either bagged up and removed, or placed in bins/sacks somewhere in the churchyard to make leaf mould which could be used on someone's garden or added to the numerous council-sponsored plastic planters all around the town – this would be preferable to the current practice of Caistor in Bloom of using Irish bog peat - a practice which is highly detrimental ecologically. Sacks are cheapest, see here: https://www.rhsplants.co.uk/product/_/compostable-leaf-sack-for-composting-leaves/classid.2000008631/?gclid=CjwKCAjwnOipBhBQEiwACyGLumTdNt99LL-O_mKHTtkSvGJWQO_1uAuUiakJhQkU8BaIQIMbH3GGQhoCGWEQAvD_BwE&gclidsrc=aw.ds.

I have reported the drains concerned more than once, and at last the council has accepted that they are a problem and they will add them to their schedule of works.

Yours sincerely,

From: Caistor Town Council <clerk.caistortc@gmail.com>

Sent: 26 October 2023 08:11

To:

Subject: Re: Disposal of leaves from the Churchyard

Good afternoon,

I've looked into the issues raised in your email

There are several councils involved in the issues you raise. Caistor Town Council is responsible for maintaining the closed churchyards in the town. West Lindsey District Council is responsible for clearing leaves from the footpaths and I understand that they use the mechanical sweepers to do this. Lincolnshire County Council is responsible for clearing the drains, they have a really handy

portal - Fix My Street Lincolnshire - which residents can report issue like blocked drains, here is the link: <https://fixmystreet.lincolnshire.gov.uk/>

Having spoken with the member of this council involved, there is liaison with the various councils to organise clearing of the leaves. The councillor has advised that prior to sorting out the leaves in the churchyard, they contact West Lindsey District Council, who are responsible for clearing the leaves from the foot paths, and pre-arrange one of their operatives to come to Caistor to clear the leaves. The leaves are usually then swept within a day or two of them being cleared from the churchyard.

Unfortunately, we only have a small precept and do not have funds to purchase a sweeper of our own, or to hire one, to do what is essentially part of the role of the district council. We also only have 1 part time member of staff responsible for the care of the town, and so have to rely on the good will of volunteers (councillors and others) for many activities around the town.

I will ask those involved that in future they ensure the sweeper is arranged for either the same afternoon, or the next day at the latest, to sweep the leaves up.

Kind regards

Michelle

On Sun, 22 Oct 2023 at 21:35, Catherine Harbor <booksbis@hotmail.co.uk> wrote:

Dear Michelle,

Here is the text from my first email (see below in quotation marks) about improper disposal of the leaves from the churchyard and sweeping of paths around the churchyard and parts of Church Road and Cromwell View. These remarks still stand and I would grateful for some action on this.

"I was disappointed this morning to yet again see leaves from the churchyard just being tipped over the wall into the road, and that by a member of the council who should know better than to do this. Leaves from the churchyard should be disposed of sensibly (either by composting in an area of the churchyard or taking them to the local tip) rather than tipping them into the road where they risk making driving conditions more difficult. It also adds to the blocking of drains, two of which in this area are now entirely blocked: one just along the churchyard wall from the main gate, and the other at the end of the wall towards the top of Cromwell View). Perhaps you could see to the clearing of the leaves which have now been dumped, at the same time you could ensure that a suitable road sweeper is used so that it can also clear the paths around the churchyard and parts of Church Road and Cromwell View which the large road sweeper did not do when last they came, either because it was too difficult or because they were already full. Could you also contact the roads department to ensure that blocked drains are cleared.

I know that you want to keep Caistor looking nice in the summer with all the money which is invested in flowers around the town, but keeping it looking tidy in the autumn/winter by sufficient sweeping of the roads and paths is just as important and also adds to the safety of those who walk or drive around the town.

This dumping of leaves has happened for years and it is about time that a halt was put to it. I look forward to an early reply to this message."

On Fri, 1 Dec 2023 at 17:43, <info@rhubarbtheatre.co.uk> wrote:
Hello

Please forgive me for contacting you out of the blue, but we've recently secured funding from WLDC to deliver family Eco Arts Activities. Rhubarb Theatre are partnering with Lincolnshire Wildlife Trust, and they asked that we contact you, as they would be interested in working with you more in the future.

Our activities include short performances of a street show called 'Collection Day' (this can be inside or outside), informal chats and advice from Lincolnshire Wildlife Team and family eco activities.

We have created a street show which addresses the themes of littering, deforestation, its impact on wildlife, recycling and cleaning rivers. LWT will deliver eco-activities after the performance that tie-in with it and will be able to answer questions that arise as part of it.

This activity can run inside or out. It can tie into a market event or run alone.

We are looking at running some days in the February half term and wondered if you had any plans during that time and if you'd be interested in having us deliver this free activity.

I look forward to hearing from you
Kindest regards
Kirsty

Kirsty Mead
Artistic Director

Rhubarb Theatre

7 Queensway, Leadenham, Lincoln, LN5 0PF

01400 275133

07966 549738

www.rhubarbtheatre.co.uk

LN760T

28.11.23

SUBJECT - PARKING ON PLOUGH HILL,

12 A PLOUGH HILL IS LOCATED TO THE REAR OF STAVES 'PINK' HOUSE, HALF WAY UP/DOWN THE STEEPEST PART OF PLOUGH HILL. ONLY STAVES HAS OFF ROAD PARKING, EVERYONE ELSE WITH A VEHICLE IS LEFT TO COMPETE FOR VERY LIMITED KERB SIDE SPACES ON THE STEEPEST PART OF THE HILL. THE COMPETITION COMES FROM -:

- RESIDENTS ON BOTH SIDES OF THE ROAD UPWARDS FROM THE HERITAGE CENTRE;
- OVERSPILL FROM THE MARKET PLACE;
- VISITORS TO THE HERITAGE CENTRE WHICH ONLY HAS TWO PARKING BAYS, ONE OF WHICH IS FOR DISABLED;
- BUILDERS TRAFFIC WHICH IS INVARIABLY LARGE VANS;
- SCHOOL TRAFFIC FROM CAISTER GRAMMAR SCHOOL STAFF AND SIXTH FORMERS, ALSO PRIMARY SCHOOL STAFF AND PARENTS;
- RESIDENTS VISITORS;
- VISITORS TO CAISTER WANTING TO PARK FOR LONGER PERIODS.

BEYOND THE HERITAGE CENTRE PARKING ON BOTH SIDES OF THE ROAD MAKES PARKING EASIER. WE HAVE A SMALL SALOON CAR AND OFTEN FINISH PARKING BETWEEN THE OLD FIRE STATION AND WHAT WAS THE SPAR SHOP, WITH A LONG TRUDGE UP THE HILL, CARRYING SHOPPING BAGS, IN ALL KINDS OF WEATHER AND WE ARE BOTH 80+.

QUESTION

SHOULD RESIDENTS ON THE STEEPEST PART OF THE HILL HAVE ANY PRIORITY FOR PARKING THEIR VEHICLES? MY SUBMISSION IS YES BECAUSE

- WE ARE COUNCIL TAX PAYERS;
- WE ARE ON THE ELECTORAL ROLL;
- WE USE LOCAL FACILITIES - SHOPS; POST OFFICE; CHEMIST; HAIR SALONS; PUBLIC HOUSE; CHURCHES; HEALTH CENTRE; FOOD OUTLETS ETC.
- WE SUPPORT NUMEROUS LOCAL EVENTS AND ORGANISATIONS;
- THREE OF US HAVE DISABLED BADGES;
- THERE IS SOME 'RESIDENTS ONLY' PARKING IN THE TOWN

WHAT ABOUT THE OTHERS?

- REGULAR USERS LIKE SCHOOL TRAFFIC HAVE THEIR OWN SPACES BUT CHOOSE PLOUGH HILL FOR CONVENIENCE (I UNDERSTAND ON A PREVIOUS APPROACH THE HEAD OF GRAMMAR SCHOOL HAS SAID IT IS NONE OF HIS BUSINESS - LEGALLY HE IS RIGHT). I WALK PAST THE PRIMARY SCHOOL TWICE A WEEK ON MY WAY TO SURGERY AND THERE ARE ALWAYS VACANT SPACES ON THE STAFF PARKING AREA.
- WHY CAN'T BUILDERS PROVIDE PARKING SPACES FOR THEIR STAFF AND CONTRACTORS?

A POSSIBLE RESOLUTION?

CAISTER HAS ALWAYS HAD PARKING PROBLEMS AND REALISTICALLY THERE IS NO 'SILVER BULLET' SOLUTION TO THESE ISSUES BUT I WOULD RESPECTFULLY SUBMIT THAT OUR COUNCIL SHOULD, AND OFTEN DOES, SUPPORT RESIDENTS AS MUCH AS POSSIBLE. THE STEEPEST PART OF PLOUGH^{HILL} COULD RELATIVELY BE TRANSFORMED INTO A RESIDENTS ONLY PARKING AREA EASILY AND INEXPENSIVELY BY

- PARKING BAYS FROM 11 A TO THE BOTTOM OF THE HILL
- A ROAD SIGN STATING RESIDENTS ONLY
- A SIMPLE BADGE RECOGNITION SYSTEM
- ASKING THE TRAFFIC WARDEN TO ENFORCE THIS.

AND THE REST?

- SCHOOL TRAFFIC WOULD HAVE TO USE ITS OWN FACILITIES;
- BUILDERS WOULD HAVE TO BE RESPONSIBLE FOR THEIR OWN PARKING ARRANGEMENTS
- VISITORS WOULD NEED TO BE DIRECTED TO PARKING FACILITIES IN THE TOWN.

SO

IF YOU ACCEPT MY PROPOSALS - THANK YOU AND PLEASE FORWARD THEM TO LINES CC. OR WHATEVER STAGE IS NEXT.

IF YOU DISAGREE, THAT WOULD BE SAD, BUT AT LEAST I TRIED. THE HILL WILL GET STEEPER AS WE GET OLDER! THAT'S LIFE!



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

6 November 2023

Dear Sir/Madam

APPLICATION REFERENCE NO: 147531

PROPOSAL: Planning application to erect 1 no. single storey dwelling.

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

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Minor - Dwellings

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

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

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

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

Yours faithfully

Ian Elliott

On behalf of West Lindsey District Council

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

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

6 November 2023

Application Ref No. : 147531

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

Proposal : Planning application to erect 1no. single storey dwelling.

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.



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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:

Joanne Sizer
joanne.sizer@west-lindsey.gov.uk
01427 676640

20 November 2023

Dear Sir/Madam

APPLICATION REFERENCE NO: 147586

PROPOSAL: Listed building consent for internal alterations to reinstate bathroom to original location, together with new secondary glazing to 1 window on east and 1 window on west elevations.

LOCATION: 8 South Street Caistor Market Rasen LN7 6UB

APPLICATION TYPE: Listed Building Consent

APPLICATION CATEGORY: Listed Building - Alter/Extend

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.

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Yours faithfully

Joanne Sizer
On behalf of West Lindsey District Council

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

20 November 2023

Application Ref No. : 147586

Location : 8 South Street Caistor Market Rasen LN7 6UB

Proposal : Listed building consent for internal alterations to reinstate bathroom to original location, together with new secondary glazing to 1 window on east and 1 window on west elevations.

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

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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:

George Backovic
george.backovic@west-lindsey.gov.uk
01427 676662

6 December 2023

Dear Sir/Madam

APPLICATION REFERENCE NO: 147666

PROPOSAL: Planning application to erect 1no. dwelling being variation of condition 2 of planning permission 145947 granted 23 March 2023 - amend dwelling design.

LOCATION: Plot 3 - Mill Grange Horncastle Road Caistor Market Rasen LN7 6JG

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Minor - Dwellings

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

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

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Yours faithfully

George Backovic
On behalf of West Lindsey District Council

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

6 December 2023

Application Ref No. : 147666

Location : Plot 3 - Mill Grange Horncastle Road Caistor Market Rasen
LN7 6JG

Proposal : Planning application to erect 1no. dwelling being variation of
condition 2 of planning permission 145947 granted 23 March
2023 - amend dwelling design.

My Council has no comments _____ (please tick)

OR

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Signed Date

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