

Public Meeting Pack

14th March 2024



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 14 March 2024 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
10/03/2024

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 8th February 2024
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 29/02/2024
 - b) To approve the Schedule of Payments
7. Updates from External bodies (no decisions may be made unless specific agenda item requests a decision):-



- a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Community Groups
 - di) Caistor Goes request permission to use South St Park for Street Party 13th July and Proms 1st Sept
 - di) To discuss the possibility of holding the Classic Car show this year and agree next steps
 - e) Town Hall Management Committee - Minutes of meeting 20th Feb 2024 submitted
8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision)
- a) Personnel and Finance Committee (No meeting held)
 - b) Estates Committee (To receive the draft minutes of the meeting held 6th Feb)
 - c) Economic Development & Market Working Group (No meeting held) - Discuss the request for additional market signage and agree next steps
 - d) 2-4 Market Place - Build (No meeting held)
 - e) Sports Group Licences - Update and decision on revised licences following discussions with sports groups
9. Discuss the car parking issues throughout Caistor and agree any action
10. Review the progress made with digitising the cemetery records and agree a 4 month extension of the cemetery clerks contract until end July 2024
11. Clerks Report & Parish Matters
- a) Review Tracking Report



- b) To review the policy and proposed costs for recording, filming, photographing and broadcasting meetings and to resolve whether the Town Council will record its meetings
- c) To agree the date and format for the Annual Town Meeting
- d) Place Marque - Caistor wayfinding report

12. Correspondence Received

- a) LCC - Electric Charger locations and sustainable infrastructure - agree a response
- b) Grammar School request for support for 11+dates
- c) To discuss and agree the use of South St Park for the Lions fireworks this year

13. To note any planning decisions

- a) 147732 - Granted. Planning application for erection of a garage to the rear of the property and associated external works. Hundon Walk House, Canada Lane, Caistor

14. To review the planning applications received and agree a response - None received

15. Date of next meeting

16. To resolve to move into closed session for the remainder of the meeting

17. Councillor discussion about WLDC Code of Conduct and Disclosure of Interests



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 8 February 2024

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

In Attendance: Michelle Moss,
Members of public present: 6

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2800**
Cllr Morris sent apologies noting he would arrive late.
Both District councillors and County councillor had sent apologies.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2801**
Cllr Lyus noted interest in 10c and the christmas tree removal payment as part of the Lions; Cllrs Davey, Richardson and Galligan also noted interests in 10c; Cllr Bowman noted interest in 8d.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2802**
One resident shared their concern regarding the rent increases for the sports groups outlined in minutes from December, in particular the significant increases for the cricket and football clubs. It was noted that the working group have meetings arranged with the cricket club and football club over the next couple of weeks to discuss the increases in more detail.
- 4. Chairmans Report - Ref: 2803**
Cllr Wright noted that he and the clerk had met with WLDC Chairman and Chief Executive to discuss organisational priorities - WLDC shared their priorities as including: Scampton, green waste, community engagement, enforcement, sport and leisure, levelling up proposal for Gainsborough including £18m for cinema and heritage building, climate and environment. CTC shared priorities as including - play areas, property maintenance and refurbishment, environmental management, parking, waste management.
- 5. To approve the draft minutes of 11th January 2024 - Ref: 2804**
RESOLVED that the draft minutes from the meeting of 11th January be approved as a true record of the meeting and signed by the chair.
Proposed: Cllr A. Clark Seconder: Cllr A. Somerscales All in favour
- 6. Finance - Ref: 2805**
 - a) To approve the Accounting Statements for period ending 31st January 2024 - Ref: 2806**
The accounting statements had been circulated to councillors prior to the meeting,
RESOLVED to approve the accounting statements for the period ending 31st January 2024 as a true record.
Proposed: Cllr A. Clark Seconder: Cllr A. Somerscales All in favour
 - b) To approve the Schedule of Payments - Ref: 2807**
The schedule of payments had been circulated to councillors prior to the meeting,
RESOLVED to approve the schedule of payments totalling £7928.73.
Proposed: Cllr A. Clark Seconder: Cllr L. Milner 2 abstained
 - c) To approve the bank reconciliation for 31st January 2024 - Ref: 2808**
The bank statements and bank reconciliation had been circulated to councillors prior to the meeting.
RESOLVED to approve the bank reconciliation for the period ending 31st Jan 2024, as a true record.
Proposed: Cllr J. Bowman Seconder: Cllr A. Somerscales All in favour
- 7. Reports from External bodies:- - Ref: 2809**

Signature:



a) Lincolnshire Police - Ref: 2810

It was noted that Lincolnshire police had sent a summary crime report which was circulated with the meeting pack.

b) West Lindsey District Council - Ref: 2811

Unfortunately there was no report from WLDC and none of the ward councillors were in attendance.

bi) To receive feedback from CTC meeting with WLDC Chief Executive - Ref: 2812

It was noted that this had been covered as part of the Chairmans report.

c) Lincolnshire County Council - Ref: 2813

It was noted that Cllr Smith would like to complete another walkabout with Caistor councillors and agreed to ask Cllr Smith for some times date with a view to arranging.

Proposed: Cllr A. Clark Seconder: Cllr S. Hodson All in favour

ci) List of major roadwork improvements scheduled for 2024 - Ref: 2814

The list of major roadworks had been circulated to councillors prior to the meeting. It was noted that whilst several potholes have been repaired in South Dale, there is no resurfacing planned there. Horsemarket is one of the carrigeway resurfacing works LCC have planned this year.

cii). Response from Road safety Partnership re caistor Bypass - Ref: 2815

It was noted that the results of the survey completed by Road Safety Partnership indicated that the criteria for either a fixed or mobile speed camera is not met for A46 Caistor bypass and that over a 3 year period, none of the 13 recorded collisions have been speed related. Cllrs disputed this, noting there had been more than 13 accidents and it was agreed that Cllr Davey would put an email together to send in response.

ciii) Resident issue with parking on Plough Hill - Ref: 2816

It was noted that parking all around the town is an issue and likely to get worse over the next few years. It was agreed to add an item to the agenda for March meeting to specifically discuss parking issues and what possible action the town council can take.

d) Community Groups - Ref: 2817

The Chair asked that in future, community group complete reports for circulation with the agenda pack.

Caistor Goes noted the date of their AGM.

The community cinema noted the next film would be The Great Escaper on 17th Feb.

di) To discuss the possibility of holding the Classic Car show this year and agree next steps - Ref: 2818

This was not discussed and will be deferred to March meeting.

e) Town Hall Management Committee - Ref: 2819

It was noted that the town hall committee will hold a meeting this week and that minutes will be circulated. The lights, sound and electrics have been updated.

8. To receive reports from Committee's and working groups, and agree any associated action - Ref: 2820

a) Personnel and Finance Committee - Ref: 2821

No meeting held.

b) Estates Committee - To receive the draft minutes from the Estates committee meeting and note any decisions - Ref: 2822

It was noted that 2 meetings had been held, 23rd Jan and 6th Feb. The grass cutting contracts had been agreed - Dyne Group for the amenity grass and parks, and Tudor for the 2 churchyards. Due to budget constraints, Kim Hodson will be cutting the cemetery and will stop street clensing duties on Wednesdays to enable him to spend an entire day at the cemetery and cut most of it in one day. Kim will alternate this with other estates work every other Wednesday. The pressure washer has now been fixed and will start to be used to clear moss/algae from parks equipment and surfaces. The 'storage' clear up will be held on 17th Feb in time for the 29th Feb deadline to have vacated Southdale. Several estates committee members and the clerk had attended a play inspections software demo and it had been provisionally agreed to purchase the software by the Estates committee



bi) Agreement to setting up a working group to sort out the play areas - Ref: 2823

It was noted that the estates committee would like council approval to set up a working group to sort out the play areas. This will involve community engagement, fund raising and sourcing etc. RESOLVED to set up a Play Area Improvement working group and that Cllrs Milner, Hodson, Galligan Davey and Bowman will form the working group.

Proposed: Cllr J. Wright Seconder: Cllr A. Clark All in favour

bii) Approval for revised cost of pressure washer - £950 - Ref: 2824

It was noted that CIB had donated a suitable pressure washer to CTC. The pressure washer had been unused for several years, and was found to have an issues with low pressure. This has now been fixed and CTC will not need to buy another.

c) Economic Development & Market Working Group - Ref: 2825

No meeting held.

Cllr Morris' arrival was noted.

ci) To discuss the project proposal document for market barriers and agree next steps - Ref: 2826

The project proposal document had been shared with councillors prior to the meeting. Following a site meeting with the contractors for 2-4 Market Place, it was questioned whether the equipment would be required given the length of the closure; the requirement for PAT testing was an error.

RESOLVED to purchase the proposed posts and chains.

Proposed: Cllr J. Bowman Seconder: Cllr L. Milner Majority vote

d) 2-4 Market Place Working group - To agree what format this group should continue in - Ref: 2827

Cllr Bowman left the room.

It was noted that Cllr Davey and the clerk had met with the contractor for 2-4 Market Place to understand the impact on the town centre of the development. The logistics layout was shared with councillors and will be formally circulated, the development is planned for 77-80 weeks. It was noted that there is likely to be ongoing need for dialogue between CTC and the developer as the project will have a huge impact on the town.

RESOLVED to continue the working group with the same membership.

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

di) Request for a letter of continued support for 2-4 Market Place - Ref: 2828

It was noted that CDCT had asked CTC for a letter of continued support to help with their bid for a higher grant application. It was agreed to ask for CDCT to continue to include CTC in discussions going forward.

RESOLVED to write a letter of continued support.

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

e) Sports Group Licences Working Group - Update - Ref: 2829

It was noted that all letter, licences and leases have been sent out to the sports groups. The lease amendment with CIC has been agreed and the revised cost discussed. The licence for the food market in the park has not yet been sent as the licence is not due for renewal until June.

Meetings with the Cricket club and the Football club have been arranged for 19th Feb and 13th Feb respectively.

ei) To review the letter received from the cricket club - Ref: 2830

The letter was noted and it was agreed that the points raised would be discussed at the meeting on 19th Feb.

9. Clerks Report & Parish Matters - Ref: 2831

a) To receive an update on .gov.uk email addresses and approve the Email policy - Ref: 2832

It was noted that all councillors had now been sent their email addresses and passwords and they should now start to be used for council business; the email policy had been circulated with the meeting pack.

RESOLVED to approve the email policy.

Proposed: Cllr J. Wright Seconder: Cllr A. Somerscales All in favour

b) Review Tracking Report - Ref: 2833

Signature:



It was noted that the land registry search for the market place has shown the land as unregistered. LCC have agreed to engage their legal team to resolve the issue of ownership of the Market Place and Cornhill.

c) To review the policy on recording, filming, photographing and broadcasting meetings and to resolve whether the Town Council will record its meetings - Ref: 2834

It was agreed to investigate the costs for recording equipment and defer the issue to a future meeting.

d) To agree what to do about the moles on council land - Ref: 2835

It was noted that the current mole control contractor is not available for several months possibly longer, but regular mole maintenance is needed.

It was agreed to defer the management of moles to the estates committee and to add it to the next estates agenda.

10. Correspondence Received - review and agree any action - Ref: 2836

a) Email from resident about the state of the bus shelter and Southdale - Ref: 2837

It was noted that: whilst the bus shelter is not a CTC asset, but a LCC asset, unless CTC take action it will not be maintained. Cllr Galligan already has paint and brushes to sort out the graffiti and advised he would organise a team of volunteers to repaint the bus shelter as soon as possible.

Regarding the potholes on South Dale, LCC have advised that they are filling some this week, but it does not fit the criteria for resurfacing currently. All councillors and residents are urged to continue to report road issues to LCC via Fix My Street.

b) Trees overhanging residential property from Sports Field - Ref: 2838

Residents had asked for permission for contractors to access the sports field with a shredder to permit them to undertake work on an overhanging tree from the sports field. A new fence is also being erected along the actual boundary line which is 2-3 ft closer to the sports field than their current hedge line.

RESOLVED to permit the resident access to complete the works.

Proposed: Cllr A. Somerscales Seconder: Cllr J. Wright All in favour

c) Lions request for a market stall for charity walking event - Ref: 2839

The request had been circulated to councillors prior to the meeting. A market stall application had also been completed.

RESOLVED to give the resident a charity market stall on 11th May.

Proposed: Cllr L. Milner Seconder: Cllr J. Wright 5 Abstained

d) To decide whether to subscribe to the LALC training scheme for 24/25 - Ref: 2840

RESOLVED to subscribe to the LALC training scheme for 24/25.

Proposed: Cllr S. Hodson Seconder: Cllr A. Clark All in favour

11. GDPR Compliance - to review and approve the following documents - Ref: 2841

a) Data protection policy - Ref: 2842

RESOLVED to approve

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

b) Subject access request procedure - Ref: 2843

RESOLVED to approve

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

c) Data breach policy and procedure - Ref: 2844

RESOLVED to approve

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

d) Records retention policy - Ref: 2845

RESOLVED to approve

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

Signature:



- e) **GDPR privacy policy - Ref: 2846**
RESOLVED to approve
Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour
- f) **GDPR security compliance checklists for councillors - Ref: 2847**
RESOLVED to approve
Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour

12. To note any planning decisions - Ref: 2848

- a) **Application: 147531. Granted time limit plus conditions**
Proposal: Planning application to erect 1no. single storey dwelling. Land to rear of, 132, North Kelsey Road - Ref: 2849
Noted.
- b) **Application: 147586. Granted time limit plus conditions**
Proposal: Listed building consent - internal alterations. 8, South Street - Ref: 2850
Noted.
- c) **Application: 147666. Granted time limit plus conditions**
Proposal: Variation of condition 2 of 145947 granted 23.3.2023 - amend dwelling design. Plot 3 - Mill Grange, Horncastle Road - Ref: 2851
Noted.

13. To review the planning applications received and agree a response - Ref: 2852

- a) **APPLICATION REFERENCE: 147801**
PROPOSAL: Planning application for first floor extension and other alteration.
LOCATION: 1 Mill Lane Caistor - Ref: 2853
No issues or objections raised.
- b) **APPLICATION REFERENCE: 147794**
PROPOSAL: Planning application to replace boundary wall with close board fencing
LOCATION: 12, Hadrian Way, Caistor - Ref: 2854
No issues or objections raised.

14. Date of next meeting - Ref: 2855
14th March 2024

Meeting closed at 8:05pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 29/02/2024

Explanation of Variances

Grants

Actual Total: 6000.00 **Budget:** 0.00 **Variation:** 6000.00 / 100

Grant from WLDC 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: 32744.11 **Budget:** 29319.96 **Variation:** -3424.15 / 11.68

KH employee from 1.6.23/ Bonny employee from 19th Sept

PAYE & NI

Actual Total: 12993.35 **Budget:** 2400.00 **Variation:** -10593.35 / 441.39

KH employee from 1.6.23/ Bonny employee from 19th Sept

Allotments

Actual Total: 1595.00 **Budget:** 249.96 **Variation:** -1345.04 / 538.1

Allotment steps

Miscellaneous Income

Actual Total: 4846.05 **Budget:** 150.00 **Variation:** -4696.05 / 3130.7

2115 refund of property tax LCC and bank interest

Water: Allotments

Actual Total: 158.68 **Budget:** 75.00 **Variation:** -83.68 / 111.57

Increase in use and ppu

Play Park Refurbishment

Actual Total: 2412.93 **Budget:** 999.96 **Variation:** -1412.97 / 141.3

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: 12114.00 **Budget:** 6000.00 **Variation:** -6114.00 / 101.9

Roof and floor repairs. Grant received from WLDC to off set

Explanation of Variances

Equipment

Actual Total: 2089.43 **Budget:** 750.00 **Variation:** -1339.43 / 178.59

£600 on PPE; hedge trimmer and harness. Scythe sold to off set

CIL income

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

No budget provision for CIL income

Pension payments

Actual Total: 4522.23 **Budget:** 0.00 **Variation:** -4522.23 / 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 29/02/2024

End of year forecast auto calculated based on actual year to date averaged over 11 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	109886	109886	0	0	109886
140	Cemetery Income	5600	3000	2600	87	5600
120	Allotment Income	240	420	-180	-43	420
130	Market Rents	2420	3000	-580	-19	2500
150	Caistor Sports & Social Club	1977	2412	-435	-18	2412
160	WLDC Street Cleaning	2371	2292	79	3	2371
170	Grass Cutting	1733	1623	110	7	1733
180	Grants	6000	0	6000	100	6000
350	VAT Reclaimable	3601	0	-3601	100	3600
199	Miscellaneous Income	4846	150	-4696	3131	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
	Income: General Totals	143650	124303	2753	16	144498
	Income Totals	143650	124303	2753	16	144498

Expenditure

Expense: General

500	Salaries	32744	29320	-3424	12	32500
503	PAYE & NI	12993	2400	-10593	441	14000
501	Staff Travel & Benefits	104	100	-4	4	104
502	Contractors	3888	15000	11112	-74	3888
509	Other Staff Expenses	0	100	100	-100	100
520	General Office	1061	1000	-61	6	1061
530	Hall Hire	348	720	372	-52	435
540	Insurance	3526	3500	-26	1	3526
550	Audit	770	780	10	-1	780
560	Subscriptions	839	535	-304	57	839
570	Training	130	390	260	-67	390
580	Election	190	0	-190	100	190
581	Mayor Allowance	126	350	224	-64	350
555	Professional Fees	255	500	245	-49	500
556	Legal Fees	200	500	300	-60	1000
590	Amenity Cut	7229	7400	171	-2	7229
591	Public Rights of Way	0	0	0	100	0
592	Parks	3321	3000	-321	11	3321
593	Sportsground	4000	4000	-0	0	4000
594	Cemeteries/Church	5634	4500	-1134	25	5650
595	Allotments	1595	250	-1345	538	1600
610	Market	284	250	-34	14	284
596	Community Orchard	0	0	0	100	0
750	Cemetery records management	2538	2450	-87	4	2538
650	Community Events	494	1500	1006	-67	1000
521	Telephone & Broadband	789	930	141	-15	850
700	Electricity - Market Place LN7 6TU	334	260	-74	29	400
701	Electricity - South Street Park	417	600	183	-30	550
702	Electricity - Market Place LN7 6TL	0	150	150	-100	0
703	Electricity - Sports Ground	391	600	209	-35	500
800	Church trees	780	780	0	0	800
720	Water: Sports Ground	194	300	106	-35	300



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 29/02/2024

End of year forecast auto calculated based on actual year to date averaged over 11 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
721	Water: Cemetery	73	50	-23	46	100
722	Water: Allotments	159	75	-84	112	200
765	Play Park Refurbishment	2413	1000	-1413	141	2800
597	Caistor Sports & Social Club	6495	1000	-5495	550	6600
522	Town Hall	12114	6000	-6114	102	12500
582	Civic	0	500	500	-100	500
601	Equipment	2089	750	-1339	179	2100
598	Market Place	862	1000	138	-14	1000
603	Gritting & Snow Clearance	0	450	450	-100	0
766	CCTV	0	1500	1500	-100	0
799	Contingency	0	0	0	100	0
600	Grants & Donations	13926	15000	1074	-7	13926
761	Project: Town Hall Car Park Makeover	0	500	500	-100	0
762	Neighbourplan Review	0	0	0	100	0
763	Office repair	2507	2500	-8	0	2507
767	Old fire station	2400	2400	0	0	2400
764	Kings coronation	2000	2000	0	0	2000
768	Office laptop	499	500	1	-0	499
504	Pension payments	4522	0	-4522	100	5000
652	Grants & Donations	0	0	0		0
Expense: General Totals		135234	117390	-17844	15	140817
Expenditure Totals		135234	117390	-17844	15	140817



Bank Reconciliation

Balances as per bank statements as at 10/03/2024

Natwest Current Account	3731.00	107142.84
Natwest Business Reserve Account	103238.64	
Equals Card	173.20	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
				Nett balance as at 10/03/2024	
				112407.37	

Cash Book

Receipts in current year	143649.76	Opening Balance Bank 1	2527.74	103991.42
VAT to be claimed	0.00	Opening Balance Bank 2	101463.68	
Unallocated cash	0.00	Opening Balance Bank 3	0.00	
Payments in current	135233.81	Opening Balance Bank 4	0.00	
				Cash Book Closing Balance
				112407.37

General Reserves

50000.00

Earmarked Reserves

Subcontracting for grass,litter,bins etc	13750.00	Computer	0.00
Elections (2022)	3850.00	Play area improvements	4000.00
Parks equipment	3000.00	Parking	1500.00
South Street Park Millenium Garden	500.00	Water (South St)	2250.00
Market Place trading	500.00	Water at Market Place	2250.00
Market Place layout	1000.00	Cemetery	0.00
Sports Field fencing	1500.00	New Cemetery	6000.00
Sports ground toilet refurbishment	2000.00	Church Ground Trees	720.00
Sports and Social Club Bldg Upgrade	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 Field	2000.00	Cash Reserves	-1620.16
Tree Maint - Parks	1500.00		



Budget Report - Income

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 29/02/2024

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept	0	93900	109886	109886	0	0	0	109886	0	0.00
Cemetery Income	6565	3100	3000	1170	1960	1050	1420	5600	2600	86.67
Allotment Income	625	350	420	45	0	15	180	240	-180	-42.86
Market Rents	2837	1000	3000	355	786	949	330	2420	-580	-19.33
Caistor Sports & Social Club	1563	312	2412	577	525	525	350	1977	-435	-18.03
WLDC Street Cleaning	2808	1404	2292	1146	1225	0	0	2371	79	3.47
Grass Cutting	1545	0	1623	0	0	1733	0	1733	110	6.76
Grants	0	2665	0	0	0	6000	0	6000	6000	100.00
VAT Reclaimable	13935	0	0	3601	0	0	0	3601	-3601	100.00
Miscellaneous Income	3294		150	2618	1502	462	263	4846	-4696	?
Town Hall			520	0	520	0	0	520	0	0.01
Magazine Advertising			1000	0	0	0	0	0	-1000	?
CIL income			0	1555	0	2900	0	4456	4456	100.00
Income: General	Total		124303	120953	6519	13634	2544	143650	2753	16
	Total		124303	120953	6519	13634	2544	143650	2753	16



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 29/02/2024

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
Expense: General											
Salaries	19285	27800	29320	6340	8732	10916	6756	32744	-3424	12	
PAYE & NI	628	2600	2400	2298	3457	4726	2513	12993	-10593	441	
Staff Travel & Benefits	0	0	100	8	68	14	13	104	-4	4	
Contractors	16404	11570	15000	3888	0	0	0	3888	11112	-74	
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100	
General Office	804	1000	1000	121	407	365	168	1061	-61	6	
Hall Hire	300	0	720	44	150	84	70	348	372	-52	
Insurance	3428	3535	3500	0	3526	0	0	3526	-26	1	
Audit	760	850	780	200	420	0	150	770	10	-1	
Subscriptions	598	500	535	0	0	236	603	839	-304	57	
Training	155	500	390	0	130	0	0	130	260	-67	
Election	0	0	0	0	190	0	0	190	-190	100	
Mayor Allowance	0	0	350	0	17	109	0	126	224	-64	
Professional Fees	46	1000	500	95	0	160	0	255	245	-49	
Legal Fees	5824	0	500	200	0	0	0	200	300	-60	
Amenity Cut	2758	4100	7400	4500	929	1800	0	7229	171	-2	
Public Rights of Way	0	550	0	0	0	0	0	0	0	100	
Parks	1134	3000	3000	0	2765	61	495	3321	-321	11	
Sportsground	2302	3000	4000	900	1300	1800	0	4000	-0	0	
Cemeteries/Church	1395	2000	4500	1470	889	2508	767	5634	-1134	25	
Allotments	0	300	250	0	0	1595	0	1595	-1345	538	
Market	0	0	250	0	0	0	284	284	-34	14	
Community Orchard	78	160	0	0	0	0	0	0	0	100	
Cemetery records management	50	5000	2450	0	499	1395	644	2538	-87	4	
Community Events	10511	5000	1500	494	0	0	0	494	1006	-67	
Telephone & Broadband	671	900	930	198	202	235	155	789	141	-15	
Electricity - Market Place LN7 6TU	113	50	260	25	37	211	61	334	-74	29	
Electricity - South Street Park	170	0	600	61	242	62	52	417	183	-30	
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100	
Electricity - Sports Ground	184	0	600	134	85	73	99	391	209	-35	
	0	0	0	0	0	0	0	0	0	100	
Church trees	0	0	780	0	0	780	0	780	0	0	
Water: Sports Ground	151	50	300	41	51	51	51	194	106	-35	
Water: Cemetery	42	0	50	14	22	18	18	73	-23	46	
Water: Allotments	0	0	75	16	63	61	18	159	-84	112	
Play Park Refurbishment	0	500	1000	0	2171	148	94	2413	-1413	141	
Caistor Sports & Social Club	2533	3500	1000	0	0	6495	0	6495	-5495	550	
Town Hall	39	2500	6000	149	132	11833	0	12114	-6114	102	
Civic	0	500	500	0	0	0	0	0	500	-100	
Equipment	3083	500	750	222	803	994	71	2089	-1339	179	
Market Place	908	500	1000	0	0	612	250	862	138	-14	
Gritting & Snow Clearance	2150	2500	450	0	0	0	0	0	450	-100	
CCTV	0	3000	1500	0	0	0	0	0	1500	-100	
Contingency	0	1200	0	0	0	0	0	0	0	100	
Grants & Donations			15000	12600	0	1326	0	13926	1074	-7	
Project: Town Hall Car Park Makeover			500	0	0	0	0	0	500	-100	
Neighbourplan Review			0	0	0	0	0	0	0	100	
Office repair			2500	2500	7	0	0	2507	-8	0	
Old fire station			2400	2400	0	0	0	2400	0	0	
Kings coronation			2000	2000	0	0	0	2000	0	0	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 29/02/2024

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
	Pension payments			0	755	1325	1547	895	4522	-4522
Grants & Donations				0	0	0	0	0	0	
Expense: General Total			117390	41674	29120	50213	14227	?	-17844	15
Total			117390	41674	29120	50213	14227	?	-17844	15



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 29/02/2024

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries	19285	27800	29320	6340	8732	10916	6756	32744	-3424	12
PAYE & NI	628	2600	2400	2298	3457	4726	2513	12993	-10593	441
Staff Travel & Benefits	0	0	100	8	68	14	13	104	-4	4
Contractors	16404	11570	15000	3888	0	0	0	3888	11112	-74
Other Staff Expenses	49	0	100	0	0	0	0	0	100	-100
General Office	804	1000	1000	121	407	365	168	1061	-61	6
Hall Hire	300	0	720	44	150	84	70	348	372	-52
Insurance	3428	3535	3500	0	3526	0	0	3526	-26	1
Audit	760	850	780	200	420	0	150	770	10	-1
Subscriptions	598	500	535	0	0	236	603	839	-304	57
Training	155	500	390	0	130	0	0	130	260	-67
Election	0	0	0	0	190	0	0	190	-190	100
Mayor Allowance	0	0	350	0	17	109	0	126	224	-64
Professional Fees	46	1000	500	95	0	160	0	255	245	-49
Legal Fees	5824	0	500	200	0	0	0	200	300	-60
Amenity Cut	2758	4100	7400	4500	929	1800	0	7229	171	-2
Public Rights of Way	0	550	0	0	0	0	0	0	0	100
Parks	1134	3000	3000	0	2765	61	495	3321	-321	11
Sportsground	2302	3000	4000	900	1300	1800	0	4000	-0	0
Cemeteries/Church	1395	2000	4500	1470	889	2508	767	5634	-1134	25
Allotments	0	300	250	0	0	1595	0	1595	-1345	538
Market	0	0	250	0	0	0	284	284	-34	14
Community Orchard	78	160	0	0	0	0	0	0	0	100
Cemetery records management	50	5000	2450	0	499	1395	644	2538	-87	4
Community Events	10511	5000	1500	494	0	0	0	494	1006	-67
Telephone & Broadband	671	900	930	198	202	235	155	789	141	-15
Electricity - Market Place LN7 6TU	113	50	260	25	37	211	61	334	-74	29
Electricity - South Street Park	170	0	600	61	242	62	52	417	183	-30
Electricity - Market Place LN7 6TL	67	0	150	0	0	0	0	0	150	-100
Electricity - Sports Ground	184	0	600	134	85	73	99	391	209	-35
	0	0	0	0	0	0	0	0	0	100
Church trees	0	0	780	0	0	780	0	780	0	0
Water: Sports Ground	151	50	300	41	51	51	51	194	106	-35
Water: Cemetery	42	0	50	14	22	18	18	73	-23	46
Water: Allotments	0	0	75	16	63	61	18	159	-84	112
Play Park Refurbishment	0	500	1000	0	2171	148	94	2413	-1413	141
Caistor Sports & Social Club	2533	3500	1000	0	0	6495	0	6495	-5495	550
Town Hall	39	2500	6000	149	132	11833	0	12114	-6114	102
Civic	0	500	500	0	0	0	0	0	500	-100
Equipment	3083	500	750	222	803	994	71	2089	-1339	179
Market Place	908	500	1000	0	0	612	250	862	138	-14
Gritting & Snow Clearance	2150	2500	450	0	0	0	0	0	450	-100
CCTV	0	3000	1500	0	0	0	0	0	1500	-100
Contingency	0	1200	0	0	0	0	0	0	0	100
Grants & Donations			15000	12600	0	1326	0	13926	1074	-7
Project: Town Hall Car Park Makeover			500	0	0	0	0	0	500	-100
Neighbourplan Review			0	0	0	0	0	0	0	100
Office repair			2500	2500	7	0	0	2507	-8	0
Old fire station			2400	2400	0	0	0	2400	0	0
Kings coronation			2000	2000	0	0	0	2000	0	0



Budget Report - Expenditure

Current Financial Year Ending 31/03/2024

Financial Period 01/04/2023 to 29/02/2024

This report is based on Payment Date

Details	Year 2022/23		Financial Year Ending 31/03/2024						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
	Pension payments			0	755	1325	1547	895	4522	-4522
Grants & Donations				0	0	0	0	0	0	
Expense: General Total			117390	41674	29120	50213	14227	?	-17844	15
Total			117390	41674	29120	50213	14227	?	-17844	15



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
05/02/2024	1402	Caistor Arts & Heritage Centre	Room hire 23.01.2024	0.00	24.00	<input type="checkbox"/>	<input type="checkbox"/>
02/02/2024	1403	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	1.74	36.45	<input type="checkbox"/>	<input type="checkbox"/>
02/02/2024	1404	Opus Energy	Bank Payment: Electricity - Sports Ground	2.40	50.47	<input type="checkbox"/>	<input type="checkbox"/>
02/02/2024	1405	Opus Energy	Bank Payment: Electricity - South Street Park	1.05	21.97	<input type="checkbox"/>	<input type="checkbox"/>
06/02/2024	1406	Yvonne (Bonny) Smith	Mileage claim - Lincoln Archives	0.00	22.40	<input type="checkbox"/>	<input type="checkbox"/>
06/02/2024	1407	Caistor Farm & Garden Machinery	Spark Plug	2.00	12.00	<input type="checkbox"/>	<input type="checkbox"/>
08/02/2024	1408	Caistor Town Hall	Hall hire 11.1.24	0.00	22.00	<input type="checkbox"/>	<input type="checkbox"/>
13/02/2024	1419	Bridge Mcfarland LLP	professional services in connection with 2-4 Market Place	140.00	840.00	<input type="checkbox"/>	<input type="checkbox"/>
14/02/2024	1420	Lincolnshire Association of Local	LALC annual training scheme	0.00	180.00	<input type="checkbox"/>	<input type="checkbox"/>
15/02/2024	1421	Vista Print	Bank Payment: General Office	7.15	42.88	<input type="checkbox"/>	<input type="checkbox"/>
19/02/2024	1422	Wave	Bank Payment: Water: Allotments	0.00	18.34	<input type="checkbox"/>	<input type="checkbox"/>
19/02/2024	1423	Wave	Bank Payment: Water: Cemetery	0.00	18.34	<input type="checkbox"/>	<input type="checkbox"/>
19/02/2024	1424	Wave	Bank Payment: Water: Sports Ground	0.00	51.00	<input type="checkbox"/>	<input type="checkbox"/>
22/02/2024	1425	Barriers Direct	Bank Payment: Barriers for Market	47.32	283.92	<input type="checkbox"/>	<input type="checkbox"/>
23/02/2024	1426	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
23/02/2024	1427	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
23/02/2024	1428	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
23/02/2024	1429	IMRC	Bank Payment: PAYE & NI	0.00	1292.13	<input type="checkbox"/>	<input type="checkbox"/>
23/02/2024	1430	NEST	Bank Payment: Pension payments	0.00	460.43	<input type="checkbox"/>	<input type="checkbox"/>
26/02/2024	1431	BT	Bank Payment: Telephone & Broadband	0.00	52.98	<input type="checkbox"/>	<input type="checkbox"/>
26/02/2024	1432	Tamar Telecom	Bank Payment: Telephone & Broadband	1.10	6.60	<input type="checkbox"/>	<input type="checkbox"/>
01/03/2024	1433	Three	Bank Payment: Telephone & Broadband	3.00	18.00	<input type="checkbox"/>	<input type="checkbox"/>
04/03/2024	1434	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	2.37	49.81	<input type="checkbox"/>	<input type="checkbox"/>
04/03/2024	1435	Opus Energy	Bank Payment: Electricity - South Street Park	1.27	26.63	<input type="checkbox"/>	<input type="checkbox"/>
04/03/2024	1436	Opus Energy	Bank Payment: Electricity - Sports Ground	3.88	81.57	<input type="checkbox"/>	<input type="checkbox"/>
10/03/2024	1437	C R Hansard Ltd	Fuel	1.16	6.96	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: 7022.01

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Caistor Saturday Market's report to CTC March 2024:

The market stall holders and users of the market congratulate Yulia on the launch of her shop.

The new posts and chains have been warmly welcomed by the stall holders and remarked upon as being "smart" by visitors to the market.

Enquires for monthly pitches from two of the occasional pitches: The Plant Man and Chewee Cookie Company.

Can we propose another 3 signs are made "The Market Place is closed for parking Saturday 4am to 4pm". Following the theft of the cones and signs, we have no signage to say why the bollards have put out at the top of the market square. Absence of signage is confusing for visitors to the town. Discussion regarding the missing signage has come up at the last few Council meetings.



Caistor Community Cinema's report to CTC March 2024:

Good attendance for the showing of the "Great Escaper" in February.

On March 23rd we will be showing "One life" with Anthony Hopkins and not "Napolean". Thanks to the Town Hall Committee for good facilities. The sound baffles have made a remarkable difference.

Caistor Goes's report to CTC March 2024:

New Chair elected - Sally Allison. Caistor Town Council was thanked for their support for 2023. Caistor Goes would like Council's permission for the two events taking place in South Street Park 2024 (Party in the park on July 13th and Proms in the Park on September 1st)

‘CAISTOR GOES...’ EVENTS COMMITTEE

‘Caistor Goes...’ Events Committee relies entirely on donations, sponsorship & grant funding

**A volunteer committee
dedicated to
promoting, organizing
& providing logistical
support for community
events in the Caistor
area**



Chairperson: Sally Allison
07999293413
sallyallison69@live.co.uk

Secretary: Barbara Millington
07766051655
themillingtons2008@gmail.com

Treasurer: Jayne Bowman
07791704216
jaynebowman@btinternet.com

DATE: 21.02.2024

FAO: clerk.caistortc@gmail.com

Dear Councilors,

I would like to make our annual request for permission to use the South Street Park for this year’s ‘Caistor Goes...’ event and ‘Proms in the Park’.

Street Party: Saturday 13th July 2024

Proms in the Park: Sunday 1st September 2024

As always, I would like to express the Caistor Goes committee’s appreciation of the Council’s continued support with the use of the park and insurance cover.

Yours faithfully

Barbara Millington
(Secretary)

Caistor Town Hall Management Committee

Minutes of meeting held Tuesday 20th February 2024

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

Present: Steve Gaughan (SG), Mike Grant (MG), Jacqui Morgan (JM), Chris Morgan (CM), Jacqui Hughes (JH), Sheila Broster (SB), David King (DK), David Redfearn (DR), Alan Crookes (AC), Rick Merrall (RM).

SG commenced the meeting by asking Rick to inform the Committee about the arrangements for the wake for Lauri Fox. The cremation was yesterday Monday 19th February in Hull. The wake is to be on Sunday 3rd March and as previously discussed there is to be no charge for the town hall facilities or bar which will be manned by members of the committee. Mark has organised the catering for 50 people. The TH Committee will budget £350 for catering but will go up to £400 if necessary. The wake is being advertised on Facebook by Mark.

1. **Apologies for absence.** Apologies received from Ruth Smith, Mike Broster and Pam Cluff.
2. **Minutes of meeting held 24th October 2023.** Minutes are a true record of the meeting. Proposed CM, seconded SB.
3. **Matters arising:** None
4. **Correspondence:** None
5. **Treasurers Report.** Treasurer MG reported that the bank balance currently stands at £40,084. He stated he is not aware of any big bills in the near future. MG stated he is to stand down at the AGM and wished to make the committee aware that it can be difficult to change signatories' names on business accounts. SB stated it may be easier to close the existing account and open a new one. DR gave MG a bill for stage lighting.
6. **Bar Report.** MG reported that there has been very little beer on tap lately because it is difficult to buy small amounts. 11 gallons being the smallest amount being sold. MB thinks we should deal directly with Draughtmaster.
7. **Maintenance report including TTDL:**
 1. Renovate under stairs cupboard. **CATs to do.**
 2. Paint boiler room and door to the yard. **There is still damp on the back wall. No point in painting until this is rectified.**
 3. Sort out damp in the boiler room. **MB to contact John Dee. Ongoing**
 4. Letter Box. **Quote has been received from Lee Wells.**
 5. Fans in the hall. **Not done. Integrity of ceiling fans needs checking.**
 6. New lock for front door. **On agenda as separate item**
 7. Tidy up kitchen/Arrange a deep clean. **Is on agenda at item 10.**
 8. Review hire charges. **MB and CM have arranged new charges. To be confirmed by members.**
 9. See 7 above.

10. Clean all chairs in the Bar. All bar chairs are very stained. SG stated each chair will cost £100 to recover. **Agreed to try cleaning first.**
11. Ease stage door on High Street side. **RM to investigate.**
12. Plaster in Arts Centre. **RM emailed Town Clerk to look into the plaster being repaired. Not had a reply yet. Pending.**
13. Leaking roof gutter over the ramp. **RM has emailed the Town Clerk along with a reminder about the plasterwork in the Arts Centre room.**

8. **Booking secretary's report.** New bookings are being received from new groups. New charges will be in force from 1st April. SB would like to be kept informed of new groups to advertise on Facebook.

9. **Plays and Cinema report.**

CATs are having a Murder Mystery evening on 10th and 11th May. SB asked for a poster for the website.

Cinema: SG stated recent cinema showings have been Oppenheimer and Home Alone 2 in December, Alleluia in January and the Great Escaper in February. Future films include One Life on 23 March and Wonka on 6th April at the South Street Park. DR asked about the sound. All agreed it is brilliant.

10. **Projects and grants.**

Kitchen Refurbishment Update. As previously agreed, AC reported that in the first instance the shutters are to be replaced along with the hobs and the necessary electrical wiring.

Front door. Price for replacement locks reported at previous meeting. On hold. MB to get a price for complete new doors before new ironmongery is ordered.

11. **A.O.B**

(1) JH reported the carpet in the entrance is very dirty and could do with replacing. Agreed to look at it and get a price for cleaning or replacing.

(2) The drain cover in the ladies' toilets has been damaged. The metal strip has been pulled up. To be made safe at the end of this meeting.

(3) CM reported there is a considerable leak to the guttering on the corner of the building overlooking the ramp causing the ramp to become flooded. To be inspected. See item 13 on TTDL

(4) CM has circulated details of two zoom talks on Village Hall Diversification in March.

12. **Date of next meeting:** Management meeting and AGM to be held on Tuesday 25th June 2024 commencing 7.00pm.



Minutes of the Caistor Town Council Estates Committee held at 4:15pm at the Caistor Town Hall on 6 February 2024

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

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2682**
Apologies received from Cllr Wright for business reasons.
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2683**
No DPI interests noted. Cllr Davey noted that he personally knows the Alexander Hubbard, one of the contractors in agenda item 5.
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2684**
None
- 4. To approve the draft minutes of the Estates Committee meeting on 23/01/2024 - Ref: 2685**
RESOLVED that the minutes of the meeting held on 23rd Jan 24 be approved as a true record of the meeting and signed by the Chair.
Proposed: Cllr S. Hodson Seconder: Cllr M. Galligan All in favour
- 5. Grass Cutting - To review the quotes and agree next steps for 2024 contract - Ref: 2686**
It was noted that: the other options investigated for grass cutting of the churchyards did not progress; Dyne Group had been approached about strimming the park perimeters per the tender and agreed to trim the nettles as necessary; there are budget constraints; many of the complaints last year about the cemetery were because it was cut in sections over a couple of weeks; if Kim changed from litter picking/bin emptying 3 days a week to 2, he would have enough time to cut the cemetery; WLDC do the bins in the market place on a Wednesday and Wednesday is the day with the least litter in the parks; the churchyards in town are well visited and must be done to a high standard; the contractor appointed could have an initial meeting with Mike Gilliat, and Cllrs Galligan and Hodson to set expectations/clarifications of specs and standards.
RESOLVED a. To appoint Dyne Group to cut the amenity grass and parks for a 2 year contract, with a limited uplift costs to be negotiated for the second year, and on the provision that standards remain high;
b. To appoint Tudor Grounds Maintenance to undertake the grass cutting at the 2 closed churchyards;
c. That Kim will stop street cleansing duties on a Wednesday and will free up this time to cut the cemetery every other week, and have time for PROW's/hedge trimming/play area maintenance/other estates maintenance on the alternative Wednesday.
Proposed: Cllr S. Hodson Seconder: Cllr A. Somerscales All in favour
- 6. Update on the pressure washer and agree next steps - Ref: 2687**
Cllr Hodson noted that the pressure washer from the Old Fire station had been gifted to CTC by CIB; initially there was an issue with low pressure; Woldside plant have now fixed the issue, so we have a fully working pressure washer. It was agreed there is no need to purchase a new pressure washer, and to add the donated one to the asset register.

Meeting closed at 16:50pm

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

CEMETERY DIGITALISATION UPDATE – March 2024

Background

I have been engaged on a six month contract to populate the Cemetery Database from the records held by Caistor Town Council. As a previous Town Clerk I was very familiar with the various record books associated with Cemetery Record. The Town Clerk and I felt, initially, that this would be sufficient time to complete the task. This appears now is not the case.

Problems Encountered

- At the outset, there were only;-
 - two burial books starting in 1972
 - no official grave space book- only a small hard back book which had not been kept up to date for several years.
 - very few Exclusive Rights of Burial (ERB) Books.

I contacted a previous Caistor Town Clerk who I knew and asked where the first Burial Books might be. They did not know. In November, the Town Clerk (TC) found a form stating that the first two books and several ERB **had** been lodged with the Lincolnshire Archives. I made arrangements and collected them. In November, the TC also found a booklet produced by the Lincolnshire History Society logging all the memorials up to 2010. This was of immense help as it often shows multiple burials in the same grave space.

- Grave Space numbering- it appears that the grave spaces were renumbered at some time, probably in the 1960s. This meant that there were two graves with the same number or that the number of the grave space did not correspond to where the person was buried. There are two main sections to the cemetery, consecrated and un-consecrated, which have the same numbers, just left and right. Before the renumbering they were marked in the burial books as centre, front or back too. I have made a list of all the double numbers I have input to date. These will need to be checked against the plan which Epitaph has now produced. This, again, will be time consuming.
- First Burial Book (1913-) the burials mentioned in this book appears to be from the Workhouse deaths. It is believed that they are buried in the bottom right hand corner in unmarked graves. There are entries for people who were buried in main area which is quite confusing and I am leaving them for the moment.
- The records were badly kept; some entries do not have a date of burial, names spelt incorrectly, and missing entries. The list goes on.
- The two latest ERB Books do not have whether or not the grave spaces are left or right side and as there is duplicate numbering on both sides, it is not possible to tell, at the moment which grave space the ERB belongs to.

Current Position

- There are 1470 burials and to date I have input data for 740 leaving 730 to be populated.
- The ERBs need to be input too so that empty spaces can be accounted for.

Conclusion

To maximise the potential of the Epitaph Database, further work needs to be allowed which does not impact on the TC.

Bonny Smith
Cemetery Clerk
7th March 2024



Public Tracking Report

Sport Groups Licences - send out invoices	Ref: 20580	Created: 08/07/2022
Grass cutting 2023-24	Ref: 20973	Created: 05/09/2021
Cemetery - Epitaph cemetery management and Pear mapping	Ref: 24326	Created: 23/08/2023
Ownership of market place and Cornhill /Land registry search	Ref: 24361	Created: 05/12/2023
Southdale - alternative storage arrangements	Ref: 24365	Created: 12/12/2023

OLYMPUS DM720 LARGE MEETING KIT

£334.80 inc. Vat
(£279.00 ex. Vat)



Olympus DM720 Large Meeting Kit

The Olympus DM720 Large Meeting Kit includes 2 Olympus ME33 Boundary Layer microphones and DM720 recorder. The ME33 is a powerful, omni-directional microphone that is purpose-built to record voices from a distance and produces audio files in crystal-clear sound quality. Perfect for recording 10 to 14 people around the table.

Key Features

- Ideal solution for small meetings - 10 to 14 people
- Superior sound quality
- Purpose-built for voice captures
- Includes Olympus DM720 Recorder & 2x ME33 Microphones
- 4GB Internal Memory - Expand Memory up to 64GB
- **Kit Contents:**
 - Olympus DM720
 - 2x ME33 Microphone
 - Instruction Manual
 - BR404 Rechargeable Battery
 - Stand Clip

Philips Voice Tracer DVT8110

High-quality audio recorder with 360° recording and rechargeable battery

[See full product information](#)

KEY FEATURES

- 360° recording
- Rechargeable battery
- 8 GB internal memory
- Free smartphone app
- Large colour display
- Smart playback

SAVING £52.01

~~£200.00~~

£147.99

PHILIPS

Product description

High-quality audio recorder with 360° recording and rechargeable battery

The [Philips VoiceTracer Meeting Recorder](#) offers the latest audio recording equipment technology.

360° recording No matter where they are sat at the table, everyone's contributions will be perfectly captured on the device thanks to the state-of-the-art, full radius microphone which comes with the recorder.

Long-lasting, rechargeable battery The Li-ion battery is a high-capacity component that is easy to recharge, using a USB-C cable (provided with the product). This extended battery life means your recorder will be ready for use when you are, with up to 36 hours of recording possible at a time.

Remote control and easy-to-share files To make the most of the device, take advantage of the free smartphone app to control your VoiceTracer remotely, even from a distance. You can also download your recordings to your phone over WiFi and share them instantly with colleagues, family, and friends, eliminating the need for time-consuming cable-to-PC file transfers.

Up to 88 days of recording With 8 GB of internal memory, this recorder has a capacity for up to 88 days of continuous recording. For those seeking virtually unlimited recording capacity, insert a 32 GB microSD memory card into the slot for additional memory.



RECORDING AT MEETINGS POLICY

Policy on recording, filming, photographing and broadcasting meetings

1. General

Caistor Town Council is committed to good governance and to open and transparent decision making. The Council welcomes the attendance of the press and public at all of its meetings, whilst they are open to the public.

This policy provides guidance to the public and press on the use of mobile phones, social media (use of web-based technologies to share information and to interact with online communities, e.g. blogs, Twitter, Facebook, YouTube and SMS text messaging), filming, photographing, recording and broadcasting of Council meetings.

2. Who may attend Council meetings for the purpose of recording meetings?

The press or public may attend any meeting of the Council or a Committee meeting whilst that meeting is in open session. They may record, film, photograph and broadcast the proceedings of any of these meetings.

The 'press' is widely defined and includes citizen journalists, bloggers, social commentators and film crews as well as more traditional print media. There is no requirement for accreditation.

3. Is permission required to attend a meeting for the purpose of recording proceedings?

While no prior permission is required to film, record, photograph or broadcast a meeting in open session, it is advisable that any person wishing to do so notify the Town Clerk in advance so that reasonable facilities can be provided for them.

4. What facilities are available to the public and press under this policy?

The Council will make reasonable facilities available to assist anyone wishing to record, film, photograph or broadcast proceedings of its meetings. This will include providing a table at each meeting for use by the press to assist with taking their reports and also a designated area for use by anyone wishing to record, film, photograph or broadcast proceedings.

The Council will not provide any additional kit or equipment to enable the recording, filming, photographing or broadcasting of proceedings. Nor will the Council facilitate additional internet access. If Wi-Fi is available in the meeting room the Council will not be liable for any disconnection, suspension, interruption or termination to the Wi-Fi service.

5. What can be recorded?

Any meeting of the Council and Committee meeting may be recorded, filmed, photographed or broadcast, whilst these meetings are in public session only. However, any such activity, broadcast,

commentary or expression of views is subject to the UK legislation, including the laws of defamation, public order, data protection and human rights.

6. What may not be recorded?

Meetings during which the presence of the press and public are excluded

The public and the press must be excluded, by resolution, from a meeting, where the transaction of business on the agenda is likely to involve the disclosure of exempt information (listed under Exemptions under Schedule 12A of the Local Government Act 1972 (as amended by the Local Authorities (access to information)(exempt information) (England) order 2006).

Where it is resolved to exclude the press and public then all rights to film, record, photograph or broadcast the meeting are rescinded and recording equipment used for the purpose of reporting the meeting must be removed from the meeting while the meeting is in closed session.

Members of the public attending the meeting who do not wish to be recorded

Persons who film, photograph, record, or broadcast meetings are requested to only focus on Councillors, officers and the public who are directly involved in the conduct of the meeting.

Where a member of the public is permitted to address a meeting, the Chairman will ask each individual to give their express permission to being filmed, recorded, photographed or to appear in a broadcast. Where permission is refused, the Chairman will instruct that any recording, filming, photographing cease with immediate effect, whilst the person is addressing the meeting. Failure to comply with this instruction will be deemed to constitute disruptive behaviour which may result in expulsion from the meeting, under the Council's Standing Order 10.

Protection of vulnerable people

If the Chairman determines that it has not been possible to obtain informed consent from a person with known learning disabilities or mental health issues, or parental consent for a young person speaking, then any recording of these individuals is not allowed.

Use of mobile devices and oral commentary

To minimise disruption to others attending the meeting, all attendees must ensure that their phone or other mobile devices are set to silent mode during the meeting.

Whilst written report or written commentary is permitted during a meeting, no oral commentary or oral reporting is permitted, as this could be disrupted to the proceedings of the meeting.

7. Exclusion from a meeting on the grounds of disruptive or intrusive behaviour

As far as possible, every effort will be made by the Council to ensure that the public and press are able to exercise their rights to film etc. However, should this activity become overly intrusive or disruptive, to the point where it is considered to interfere with the proceedings or the conduct of business, or the decision making process, then the Chairman will warn the person to desist. If the instruction is not respected, the person will be asked to leave the meeting.

Examples of disruptive behaviour include:

- moving to areas outside the designated area within the public gallery without the Chairman's permission

- generating excessive noise in making a recording or during the setting up or re-siting of equipment during a meeting
- intrusive lighting or use of flash photography
- attempting to address the meeting without permission or asking for statements to be repeated for the purpose of recording
- seeking to record, film, photograph or broadcast members of the public against their wishes

This list is not exhaustive

8. Claims or liabilities

Any person or organisation choosing to film, photograph, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from their activities. By choosing to film, photograph, record or broadcast proceedings the person accepts that they are required to indemnify the Council, its Members and officers in relation to any such claims or liabilities

9. Deemed acceptance of this policy's requirements

Any person or organisation choosing to film, photograph, record or broadcast any meetings of the Council is deemed to have accepted the requirements of this policy, whether they have read the policy or not.

PLACE
MARQUE
+

Caistor

Wayfinding Strategy

Draft 1
February 2024



Introduction	02
Initial Thoughts	04
Legibility Study	07
Strategy	00
Proposals	00
Action Plan	00

Introduction

This project is to develop a wayfinding strategy for the town of Caistor. The aim is to encourage visitors to explore more and reveal the history and stories of the town's past.

Caistor is a town located to the North of Lincolnshire. The town benefits from a number of key buildings of both Georgian and Victorian architecture and historic street patterns. However there is very little signage in the town which prevents visitors from exploring further.

The aim is to design a bespoke wayfinding sign family that celebrates the unique heritage character of Caistor. By creating a seamlessly connected visitor experience, will encourage further exploration of the town.

Signage that reflects and communicates the history, values and vision of a place will project a feeling of cohesion and community, a sense of pride, arrival and place.



Aerial view of Caistor

Introduction	02
Initial Thoughts	04
Legibility Study	07
Strategy	41
Proposals	00
Action Plan	00

Initial Thoughts

Arriving to the town for the first time, the key issue is that there is a lack of wayfinding in the town. There is a fingerpost and town map in the centre, however this is the only wayfinding on offer in the town.

The fingerpost is difficult to use in that it groups multiple destinations on the one slat making it hard to separate out the individual destinations.

There are also lots of narrow passageways with little understanding of where they lead to.



Lots of cars parked all over Market Place, unsafe area to cross



Blue plaques dotted around town are easily missed



Narrow pavements and very hilly



Not sure where alleyways lead to



Introduction	02
Initial Thoughts	04
Legibility Study	07
Strategy	00
Proposals	00
Action Plan	00

Legibility Study

Pre Visit Online Information

The wayfinding journey starts at a person's point of origin and not when they have arrived to Caistor.

For those planning a visit, there are several websites available with visitor information.

When searching online for information about Caistor, the top results are:

- www.visitlincoln.com/things-to-do/caistor
- www.visitlincolnshire.com/destinations/caistor/
- lovelincolnshirewolds.com/explore/caistor

The websites provide the user with information about the town's history and highlights some of the places of interest such as the 'Arts and Heritage Centre' and the 'Viking Way' trail which runs through the centre of town.

However, the websites don't provide a town map which could show all that the town has to offer. There is also no information given about alternative methods of transport.



Legibility Study

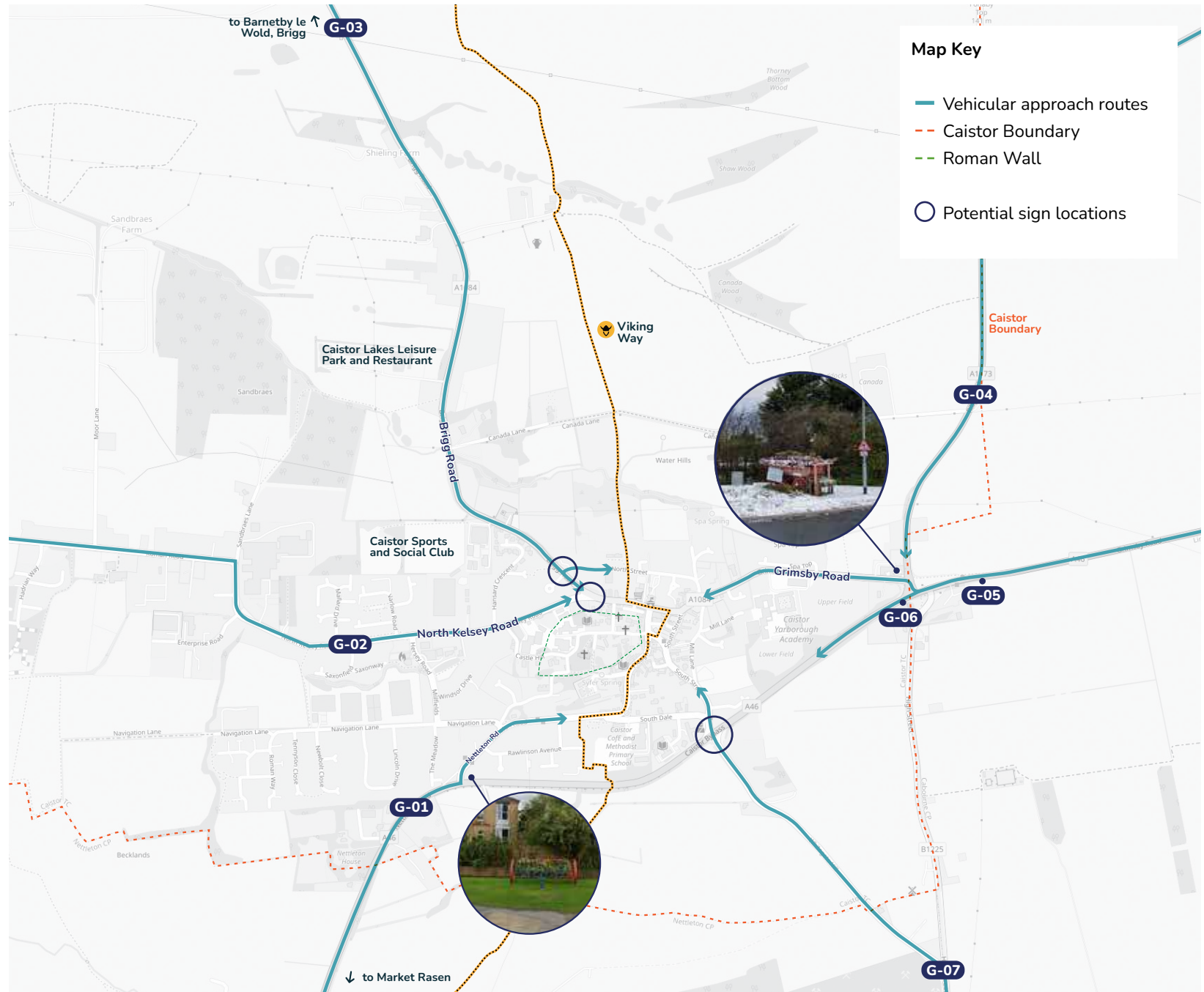
On Street Vehicular Approach

On the approach routes to Caistor there are signs welcoming drivers to the town. The locations of these signs are shown on the plan here.



There are hay carts that have been restored by Caistor in Blooms, located on the Nettleton Road and Grimsby Road approach to Caistor. These help to create a sense of arrival and are a nice welcome for the visitor. However, there isn't any mention of the town name so there is the potential to include a welcome message for drivers to reinforce that they are now in Caistor.

There is also the opportunity on the South Street, Brigg Road and North Kelsey Road approaches for gateway signs to announce to the driver that they have arrived.



Legibility Study

On Street Vehicular Approach

G-01



G-02



G-03



There is quite a distance between this sign and town centre. Another sign is needed on the approach to announce to the driver that they have arrived to Caistor.

Legibility Study

On Street Vehicular Approach

G-04



G-05



G-06



This sign is for the driver approaching from the East and is located past the turn off point towards Grimsby Road. There is a need for directional signage at the South Street junction to get drivers to turn right towards Caistor.

Legibility Study

On Street
Vehicular Approach

G-07



There is quite a distance between this sign and town centre. Another sign is needed on the approach to announce to the driver that they have arrived to Caistor.

Legibility Study

On Street Points of Arrival

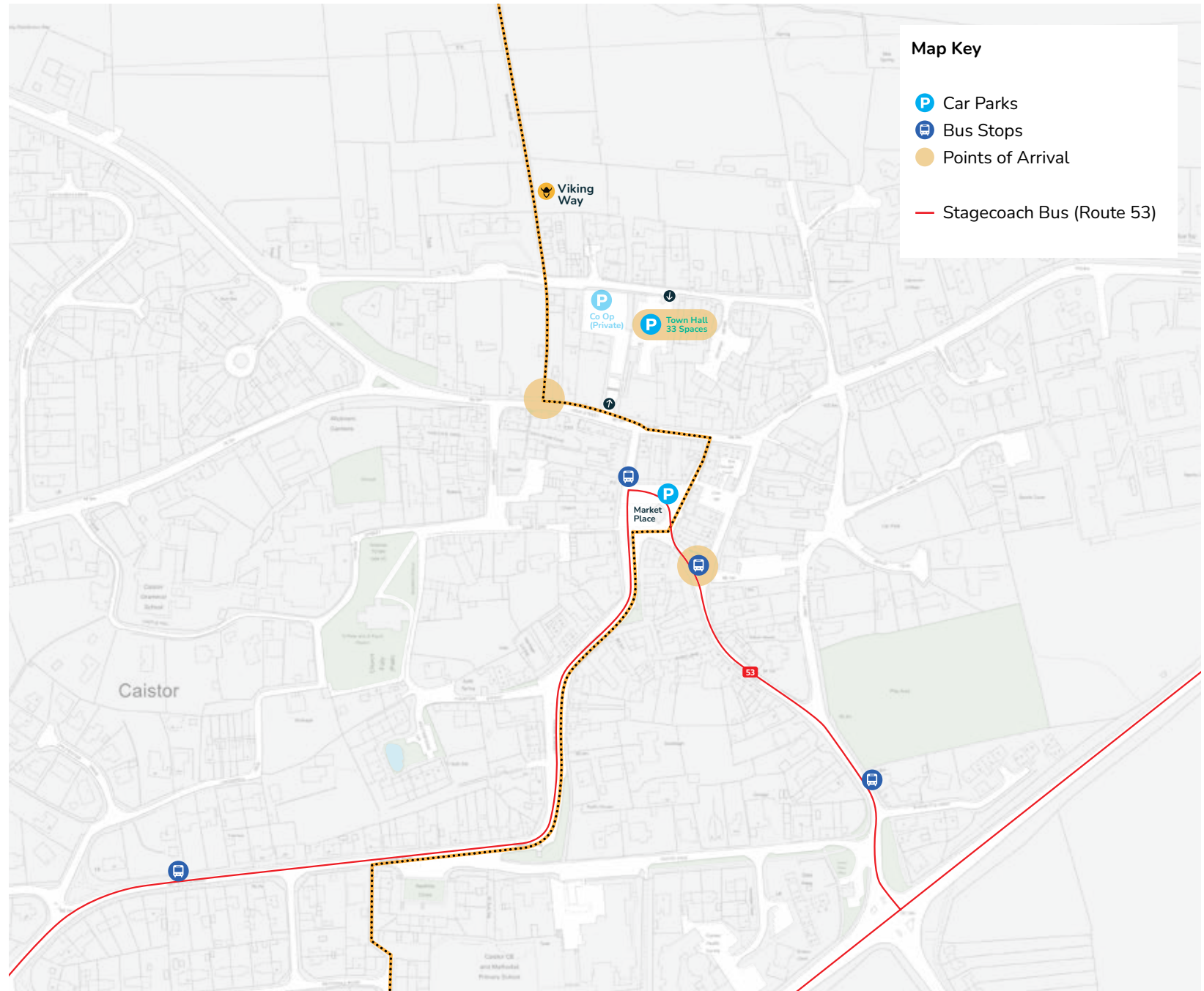
As Caistor doesn't have a railway station, the key arrival points will either be the bus stops or the town hall or market place car park.

There is a stagecoach bus service which runs every other hour towards Grimsby and Lincolnshire. The main bus stop is located in the centre of town at Market Place. However, there is currently no wayfinding at the bus stops so users must follow their nose to find their way around.

There is a need for signs at each point of arrival to ensure people can find their way to their destination and back again.

The Viking Way trail also runs through the centre of the town, so walkers on this route will approach the town on foot at the point highlighted on the plan here.

Each of these points of arrival are destinations themselves and should be clearly identified and directed to.



Legibility Study

On Street Walking Times

Caistor is a small and walkable town and all destinations can be walked to within 5 minutes from Market Place. It is important to include walking times in minutes on the signage to encourage visitors to explore further.

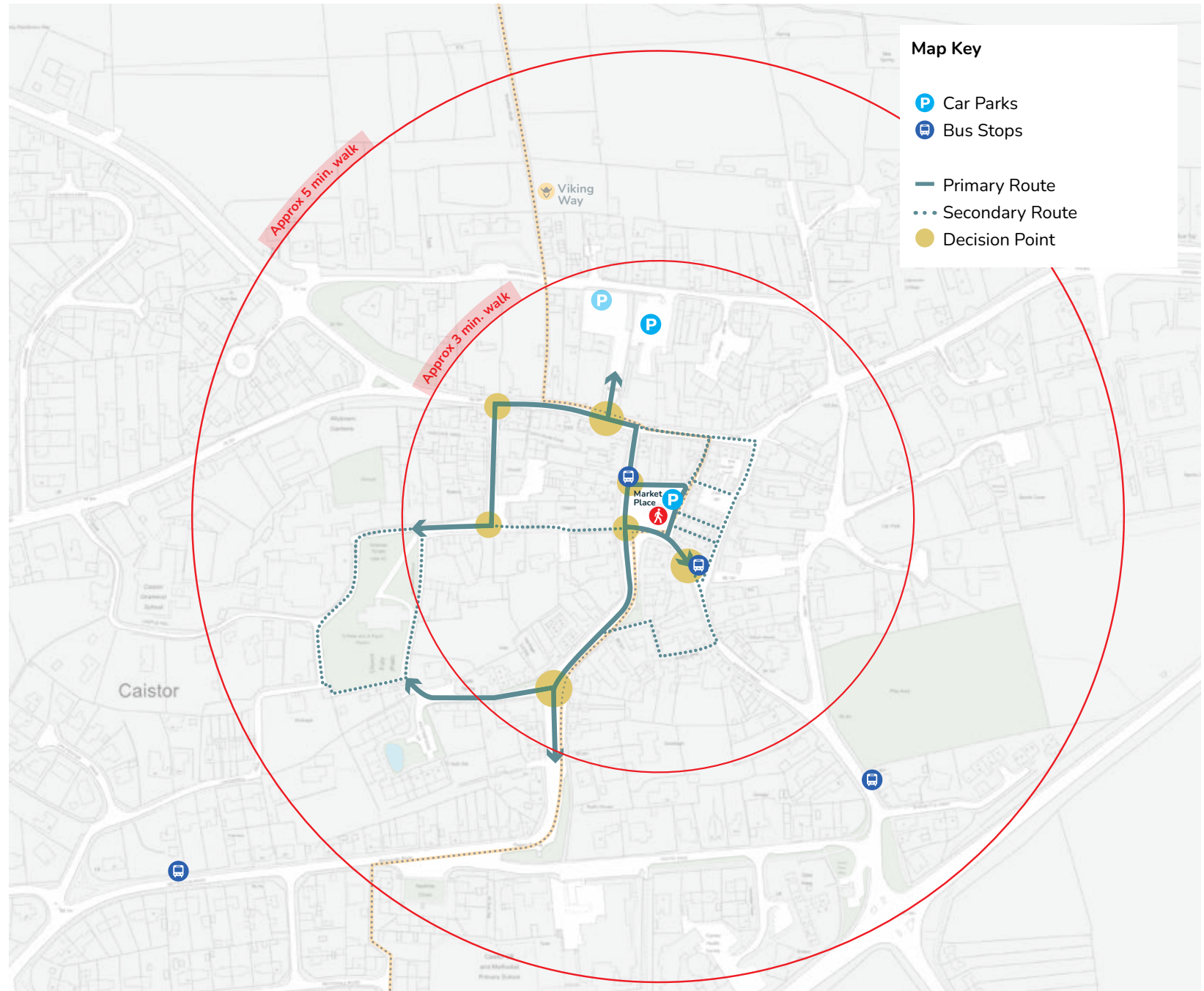
For a first time visitor, this will also help them to gain an understanding of the scale of the town.

Key Routes

As part of the strategy it is important to understand the pedestrian movement around the town. Through reviewing these routes it becomes clear where the key decision points are and where signs are needed.

Due to the topography of Caistor, there is a natural movement around the place. For example, the walk from Market Place to the Arts & Heritage Centre is downhill.

There are some small alleyways which connect the key areas of Caistor, but for a first visitor it is unclear where these routes lead to.



Legibility Study

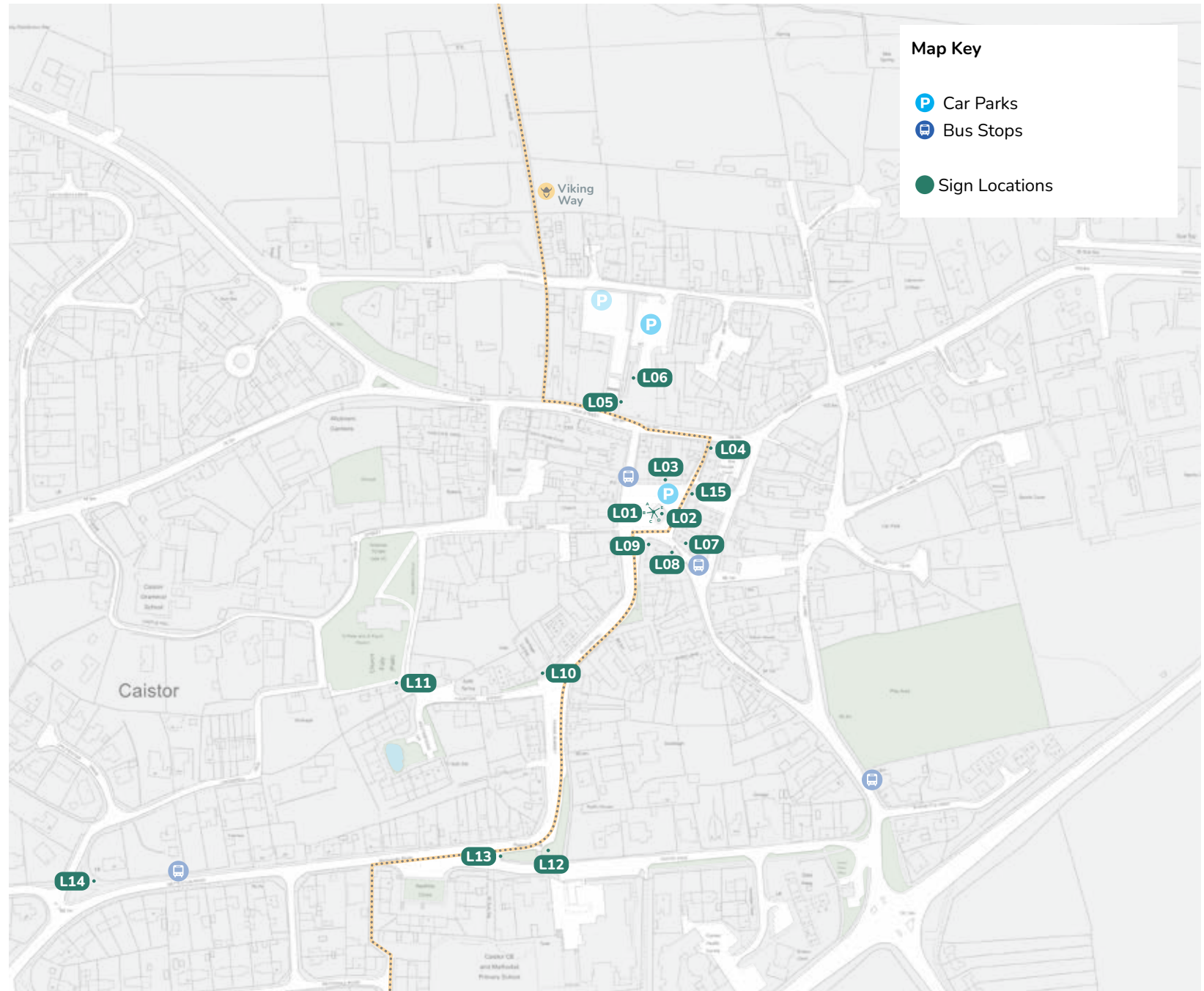
On Street Existing Signage

As part of the analysis an audit of the existing on street signage took place. This audit identified that there is currently only one fingerpost (L01) and two map boards (L02, L06) in Caistor. The plan here shows where these signs are located.

There are also some directional signs located on lampposts around town to help with navigation. The locations of these are also marked on the plan here as well as the location of the interpretation boards.

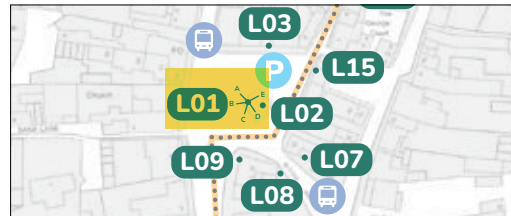
The following pages show the existing signs in Caistor in further detail.

The walking trail 'Viking Way' also runs through the centre of the town. There are signs throughout the town directing to this trail:



Existing Signs

L01



Direction A

Town Hall / Viking Way
Public Toilets

Direction B

Church / Grammar School

Direction C

Primary School / Viking Way
Library / Arts & Heritage Centre

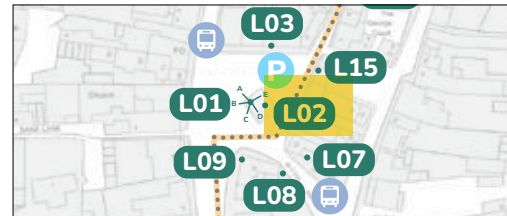
Direction D

Police Station / Health Centre
Multi Use Centre

Direction E

Cornhill / Shops
Caistor Yarborough Academy

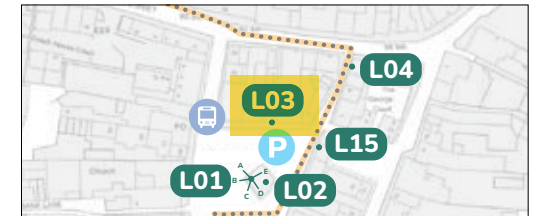
L02



Map Board

Action: Remove

L03

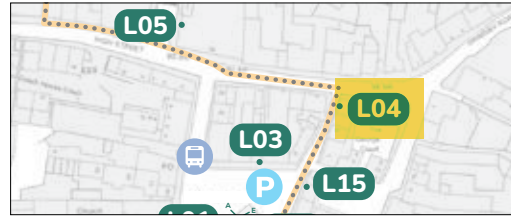


Directional sign for 'cornhill & south street shops'

Action: Remove

Existing Signs

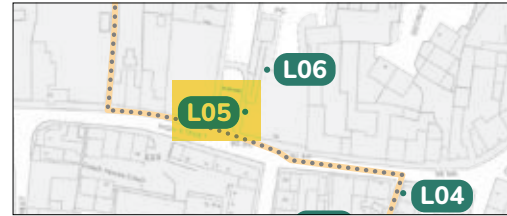
L04



Directional sign for 'cornhill & south street shops'

Action: Remove

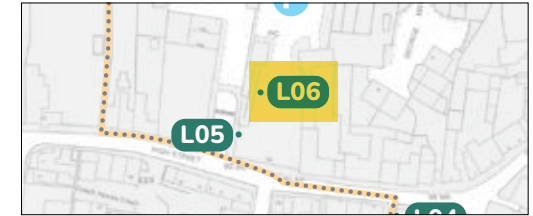
L05



Wood carving art piece commissioned by the civic society

Action: Keep

L06

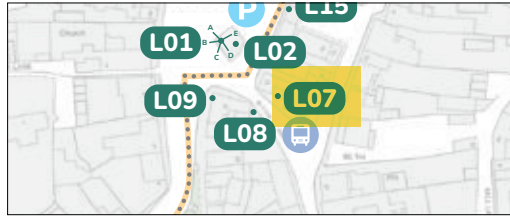


Poster Case

Action: Keep

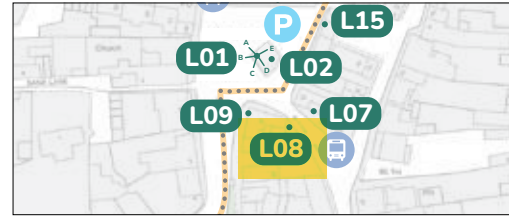
Existing Signs

L07



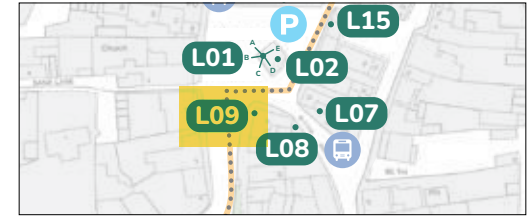
Poster Case
Action: Keep

L08



Signs are dotted around town directing to the 'Arts and Heritage Centre' - due to the scale of these, they easily get lost in their surroundings
Action: Remove

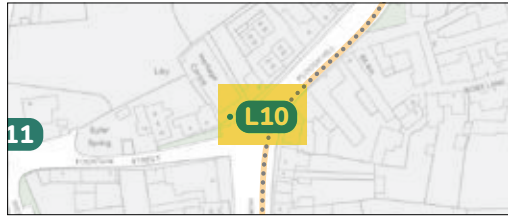
L09



Sign directing to surrounding towns
Action: Keep

Existing Signs

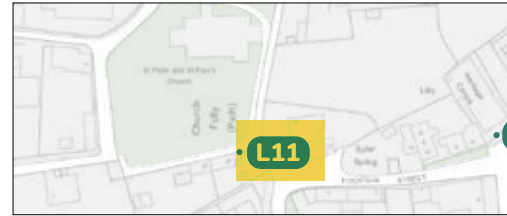
L10



Interpretation board on the 'Alfred, Lord Tennyson' trail

Action: Keep

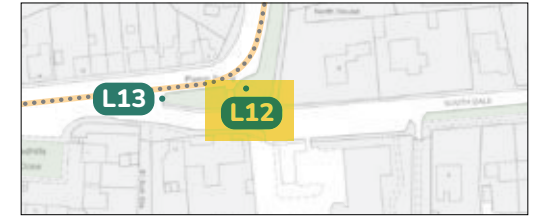
L11



Interpretation board about the Caistor Roman Wall

Action: Keep

L12

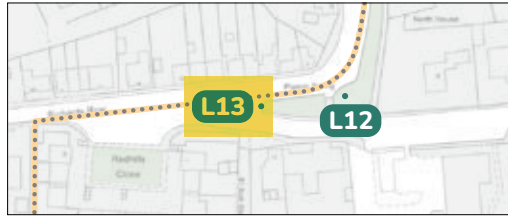


Interpretation board about the Lincolnshire Wolds

Action: Keep

Existing Signs

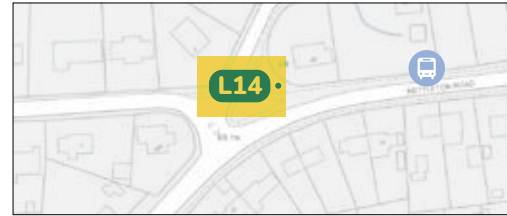
L13



Sign directing to the 'public library'

Action: Remove

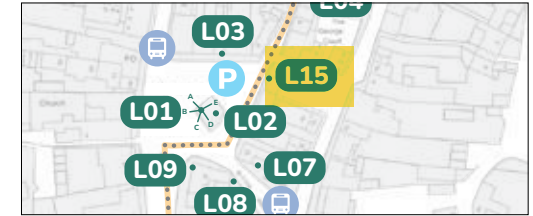
L14



Interpretation board about Navigation lane canal

Action: Keep

L15



Poster case

Action: Keep

Legibility Study

On Street Existing Signage

From the sign audit we identified a number of issues with the existing signage. A summary of these are listed here.



Fingerpost

- Design is very generic and doesn't reflect the character of Caistor
- Multiple destinations are grouped on to one line and for a first time visitor it can be difficult to read
- No walking distances given so unsure how far away some of these destinations are
- There's a mixture of destinations for the tourist and for the resident, eg Schools are highlighted
- Sign is out of date as some destinations have now closed eg. Library
- There is only the one fingerpost in the town, therefore the sign doesn't function well as there isn't anything to guide the user to their destination along the journey



Map Lectern

- Due to the angle of the lectern, it gathers rain water easily which makes the content difficult to read
- Map isn't heads up, so can be difficult to use to navigate
- Car parks aren't named on the map
- Style of the map is different in design to the printed map which creates an inconsistency in messaging
- The car park on Mill Lane is highlighted, however this has since now closed
- Provides useful information about the key points of interest
- Highlights where the original Roman wall may have sat

Legibility Study

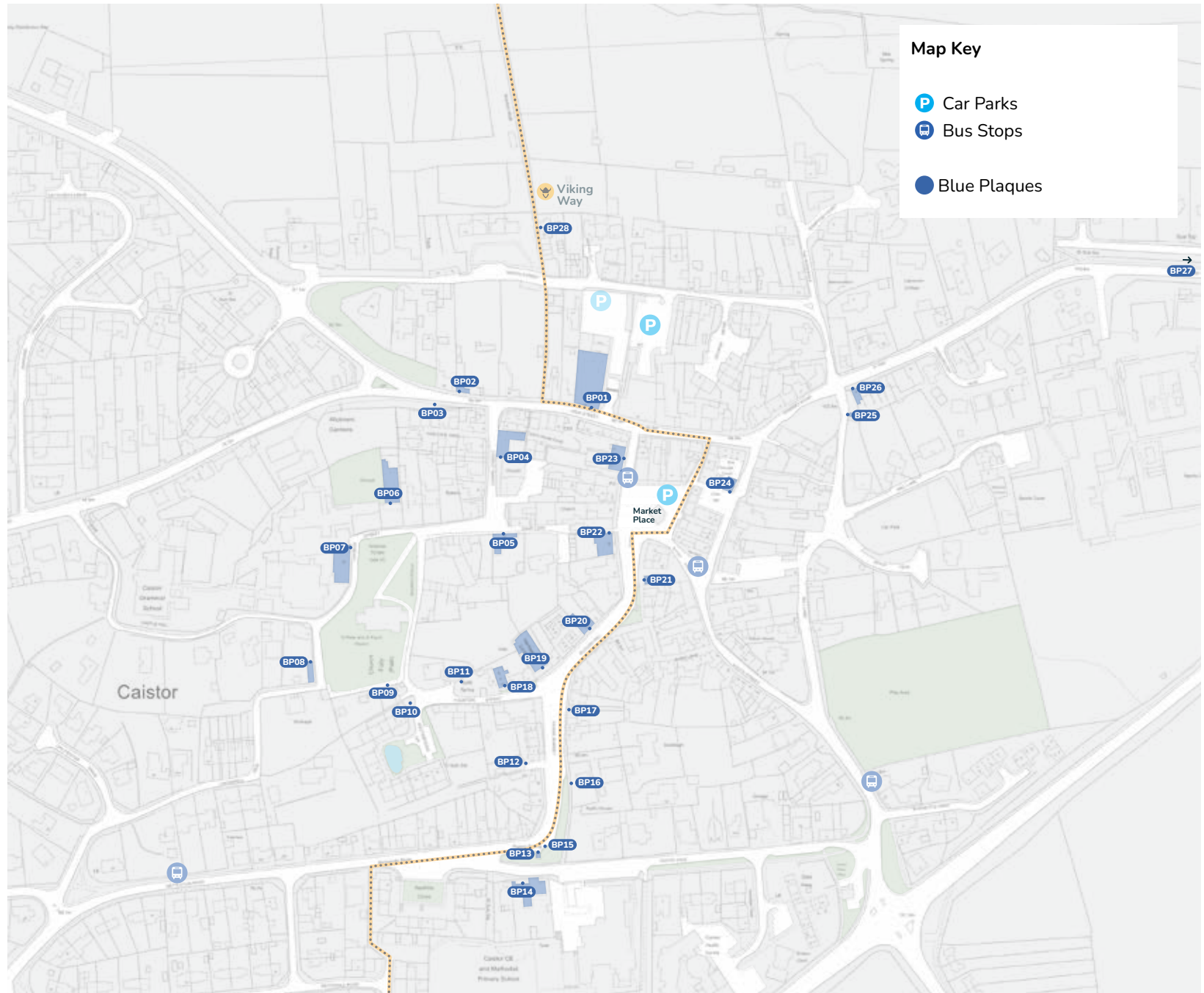
On Street Existing Signage

Blue plaques can be found on key buildings around Caistor. These have been organised by the Caistor Civic Society.

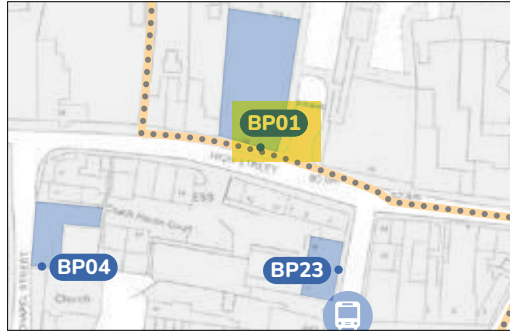
The plan here shows where the blue plaques are located. The following pages show these plaques in more detail and the stories they highlight.

These plaques help to reveal the history and character of Caistor. However some of the plaques give little context to the full stories.

There is the opportunity here to introduce a heritage trail to the town which uses these plaques as marker points on the trail. An accompanying leaflet could be developed which gives more context to the significance of each location.



Existing Signs



Content
Formerly Talbot Inn

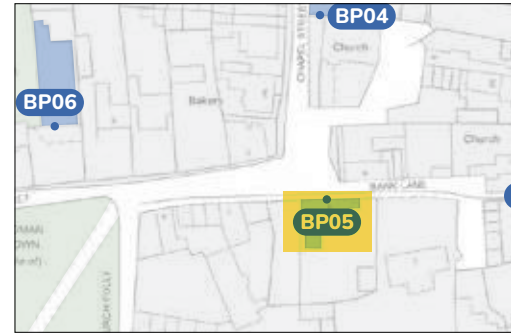


Content
Home Guard Cottage



Content
Site of Stotts Well

Existing Signs



Content
Wesleyan School 1867 - 1967

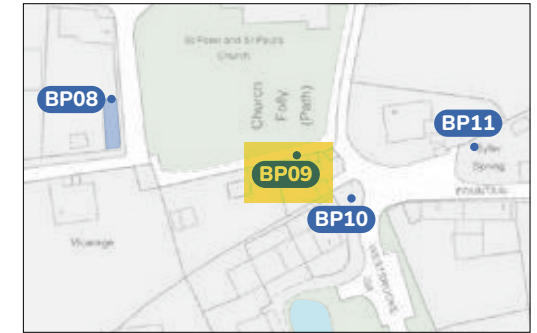


Content
National School 1825



Content
Congregational Church 1842

Existing Signs

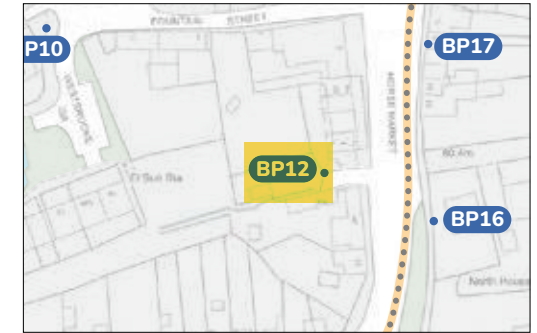


Content
Casterby House

Content
Fosters Ropery

Content
Roman Wall

Existing Signs



Content
Site of Brewery

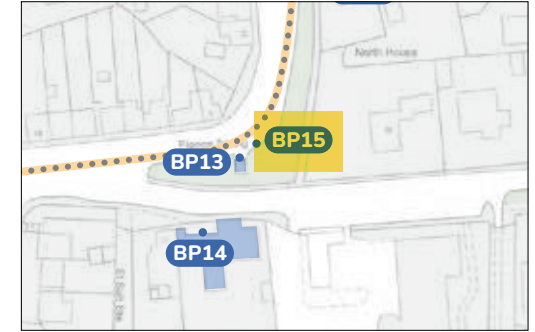
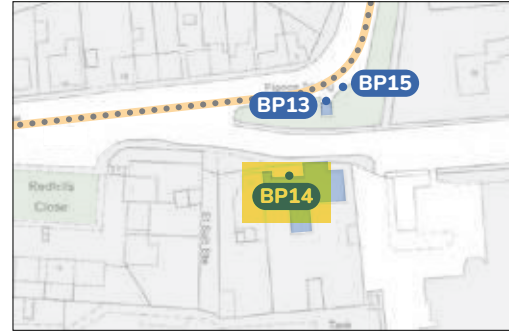
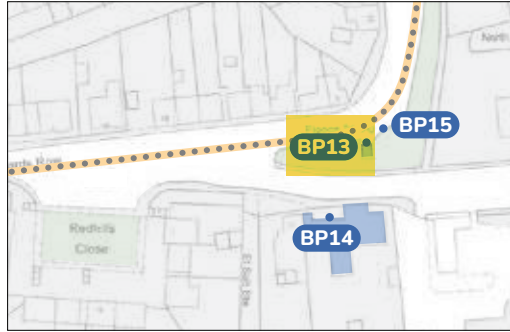


Content
Syfer Spring



Content
Site of Gas Works

Existing Signs

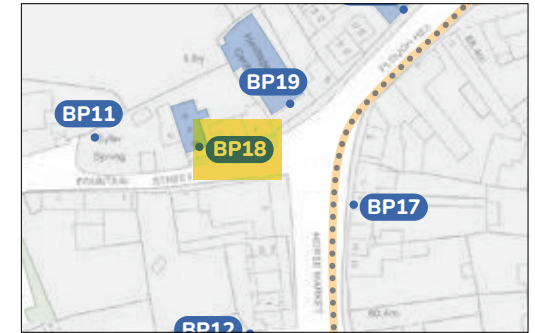
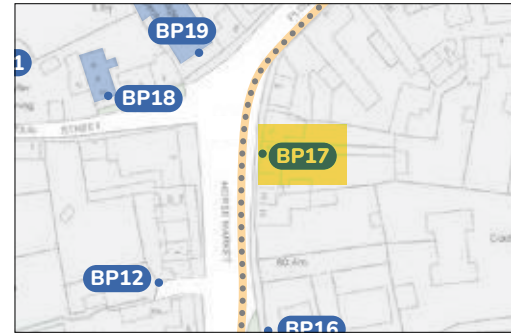
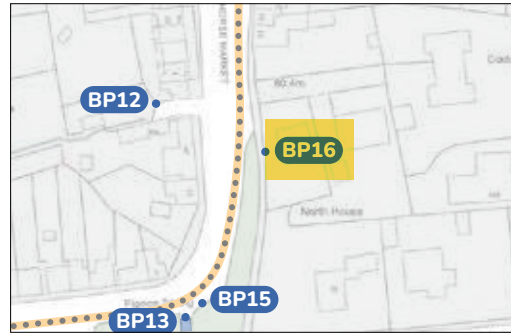


Content
Fire Engine 1869

Content
Church School 1859

Content
Pigeon Spring

Existing Signs



Content
Horsemarket Row

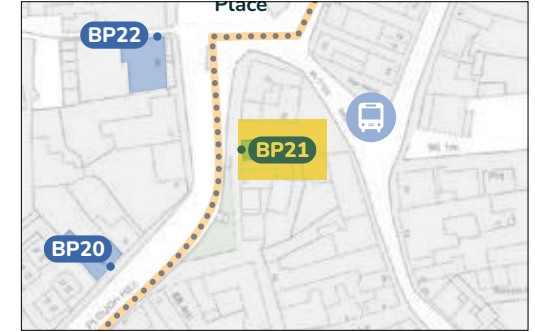
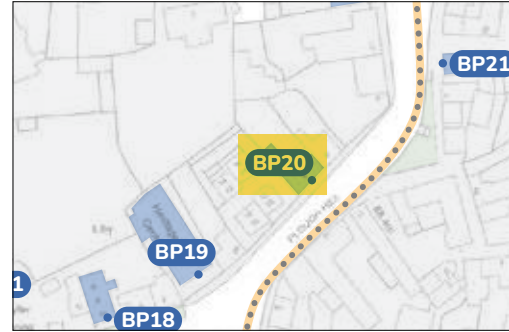
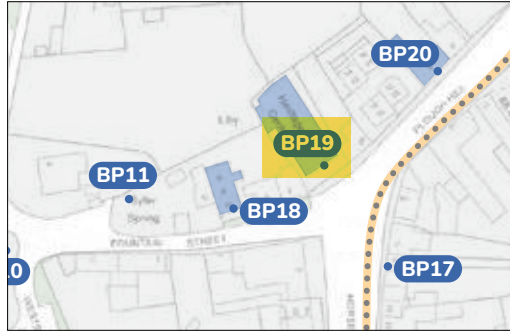


Content
Boys' Hill



Content
Site of Chairmaker Shadford

Existing Signs



Content
Primitive Methodist Chapel 1867

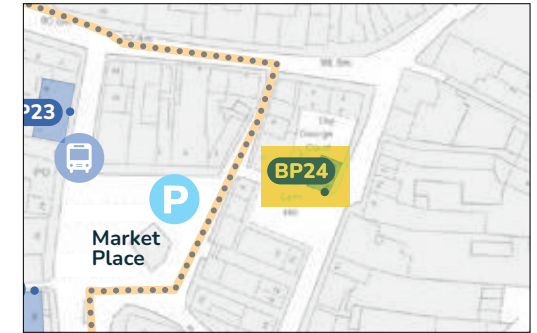
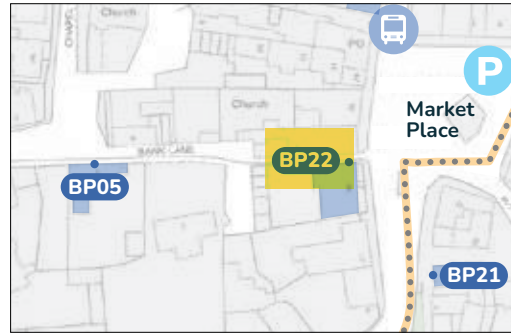


Content
Formerly Victoria Inn



Content
Old Sessions House

Existing Signs



Content
Roman Camp Gateway

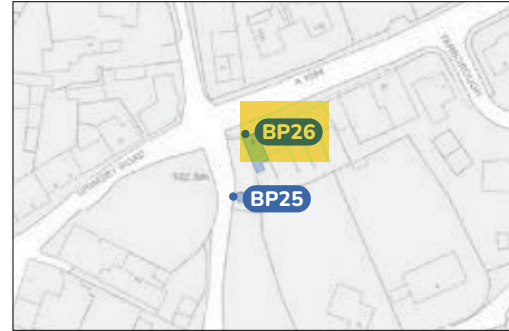
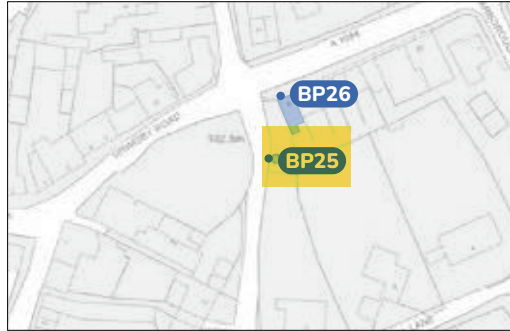


Content
Formerly Red Lion Hotel



Content
Site of George Inn

Existing Signs

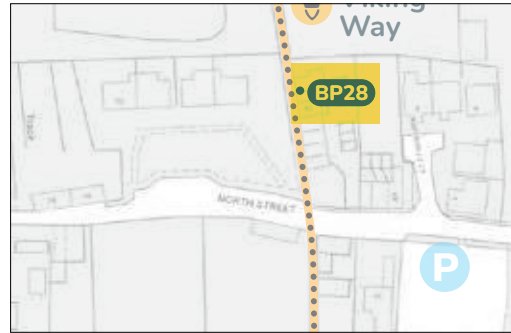


Content
The Tower

Content
Quarry Terrace

Content
Formerly Fleece Inn

Existing Signs



Content
Hundon Walk

Legibility Study

Mapping

As there is no tourist information centre in Caistor, there are clear plastic boxes mounted to lampposts with visitor information leaflets. There is a box at Market Place with a town map and one at the Arts Centre with information about the walking trails.



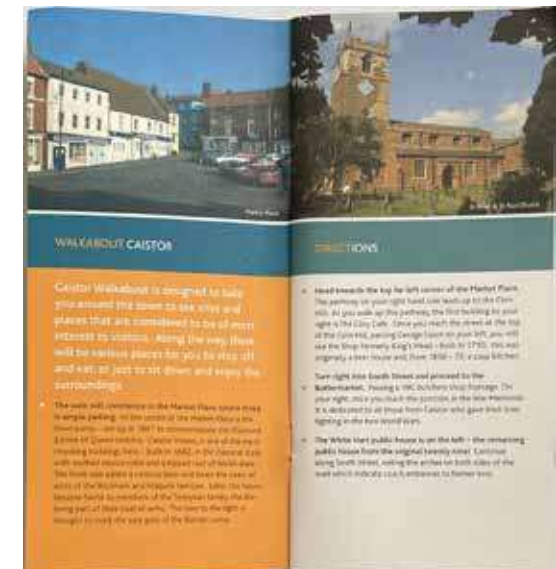
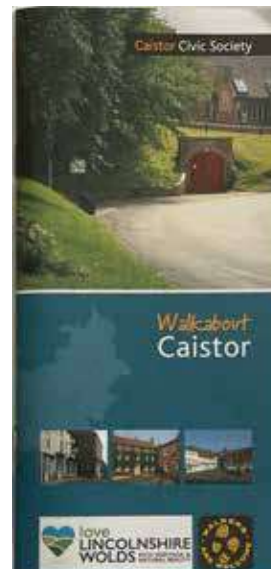
Leaflet box on a lamppost in Market Place

There are a number of issues with the printed map available. These include:

- Gives very little context as to what the town has to offer, independent shopping and eateries aren't highlighted in any way
- Designed for the vehicular user as predominantly shows the road network and car parks
- Map makes the town look empty due to the lack of detail
- Only three places of interest highlighted, however the town has much more to offer
- Paths and alleyways aren't highlighted on the map



Caistor Map leaflet available to pick up in Market Place



Walkabout Caistor leaflet available to pick up at the Arts & Heritage Centre

Legibility Study

Mapping

A town map can also be found in the poster case on Caistor town hall.

There are a number of issues with this map. These include:

- Map design is very plain and doesn't highlight the unique architecture of Caistor
- Most destinations highlighted are outside of the town centre
- Some destinations listed have now closed (Pig & Poke, Ted's Coffee Shop etc)
- Full footprint of the town isn't illustrated so it isn't clear where the shopping areas are
- Transport links such as car parks and the bus station aren't listed



CAISTOR

An attractive Georgian Market Town setting on the edge of the Lincolnshire Wolds!





1 Caistor Equestrian Centre	6 Caistor Town Hall	11 The White Hart (Pub)
2 Caistor Sports & Social Club	7 Rock Foundation Café	12 Caistor Arts & Heritage Centre
3 BFit Gym	8 Pig & Poke (Shop)	13 The Salutation Inn (Pub)
4 Caistor Lakes Leisure Park	9 Ted's Coffee Shop	14 Wold View Fisheries
5 The Ugly Duckling (Restaurant)	10 The Side by Side (Cocktail Bar)	15 Claxby Fishery



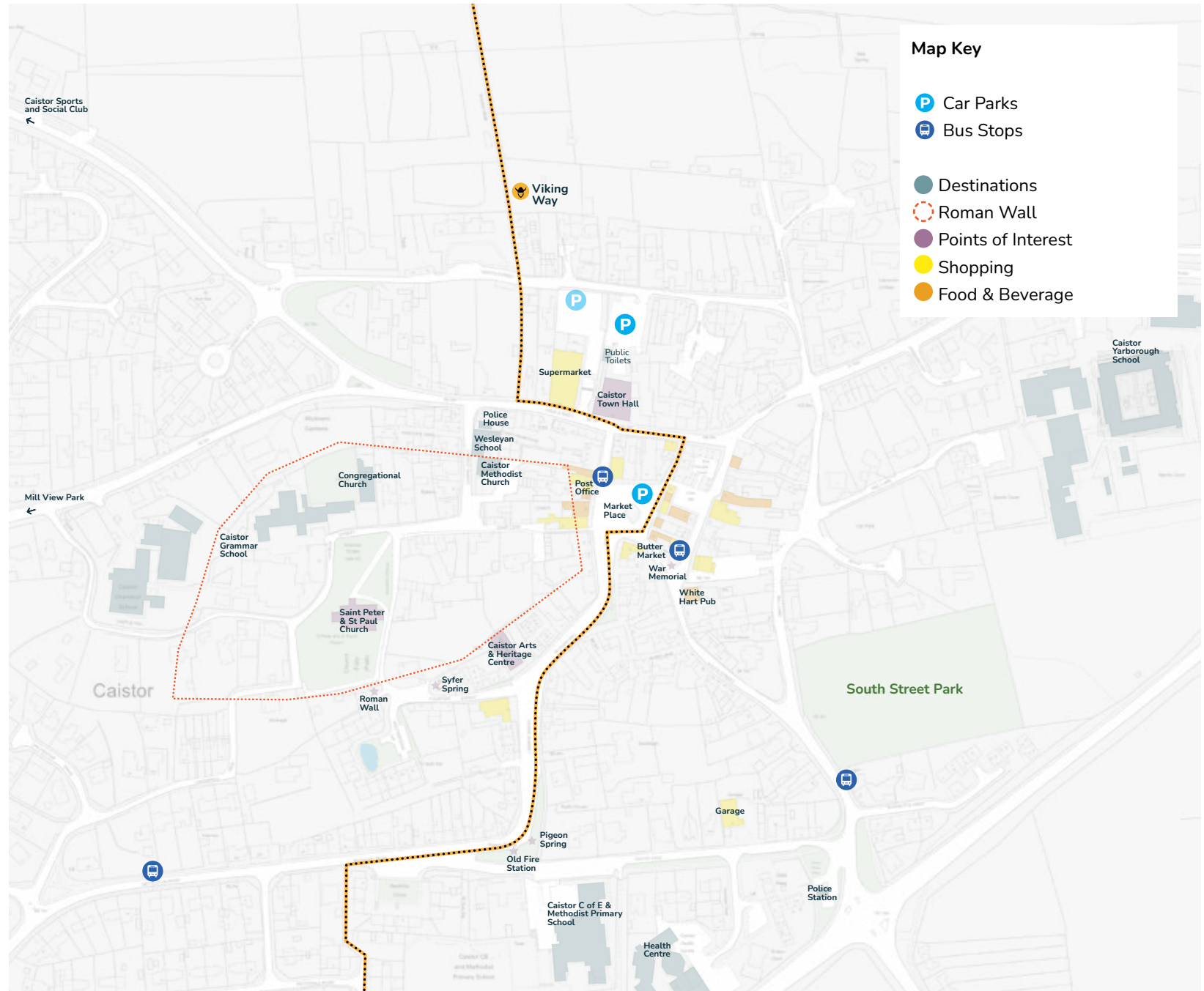

Legibility Study

Destinations

The key destinations in the town are shown on the plan here. This has been developed from existing signage and mapping.

From our analysis it has identified that there is an inconsistency in the destinations that are named across the resources available.

The town map leaflet provides very little information about the destinations in the area.



Legibility Study

Destinations

Shown here is a summary list of the destinations that can be found across the various information resources available.

This list also highlights the inconsistency in naming.

Fingerpost Destination	Map Leaflet	Walkabout Caistor	Notes
Town Hall	Caistor Town Hall	Town Hall	
Viking Way	Viking Way		
Public Toilets			
Church			'Church' - which is this referring to?
Grammar School	Caistor Grammar School	Grammar School	
Primary School	Caistor C of E & Methodist Primary School	Old Primary School	
Library			Library has now closed
Arts & Heritage Centre	Caistor Arts & Heritage Centre	Arts & Heritage Centre	
Police Station			
Health Centre			
Multi Use Centre		Multi Use Centre	
Cornhill		Corn Hill	
Shops			'Shops' - what is this referring to?
Caistor Yarborough Academy	Caistor Yarborough Academy		
	Old Fire Station		
	Caistor Methodist Church		
	Saint Peter and St. Paul Church		
	Caistor Sports and Social Club		
	Market Place	Market Place	
		Butter Market	
		Syfer Spring	
		Pigeon Spring	
		Holly House	
		Police House	

Legibility Study

Destinations (cont.)

Fingerpost Destination	Map Leaflet	Walkabout Caistor	Notes
		Tourist Information	TIC is now closed
		Wesleyan School	
		Bob's Lane	
	Green Spaces		
	Caistor Sports Ground		
	Mill View Park		
	South Street Park		
	Car Parks	Car Parks	
	Town Hall Car Park	Town Hall Car Park	
	Market Place Car Park	Market Place Car Park	
	Multi Use Centre Car Park	Multi Use Centre Car Park	For customers only
	Mill Lane Car Park		Car park now closed
	Co Op Car Park		Private car park, for customers only

Legibility Study

Destinations

To avoid signing everything from everywhere, the destinations should be broken down in to three priority levels.

Level One - Important destinations that need to be signed from most places

Level Two - Important destinations but which do not need to be signed to from everywhere

Level Three - Important destinations and facilities that don't necessarily need a sign by should be shown on mapping

By editing down the list the information can be disclosed progressively to the user.

Level One

- **Most Directional Signs**
- **Maps**

Butter Street Bus Stop
 Market Place
 Town Hall
 Caistor Arts & Heritage Centre

Level Two

- **Signs as you get closer to destination**
- **Maps**

Caistor Methodist Church
 Roman Wall
 Saint Peter & St Paul Church
 South Street Park

Level Three

- **Maps**

Blue Plaques
 Bus Stops
 Car Parks
 Caistor Grammar School
 Health Centre
 Pigeon Spring
 Police Station
 Post Office
 Public Toilets
 South Street Park
 Supermarket (Co Op)
 War Memorial
 White Hart Pub
 Syfer Spring
 Viking Way
 Food & Beverage
 Shopping

Wider Area Map

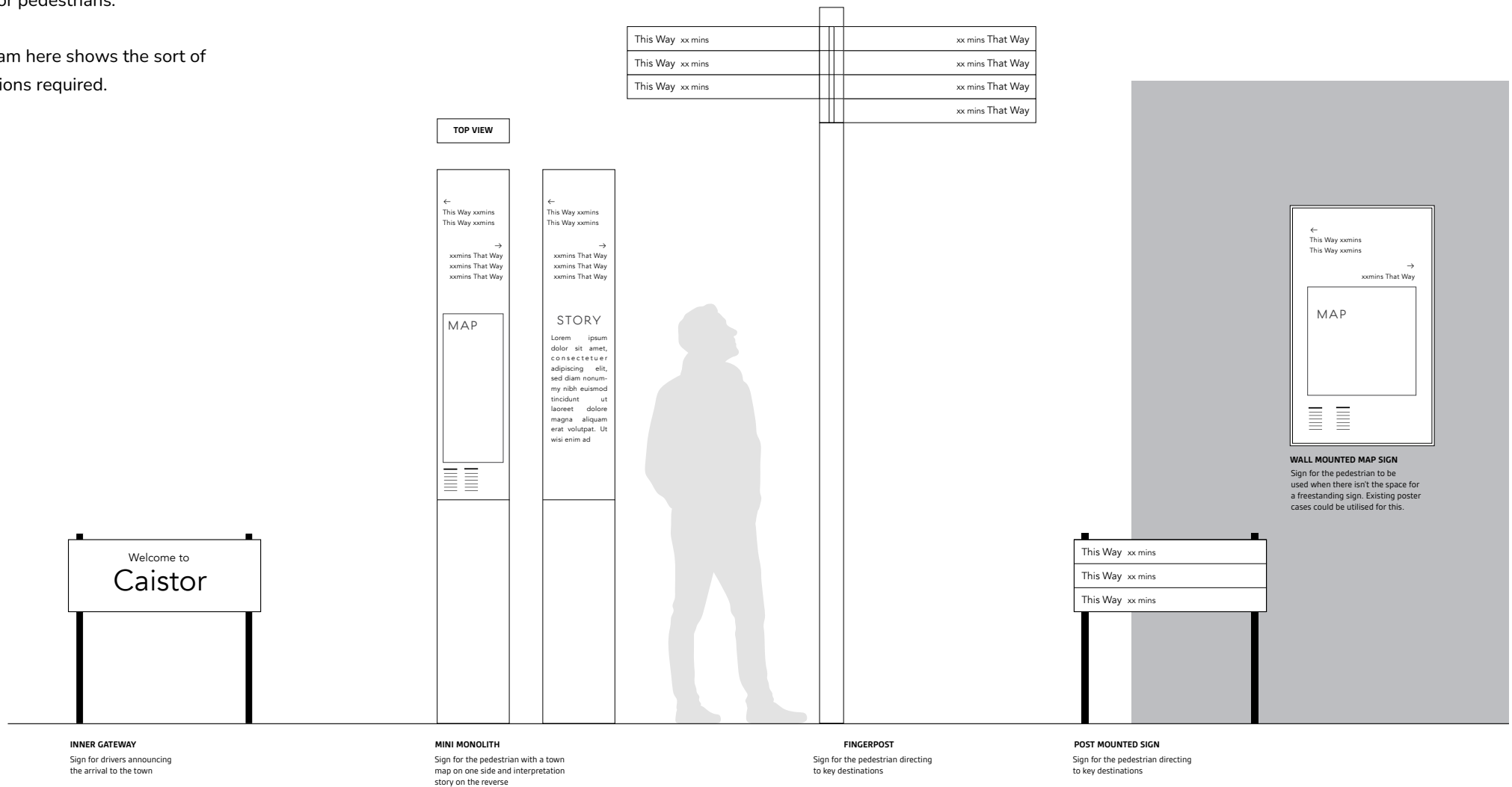
Caistor Sports & Social Club
 Mill View Park
 Caistor Yarborough School

Legibility Study

Sign Functions

There are a range of sign types that are needed to deliver the information required for pedestrians.

The diagram here shows the sort of sign functions required.



Legibility Study

Summary

From our legibility study it has highlighted some key issues that the proposals need to address.

These are:

- Reinforce the sense of arrival to the town at all approach points
- Develop the mapping to be more pedestrian focussed and highlight the key points of interest in Caistor
- Create a unified family of signs to help improve navigation and exploration of the town
- Using the blue plaques as a starting point, look at introducing a heritage trail to the town to help reveal the history of Caistor



Fountain Street, Caistor

LCC – Electric charger locations

Hello,

We are seeking your help in identifying electric vehicle charging locations in your area.

The transition to electric vehicles is crucial to drive forward the government's and Lincolnshire County Council's Net Zero targets. To achieve this the government has set up the Local Electric Vehicle Infrastructure (LEVI) fund to provide on street charging for people with no access to off street parking. We are embarking, as an authority, on our next phase in delivering the infrastructure required by Lincolnshire residents and we need your help.

To ensure we get the charge points where they are most needed, we are reaching out to town and parish councils to help us identify suitable locations to be considered for EV charge points in the future. To meet the government's current projections, Lincolnshire alone is likely to need more than 4000 charge points by 2030, and we want to make sure that everyone in Lincolnshire has fair access to the correct infrastructure when they need it.

We would also like your thoughts on sustainable travel more widely, and any infrastructure needs you can identify within your town or parish which would help your residents travel more sustainably. This could be any infrastructure from cycle stands, more footpaths to improved bus stops.

If you have some site suggestions or sustainable travel ideas which you would like to explore in further detail please get in touch via LTP@Lincolnshire.gov.uk.

We need people with the local knowledge to help us with this challenge.

Kind regards,

Transport and Growth

Lincolnshire County Council
County Offices, Newland, Lincoln LN1 1YL

Website: www.lincolnshire.gov.uk

Grammar School - 11+ dates

Marcus Croft

Fri, 23
Feb,
14:19

to me, Jon, Jayne

Good afternoon,

I hope you have had a good week. I am just writing to let you know about the 'big' whole-School events for this year, in case you are able to support us with parking, as you have so kindly done in previous years. We have been particularly grateful for the cones on North Kelsey Road which have allowed for the smooth flow of traffic past the School, and opening your car park up has certainly been really useful in adding to our capacity at our own field. We will, of course, continue to open and advertise our own fields, as some parents do use them on 11+ days even though they are a short walk from the School.

Open Evening: Wednesday 8th May. This event is from 6-8pm, so parents will be arriving in the town from about 5:15pm

11+: Saturday 21st and Saturday 28th September. There will be two sessions, and we will have a bigger gap this year again, as requested by the people who helped us last year. I would think the sessions will be 9-10:30 and 11:30-1pm. Parents usually arrive about half an hour before. It is possible we will not need the second session on the 21st, but I would be able to let you know nearer the time.

11+ catch-up: Wed 25th September 5-6:30pm. This usually has about 140 students, so is not such a big event, but it did cause some disruption to local residents 2 years ago when I did not ask for help.

I hope you have a good weekend, and thank you for any help you can give us. Please can you let me know nearer the time, so I can plan as best as possible?

Kind regards,

Marcus Croft,
Deputy Head.

USE OF SOUTH STREET PARK - BONFIRE AND FIREWORKS DISPLAY 2024

S

STEVE GAUGHAN

Tue, 5 Mar,
13:17 (5 days
ago)

to me

Caistor and District Lions request the use of South Street Park for our Bonfire and Fireworks Display on 26th October 2024. We further request permission to set up during the period 23rd October to 25th October for setting up and 27th and 28th October for clearing up.

Kind regards

Steve Gaughan
Secretary
Caistor and District Lions