



# **CAISTOR TOWN COUNCIL**

**Annual Report**  
**2023/24**

## **Your Town Council**

Caistor Town Council represents the people of Caistor. It listens to concerns raised by residents and does everything it can to deal with them or liaise with West Lindsey District Council or Lincolnshire County Council on the issues that fall under their responsibility.

## **Chairmans report**

It has been a great pleasure and honour to serve this council as Mayor and Chair for the last 12 months.

I would like to thank all my fellow councillors for the hard work and dedication they have shown, giving their time freely as volunteers and for helping to make the position of Chair and Mayor a pleasant and rewarding one.

I would also like to thank our Town Clerk Michelle and our Estates Operative for their excellent work in guiding and supporting the council in our duties and for the good of Caistor.

This year we formed an estates committee to better manage the town council assets so that they can continue to be enjoyed by residents and visitors. The progress made by this committee is evident in this report and around the town, and this will continue into 2024/25.

I would like to thank the committee for their dedication to improving Caistor for everyone. Caistor is extremely lucky to have an army of volunteers who foster community spirit and provide support for many different causes in the town and surrounding areas. Caistor would not be what it is today without the community groups, led by volunteers, who work tirelessly to make Caistor a better place to live, visit and thrive.

Caistor Town Council would like to extend thanks to each and everyone of you.

I have represented Caistor Town Council attending various Civic functions and events, I am proud as well as humbled to be in my role and believe the future is looking positive and bright for our town.

Cllr Jon Wright, Chairman and Mayor of Caistor Town Council

## **Town Councillors**

Following the election in May 2023 eleven councillors were elected to the Town Council. Three more councillors were co-opted onto the council after the elections in May, two in June and one in October. There have been no resignations.

### **Caistor Town Councillors during 2023/24:**

- Jon Wright (Chair/Mayor)
- Jayne Bowman (Vice Chair)
- Angela Clark
- Johnathan Cox
- Stewart Davey
- Michael Galligan
- Stephen Hodson
- Jacqui Hughes
- Linda Milner
- Peter Morris
- Ron Lyus
- Howard Prestley
- Philip Richardson
- Alan Somerscales

All councillors volunteer their time for free and only claim travel expenses when attending courses or events relating to their role as a town councillor.

Over the past year the Council has been led by Councillor Jon Wright as Chairman and Mayor, with Councillor Jayne Bowman as his deputy. The Councillors have all worked hard to promote and improve the town, leading working groups and representing the Town Council on many of the Towns thriving community groups and organisations.

## **Council staff**

The Council has been supported by 3 staff:

Michelle Moss, Town Clerk (Part-time – 25 hours pw)

Kim Hodson, Estates Operative (Part-time – 25 hours pw)

Bonny Smith, Cemetery Records Clerk (short term contract until July 2024 - 7 hours pw)

The Town Council administration office is located Caistor Town Hall and is usually open Tuesdays and Thursdays between 9am and 4pm.

Caistor Town Hall address is 14 High St, Caistor, LN7 6TX.

## **Council responsibilities**

The council owns the following assets:

- Cemetery - North Kelsey Rd. Over the past year there have been 4 burials, 6 internments of ashes, 5 grave reservations and 12 memorial permits granted.
- Allotments (14 -15 plots) - North Kelsey Rd. One additional plot was created this year by sub-dividing one large plot to make 15 plots. All 15 plots and all have been let throughout the year. The current waiting list is 5 residents and 3 non residents.
- Old Fire Station – Horse Market
- Town Hall - High St (managed by the Town Hall Management Group – registered charity)
- Town hall car park
- Sports Pavillion – Sports Field, Brigg Rd (Currently leased to Community Interest Committee)
- Football grounds – Sports Field, North Kelsey Rd
- Cricket grounds – Sports Field, North Kelsey Rd
- Tennis grounds – Sports Field, Brigg Rd
- Bowling grounds and hut - Sports Field, Brigg Rd (currently leased to Caistor Bowling Club)
- South St Park – South St
- Millfields Park – Hersey Rd
- Sports Ground, car park, stores, toilet, play areas and bottom field – North Kelsey Rd
- Market Place – Central area including Lion of Luck
- Cenotaph – Butter Market
- Various benches and bins throughout Caistor

The council is also responsible for:

- The maintenance of St Peters and St Pauls churchyard (excluding the building)
- The maintenance of the congregational churchyard
- The maintenance of the Syfer Spring
- Cutting grass verges, public rights of way and amenity grass. The Town Council has continued with the delegated responsibility from Lincolnshire County Council for cutting the grass verges, weed spraying highways adopted roads and pavements, and maintaining all public footpaths around the town.
- The Saturday market
- Delegated responsibility from West Lindsey District Council for street cleansing in the town centre
- The town clock
- Town signs

The town council is also jointly responsible alongside Caistor Goes for the Classic Car event and the Christmas tree switch on event.

### **Council meetings**

All Council and committee meetings are open to the public and there is a public participation session towards the start of each meeting at which the public can ask questions on any matters.

#### **Town Council**

These meetings include the full Council and take place on the second Thursday of each month, in the Town Hall. They deal with key decisions, changes to policy, planning consultations and budget setting. There have also been 1 extra ordinary and 1 Extraordinary meeting held this year.

The town council have considered and responded to 29 planning consultations this year.

#### **Estates Management Committee**

This Committee is made up of 5 councillors and has delegated responsibility from the Town Council to manage and maintain estates areas. It meets at least five times per year.

Over the last year the Committee has met on eight occasions and has been responsible for:

- Managing and maintaining the allotments;
- Managing and maintaining the cemetery;
- Overseeing the grass verge, PROW, churchyards, cemetery and parks cutting contracts;
- Managing the 3 parks in the town, ensuring they are safe, approving and completing/organising any repairs required;
- Arranging for tree work to be done on all council owned land;
- Organising repairs on council owned land and buildings

#### **Personnel and Finance Committee**

This Committee is made up of 5 councillors and has delegated powers from the Town Council for financial planning and monitoring and reviewing some administrative functions and policies of the Council, and overseeing HR matters. It usually meets three times a year.

Over the last year the Committee has met on three occasions. It has been responsible for:

- Preparing the 2024/25 draft budget for agreement by the full Council;
- Managing the Council's staff;
- Appointing the internal auditor and approving risk management documents;
- Ensuring the Annual Governance and Accountability Return (AGAR) is completed and returned on time;
- Monitoring the spend of the annual budget;
- Monitoring the expenses claimed by the Town Council Chairman;
- Ensuring the asset register is up to date

### **Attendance**

Attendance at the full council meetings this year has been 86.4%.

Attendance at Estates committee meetings has been 85%

Attendance at Personnel and Finance Meetings has been 80%

Overall attendance has been 83.8%

### **Key events/work in 2023/24**

- Replaced the leaking flat roof section of the town hall and other roof repairs
- Repaired a section of flooring in the town hall which was failing
- Replaced the boiler at the sports and social club
- Replaced failing window units at the sports and social club
- Repaired the fencing on the North Kelsey Rd sports field
- Trimmed the hedges around the play areas and sports fields
- Undertook a program of repairs to the play area equipment
- Pruned trees in the churchyard
- Renovated the wall at the old fire station
- Renovated the railings to the cemetery
- Changed to .gov.uk emails and website
- Started a program to digitise the cemetery records and digitally map the graves
- Implemented a new Estates management committee
- Recruited an Estates Operative
- Replaced the steps to the allotments
- Continued grass cutting throughout the town and cemeteries and churchyards
- Grown the Saturday Market
- Maintained street cleansing and bin emptying
- Responded to 29 Planning applications

### **Donations**

Over the past year the Town Council has made the following donations:

- Caistor in Bloom - £10,000
- Caistor Cares - £900
- Caistor Goes - £2200
- Caistor Heritage Society – £400
- Kings coronation group - £2000
- Springs Church - £350
- Caistor Twinning association - £75
- Caistor Lions - £2000 (allocated but not given due to cancellation of event)

Over the past year the Town Council has received the following grants:

- West Lindsey District Council - £6000 for the town hall roof

### **Into 2024/25**

The priorities for the council this year are:

- Finish the digitisation and mapping of the cemetery records
- Restore the cenotaph railings
- Seating areas and planters for the cemetery
- Implement memorial inspection programme
- Enhance the Christmas lights and Christmas decorations
- Signs for the parks
- Restore / replace bins and benches around Caistor
- Play area improvements and maintenance
- Continue with the grass maintenance for the parks, play areas, verges, public rights of way, cemetery and churchyards

# Summary of finances



## Final budget 2023/24

		Planned 2023/24 Budget	Actual budget 23/24		
INCOME	Precept	109886	109886	<b>Final bank balance as at 31/03/23</b>	
	Cemetery	3000	7200	<b>109939</b>	
	Allotments	420	450		Planned 2023/24 Reserve
	Market Rents	3000	2735		Changes to reserves 23/24
	Caistor Sports & Social Club	2412	2404	General Reserves (50%)	
	WLDC Street Cleaning	2292	3597	50000	50000
	Grass Cutting	1623	1733		
	Grants	0	6000	CIL / Neighbourhood Plan	0
	VAT Reclaimable	0	3600	Election	3850
	Town Hall	520	520	Parks Equipment	3000
	Magazine Advertising	1000	0	South Street Park Millenium	500
	Refund from LCC	0	2115	Market Place Trading	500
	CIL Income	0	4456	Market Place Layout	1000
	Miscellaneous Income	150	2846	Sports Field Fencing	1500
				Parks	2000
		124303	147542	Sports and Social Club	5500
				Youth Council	0
				Other Buildings	1500
			Town Hall	5000	
			Fire Station	1500	
			Tree maintenance at sports field	2000	
			Tree maintenance in parks	1500	
			Computer for clerk	500	
			Newsletter	500	
			Play area improvements	4000	
			Parking	1500	
			Cornhill re-surfacing	1500	
			Water at South Street park	2250	
			Water at Market Place	2250	
			Sports ground toilet refurbishment	2000	
			Cemetery	1250	
			New Cemetery	1250	
			Church Ground Trees	1500	
			Handyman Equipment	2000	
			Coronation	2000	
			Southdale - remove	0	
				101850	
				87070	
			<b>2023/24 Project Expenses &amp; Councillor Wishes</b>		
			Subcontract all grass cutting, litter collection, w	15000	
			New cemetery	10000	
			0	0	
			0	0	
			ive balance from earmarked reserves (If applic	1943	
				26943	
				21693	
EXPENDITURE	Salaries	26520	36062		
	PAYE & NI	2400	14208		
	Staff Travel & Benefits	100	126		
	Contractors	15000	3888		
	Other Staff Expenses	100	0		
	General Office	1000	1061		
	Hall Hire	720	394		
	Insurance	3500	3526		
	Audit	780	770		
	Subscriptions	535	839		
	Training	390	310		
	Election	0	190		
	Mayor Allowance	350	126		
	Professional fees	500	290		
	Legal Fees	500	900		
	Amenity Cut	5750	7229		
	Public Rights of Way	0	0		
	Parks	3000	3321		
	Sportsground	4000	4000		
	Cemeteries/Church	2000	5634		
	Allotments	250	1595		
	Market	250	284		
	Community Orchard	0	0		
	Cemetery records	0	2538		
	Community Events	1000	494		
	Telephone & Broadband	930	867		
	Electricity-Market Place	260	384		
	Electricity-South Street Park	600	444		
	Electricity-Market Place	150	0		
	Electricity-Sports Ground	600	472		
	Gas	0	0		
	Water-Sports Ground	300	194		
	Water-Cemetery	50	73		
	Water-Allotments	75	159		
	Play Park Refurbishment	1000	2413		
	Projects	0	0		
	Caistor Sports & Social Club	1000	6495		
	Town Hall	1000	12114		
	Civic	500	0		
	Equipment	750	2115		
	Grants & Donations	15000	13926		
	Market Place	1000	862		
Gritting & Snow Clearance	3500	0			
CCTV	1500	0			
Project: Town Hall car park	500	0			
Investments	0	0			
Neighbourhood Plan Review	0	0			
Clerks office repair	0	2507			
Fire Station	0	2400			
Coronation	0	2000			
Contingency	0	0			
Church trees		780			
Pension payments		4962			
Office laptop	0	499			
	97360	141451			