



Public Meeting Pack

9th May 2024



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 9 May 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

03/05/2024

AGENDA

1. Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair
2. Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair
3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
4. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
5. Public Session (10 minutes, during which the meeting is suspended)
6. Chairmans Report
7. To approve the draft minutes of 11th April 2024
8. To review the current WLDC Code of Conduct and resolve to continue to abide by it.
9. To review and approve the Standing Order regulations
10. To review and approve the proposed co-option policy
11. Election of committees, working groups and representatives on outside bodies and agree dates for the committees for forthcoming year
 - a) Election of members to the Personnel and Finance Committee
 - b) Election of members to the Estates Committee
 - c) Election of members to the Sports Group Licence working group
 - d) Election of members to the 2-4 Build Working group
 - e) Election of members to the Play area review working group
12. To approve the Terms of Reference for the committees
 - a) To approve the Terms of Reference for the Estates Committee
 - b) To approve the Terms of Reference for the Personnel and Finance Committee
13. Finance
 - a) To approve the Accounting Statements for period ending 30/04/2024



- b) To approve the Schedule of Payments
 - c) To note the bank reconciliation and statements for the period ending 30th April 2024
 - d) To review and approve the Financial Regulations
 - e) Review and approve the standing orders, direct debit payments and subscriptions for the forthcoming year (as per standing orders)
 - f) To review the current inventory of land and other assets (as per Standing orders)
 - g) To receive the updated risk register and business continuity plan
14. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
- a) Lincolnshire - to receive the policing plan
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Community Groups
 - e) Town Hall Management Committee
15. 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 - to receive the draft minutes
 - b) Estates Committee
 - c) Sports Group Licences working group - Update and agreement to proposed next steps
 - d) 2-4 Market Place/ Build
16. Clerks Report & Parish Matters
- a) Update on ownership of the Market Place and Cornhill
 - b) CS&SC water compliance issue following Anglian Water inspection - Update on action
 - c) Drains / Pump issue at CS&SC - Update on action
 - d) Review Tracking Report
17. Correspondence Received
- a) Letter from Dyne Group asking for permission to erect signs
 - b) To review the request from Age UK to allow their mobile support bus to visit Caistor
18. To note any planning decisions
- a) 147859 | Granted | Listed building consent to apply a traditional Bitumen finish to the brickwork, parapet and reveals | Radley's Mill, Mill Grange, Horncastle Road, Caistor
19. To review the planning applications received and agree a response
- a) PLANNING INSPECTORATE APPEAL REF: APP/N2535/W/24/3337002 | 146461 | Planning application to erect 1no. wind turbine | Land at Hillcrest Park Caistor | START DATE: 10 April 2024
 - b) 148154 | Planning application for first floor rear extension | 10 Lincoln Drive Caistor
 - c) 148181 | Outline planning application to erect 1no. dwelling with all matters reserved - resubmission to 147464 | Land adj "Woodlands" North Kelsey Road
 - d) 148234 | Planning application for change of use from dwelling house (C3) to Children's Home (C2) | 28a Nettleton Road Caistor
20. To review the street naming request for the land to the rear of 132 N.Kelsey Rd
21. To agree the dates of this year's meetings and confirm date of next meeting
22. To resolve to move into closed session for the remainder of the meeting
23. To review the staffing proposal from Personnel and Finance Committee and decide whether to proceed



**Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 11 April 2024**

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr M. Galligan, Cllr S. Hodson, Cllr J. Cox,
Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestly,
In Attendance: Michelle Moss, District Cllr O. Bierley, ,
Members of public present: 8

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2926**
Apologies received from Cllrs Somerscales, Lyus, and Hughes.
Apologies also received from District Cllr Lawrence and noted that District Cllr Bierley and County Cllr Smith would arrive late.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2927**
Cllr Davey noted an interest in 9c; Cllr Bowman noted an interest in 9b and 9c.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2928**
One member of the public read out a statement on behalf of the cricket and football clubs regarding the licences.
One member of the public expressed concern regarding the increased licence fees for the sports clubs.
One member of the public noted that there may be someone living in a van in Mill Lane Car park; noted that the image on the letters sent to Caistor Shops was not clear; suggested that more of Mill Lane could be used for parking; and asked for an update on the ownership of Market Place and Cornhill.

Cllr Priestly arrived at 6.54pm.
- 4. Chairmans Report - including to note the resignation of Cllr Richardson - Ref: 2929**
It was noted that Phil Richardson had resigned and was thanked for his hard work for the council during his tenure.
Cllr Wright also noted that he had represented Caistor Town Council at the centenary event hosted by WLDC at Market Rasen races.
- 5. To approve the draft minutes of 14th March 2024 - Ref: 2930**
RESOLVED that the draft minutes from the meeting of 14th March be approved as a true record of the meeting and signed by the Chair.
Proposed: Cllr A. Clark Seconder: Cllr P. Morris All in favour
- 6. Finance - Ref: 2931**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31.03.2024 - Ref: 2932**
The accounting statements, bank reconciliation and bank statements had been circulated to councillors prior to the meeting.
RESOLVED to approve the accounting statements and bank reconciliation as a true record.
Proposed: Cllr P. Morris Seconder: Cllr L. Milner All in favour
 - b) To approve the Schedule of Payments - Ref: 2933**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £6770.78
Proposed: Cllr P. Morris Seconder: Cllr S. Davey All in favour
- 7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 2934**
 - a) Lincolnshire Police - Ref: 2935**

Signature:



Lincolnshire police had sent a report apologising for not sending an update last month and noted that their priorities have refocussed from fatal 5 to youth ASB.
It was noted that the stats/report was not particularly useful for Caistor.

b) West Lindsey District Council - Ref: 2936

The District Councillors were not present for this agenda item, but thanks were extended for the opportunity to apply for grant funding from the village retail scheme.

c) Lincolnshire County Council - Ref: 2937

The County Councillor was not present for this agenda item, but it was noted that: Cllr Smith had requested another walkabout to report potholes and highways issues; there had been a significant issue with the bollards at the top of Navigation Lane involving the fire brigade, and it was requested that LCC update on when the temporary bollards will be replaced with permanent bollards.

d) Community Groups - Ref: 2938

None

e) Town Hall Management Committee - Ref: 2939

None

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 2940

a) Personnel and Finance Committee - Ref: 2941

No meeting held.

b) Estates Committee - Ref: 2942

The draft minutes from the meeting held on 26th March had been circulated. It was noted that the Estates committee has a lot going on, and has achieved a lot over the last 12 months.

bi) To agree the councillor appointment to the Estates committee following the resignation of Cllr Richardson - Ref: 2943

It was agreed to defer this appointment until the next meeting.

bii) To discuss and agree cover for estates operative holiday - Ref: 2944

It was agreed that Cllrs Wright and Morris would look to pick up the priority work whilst KH is on holiday at the end of April.

c) Economic Development & Market Working Group - Ref: 2945

No meeting held.

d) 2-4 Market Place/ Build - Ref: 2946

It was noted that a meeting had taken place on 21st March; letters about the impact of the build had been circulated to shops/businesses in the commercial centre; discussions are ongoing with LCC/ACIS about the possibility of extending the useful parking area in Mill Lane ; the Grammar school is being approached about parking issues; discussions are being held with stall holders and local groups about the impact of the build.

e) Sports Group Licences - due to the sensitive nature of the issues being discussed there will be a closed session discussion later in the meeting - Ref: 2947

It was noted that there is a closed session item to discuss this commercially sensitive issue.

9. Community Grants - to review the merits of each application and agree what, if any, grant - Ref: 2948

The applications were each assessed on their merits, benefits to Caistor, adherence to the grant policy and funds available.

a) Caistor Crusaders - Ref: 2949

The group had asked for £1000 for equipment and VEO recorder. RESOLVED to grant £1000 to the group, but to withhold the funds until the group have a community/charity bank account in Caistor Crusaders name rather than paying the money into a personal bank account.

Proposed: Cllr J. Wright Seconder: Cllr L. Milner All in favour

Signature:



b) Caistor Goes - Ref: 2950

Cllr Bowman did not take part in the discussion.

It was noted that Caistor Town Council have applied to WLDC for a grant from their retail (revenue) fund to cover the Caistor Goes grant request. The application is progressing positively and therefore CTC do not need to fund this grant application directly.

c) Caistor Twinning Association - Ref: 2951

Cllr Davey and Cllr Bowman did not take part in the discussion.

RESOLVED to grant £100 for the purchase of a gift to the twin town.

d) St Peters and St Pauls Church - Ref: 2952

It was noted that: there are 2 applications from the church, one for the service of the church clock for 2023 and 2024 (£468), and one for a repair to the rewind mechanism of the clock (£3000); the town council have historically paid for the church clock servicing; the town council is not responsible for the church clock, it is the Parochial Church Council who are responsible for the repair and maintenance of the church clock.

RESOLVED to support the request for the servicing of the clock and grant £468, but to decline the grant for the repair of the clock.

Proposed: Cllr J. Bowman Seconder: Cllr J. Wright All in favour

e) Caistor Heritage Trust - Ref: 2953

It was noted that: the application is for storage boxes; a grant was made to Heritage trust last year; the group are doing excellent work cataloguing and archiving historic records.

RESOLVED to support the request for £500.

Proposed: Cllr P. Morris Seconder: Cllr M. Galligan All in favour

f) Moot Hall - Ref: 2954

It was noted that Moot hall does not fall in the boundaries of Caistor Town and therefore it was RESOLVED to refuse the grant for £650.

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

g) Womens Cricket Club - Ref: 2955

It was noted that: the womens cricket club is growing and attracting a lot of new members; the grant is for hard ball cricket equipment.

RESOLVED to support the request for £500.

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

10. Clerks Report & Parish Matters - Ref: 2956

District Cllr Bierley and County Councillor Smith arrived for the meeting.

a) Update on rats in the town hall car park and action being taken - Ref: 2957

It was noted that: WLDC Environmental health had advised the town council, as the land owners, they are responsible and have to get rid of the rats; they have written to local residents asking them to stop feeding the birds in their gardens or throwing feed onto the car park; CTC has liaised with pest control who asked that the vegetation be cut back to allow better access to the rat runs and nests.

RESOLVED to accept the quote from Elite Pest Control to deal with the rats and to purchase some of the rock shaped baiting stations for future control.

b) To review the updated risk register - Ref: 2958

It was noted that the risk mitigation and management strategies are in place and the level of risk has reduced since last year. It was also noted that the risk register would be reviewed in detail by the personnel and Finance committee at their next meeting on 23rd April.

c) Review Tracking Report - Ref: 2959

It was noted that: most issues were being progressed with separate agenda items; the cemetery clerk had accepted the contract extension until July 2024; Cllr Smith noted that LCC had made some progress regarding the ownership of the Market Place and would be writing to CTC very shortly, but progress regarding ownership

Signature:



of Cornhill is still not clear and further work/discussions will be required.

11. Correspondence Received - Ref: 2960

a) Wheelie Bins on highway Caistor market place - resident complaint - Ref: 2961

The resident complaint is about 5/6 wheelie bins in front of Old Sessions House. It was noted that this is an issue for WLDC to enforce and agreed to forward the complaint to WLDC.

b) Two emails from residents regarding the cost of the sports group licences - Ref: 2962

Two residents had complained about the increase in licence fees for the sports groups. It was noted that the clerk had responded to advise that the issue is commercially sensitive and it would not be appropriate to respond whilst discussions are underway with the committees of the sports groups.

12. To note any planning decisions - Ref: 2963

Cllr Morris left the meeting.

a) 147732 | Planning application for erection of a garage to the rear of the property and associated external works; Hundon Walk House, Canada Lane | Granted. - Ref: 2964

Noted.

b) 147794 | Planning application to replace boundary wall with close board fencing | 12, Hadrian Way | Refused - Ref: 2965

Noted.

c) 147801 | Planning application for first floor extension and other alterations | 1, Mill Lane | Granted - Ref: 2966

Noted.

13. To review the planning applications received and agree a response - Ref: 2967

a) 147859 | Listed Building Consent | To remove any loose Keim breathable paint and apply a traditional Bitumen finish to the entirety of the facing brickwork, parapet and reveals of the structure. | Radley's Mill, Mill Grange, Horncastle Road, Caistor - Responded using delegated powers - No objections - Ref: 2968

It was noted that a response had been sent using delegated powers of the clerk noting no objections.

b) 148033 | Full Planning Application | To erect 1no. dwelling with private drive and garden being variation of conditions 7 and 8 of planning permission 141727 granted 1 December 2020 - amendments to house sign and changes to materials | Land adj, 15, Grimsby Road, Caistor - Ref: 2969

No objections/comments.

c) 148058 | Planning application | To raise the roof height to create first floor accommodation including two storey extension, single storey front garage extension, removal of detached garage/store and other internal alterations | 86 North Street Caistor - Ref: 2970

No objections/comments.

d) 148100 | Listed building consent | For works to stables including replacement window frames, stable doors & frames, dual pitch roof, and repairs to concrete floor and lay to falls. | Fonaby House Farm Brigg Road Fonaby - Ref: 2971

No objections/comments.

e) 148064 | Planning application | For works to stables including replacement window frames, stable doors & frames, dual pitch roof, and repairs to concrete floor and lay to falls | Fonaby House Farm Brigg Road Fonaby - Ref: 2972

No objections/comments.

Cllr Morris returned to the meeting.

14. Date of next meeting - Ref: 2973

9th May 2024.

Signature:



15. To resolve to move into closed session - Ref: 2974

RESOLVED to move into closed session and exclude the press and public for the remainder of the meeting.
Proposed: Cllr J. Wright Seconder: Cllr J. Bowman All in favour

16. To review the responses from the Cricket and Football Clubs regarding the licences and agree how to proceed - Ref: 2975

The council reviewed the correspondence from the cricket and football clubs. Following a lengthy discussion it was agreed that the licence costs would not be reduced further, and the previous resolutions passed on 14th December and reviewed on 14th March will be upheld, but that some of the changes to the licence terms requested by the groups were agreed.

Meeting closed at 8:30pm

Signature:

Members' and Co-opted Members Code of Conduct

Adopted by West Lindsey District Council

– 1 November 2021

Adopted by Caistor Town Council

– 10 March 2022

Date of last review – 11th May 2023

Date of next review – May 2024

West Lindsey District Council Members' Code of Conduct

Contents

Joint statement	2
Introduction	3
Definitions	3
Purpose of the Code of Conduct	3
General principles of councillor conduct	3
Application of the Code of Conduct	4
Standards of councillor conduct	5
General Conduct	5
1. Respect	5
2. Bullying, harassment and discrimination.....	5
3. Impartiality of officers of the council	6
4. Confidentiality and access to information	6
5. Disrepute.....	7
6. Use of position	7
7. Use of local authority resources and facilities	7
8. Complying with the Code of Conduct.....	8
9. Interests	8
10. Gifts and hospitality.....	8
Appendices	10
Appendix A – The Seven Principles of Public Life.....	10
Appendix B Registering interests	11
Appendix C – the Committee on Standards in Public Life	15

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

West Lindsey District Council resolved on 1 November 2021 to adopt the LGAs model Code in its entirety.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of their Model Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

West Lindsey District Council will consider any the recommendations from any such reviews and adopt any changes it considers appropriate through its governance processes.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- **I treat other councillors and members of the public with respect**
- **I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word.

Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

- **I do not bully any person**
- **I do not harass any person**
- **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It

can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- **I do not disclose information:**
 - a. **given to me in confidence by anyone**
 - b. **acquired by me which I believe, or ought reasonably to be aware, is of confidential nature, unless**
 - i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**
 - iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. **the disclosure is:**
 1. **reasonable and in the public interest; and**
 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 3. **I have consulted the Monitoring Officer prior to its release.**
- **I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- **I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other

information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

- **I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

- **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

- **I do not misuse council resources**
- **I will, when using the resources of the local authority or authorising their use by others:**
 - a. act in accordance with the local authority's requirements; and**
 - b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- **I undertake Code of Conduct training provided by my local authority.**
- **I cooperate with any Code of Conduct investigation and/or determination.**
- **I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- **I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- **I register and disclose my interests**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to**

real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

- **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the

matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects -

- 8.1. your own financial interest or well-being;
- 8.2. a financial interest or well-being of a relative or close associate; or a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being

- 9.1. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- 9.2. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) - (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where - (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - a. exercising functions of a public nature
 - b. directed to charitable purposes or
 - c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



STANDING ORDERS

Adopted 10th November 2022

CONTENTS

1	Rules of Debate At Meetings	3
2	Disorderly Conduct At Meetings	5
3	Meetings Generally	5
4	Committees and Sub Committees	8
5	Ordinary Council Meetings	9
6	Extraordinary Meetings of the Council, Committees and Sub-Committees	11
7	Previous Resolutions	11
8	Voting on Appointments	11
9	Motions For A Meeting That Require Written Notice To Be Given To The Proper Officer	12
10	Motions At A Meeting That Do Not Require Written Notice	13
11	Management of Information	14
12	Draft Minutes	14
13	Code Of Conduct And Dispensations	15
14	Code Of Conduct Complaints	17
15	Proper Officers	17
16	Responsible Financial Officer	19
17	Accounts And Accounting Statements	19
18	Financial Controls And Procurement	20
19	Handling Staff Matters	22
20	Responsibilities To Provide Information	22
21	Responsibilities Under Data Protection Legislation	23
22	Relations With The Media	23
23	Execution And Sealing Of legal Deeds	23
24	Communicating With District And County Or Unitary Councillors	24
25	Restrictions On Councillor Activities	24
26	Delegated powers of the clerk for planning responses	24
27	Standing Orders Generally	24

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairperson of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairperson of the meeting, is expressed in writing to the Chairperson.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.
- k One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairperson of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairperson of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	FC
Committee meetings	C
Sub-committee meetings	SC

- FC a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- FC b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- C c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- FC d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
 - e 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.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chairperson of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak ~~and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairperson of the meeting may at any time permit a person to be seated when speaking.~~
- j A person who speaks at a meeting shall direct his comments to the Chairperson of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.
- FC C l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- FC C m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place, without permission.**
- FC C n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- FC o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in his absence be done by, to or before the Vice-Chairperson of the Council (if there is one).**
- FC p **The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson of the Council (if there is one) if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the**

meeting.

FC q **Subject to a meeting being quorate, all questions at a meeting shall be**
C **decided by a majority of the councillors and non-councillors with voting**
SC **rights present and voting.**

FC r **The Chairperson of a meeting may give an original vote on any matter**
C **put to the vote, and in the case of an equality of votes may exercise his**
SC **casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairperson of the Council at the annual meeting of the Council.

FC s **Unless standing orders provide otherwise (see s(i) below), voting on a**
C **question shall be by a show of hands. At the request of a councillor, the**
SC **voting on any question shall be recorded so as to show whether each**
councillor present and voting gave his vote for or against that question.
Such a request shall be made before moving on to the next item of business on the agenda.

s(i). At the request of the Chair or any 2 councillors, a vote may be by secret written ballot, in which case the proper officer shall collect and count the ballot papers and declare the result to the meeting.

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

FC u **A councillor or a non-councillor with voting rights who has a disclosable**
C **pecuniary interest or another interest as set out in the Council's code of**
SC **conduct in a matter being considered at a meeting is subject to statutory**
limitations or restrictions under the code on his right to participate and
vote on that matter.

- FC v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- FC w **If a meeting is or becomes inquorate no business shall be transacted** and
C the meeting shall be closed. The business on the agenda for the meeting shall
SC be adjourned to another meeting.

- x A meeting shall not exceed a period of 2 hours. When a meeting reaches two hours a majority vote in favour of continuing is required for the meeting to continue. Otherwise any business on the agenda not discussed shall be held over to the next meeting.

- y A Chairperson of the Council or committee will be encouraged to undertake Chairperson training prior to appointment of within 6 months of appointment.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the

terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

- vi. may, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee, unless the council has already appointed a chairperson;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairperson and Vice-Chairperson (if there is one) of the Council.**
- f **The Chairperson of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until**

his successor is elected at the next annual meeting of the Council.

- g **The Vice-Chairperson of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairperson of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairperson of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairperson of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairperson of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairperson of the Council and Vice-Chairperson (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairperson of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairperson of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - x. Review of representation on or work with external bodies and arrangements for reporting back;

- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xii. Review of inventory of land and other assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiv. Review of the Council's and/or staff subscriptions to other bodies;
- xv. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xvi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairperson of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairperson of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chairperson of a committee may convene an extraordinary meeting of the committee at any time.
- d If the Chairperson of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee, any 3 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **7** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	FC
Committee meetings	C
Sub-committee meetings	SC

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them,

shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairperson of this meeting does not believe that the minutes of the meeting of the Great Coates Village Council held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- FC** e If the Council’s gross annual income or expenditure (whichever is higher) does
C not exceed £25,000, it shall publish draft minutes on a website which is
SC publicly accessible and free of charge not later than one month after the meeting has taken place.

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper

Officer and that decision is final.

- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**
- i Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairperson of Council of this fact, and the Chairperson shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is**

signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- ~~xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;~~
- xv. refer a planning application received by the Council to the Chairperson or in his absence the Vice-Chairperson (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary

meeting of the Council;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairperson of the personnel committee or, if he is not available, the vice-Chairperson (if there is one) of the personnel committee of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c. The Chairperson of the personnel committee or in his absence, the vice-

Chairperson shall upon a resolution conduct a review of the performance and annual appraisal of the work of each member of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the personnel committee.

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chairperson of the personnel committee or in his absence, the vice-Chairperson of the personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chairperson or vice-Chairperson of the personnel committee, this shall be communicated to another member of the personnel committee, which shall be reported back and progressed by resolution of the personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.

- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. DELEGATED POWERS OF THE CLERK FOR PLANNING RESPONSES

- a. There may be occasions where the Council choose not to use their full Council meeting, or there is insufficient time in between meetings, to respond to planning applications. In these situations the Council may use the delegated powers of the Clerk to collate responses from Council members, who do not have a prejudicial interest, and respond on their behalf. For the avoidance of any doubt with the electorate or planning authority, any comments submitted should make it clear that the submitted comments are a consensus of opinion rather than the result of a Council resolution.
- b. This does not preclude the Councillors responding to planning as individual members of the public.
- c. Under this delegation, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairperson of the Council/Planning Committee, may decide that an Extraordinary Meeting of the Council be called to consider the matter.

27. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chairperson of a meeting as to the application of standing orders at the meeting shall be final.



Caistor Town Council Vacancy and Co-option Policy

1 Introduction

1.1 This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Caistor Town Council.

1.2 The co-option procedure is entirely managed by the Council, and this policy will ensure that a fair and equitable process is carried out.

1.3 The co-option of a town councillor occurs in two instances:

When an ordinary vacancy has arisen on a Parish/Town Council after the ordinary elections held every four years,

When a casual vacancy has arisen on a Parish/Town Council and no poll (by-election) has been called.

2 Ordinary vacancy

2.1 An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on a Parish/Town Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish/Town Council and any remaining vacancies are known as “ordinary vacancies”. Provided there are enough parish councillors to constitute a quorum, the Parish/Town Council is usually able to co-opt a volunteer to fill the vacancies.

3 Casual vacancy

3.1 A casual vacancy occurs when:

A councillor fails to make his declaration of acceptance of office at the proper time,

A councillor resigns,

A councillor dies,

A councillor becomes disqualified,

A councillor fails for six (6) months to attend meetings of a council committee or sub-committee or to attend as a representative of the council a meeting of an outside body.

3.2 A Parish/Town Council has to notify the District Council of a casual vacancy and then advertise the vacancy and give electors for the ward the opportunity to request an election. This occurs when ten (10) electors write to the District Council stating that an election is requested.

3.3 If a by-election is called, a polling station will be set up by West Lindsey District Council and the people of the ward will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. Caistor Town Council will pay the costs of the election. The people of the ward have fourteen working days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Services Office of West Lindsey District Council will advise the Clerk of the closing date.

3.4 If more than one (1) candidate is then nominated, a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.



Caistor Town Council Vacancy and Co-option Policy

3.5 If ten (10) residents do not request a ballot within fourteen working (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Town Council is able to co-opt a volunteer.

4 Confirmation of Co-Option

4.1 On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option.

4.2 The Clerk will:

Advertise the vacancy for four weeks or such other period as the Town Council may agree on the Town Council notice boards and website,

Advise West Lindsey District Council that the co-option policy has been instigated.

4.3 This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient town councillors elected to constitute a quorum.

5 Eligibility of Candidates

5.1 The Town Council is able to consider any person to fill a vacancy provided that:

- He/she is 18 or over,
- He/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- He/she is an elector for the Parish and continues to be an elector,
- Or has resided in the Parish for the past twelve months or rented/tenanted land in the Parish,
- Or has had his/her principal or only place of work in the Parish for the past twelve months,
- Or has lived within three miles of the Parish for the past twelve months.

5.2 There are certain disqualifications for being a parish councillor, of which the main are (see s80 of the Local Government Act 1972):

- Holding a paid office or employment under the Parish Council,
- Bankruptcy,
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years,
- Being disqualified under any enactment relating to corrupt or illegal electoral practices.



Caistor Town Council Vacancy and Co-option Policy

6 Applications

6.1 Candidates will be requested to:

Submit information about themselves, by way of completing a short application form,
Confirm their eligibility for the position of parish councillor within the statutory rules.

6.2 Following receipt of applications, the next suitable Full Council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy'.

6.3 Eligible candidates will be invited to attend the meeting.

6.4 Copies of the eligible candidates' applications will be circulated to all town councillors by the Clerk at least 3 clear days prior to the meeting of the Full Council, when the co-option will be considered.

6.5 All such documents will be treated by the Clerk and all town councillors as strictly private and confidential.

7 Co-Option

7.1 At the Full Council meeting, candidates will be given five minutes maximum to introduce themselves to the town councillors (members), give information on their background and experience and explain why they wish to become a member of the Town Council. The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken. However, where the Town Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Town Council should resolve to exclude the members of the press and public.

7.2 Following the candidate presentations/addresses, members will proceed to a vote in the form of an anonymous ballot.

7.3 In order for a candidate to be co-opted to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

7.4 Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the event of a tied ballot, the Mayor has the casting vote.

7.5 The ballot(s) will be counted by the Town Clerk.

7.6 If present, a candidate who is co-opted will sign a Declaration of Acceptance of Office, including an undertaking to abide by the Town Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of the Town Council.



Caistor Town Council Vacancy and Co-option Policy

7.7 The Clerk will notify West Lindsey District Council Electoral Services Office of the co-option of the new town councillor.

7.8 The co-opted town councillor will complete a Register of Interests form.

7.9 If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.

8. Co-opted Councillor Person Specification

This table suggests essential and desirable skills for candidates of the casual vacancy.

Competency	Essential	Desirable
Personal Attributes	<p>Sound knowledge and understanding of local affairs and the local community.</p> <p>Forward thinking.</p>	<p>Can bring a new skill, expertise or key local knowledge to the Council.</p>
Experience, Skills, Knowledge and Ability	<p>Ability to listen constructively.</p> <p>A good team player.</p> <p>Ability to pick up and run with a variety of projects.</p> <p>Solid interest in local matters.</p> <p>Ability and willingness to represent the Council and their community.</p> <p>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</p> <p>Ability to communicate succinctly and clearly.</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</p> <p>Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities)</p> <p>Ability and willingness to undertake induction training and other relevant training.</p>	<p>Experience of working or being a member in a local authority or other public body</p> <p>Experience of working with voluntary and or local community / interest groups</p> <p>Basic knowledge of legal issues relating to town and parish Councils or local authorities</p> <p>Experience of public speaking</p>
Circumstances	<p>Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</p>	



Casual Vacancy Application Process

We aim to encourage applications from anyone in the town who is eligible to stand.

Councillors or parishioners can approach individuals to suggest that they might wish to consider putting their names forward for co-option.

As a minimum, co-option vacancies will be advertised on the website and on the noticeboard. The advertisement for the co-option will include:

- Method by which applications can be made, this will be in writing to the Clerk
- The closing date for applications
- Contact point for potential candidates to obtain more information – the Clerk
- Advice that further information is available on request

A form must be completed which includes asking the candidate why they would like to be a councillor; name; address and other contact details. When applications are received, the Clerk will confirm eligibility.

Any candidate found to be offering inducements will be disqualified.

All candidates will be sent a copy of the agenda and invited to attend the meeting.

Voting to Co-opt a Councillor

In the event of a candidate being unable to attend, their application will still be considered by members. In the event of a candidate being related to a councillor, then the councillor would be expected to declare an interest and request a dispensation to speak and vote.

Voting will be by ballot. The Clerk will collect the ballots, record the voting numbers on the ballot record sheet (for each round of voting). The decision must be made by a majority of members who are present and voting. Where there are more than two candidates for the vacancy, it may be necessary to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority. If there is more than one vacancy then each vacancy must be filled by a separate vote or series of votes.

The Mayor (or person presiding over the meeting) may vote, and if there is an equality of votes they may exercise their casting vote. The council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

The successful candidate(s) are asked to start as a councillor immediately after completing their declarations of acceptance of office. The new member should have received an agenda however the fact that they have not received a summons does not make their attendance as a councillor illegal. (Local Government Act 1972 Sch 12, para 10(3)). Where appropriate they will also be appointed to any council committee. If an absent candidate is successful, members must agree to the signing the declaration of acceptance of office before or at the very start of the next meeting. New councillors will also be made aware of the fact that Interests Forms will need to be completed within 28 days of co-option.



Application Form to become a councillor for Caistor Town Council

To stand for election to become a parish councillor you must be:

- At least 18 years old on the day of your nomination, and
- A British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union

You must also meet at least one of the following four qualifications:

- You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards
- You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area
- You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election

Disqualifications from standing

There are certain people who are disqualified from being elected to a parish or community council in England and Wales.

You cannot be a candidate if at the time of your nomination and on the day of the election, **any** of the following are true:

- You are employed by the parish council or hold a paid office under the parish/community council (including joint boards or committees),
- You are the subject of a bankruptcy restrictions order or interim order,
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998

A person may also be disqualified from election if they have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal (formerly the Adjudication Panel for England or Wales).

If successful, you will be required to complete an entry in the council's register of members' interests. This involves putting your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc., on public record.



Caistor Town Council Vacancy and Co-option Policy

Full name	Title: First name: Other names: Surname:
Address	Phone: Email:
Will you be at least 18 years old on the date of the Meeting	Yes / No
<p>In order for your eligibility to be confirmed please tick all of the following that apply to you</p> <p>For full detail on eligibility please refer to West Lindsey District Council's electoral officer.</p>	<ol style="list-style-type: none"> <li style="margin-bottom: 10px;"> <input type="checkbox"/> 1. On the current electoral register for the Parish/Ward (on-going requirement; you are required to remain on the register throughout your term of office) <li style="margin-bottom: 10px;"> <input type="checkbox"/> 2. Have lived in the parish or within 3 miles of the parish boundary during the whole of the 12 months before the day of nomination & election <li style="margin-bottom: 10px;"> <input type="checkbox"/> 3. Main place of business during the last 12 months before the day of nomination & election is based in the parish <li style="margin-bottom: 10px;"> <input type="checkbox"/> 4. Occupy as owner or tenant property within the parish for 12 months before the day of nomination & election
Please indicate in no more than 100 words why you would like to join the Parish Council	



Caistor Town Council Vacancy and Co-option Policy

What do you personally feel the role of a Town Councillor to be.
What do you feel are this councils strengths and weaknesses.
How would you personally be able to build on these
What qualities, skills and experience do you have to offer to this council
Why do you want to be a town Councillor.



Caistor Town Council Vacancy and Co-option Policy

Please provide any additional information you feel would support your application to be a town councillor (you can continue on additional sheets if needed).

Continued on additional sheets Yes / No



Caistor Town Council Vacancy and Co-option Policy

<p>You would be disqualified from being a councillor for the reasons stated on the front cover of this application. Please refer to that information before completing this application form.</p>	<p>I am not aware of any disqualification to my serving as a Councillor</p> <p>Signed :</p>
<p>I confirm the above information is correct to the best of my knowledge. I also confirm that by signing I am confirming that Caistor Town Council may process my personal data for the purposes of this application under the UK General Data Protection Regulation/Data Protection Act 2018.</p> <p>Signed :</p> <p>Date:</p>	

Please return completed form and any supporting information to:

Town Clerk

clerk@caistortowncouncil.gov.uk



ESTATES MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Overview

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year.
2. The Chairperson and Vice Chairperson (if required) will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet 4 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Estate Management Committee meetings, and any councillor will have the right to attend meetings of the Estates Management Committee if they choose, and may, with the Chairperson's consent address the Committee (but not vote) before it makes a decision.
5. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.
6. The Chairperson of the council shall be an ex officio member of the committee and shall have voting rights.
7. Committee members who are not able to attend the meeting may ask a fellow councillor to stand in for them at the meeting. The committee member is responsible for finding the stand in. The stand is not obliged to vote in a line with the committee members wishes.

Committee Budget

1. Each year the committee will provide feedback to the Town Council on expected expenditure required in the budget for areas within its responsibility so that this can be considered when setting the Council budget.
2. The committee (and any sub-committees) shall have authority to incur expenditure without reference to the Town Council for the management of the areas of responsibility listed below, subject and up to the agreed limit set within the Council budget. Expenditure in excess of the budget must be authorised by Council.

Responsibilities

The committee has delegated authority from Caistor Town Council to make decisions, complete inspections and resolve issues on the following areas of Town Council business:

1. **Cemetery**
 - a. To set the fees for all services relating to burials.
 - b. To provide burial registers/computer software and to keep records of all burials,

memorial applications and reservations for grave spaces.

- c. To maintain the trees, hedges, fences and pathways in the Cemetery.
- d. To arrange memorial inspections and testing
- e. To carry out annual risk inspections and keep a record of the findings

2. Allotments

- a. To set and review rents.
- b. To maintain un-let plots.
- c. To supply water.
- d. To maintain boundary fence, hedges, gate, and pathways
- e. To hold regular meetings with the allotment representatives (if appointed).
- f. To organise the best kept allotment competition (if required).
- g. To receive feedback from the inspections carried out by the Clerk and keep a record of the findings

3. Play areas: Millfields, South St Park, Sports Ground

- a. To maintain, repair and replace the equipment as necessary.
- b. To receive feedback from the monthly inspections and keep a record of the condition of the equipment.
- c. To arrange the annual RoSPA safety inspection.
- d. To cut and strim the grass.
- e. To maintain the trees, hedges, fences and signs

7. Churchyard

- a. To cut and strim the grass (no other responsibility as property is not owned by CTC (currently in discussion with PCC)).

8. Congregational Church

- a. To cut and strim the grass (no other responsibility as property is not owned by CTC (currently in discussion with PCC)).

9. Open Spaces – Sports ground, South St Park

- a. To cut and strim the grass
- b. To maintain trees, hedges and fencing
- c. To carry out annual risk inspections and keep a record of the findings

10. Parish Paths

- a. To cut and strim the grass' at least twice between April and September.
- b. To carry out quarterly inspections and keep a record of the findings

13. Council Property and Equipment

- a. To carry out an annual review of the benches, bins, notice boards, signs, and grit bins owned by the Town Council.
- b. To maintain, repair and replace the benches, bins, notice boards, signs, and grit bins as necessary.
- c. To provide, maintain, repair and replace maintenance equipment.
- d. To carry out an annual review of the Asset Register and update as necessary.
- e. Ensure that any new and existing property/equipment is adequately insured.

14. Town

- a. Cutting of the grass verges on behalf of Lincolnshire County Council.
- b. Weed treatment in the town on behalf of Lincolnshire County Council (if appropriate).
- c. Work to improve the appearance of the town by the Town Council staff and volunteers
- d. To decide whether to enter the Best Kept Small Towns competition or equivalent.

15. Estates Staff

- a. To organise/book places on courses to address any training needs.
- b. To advise the Personnel and Finance Committee on staffing requirements.
- c. To provide safety equipment.
- d. To comply with health and safety regulations
- e. To consult with council employees and consider their views

Other functions

- 1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.



TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE

Overview

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year. The quorum will be 3 members
2. The Chairperson and Vice Chairperson (if required) will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet 3 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Personnel and Finance Committee meetings, and any councillor will have the right to attend meetings of the Personnel and Finance Committee if they choose, and may, with the Chairperson's consent address the Committee (but not vote) before it makes a decision.
5. Any councillors not on the employment and Personnel and Finance Committee must leave if the committee resolves to enter closed session.
6. The Committee shall function and operate in accordance with the Council's approved Standing Orders and Financial Regulations.
7. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.
8. The Chairperson of the council will not be an ex officio member of the Personnel and Finance committee, but may be invited to attend and take part in the meeting, including voting, at the discretion of the Chairperson of the Personnel and Finance Committee.
9. Committee members who are not able to attend the meeting may ask a fellow councillor to stand in for them at the meeting. The committee member is responsible for finding the stand in. The stand is not obliged to vote in a line with the committee members wishes.

Responsibilities

The committee has delegated authority from Caistor Town Council to make decisions on the following areas of Town Council business:

Staff and office management

1. To be responsible for all staffing matters, including:
 - a) Recruitment and dismissal of all Town Council staff
 - b) Line management of the Clerk *
 - c) Organising annual appraisals and receiving appraisal feedback**
 - d) To note the Clerk's sick leave and carry out a back to work interview (if applicable)
 - e) Authorising the Clerk's annual leave
 - f) Dealing with grievance and disciplinary matters
 - g) Dealing with the training requirements of the Town Clerk***

* Line management of other Town Council staff is delegated to the Clerk, i.e to approve annual leave and sick leave. All disciplinary matters will be dealt with by the Committee.



TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE

** The annual appraisal of the Town Clerk will be conducted by the Town Council Chairperson and the Chairperson of the Personnel & Personnel and Finance Committee and reported on to the Committee

*** Training requirements to estates staff will be dealt with by the estates committee.

2. To be responsible for all matters connected with the provision of office facilities for the Town Council.

Financial planning and monitoring

1. To produce a draft annual budget for consideration and approval by the Town Council.
2. To provide a recommendation to the Town Council on the level that the annual precept should be set.
3. To ensure that suitable accounting systems and internal controls are in place to safeguard the Town Council's finances.
4. To monitor actual spend with budgeted spend under the various budget headings.
5. To monitor and review the Council's bank accounts and investments to ensure that the Town Council's funds are invested in the most suitable place.
6. To appoint annually the internal auditor and review the internal audit system for the Town Council
7. To monitor the expenditure of the Mayor's / Chairperson's allowance.
8. To approve the Council's asset register and ensure that it is kept up to date.
9. To review the councils risk register and ensure appropriate steps are taken to mitigate or manage the key risks

Reviewing administrative functions and policies

1. To review and recommend for approval by the Town Council, the Financial Regulations and Standing Orders
2. To review and then agree any necessary changes to all personnel related polices
3. To work with other Council committees and Working Groups in setting future objectives for the Council.
4. To propose to Council the introduction of new policies as may be thought desirable.

Other functions

1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.

Delegated powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval



TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE

- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area and to report these to the Council.

The Chairperson shall have the following delegated powers:

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairperson of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval to the next meeting of the Committee.

The Town Clerk shall have the following delegated powers:

- To approve the wording of electronic publications and printed materials on behalf of the Council.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing Orders.

Committee Budget

The committee shall have authority to incur expenditure related to the exercise of any of the above powers within the annual budget headings set for the committee or up to £2000 whichever is the lower. Additional expenditure must be authorised by Council.



Accounting Statements

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/04/2024



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/04/2024

End of year forecast auto calculated based on actual year to date averaged over 1 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	124444	124444	0	0	
140	Cemetery Income	1750	4000	-2250	-56	
120	Allotment Income	90	420	-330	-79	
130	Market Rents	157	3000	-2844	-95	
150	Caistor Sports & Social Club	175	2464	-2289	-93	
160	WLDC Street Cleaning	0	2490	-2490	-100	
170	Grass Cutting	0	1700	-1700	-100	
180	Grants	0	0	0	100	
350	VAT Reclaimable	0	0	0	100	
199	Miscellaneous Income	535	2000	1465	-73	
185	Town Hall	0	520	-520	-100	
186	Magazine Advertising	0	0	0	100	
187	CIL income	1216	0	1216	100	
Income: General Totals		128366	141038	-9742	-9	
Income Totals		128366	141038	-9742	-9	
Expenditure						
Expense: General						
500	Salaries	3441	35000	31559	-90	
503	PAYE & NI	1220	16000	14780	-92	
501	Staff Travel & Benefits	0	100	100	-100	
502	Contractors	0	0	0	100	
509	Other Staff Expenses	0	100	100	-100	
520	General Office	47	1000	953	-95	
530	Hall Hire	56	500	444	-89	
540	Insurance	0	3600	3600	-100	
550	Audit	0	820	820	-100	
560	Subscriptions	0	685	685	-100	
570	Training	175	500	325	-65	
580	Election	0	0	0	100	
581	Mayor Allowance	0	350	350	-100	
555	Professional Fees	0	500	500	-100	
556	Legal Fees	0	500	500	-100	
590	PROW and Amenity Cut	900	4500	3600	-80	
591	Public Rights of Way	0	0	0	100	
592	Parks grass	900	3200	2300	-72	
593	Sportsground	0	8300	8300	-100	
594	Cemeteries/Church	443	6800	6357	-93	
595	Allotments	17	250	232	-93	
610	Market	0	250	250	-100	
596	Community Orchard	0	0	0	100	
750	Cemetery records management	0	280	280	-100	
650	Community Events	0	1000	1000	-100	
521	Telephone & Broadband	102	800	698	-87	
700	Electricity - Market Place LN7 6TU	33	200	167	-84	
701	Electricity - South Street Park	28	600	572	-95	
702	Electricity - Market Place LN7 6TL	0	0	0	100	
703	Electricity - Sports Ground	77	500	423	-85	
800	Church trees	0	1500	1500	-100	
720	Water: Sports Ground	0	300	300	-100	



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/04/2024

End of year forecast auto calculated based on actual year to date averaged over 1 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
721	Water: Cemetery	0	100	100	-100	
722	Water: Allotments	0	150	150	-100	
765	Play Park Maint & Refurb	0	11000	11000	-100	
597	Caistor Sports & Social Club	0	3000	3000	-100	
522	Town Hall	0	2500	2500	-100	
582	Civic	0	3000	3000	-100	
601	Equipment	98	4500	4402	-98	
598	Market Place	0	4000	4000	-100	
603	Gritting & Snow Clearance	0	450	450	-100	
766	CCTV	0	1500	1500	-100	
799	Contingency	0	0	0	100	
600	Grants & Donations	1068	7000	5932	-85	
761	Project: Town Hall Car Park Makeover	0	0	0	100	
762	Neighbourplan Review	0	0	0	100	
763	Office repair	0	0	0	100	
767	Old fire station	0	0	0	100	
764	Kings coronation	0	0	0	100	
768	Office laptop	0	0	0	100	
504	Pension payments	460	5500	5040	-92	
652	Do not use Grants & Donations	0		0		
801	Grant to Caistor in Bloom	0	10000	10000	-100	
802	Christmas Lights project	0	2000	2000	-100	
803	Bins and Benches	0	3000	3000	-100	
660	WLDC	70		-70		
Expense: General Totals		9137	145835	136698	-94	
Expenditure Totals		9137	145835	136698	-94	



Budget Report - Income

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/04/2024

This report is based on Payment Date

Details	Year 2023/24		Financial Year Ending 31/03/2025						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept	100000	100000	124444	124444	0	0	0	124444	0	0.00
Cemetery Income	5360	3000	4000	1750	0	0	0	1750	-2250	-56.25
Allotment Income	480	420	420	90	0	0	0	90	-330	-78.57
Market Rents	2242	3000	3000	183	0	0	0	183	-2817	-93.91
Caistor Sports & Social Club	2516	2412	2464	175	0	0	0	175	-2289	-92.90
WLDC Street Cleaning	2083	1404	2490	0	0	0	0	0	-2490	?
Grass Cutting	1592	1545	1700	0	0	0	0	0	-1700	?
Grants	0	0	0	0	0	0	0	0	0	100.00
VAT Reclaimable	1689	0	0	0	0	0	0	0	0	100.00
Miscellaneous Income	5683		2000	535	0	0	0	535	1465	-73.24
Town Hall	520	520	520	0	0	0	0	0	-520	?
Magazine Advertising	0	1000	0	0	0	0	0	0	0	100.00
CIL income			0	1216	0	0	0	1216	1216	100.00
Income: General	Total		141038	128393	0	0	0	128393	-9716	-9
	Total		141038	128393	0	0	0	128393	-9716	-9



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/04/2024

This report is based on Payment Date

Details	Year 2023/24		Financial Year Ending 31/03/2025							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Pension payments			5500	460	0	0	0	460	5040	-92
Do not use Grants & Donations				0	0	0	0	0	0		
Grant to Caistor in Bloom			10000	0	0	0	0	0	10000	-100	
Christmas Lights project			2000	0	0	0	0	0	2000	-100	
Bins and Benches			3000	0	0	0	0	0	3000	-100	
WLDC				70	0	0	0	70	-70		
Expense: General Total			145835	10911	0	0	0	10911	?	-93	
Total			145835	10911	0	0	0	10911	?	-93	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/04/2024

This report is based on Payment Date

Details	Year 2023/24		Financial Year Ending 31/03/2025							Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
	Pension payments			5500	460	0	0	0	460	5040	-92
Do not use Grants & Donations				0	0	0	0	0	0		
Grant to Caistor in Bloom			10000	0	0	0	0	0	10000	-100	
Christmas Lights project			2000	0	0	0	0	0	2000	-100	
Bins and Benches			3000	0	0	0	0	0	3000	-100	
WLDC				70	0	0	0	70	-70		
Expense: General Total			145835	10911	0	0	0	10911	?	-93	
Total			145835	10911	0	0	0	10911	?	-93	



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
02/04/2024	1463	Three	Bank Payment: Telephone & Broadband	3.00	18.00	<input type="checkbox"/>	<input type="checkbox"/>
02/04/2024	1464	Opus Energy	Bank Payment: Electricity - Sports Ground	3.66	76.86	<input type="checkbox"/>	<input type="checkbox"/>
02/04/2024	1465	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	1.57	33.00	<input type="checkbox"/>	<input type="checkbox"/>
02/04/2024	1466	Opus Energy	Bank Payment: Electricity - South Street Park	1.36	28.47	<input type="checkbox"/>	<input type="checkbox"/>
09/04/2024	1467	Viking	Printer ink	9.41	56.48	<input type="checkbox"/>	<input type="checkbox"/>
09/04/2024	1468	West Lindsey District Council	Licence fee 32UHB60010	0.00	70.00	<input type="checkbox"/>	<input type="checkbox"/>
09/04/2024	1469	Jake Garden Care (Dyne Group)	Grass cutting - visit 2	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
09/04/2024	1470	Tudor Ground Maintenance	Churchyard grass cut 2	44.29	265.73	<input type="checkbox"/>	<input type="checkbox"/>
09/04/2024	1471	C R Hansard Ltd	Fuel	2.29	13.77	<input type="checkbox"/>	<input type="checkbox"/>
09/04/2024	1472	Caistor Town Hall	Hire of hall March 24	0.00	44.00	<input type="checkbox"/>	<input type="checkbox"/>
09/04/2024	1473	ICCM	ICCM Memorial Training course 25.4.24	60.00	360.00	<input type="checkbox"/>	<input type="checkbox"/>
11/04/2024	1474	Viking	Printer ink and copier paper	11.41	68.46	<input type="checkbox"/>	<input type="checkbox"/>
17/04/2024	1488	ICCM	ICCM membership 24/25	0.00	100.00	<input type="checkbox"/>	<input type="checkbox"/>
17/04/2024	1489	Tudor Ground Maintenance	Churchyard and chapel grass	44.29	265.73	<input type="checkbox"/>	<input type="checkbox"/>
18/04/2024	1490	Jake Garden Care (Dyne Group)	Cut 3 - 16.4.24	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
24/04/2024	1491	Tamar Telecom	Bank Payment: Telephone & Broadband	1.10	6.60	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2024	1493	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2024	1494	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2024	1495	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2024	1497	HMRC	Bank Payment: PAYE & NI	0.00	1220.46	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2024	1498	NEST	Bank Payment: Pension payments	0.00	460.04	<input type="checkbox"/>	<input type="checkbox"/>
26/04/2024	1499	BT	Bank Payment: Telephone & Broadband	9.73	58.40	<input type="checkbox"/>	<input type="checkbox"/>
26/04/2024	1500	Caistor Twinning	Bank Payment: Grants & Donations	0.00	100.00	<input type="checkbox"/>	<input type="checkbox"/>
26/04/2024	1501	Caistor Parish Church	Bank Payment: Grants & Donations	0.00	468.00	<input type="checkbox"/>	<input type="checkbox"/>
29/04/2024	1502	Caistor Heritage Trust	Bank Payment: Grants & Donations	0.00	500.00	<input type="checkbox"/>	<input type="checkbox"/>
30/04/2024	1503	Three	Bank Payment: Telephone & Broadband	3.24	19.45	<input type="checkbox"/>	<input type="checkbox"/>
30/04/2024	1504	Imprint	Printing - Whats on Leaflet	0.00	449.00	<input type="checkbox"/>	<input type="checkbox"/>
22/04/2024	1505	Print Ninja - Engraved tags	Bank Payment: Allotments	0.00	17.48	<input type="checkbox"/>	<input type="checkbox"/>
01/05/2024	1506	EDGE IT Systems	Play inspection software and tablet	109.53	657.14	<input type="checkbox"/>	<input type="checkbox"/>
02/05/2024	1507	Opus Energy	Bank Payment: Electricity - Sports Ground	5.55	116.56	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment
02/05/2024	1508	Opus Energy	Bank Payment: Electricity - South Street Park	1.54	32.29 <input type="checkbox"/> <input type="checkbox"/>
02/05/2024	1509	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	2.25	47.20 <input type="checkbox"/> <input type="checkbox"/>
02/05/2024	1515	██████████	Expense Claim		18.90 <input type="checkbox"/> <input type="checkbox"/>
TOTAL:					11172.96

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Bank Reconciliation

Balances as per bank statements as at 01/05/2024

Natwest Current Account	14617.09	228678.34
Natwest Business Reserve Account	213588.68	
Equals Card	472.57	

Date	Invoice Ref	Type	Description	Credit	Debit
There are no unrepresented payments or receipts					
			UnPresented Receipts & Payments		
Opening Balances As At 01/04/2024			Receipts in current year		
Opening Balance Bank 1 6095.41			128366.47		
Opening Balance Bank 2 103353.48					
Opening Balance Bank 3 490.05			Payments in current year		
Opening Balance Bank 4 0.00			9138.51		
109938.94			VAT Outstanding		
			490.56		
			Unallocated Cash		
			Sales		
			Purchase		
				UnPresented Receipts & Payments	
				Nett balance as at 01/05/2024 228678.34	
				Cash Book Closing Balance 228678.34	
General Reserves 50000.00					
Earmarked Reserves					
Subcontracting for		0.00	Computer		0.00
Elections (2022)		3850.00	Play area		4000.00
Parks equipment		7000.00	Parking		0.00
South Street Park		500.00	Water (South St)		2250.00
Market Place trading		500.00	Water at Market Place		0.00
Market Place layout		0.00	Cemetery		1000.00
Sports Field fencing		1500.00	New Cemetery		0.00
Sports ground toilet		2000.00	Church Ground Trees		1500.00
Sports and Social		5500.00	Handyman Equipment		2000.00
Other buildings		1500.00	Christmas Lights -		1000.00
Town Hall		5000.00			
Fire Station		0.00			
Cornhill Resurfacing		0.00			
Tree Maint - Sports		2000.00	Cash Reserves		136078.34
Tree Maint - Parks		1500.00			



FINANCIAL REGULATIONS

Adopted 14th April 2022
Date of last review – 9th May 2024
Next Review – May 2025

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

Telephone: 01472 476122
Email: clerk@caistortc.co.uk

INDEX

1	GENERAL	3
2	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	6
3	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING.	7
4	BUDGETARY CONTROL AND AUTHORITY TO SPEND.	8
5	BANKING ARRANGEMENTS.	9
6	INSTRUCTIONS FOR THE MAKING OF PAYMENTS.	10
7	PAYMENT OF SALARIES.	13
8	LOANS AND INVESTMENTS.	13
9	INCOME.	14
10	ORDERS FOR WORK, GOODS AND SERVICES.	15
11	CONTRACTS.	15
12	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	17
13	STORES AND EQUIPMENT.	17
14	ASSETS, PROPERTIES AND ESTATES.	18
15	INSURANCE.	19
16	RISK MANAGEMENT.	19
17	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.	19

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £1,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
 - 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
 - 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Any committee desiring to incur expenditure shall submit to the Finance Committee its three-year forecast of revenue and capital receipts and payments not later than November each year..
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council or duly delegated committee of the council for all items over £1000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

The Clerk may incur expenditure in relation to day to day running expenses subject to a limit of £500.00 and within the budget provision. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council. **The exception to this will be where the precept is paid, the clerk/RFO may pay up to the amount of precept between CTC accounts.**
- 5.6. For each financial year the Clerk and RFO may draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members of staff shall not be used except under exceptional circumstances.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO may maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (payroll software). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The RFO will provide the council with a copy of each statement of account when one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

- 9.5. Income received from an individual and specified event may be used to pay for expenses of that event provided a detailed analysis is kept. This analysis together with any balance of monies must be given to the RFO without delay or if a recurring event at a period agreed with the RFO.
- 9.6. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.7. The origin of each receipt shall be entered on the paying-in slip.
- 9.8. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.9. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made every six months coinciding with the financial year end.
- 9.10. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. ~~The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.~~ **If appropriate the clerk will invite tenders by sealed**

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

bids. Where this happens, the invite must state that responses are to be send to the clerk only.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed ~~£250~~ 500.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for

the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.



Caistor Town Council

Standing orders and Direct Debits for pre approval 2024/25

The following payments are either standing payments, standing orders or direct debits which may be paid in advance of a council meeting and retrospectively approved at the next suitable meeting:

Salaries, HMRC and Pension contributions for employees

Tamer Telecom – voice call forwarding from land line number

BT – Phone line and broadband

Opus energy – Electricity for South St, Sports field, Market Place

Wave – Water for allotments, cemetery, sports ground

Three - Office mobile

Dyne Group – Grass cutting contract (up to 16 cuts)

Tudor Grounds Maintenance – Grass cutting contract (up to 16 cuts)

The following are a list of current subscriptions which may be pre approved:

LALC (Lincolnshire Association of Local Councils) – excluding Annual Training scheme

SLCC (Society of Local Council Clerks)

ICCM (Institute of cemetery and crematorium management)

ICO (Information commissioners office)



Asset register

Last Updated 26/03/2024

Details	Location	Fixed/ Mobile	Ref	Date purchased	Asset cost	Insurance Value If different	Date disposed	Asset cost (written off)	Notes
BUILDINGS	Town Hall	F	1	U/K	888000				
	Old Fire Station	F	2	U/K	20000				
	Sports Pavillion	F	3	U/K	300000				
	Storage Shed	F	4	U/K	4000				
	Seere Hut	F	5	U/K	0		Mar-24	10000	This confirmed as belonging to the cricket club
	Toilet Block	F	6	U/K	0		Apr-24	5000	These confirmed as belonging to WLDC not CTC
	Shed	F	7	U/K	1000				
					1213000				
Land	Allotment Garden	F	158	U/K	1				
	Cemetery	F	159	U/K	1				
					2				
Investments	Shares in community building			15/07/2022 (added to register July 2023)	10000				
EXTERNAL ASSETS	Gate and Handrail	F	8		250				
	GCTV Camera-1	F	9		0		Mar-24	1033	These confirmed as belonging to WLDC not CTC
	GCTV Camera-2	F	10		0		Mar-24	1033	These confirmed as belonging to WLDC not CTC
	GCTV Camera-3	F	11		0		Mar-24	1033	These confirmed as belonging to WLDC not CTC
	Gates and railings	F	12		1250				
	Defibrillator	F	13		1200				
	Trailer (small)	M	14		0		Apr-24	100	Sold - £300
	Trailer (large) with 5 mesh sides	M	15		2640				
	Ride on mower (43")	M	16	Apr-21	1800				Stiga Tornado. Purchase price previously incorrectly stated
	Spreader-1	M	17		0		19/02/2024	100	
	Spreader-2	M	18		0		19/02/2024	100	
	Hand Mower (16")	M	19		460				Purchase price previously incorrectly stated
	Hand Mower (18")	M	20		600				
	Seythe Mower - Lawnflyte-PM87-35-	M	162		0		29.08.2023	1449	Sold - £900
	Stihl Strimmer	M	21		200				
	Hand tools and brushes	M	22		60				
	Hedge Trimmer	M	27		100				
	Tool Box	M	28		50				
	Petrol Can x 3	M	32		15				
	Strimmer Harness	M	33		15				
	Generator	M	34		250				
	Leaf blower	M	35		0		01.12.2023	50	Damaged beyond repair
	Loppers	M	36		15				
	Gazebos x 10, incl weights	M	37		250				
	Tables x 16	M	38		250				Donated by WLDC
	Garden chairs x 90	M	169		0				Donated by WLDC
	Market Signs	M	39		0		Mar-24	440	These have been stolen/lost
	8 Market Tables & Fittings	M	169		0				
	8 Market stall covers and clamps	M	170		0				
	12 Market stall weights	M	171		0				
	Various Christmas decorations	M	172		0				Star/baubles/lights (7 boxes)/ 3 reeks/lifting straps
	Christmas nativity scene	M	173		0				
	Demountable Poles x 7	M	40		1000				Now permanently fixed in Market Sq
	5 Brooms	M	160	Feb-23	50				
	15 Hi vis Jerkins	M	161	Feb-23	100				
	COSHH cabinet	M	162	Jul-23	130				
	Elephant trunk Harness	M	163	Nov-23	250				
	Stihl Long reach hedge trimmer	M	164	Oct-23	620				
	Pressure washer (Evo system)	M	165	Feb-24	0				Donated from Caistor in Bloom

									11555			
PLAYGROUND	Skate Park	Sports ground	F	41					20000			
PARKS	MUGA	Sports ground	F	42					15000			
	Outdoor gym	Sports ground	F	43					10000			
	Childrens Park	Sports ground	F	44					12000			
	Childrens Park	Millfields	F	45					4015			
	Childrens Park	South Street	F	46					6400			
	Childrens Park	South Street	F	47					19000			
	Childrens Park	South Street	F	48					4000			
	Byelaws notice board	South Street park	F	49					250			
	Byelaws notice board	Sports field	F	50					250			
	Picnic table	South Street park	F	51					500			
	Gate & Railings	South Street park	F	52					1250			
	Byelaw notice boards	Millfields	F	53					250			
	Byelaw notice boards	CS&SC	F	54					250			
	Picnic tables	South Street park	F	55					375			
	Picnic tables	South Street park	F	56					375			
	Car park sign	Mill Lane	F	57					150			
	Car park sign	Sports ground	F	58					150			
	Kissing gate	Sports ground	F	59					250			
	Cast iron litter bin	South Street park	F	60					600			
										95065		
OFFICE	Lenovo Laptop	Town Hall Office	M	61					0	01/06/2023	500	Written off
INTERNAL ASSETS	Dell Screen	Town Hall Office	M	62					100			
	HP Printer	Town Hall Office	M	63					50			
	Fellow paper shredder	Town Hall Office	M	64					30			
	A4 Laminator	Town Hall Office	M	65					30			
	Filing cabinet	Town Hall Office	M	66					25			
	Filing cabinet	Town Hall Office	M	67					25			
	Wooden shelving unit	Town Hall Office	M	68					50			
	Wall safe	Town Hall Office	M	69					112			
	Key safe	Town Hall Office	M	70					15			
	Leaflet Racks	Town Hall Office	M	71					0	01/09/2023	16	Given to Arts & Heritage centre
	External Post box	Town Hall Office	M	72					20			
	Mobile phone	Town Hall Office	M	73					0	01/06/2023	50	Written off
	Brother Printer	Town Hall Office	M	74					0	01/06/2023	50	Written off
	Desk & Pedestal	Town Hall Office	M	75					310			
	Round table	Town Hall Office	M	76					0	01/08/2023	25	Written off
	A3 laminator	Cllr Bowman has this	M	77	Dec-22				25			
	Desk chair	Town Hall Office	M	78					95			
	Desk chair (2)	Town Hall Office	M	79	Sep-23				25			
	Chair	Town Hall Office	M	80					0	01/08/2023	20	Written off
	Chair	Town Hall Office	M	80					0	01/08/2023	20	Written off
	Chair	Town Hall	M	81					20			
	Chair	Town Hall	M	82					20			
	Mayors chain/pendant	Mayors home	M	83					1841			
	Deputy Mayor chain/pendant	Deputy Mayors home	M	84					400			
	Mayors's Insignia	Mayors home	M	85					490			
	Speed indicating device	NKR lock up	M	86					2434			
	Dell inspiron 15 laptop (black)	Town Hall Office	M	166	Sep-23				400			
	Dell inspiron 15 laptop (silver)	Town Hall Office	M	167	Jul-23				499			
												7016
STREET FURNITURE	Bench	North Kelsey Road	F	87					300			
	Bench	Cemetery	F	88					300			
	Litter Bin	Cemetery	F	89					100			Map
	Litter Bin	Cemetery	F	90					100			Map
	Bench	Cricket Outfield	F	91					285			
	Bench	Cricket Outfield	F	92					285			
	Bench	Cricket Outfield	F	93					285			
	Bench	Cricket Outfield	F	94					285			
	Bench	Cricket Outfield	F	95					285			
	Bench	Cricket Outfield nr CS&SC	F	96					285			
	Bench	Cricket Outfield nr CS&SC	F	97					285			
	Rail & Gates	Cemetery	F	98					1000			
	Fencing (play equip)	Sports field	F	99					4000			

	Lincolnshire fencing	Sports field	F	100		1000			
	Wooden barrier fencing	Sports field/ Cricket	F	101		1050			Map
	Litter bins	Sports field/ Cricket	F	102		100			Map
	Litter bins	Sports field	F	103		100			Map
	Litter bins	Sports field	F	104		100			Map
	Litter bins	Sports field	F	105		100			Map
	Benches	Cricket Ouytfield nr CS&SC	F	106		357			
	Benches	Cricket Ouytfield nr CS&SC	F	107		357			
	Benches	Adj North Kelsey Rd/The Meadow	F	108		357			
	Benches	Nettleton Road	F	109		357			
	Benches	Sports Ground	F	110		357	Dec-23	357	Damaged beyond repair Replaced with one from South St Park
	Benches	Corner Hansard Crescent	F	111		357			
	Benches	Jct Brigg Road/High Street/North Kelsey	F	112		357			
	Dog Bins	Brigg Rd	F	113		0	Mar-24	100	Confirmed that this belongs to WLDC
	Dog Bins	NKR/High St	F	114		0	Mar-24	100	Confirmed that this belongs to WLDC
	Dog Bins	Brigg Rd/Sports	F	115		0	Mar-24	100	Confirmed that this belongs to WLDC
	Dog Bins	Cut thro NKR/NAVVA	F	116		0	Mar-24	100	Confirmed that this belongs to WLDC
	Dog control signs/posts	South Street park	F	117		100			Map
	Dog control signs/posts	South Street park	F	118		0	Mar-23	100	
	Dog control signs/posts	South St Park	F	120		100			
	Post & mesh fencing	South St Park	F	121		1250			Map
	Wooden perimeter fencing	South St Park	F	122		1250			Map
	Picnic table x 6	South St Park x 5 & Sports ground x 1	F	123		400			
	Litter bins	South St Park	F	124		250			
	Litter bins	South St Park	F	125		250			
	Litter bins	South St Park	F	126		250			
	Litter bins	Brigg Rd	F	127		0	Mar-24	250	Confirmed that this belongs to WLDC
	Litter bins	Brigg Rd	F	127		0	Mar-24	250	Confirmed that this belongs to WLDC
	Fencing/gate	A46/Police	F	129		1000			
	Litter bin	Corner brigg Rd/NKR	F	130		250			Is this ours or WLDC's
	Cast iron litter bin	Market Place	F	131		1314			Is this ours or WLDC's
	Cigarette bin x 2	Market Place	F	132		486			
	Caistor Town Sign	High Street	F	133		1166			
	Caistor Town Sign	Horncastle Rd	F	134		1166			
	Caistor Town Sign	Caistor Top A46	F	135		1166			
	Caistor Town Sign	Nettleton Rd	F	136		1166			
	Caistor Town Sign	Brigg Rd	F	137		1166			
	Caistor Town Sign	NKR	F	138		1166			
	Town Clock	Multi use centre	F	139		5000			
	Lamp post	Market Place	F	140		1000			
	Pump & Lion statue	Market Place	F	141		10000			
	Finger post	Market Place	F	142		500			
	Town map	Market Place	F	143		2000			
	Electric feeder pillar	Market Place	F	144		666			
	Electric feeder pillar	Market Place	F	145		666			
	Electric feeder pillar	South Street park	F	146		666			
	Bench	Market Place	F	147		400			
	Notice board	Buttermarket	F	148		1000			
	Bench	South Street park Sports ground	F	149		250			
	Bench	South Street park	F	150		250			
	Bench	South Street park	F	151		250			
	Bench	South Street park	F	152		250			
	Cenotaph	Market Place	F	153		1000			
	Railings	Market Place	F	154		1000			
	Bench	Jct North Street/Brigg Road	F	155		1			
	Bench	North Kelsve Road (alongside allotment)	F	156		1			
	Bench	A46 Bypass/Nettleton Road	F	157		1			
						51541			
	Total written off							22376	
	TOTAL VALUE OF ALL ASSETS					1388179			

NOTES

Next assetref - 173

CAISTOR TOWN COUNCIL RISK MANAGEMENT

Adopted by Caistor Town Council on 14th April 2022

Last reviewed – 9th May 2024. Next review due April 2025

Risk Status Indications

The adopted risk management methodology uses a traffic light colour against each risk item to confirm its current status. The colour coding is defined as follows:

- This identified risk is being effectively managed with adequate reviews, processes and/or documentation as appropriate.

- *As applicable, either*

This identified risk is being managed. However, there are aspects of risk management, which ought to be improved to achieve a green status. It is recognised that sometimes improvements may be difficult to achieve and remedial work may take time (e.g. a need for Councillor training).

or

This identified risk is not under adequate management. However, if this risk arises, it will have a minimal impact upon the Council. Whilst attempts can be made over time to improve the management of this risk, there may be occasions where the cost of mitigation is not warranted (e.g. holding spare parts or equipment).

- This identified risk, which has a serious potential impact upon the Council is not under adequate management. This represents a key risk, which will be highlighted to meetings of the Council until such time that it is adequately managed or mitigated. Certain key risks with a low probability may be entirely beyond the management control capability of the Council – such risks may retain a red status upon the agreement of Council.

Aim ¹	Risk ²	Method used to Minimise Risk ³	Person(s) Responsible ⁴	Status ⁵ ● ● ●
1. To ensure compliance with Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.	<p>a. Lack of knowledge of regulations and codes leading to actions by the council outside its powers.</p> <p>b. Absence of Standing Orders or standing orders not followed</p> <p>c. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.</p> <p>d. Payments made without prior approval and adequate control.</p> <p>e. VAT not properly accounted for, resulting in over-claims and demands from HMRC.</p> <p>f. Data protection regulations not properly followed</p>	<p>Ensure that all Councillors have copies of or access to relevant Acts Members provided with the Code of Conduct, Financial Regulations and Standing Orders, and a copy of the latest edition of the Good Councillors Guide. Highlight essential parts and provide specific training where possible.</p> <p>Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.</p> <p>Ensure that all councillors are aware of regulations regarding estimates and full tender procedures. Financial Regulations are complied with on all purchases.</p> <p>Ensure all payments are approved in accordance with the Financial Regulations and properly recorded.</p> <p>Ensure appropriate publications held and that RFO has a good knowledge of regulations.</p> <p>DP policy in place and regularly reviewed by council. Staff to undertake DPA training and training made available to councillors. Out of date information is confidentially disposed of annually. No information is kept unnecessarily. Registration with ICO for support</p>	<p>Chair Clerk / RFO All councillors LALC</p> <p>Chair Clerk</p> <p>Chair Clerk/RFO</p> <p>Clerk/ RFO</p> <p>RFO</p> <p>Councillors and Staff</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>
2. To identify and regularly review the Council's priorities and risks.	<p>a. Lack of knowledge of setting objectives, setting priorities, and identifying risks to their achievement.</p> <p>b. Steps not taken to combat risks</p> <p>c. No risk analysis carried out.</p>	<p>All councillors to be made aware of need for objectives and identification of risk. Attend training sessions and refresher training if necessary.</p> <p>Add risk assessment to agenda at least annually, reviewing particular items, and results against those items. Allocate actions to Councillors as well as Clerk/RFO and follow up at meetings</p> <p>As at 2a above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission</p>	<p>Clerk/RFO All Councillors</p> <p>Chair All Councillors Clerk/RFO</p> <p>All Councillors Clerk/RFO</p>	<p>●</p> <p>●</p> <p>●</p>

	d. An inadequate complement of councillors to manage the business of the council	Ensure all councillor vacancies are filled promptly. All councillors to strive to work in a constructive manner in accordance with the Code of Conduct and to welcome and encourage new councillors. All councillors to cooperate to share the workload.	All Councillors Clerk	●
3. To influence others, such as Lincolnshire County Council, East Lindsey District Council and other Government organisations to recognise the requirements and interests of the local population.	a. Lack of effective lines of communication with other organisations.	Maintain good working relationships with officers from outside organisations, respect the work they do. Note all communication lines which are essential or beneficial and establish/maintain contacts by name and where possible face-to-face.	Chair Clerk	●
	b. Lack of preparation on subjects requiring influence.	Ensure all councillors are aware of need for careful research and are guided as to where to obtain relevant information.	All Councillors Clerk	●
	c. Lack of confidence of Town Councillors.	Experienced councillors and Clerk/RFO to assist newcomers to understand roles and responsibilities, to establish essential contacts and to gain procedural awareness.	All Councillors Clerk	●
	d. Lack of effective lines of communication with parishioners	Take every opportunity to publicise the role of the town council using notice boards, website, Facebook and Annual Town meeting. Use key issues to raise the profile.	All Councillors Clerk	●

4. To ensure that all councillors and staff are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	a. Lack of knowledge of possible culpability of councillors.	Creation of Standing Orders and Code of Conduct and familiarisation with those matters where greatest risk occurs. Social media policy in place. Libel and slander insurance in place. ⁶ Experienced councillors and Clerk/RFO to assist newcomers to understand culpability. To attend training courses and refresher training as available (see LALC annual training scheme).	Chair All Councillors Clerk	●
	b. Public or staff prosecution c. Risk or damage to third party property, or injury to members of the public d. Damage to council assets e. Loss due to dishonest or fraudulent acts by employees or Councillors	Review risk assessment by including on agenda at least annually. Clerk/RFO reviews insurance cover to ensure it is adequate and contacts insurance company when the Council carries out a new activity to ensure that the cover is adequate Council consider the insurance requirements at the renewal date, and review all the quotes before making decision Council reviews the insurance cover annually	Chair Clerk/RFO All councillors	●

	<p>f. Councillors fail to declare interests and participate in inappropriate decision making, which has a material impact upon the decisions taken and the public perception of the Council.</p> <p>g. Staff and councillors bringing the council into disrepute</p>	<p>Insurance is arranged with a local government specialist company and includes Employers Liability Cover⁷, Public Liability Cover⁸, and covers loss or damage to appropriate assets⁹. References to be sought for all employees. Fidelity guarantee insurance¹⁰ in place.</p> <p>All councillors to be reminded to abide by the Code of Conduct and the register of interests and to be alert to potential breaches of both. As far as is possible, the Clerk to ensure the register of interests are complete and up to date. Declarations of interest on every agenda.</p> <p>Councillors understand and be offered training on the Code of Conduct. A professional approach is undertaken on all Town Council matters. Member officer protocol in place and reviewed regularly to ensure understanding</p>	<p>Clerk All Councillors</p> <p>Clerk All councillors</p>	<p>●</p> <p>●</p> <p>●</p>
<p>5. To keep appropriate accounting records up-to-date throughout the financial year. To maintain secure banking facilities.</p>	<p>a. Lack of knowledge of accounting requirements</p> <p>b. Inaccuracies in recording amounts and totals in accounting records</p> <p>c. Internal controls not in place or not operated, leading to out of date accounting records, missed or delayed payments, unpaid invoices, or loss through theft or dishonesty.</p> <p>d. RFO taken ill or leaves without replacement</p>	<p>Ensure all councillors are familiar with current Financial Regulations. Regularly review Standing Orders and Financial Regulations. RFO to be suitable qualified or attend appropriate training</p> <p>Bank reconciliations to be presented for review least every quarter and compared to bank statements. Internal audit to be carried out annually.</p> <p>Only nominated signatories, the Clerk and the RFO have access to the Council's bank accounts. Standing orders and DD's are kept to a minimum and are pre-authorized by council at the annual meeting. Internet banking used as practical. Payments are authorised by two councillors. Schedule of payments and bank reconciliation are presented for approval each month at the scheduled full council meeting. Pre payment card is used for purchases where no account is held. Where cash receipts are unavoidable, the cash is kept securely until it is passed to the Clerk/RFO to and/or banked.</p> <p>The bank signatories have access to the Council's bank accounts and are able to access bank statements through the on-line banking facility.</p>	<p>All Councillors Clerk/RFO</p> <p>All Councillors RFO Internal Auditor</p> <p>Clerk/RFO All Councillors</p> <p>Clerk All councillors</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>6. To ensure that payments made from Council funds and</p>	<p>a. Lack of knowledge of wishes of residents.</p>	<p>Ensure residents and other stakeholders (i.e. local organisations) are consulted on major financial issues, which impact upon them.</p>	<p>All Councillors</p>	<p>●</p>

<p>the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.</p>	<p>b. Use of funds or assts not giving value for money.</p> <p>c. Fund raising not properly controlled or not in accordance with regulations.</p> <p>d. Perceived lack of transparency regarding council finances and activities</p> <p>Charges (e.g. for leases, cemetery & allotment) are inadequate or excessive</p>	<p>Item on the Annual Town Meeting agenda for the public to suggest items for the following year's budget.</p> <p>Effective budget planning processes and appropriate tendering. Creation of a rolling plan for projects and maintenance expenditure.</p> <p>All councillors to be aware of need to check regulations before commencing fund-raising activities. Effective financial management by RFO.</p> <p>Advertisement of Exercise of Electors rights carried out correctly per audit regulations All meetings open to the public with the exception of items of a sensitive nature (salaries, contract discussions etc). Publication of financial information on website per transparency code</p> <p>Comparisons made with other local councils. Internal audit checks.</p>	<p>Clerk</p> <p>Clerk/ RFO All Councillors</p> <p>All Councillors Clerk</p> <p>All Councillors Clerk RFO</p> <p>Clek/RFO</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; reserves are appropriate and adequate; financial records are maintained.</p>	<p>a. Lack of knowledge of or commitment to budgetary process, and of financial regulations.</p> <p>b. Inadequate consideration of requirements for annual precept.</p> <p>c. Reserves too low or too high</p>	<p>Ensure financial regulations are issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Encourage councillor training. Delegate responsibility for managing the initial budgetary process to the RFO & the Clerk. Involve all councillors in budgetary process, not solely the Clerk/RFO. Encourage all councillors to actively participate in meetings when the budget is being discussed.</p> <p>Comparison against the previous year's actual income/expenditure, and this year's projected, to ensure that all items are included Town Council approves the annual budget and sets the precept at the December Council meeting Clerk/RFO aware of the deadline for the submission of the precept and ensure that the precept is received on time.</p> <p>Checks by RFO and Internal Auditor. Financial and budget progress reported to Council on a quarterly basis. The general reserve (not earmarked) to be at least 50% typical annual income or as otherwise advised by the RFO / Internal auditor.</p>	<p>All Councillors RFO Clerk</p> <p>All Councillors Chair</p> <p>All Councillors RFO Clerk</p>	<p>●</p> <p>●</p> <p>●</p>

	d. Lack of funds to meet financial commitments	The general reserve (not earmarked) not to exceed 1x typical annual income or as otherwise advised by the RFO / Internal auditor. Actual spend compared to planned spend at least quarterly Proposed projects planned for when calculating the precept required Maintain appropriate levels of reserves	All Councillors RFO Clerk	●
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail and meet the AGAR requirements.	a. Lack of knowledge of Council regulations and procedures.	Compliance with Financial Regulations and Standing Orders. Attend training seminars where available.	Clerk/RFO All Councillors	●
	b. Late or non- submission of annual accounts.	Compliance with the instructions of the External auditor. RFO to monitor progress against timetable and report to councillors at meetings.	Clerk/RFO Internal auditor All Councillors	●
	c. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.	Checks by RFO. RFO to be suitably qualified or attend appropriate training Internal audit checks.	Clerk/RFO Internal auditor All Councillors	●
	d. Inadequate audit trail from records to final accounts.	As at 10c above.	Clerk/RFO Internal auditor All Councillors	●
	e. External audit not completed accurately or within timescales	RFO to follow JPGA regulations when completing AGAR and follow external auditor guidelines for completion and submission dates.	Clerk/RFO	●
	f. Exercise of public rights not completed correctly	See 10e above		●
11. To ensure that salaries paid to employees and amounts paid to contractors are paid in line with Council regulations and budget and statutory legislation. Ensure payments are adequately monitored.	a. Inappropriate rate of pay to employees, wrong hours paid, wrong rate of pay applied or NI/Tax incorrectly applied.	Ensure employee regulations are available and understood by Clerk and RFO. The Town Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid monthly by BACS. The payroll is administered using accredited payroll software. All Tax and NI payments are submitted in the Inland Revenue in accordance with the Real Time Information (RTI) protocols. Internal audit checks.	RFO/Clerk Personnel & Finance Committee Internal audit	●

<p>12. To identify, value, and maintain all the assets of the Town Council, and ensure that asset register is complete, accurate and properly maintained.</p>	<p>a. Lack of knowledge of assets of Town Council.</p> <p>b. Assets lost or misappropriated</p> <p>c. Asset register not established or inadequately maintained.</p> <p>d. Lack of adequate programme of maintenance/regular safety checks for street furniture</p>	<p>Ascertain and record all significant assets for which the Town council is responsible. Create and maintain a permanent asset register.</p> <p>Regular monitoring of location and use of assets by councillors and any issues reported immediately to Clerk Adequate insurance provision in place to cover assets</p> <p>Create asset register in accordance with Audit Commission requirements. Review register at least annually</p> <p>Regular checks by the Clerk/Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works where appropriate.</p>	<p>RFO/Clerk Councillors</p> <p>Clerk/RFO</p> <p>Clerk/ RFO Councillors</p> <p>Clerk Councillors</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>13. To minimise the risk of injury damage or liability on all buildings, land, property, equipment and street furniture which the council is responsible for.</p> <p>Buildings: Town Hall</p> <p>Land: Cemetery Allotments Millfield Park South St Park Sports ground</p> <p>Street Furniture: Town council owned litter bins, grit bins, signs, benches, notice boards etc</p> <p>Council owned equipment:</p>	<p>a. Lack of information on council owned properties, buildings and equipment</p> <p>b. Damage, equipment failure, potential injury due to lack of knowledge of safety requirements</p> <p>c. Lack of adequate programme of maintenance/regular safety checks</p> <p>d. Excessive utility bills caused by water leaks, excessive heating, electrical appliances unnecessarily left switched on. Property damage caused by leaks.</p> <p>e. Theft from premises due to inadequate security measures</p>	<p>Include in asset register all properties for which the Town Council is responsible. Lease agreements in place with all organisations leasing council owned property</p> <p>Ensure that all current legislation and advice is held by the Clerk Place subject as item on Estates Management Committee meetings at regular intervals. Equipment to be inspected before use, any issues reported to the clerk, equipment serviced regularly and at least annually</p> <p>Regular checks by the Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works</p> <p>Regular property checks by Councillors and Officers. Regular monitoring of utility bills to assess consumption levels. Prompt attention to minor repairs and leaks.</p> <p>Regular checks by the Officers and Councillors.</p>		<p>●</p> <p>●</p> <p>●</p> <p>●</p>

Mowers, trimmers, tools, market equipment,	f. Criminal damage to buildings and property owned by town council g. Damage caused by wear and tear to council owned buildings and property	Regular checks by the Officers and Councillors. Use of CCTV where appropriate Regular reviews of property and maintenance schedules implemented. Work carried out on property in a timely manner to minimise costs and further damage.		● ●
14. To comply with legislation regarding the health and safety as appropriate for all council activities	a. Lack of knowledge of applicable legislation	Clerk/RFO to have all appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings. Training to be attended as appropriate.	Councillors /Clerk	●
	b. Injury or death due to poorly maintained equipment/assets	Maintain a register of assets and complete at least annual test for health and safety. Where issue are identified, employ a suitable qualified contractor to repair or remove Maintain appropriate level of public liability and employers liability insurance	Councillors/Clerk	●
15. To carry out adequate safety checks on the children's play areas operated by the Council.	a. An inadequate programme of safety inspections and maintenance (or vandalism) results in an accident and/or an award of damages.	Regular safety inspections by Estates operative/other officers or councillors backed up by an annual inspection by an accredited playground inspector. Prompt attention to hazards/problems once identified. Ongoing maintenance. Professional specification and installation of equipment. An ongoing programme of equipment replacement as necessary.	Councillors Clerk Estates Operative	●
	b. The lack of or an inadequate programme of maintenance of the immediate surrounding area allows the persistence of a safety hazard (e.g. trip hazard, sharp object, faulty gate)	Regular checks by the Estates operative, other Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works. Purchase of electronic play area software management program to better manage issues.	Councillors Clerk Estates Operative	●
16. To ensure business continuity in the event of a disaster, or loss of Clerk/RFC	a. Loss, fire or theft of council records (paper)	All paper documents to be stored in a lockable cabinet. Historic documents archived. Back up copies of Deeds and TPO's to be stored electronically. Cemetery records held in a fire proof facility	Clerk	●
	b. Loss or theft of council records (electronic)	Electronic records are stored on the Caistor TC one drive. Council laptop to be encrypted. Anti-virus software in place	Clerk	●
		Business interruption insurance in place ¹¹	Clerk	●

	<p>c. Loss of clerks office due to fire/flood or other disaster</p> <p>d. Council not being able to continue its business due to unexpected or tragic loss of Clerk/RFO</p> <p>e. Clerk/RFO give notice to leave</p>	<p>All paper files and records are kept in secure locked cabinet at the Clerk/RFO's home.</p> <p>Council maintains at least 3 cheque signatories.</p> <p>Protocol in place for short term/long term illness or sudden loss of clerk/RFO</p> <p>Undertake regular reviews and annual appraisal with Clerk/RFO to identify and issues</p> <p>Ensure Clerk/RFO have all necessary tools to effectively complete the role expected of them.</p> <p>Notice period of at least 3 months (after probationary period) to allow time to recruit</p>	<p>RFO Clerk Councillors</p> <p>Council</p>	<p>●</p> <p>●</p>
<p>17. To maintain accurate and up to date cemetery burial and memorial records. To ensure the safety of all memorials.</p>	<p>a. Loss of, incorrect or lack of burial records</p> <p>b. Unsafe memorials</p>	<p>Records kept in fire proof bag and electronic back up.</p> <p>Records updated within 24 hours of an interment</p> <p>All interments must give 7 days' notice.</p> <p>Clerk checks plans against computer records upon receipt of interment request.</p> <p>Clerk re-checks plan 48 hrs prior to interment to mark grave.</p> <p>Grave marked with spray paint including the plot number. Photo of marked grave sent to funeral director</p> <p>Clerk endeavours to make himself available on day of interment and checks grave on the morning.</p> <p>Clerk checks grave after interment.</p> <p>Memorial safety inspection testing completed for each memorial in line with current legislation. Policy in place and adhered to for handling unsafe memorials.</p> <p>Those undertaking safety checks have received the relevant training.</p>	<p>Clerk</p> <p>Council/Clerk</p>	<p>●</p> <p>●</p>

BUSINESS CONTINUITY PLAN

It's vital that in the sudden incapacity of the Clerk that business can continue without hinderance. In addition, it's important that any new Clerk should be able to step into the role and take over pretty much instantly.

This document is a summary of the Business Continuity Plan and a folder will be made available, easily accessible, within the Clerk's Office at The Town Hall to enable anybody to quickly assume the role. The Council Handbook should also be referred to.

This document should be reviewed on a regular basis and forms part of the Risk Management / Register.

Administration

Paper files are kept for the following: -

- Minutes
- Sales & purchase invoices
- Deeds / Assets
- Annual audit paperwork
- Register of Interests
- Acceptance of Office Declarations
- Dispensations

In addition, the above paper files and all other documentation is stored electronically in a real time triple backup system.:-

- Clerks Laptop Computer (real time)
- Microsoft OneDrive cloud system (real time)
- Secure Portable Hard Drive (real time)

In the event of the Clerks immediate inability to work: -

- Laptop is always fully up to date and available in the Councils office at The Town Hall.
- Any Councillor can access the cloud directory on OneDrive using the log in provided to the Chairman.

Agenda, minutes and tracking information are administered using a computerised system. This system is available on the Councils one drive and the councillor portal accessed via the website.

Accounts

The Councils accounts is administered using a computerised system called CouncilMate written by the previous Clerk. This system can be access via the cloud system or council's laptop or dongle. A user guide is available.

The data can easily be exported into a spreadsheet so anybody could access on a spreadsheet if preferred.

In the event of the Clerks immediate inability to work: -

- CouncilMate can be accessed from the cloud or laptop computer.
- The spreadsheet can be accessed on the cloud system or laptop computer.

Banking

There are presently five signatories on the account: -

- Michelle Moss
- Jayne Bowman
- Jacqui Hughes
- Ron Lyus

At present the following have access to online banking: -

- Michelle Moss
- Jayne Bowman

In the event of the Clerks immediate inability to work: -

- Either could access online banking.

Website Administration

The clerk has access to the website administration console.

In the event of the Clerks immediate inability to work: -

- Anybody can access the administration console using the username/password provided to the Chairman.
- Alternatively contact Lincolnshire County Council for advice. Alison Hickie, Information Officer
T: 01522 553406 alison.hickie@lincolnshire.gov.uk

Facebook

There are multiple administrators of the Caistor Town Council Facebook page.

- Michelle Moss
- Chairman of the Council
- Vice Chairman of the Council

Email

The Council's email is clerk.caistortc@gmail.com.

The Council's email is caistortc@outlook.com. Emails here are forwarded to clerk.caistortc@gmail.com

In the event of the Clerks immediate inability to work: -

- Anybody can access the email system by using the log in and password provided to the Chairman.

Notice Boards

A Notice board key is stored in the key cabinet in the Clerk's office at The Town Hall.

Letterbox

A Letterbox key is stored in the key cabinet in the Clerk's office at The Town Hall.

Defibrillators

The Council maintain one defibrillator at the Caistor Sports & Social Club. The code to access the box has been provided to the Chairman

Monthly Safety Checks

Visual and tests are completed monthly as follows: -

Defib	Every 3 months.
Notice Boards	Secure and no damage
Play Areas	Risk assessments undertaken (within Risk Assessment folder)
Cemetery	Risk assessments undertaken (within Risk Assessment folder)
Allotments	Risk assessments undertaken (within Risk Assessment folder)

Cemetery

All cemetery records are stored within the Clerk's Office at The Town Hall.

A computerised system is operated together with a manual backup.

There is also a Cemetery Procedure Manual within the Councillors Handbook.

Allotments

Up to date allotment records are held both electronically and manually.

¹ The aim is what a good outcome/status should look like.

² The risks are the consequential actions of the aim being incorrectly managed

³ The method used to mitigate the risk lists the steps which are being taken to ensure the risk does not happen, or if it does, to minimise the impact.

⁴ The Council is ultimately responsible for the management of risk, but activities may be delegated to individuals to manage on a day to day basis

⁵ The status allows the council to determine whether additional action is required to mitigate, minimise or transfer the risk. A risk transfer mechanism would be, for example, to ensure adequate insurance cover is in place.

⁶ Libel and slander insurance covers the council's legal liability to pay compensation for verbal or written comments made by employees or councillors whilst carrying out their duties, which a member of the public considers incorrect, damaging or results in financial loss.

⁷ Employers Liability cover is compulsory if the council has employees, and covers the council for illness or injury claims by employees sustained whilst conducting council business

⁸ Public liability cover protects the council if someone suffers an injury or damage to their property which happens on land or assets which the council is responsible for

⁹ Property insurance provided replacement or reinstatement cover for council assets including street furniture, computer equipment and other equipment owned by the council. An asset register should list assets, and should record the cost, but insurance cover should record and cover the replacement value.

¹⁰ Fidelity guarantee insurance protects the council against loss due to fraud or dishonesty of staff, councillors or volunteers.

¹¹ Business interruption insurance covers the cost of alternative premises if the council office is unavailable due to fire or flood. It also covers loss of revenue, but this is less applicable to Asterby and Goulceby Parish Council.

LINCOLNSHIRE POLICE

WEST LINDSEY POLICING PLAN 2024

“We are Lincolnshire Police”



WORKING TOGETHER TO MAKE LINCOLNSHIRE THE SAFEST PLACE TO LIVE, WORK AND VISIT

CONTENTS

- FOREWORD** 1
- OUR VISION** 2
- OUR STRATEGY** 3
 - Stop Crime and ASB 3
 - Protect People from Harm 3
 - Help those in Need 3
- HOW WE WILL DELIVER THIS** 4
 - We will engage 4
 - We will listen 4
 - We will inform 4
 - We will work together 4
- STOP CRIME AND ASB** 5
 - Vehicle ASB 5
 - School Engagement 5
 - Tackling drug supply 6
 - Prolific shop theft 6

- PROTECT FROM HARM** 7
 - Operation Abramis 7
 - Fatal 5 Driving Offences 7
 - Operation Signature 8
- HELP THOSE IN NEED** 9
 - Vulnerable Repeat Callers 9
 - Violence Against Women and Girls (VAWG) 10

FOREWORD

The district of West Lindsey covers the area immediately north of Lincoln and forms the northwest gateway to Lincolnshire. It covers an area of 447 square miles bordering north Lincolnshire and northeast Lincolnshire to the north, East Lindsey to the east, North Kesteven and the City of Lincoln to the south and the county of Nottinghamshire to the west. The district is predominantly rural and is the 17th most sparsely populated area in England, with a population of around 95,000.

The district comprises 128 parishes with 78 of those served by a parish or town council.

The three largest towns in the district are Gainsborough, Market Rasen and Caistor with West Lindsey District Council located at the biggest of the three, Gainsborough.

Unemployment rates in Gainsborough are higher than the rest of the district and there are Wards in Gainsborough that are among the most deprived in the country. Other areas in the district, for example Nettleham and Welton, are among the least deprived in the country which shows the diverse issues Lincolnshire Police face policing the district.

The Neighbourhood Policing Team (NPT) for the district operates out of Gainsborough, Welton and Market Rasen Police stations.

The NPT are supported by the response team that operates 24/7 from Gainsborough and Market Rasen. The Criminal Investigation Department (CID) and Response Investigation Team (RIT) both based at Gainsborough and Lincoln provide our investigative capability. Additional teams, such as the Road Policing Unit and the Tactical Support Unit are often in West Lindsey to provide additional support for policing operations.

The former RAF Scampton site is set to be used as an asylum centre. This represents a challenge for local policing, and we seek to manage the local and national concerns that this has caused. A small, dedicated team has been assigned to support local officers in managing tension and addressing any policing issues that arise from the development of this site.

I have been in post as the West Lindsey Inspector for just over 14 months and I am incredibly proud of the work our officers do day in and day out to support our local communities. In the last 14 months the teams in West Lindsey have conducted more than 30 warrants taking dangerous weapons and drugs off the street. We have also increased the amount of Criminal Behaviour Orders (CBO) for the district by 33%, CBOs have a

wide variety of conditions which limit the behaviour and actions of individuals, reducing their ability to commit offences and impact on the community.

We will continue to work hard and with the help and support of key partners and the West Lindsey community I am confident that we can make West Lindsey the safest place to live, work and visit.

Inspector Michael Head
Neighbourhood Policing – West Lindsey



OUR VISION

Working together to make the county the safest place to live, work and visit.



OUR STRATEGY

In line with the force priorities there are three areas that underpin our neighbourhood policing plan 2024.



STOP CRIME AND ASB

We will do our utmost to prevent harm before it happens and lessen the impact when it does.



PROTECT PEOPLE FROM HARM

We will work with the community to deliver a series of initiatives to make them feel safe and protect them from harm.



HELP THOSE IN NEED

We will work with our partners to identify the most vulnerable in our community, offering a high standard of care. Ensuring we have the right resources in the right place at the right time.

HOW WE WILL DELIVER THIS

WE WILL ENGAGE



We will be in the right place at the right time, in the heart of our communities.

WE WILL LISTEN



We will listen to the views of all our communities, setting community priorities across the county in consultation with you dealing with the things that really matter in your area.

WE WILL INFORM



We will communicate using face-to-face engagements and across a number of online platforms.

WE WILL WORK TOGETHER



We will seek out opportunities to work with our partners and offer community participation policing initiatives.

STOP CRIME AND ASB

We will do our utmost to prevent harm before it happens and lessen the impact when it does.



SCHOOL ENGAGEMENT



Officers will engage with schools when ASB is identified involving children of school age. This will help officers identify those responsible and allow the officers, school, and other partner agencies to put plans in place to address this behaviour. Engagement with schools will also focus on educating pupils around the impacts of ASB on victims and the local community. We will also be assisting partners with the Gainsborough Aspiration Project which is designed to improve school attendance, this is an exciting project that we are proud to be part of which should reduce ASB and improve career prospects for those in a deprived area.

Officers will engage with schools when ASB is identified involving children of school age. This will help officers identify those responsible and allow the officers, school, and other partner agencies to put plans in place to address this behaviour. Engagement with schools will also focus on educating pupils around the impacts of ASB on victims and the local community. We will also be assisting partners with the Gainsborough Aspiration Project which is designed to improve school attendance, this is an exciting project that we are proud to be part of which should reduce ASB and improve career prospects for those in a deprived area.

VEHICLE ASB

We are mindful of the impact vehicle ASB has on the local community with various parish councils raising it as an issue within their areas. Within the district we have seasonal issues such as Willingham Woods, where a plan has been put in place and the NPT will be working closely with the Roads Policing Unit (RPU) to resolve any issues should they arise.

Operation Alaskan has been put in place to target moped and quad bike ASB that arises within the district. For Operation Alaskan to be successful we are relying on the community to

continue to report incidents as they arise to give the NPT the best opportunity to identify and deal with perpetrators.

The NPT will also be providing education to residents of West Lindsey around the use of electric scooters. We are mindful that individuals may not be aware they are committing offences by using these on public roads without having a valid driving licence or insurance.



TACKLING DRUG SUPPLY

We are aware that residents are worried about the presence of drugs in their communities and the associated crime that it brings. We have taken steps to address this in the last 12 months by conducting more than 30 searches of premises in relation to drug supply and will continue to be proactive to disrupt the supply of drugs within West Lindsey.

We know that drugs have a detrimental effect on those who use it, their families and the wider community. Our plans will focus on enforcement, education and support.



PROLIFIC SHOP THEFT

West Lindsey has a small number of prolific shop lifters however they are responsible for around 90% of shop theft. This shop theft not only impacts local businesses, with many smaller and independent stores struggling to cover overheads, it also impacts on local residents due to businesses increasing stock price to cover additional overheads. These repeat shop lifters are also responsible for other acquisitive crime in the area. By focusing efforts on shop theft, research has shown this should reduce other offences such as burglary and vehicle theft. The Neighbourhood Policing Team will seek Criminal Behaviour Orders for prolific shop lifters which grants greater power for police to take more positive and robust action.



PROTECT FROM HARM

We will work with the community to deliver a series of initiatives to make them feel safe and protect them from harm.

OPERATION ABRAMIS

Operation Abramis is a new Operation for our response to cuckooing in West Lindsey. Cuckooing is the term used when offenders target vulnerable individuals and take over their addresses for criminal activity.

This is a despicable occurrence which is on the rise and is a tactic used by county lines in their drug supply model.

Operation Abramis will ensure officers identify victims of cuckooing and allow us to work closely with partners to safeguard them and ensure they keep control of their own homes. We will then take positive action against these offenders that prey on the vulnerable. The impact of cuckooing not only impacts on the resident losing their home but also neighbouring properties that experience noise nuisance and other associated ASB. Members of the public are encouraged to assist in this operation by providing intelligence either directly to the Neighbourhood Policing Team or anonymously via Crimestoppers.



FATAL 5 DRIVING OFFENCES

The parish councils around West Lindsey have raised concerns around the Fatal 5 driving offences (speeding, no seat belts, mobile phones, drink/drug driving and driving without due care and attention). The NPT will be working closely with parish councils to set up and support Community Speed Watch groups so education or enforcement can be conducted in relation to those committing offences.



OPERATION SIGNATURE

Operation Signature is the force campaign to identify and support vulnerable victims of fraud in Lincolnshire.

Fraud is a hidden and under-reported crime with victims often in denial or unaware of the criminality behind it. Increasingly fraud is becoming more complex and sophisticated, much of which is targeted at vulnerable and elderly people. Technology is enabling fraudsters to carry out attacks more quickly and employ more complex behaviours to remain undetected.

The aims of the plan are to ensure victims are identified at the earliest opportunity and recorded as such. Those requiring additional support are referred to suitable partner agencies. We aim to maximise investigative opportunities and ensure preventative measures are put in place.

The NPT will also be working closely with the Roads Policing Unit to conduct days of action.

With the help of partners and the Community Speed Watch groups we intend to reduce the number of serious road traffic collisions that occur within West Lindsey and make our roads as safe as possible to travel on.

HELP THOSE IN NEED

We will work with our partners to identify the most vulnerable in our community, offering a high standard of care.

Ensuring we have the right resources in the right place at the right time.



VULNERABLE REPEAT CALLERS

We will work to engage partner agencies to support those who are repeat callers to police, repeat victims of crime or otherwise vulnerable. This will include those who are at risk of exploitation for example through county lines and those whose mental health crisis regularly requires police intervention.

We will seek the full range of support available from other agencies and will only use the criminal justice system when all other avenues of support have been exhausted.



VIOLENCE AGAINST WOMEN AND GIRLS (VAWG)

The term 'Violence Against Women and Girls' (VAWG) covers a range of crimes, with the common theme that they disproportionately affect women and girls. The most recent statistics show that one in five women are victims of sexual assault (or attempted assault) in their lifetime.

In July 2021, the government launched its Tackling Violence Against Women and Girls Strategy. Evidence presented in the strategy suggests that some forms of violence against women and girls are so commonplace that many women and

girls don't even think they are worth reporting. This is the case for experiences like being grabbed, touched and/or threatened by strangers.

Through detailed data analysis we understand where our officers are best deployed to prevent offences and support those affected by such behaviour. Through visibility and early engagement, we will create a safe environment for women and girls to visit, work or reside in West Lindsey.



For more information and to meet your local team visit: <https://www.police.uk>

WORKING IN PARTNERSHIP WITH:



Lincolnshire
POLICE & CRIME COMMISSIONER
SAFER TOGETHER



Probation
Service



LINCOLNSHIRE POLICE



CALL YOUR LOCAL POLICE  **101** **IN AN EMERGENCY ALWAYS CALL 999**

FOR NON-URGENT INCIDENTS, REPORT ONLINE  www.lincs.police.uk/onlinereporting

KEEP UP TO DATE VIA OUR SOCIAL MEDIA CHANNELS



Facebook.com/GainsboroughPolice
Facebook.com/NettlehamPolice



instagram.com/lincspolice



[@GainsboroughPol](https://twitter.com/GainsboroughPol)



nextdoor.co.uk



WORKING TOGETHER TO MAKE LINCOLNSHIRE THE SAFEST PLACE TO LIVE, WORK AND VISIT



**Minutes of the Personnel and Finance Committee held at 7:00pm
at the Arts & Heritage Centre on 23 April 2024**

Present: Cllr J. Bowman (Chair), Cllr M. Galligan, Cllr L. Milner,
In Attendance: Cllr S. Hodson, Michelle Moss, Cllr H. Priestly,
Members of public present:

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2976**
None
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2977**
Apologies received from Cllrs Lyus, Cox and Wright.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 2978**
None.
- 4. To review and approve the draft minutes from 21st November 2023 meeting - Ref: 2979**
RESOLVED to approve the minutes of the Personnel and Finance meeting of 28th November 2023 and accept them as a true record of the meeting.
All in favour
- 5. To review the projected spend against budget forecast - Defer as financial year has only just started - Ref: 2980**
Deferred.
- 6. To confirm the appointment of Internal Auditor - Ref: 2981**
RESOLVED to appoint Andy Hopkins as the internal auditor.
All in favour
- 7. To review the draft AGAR documents prepared for Internal Auditor - Ref: 2982**
It was noted that CTC ended the year with a balance of £109939, slightly higher than opening balance due to grants from WLDC, higher than anticipated interest on account, CIL income, sale of some assets, increased staffing costs had been offset by reduced contractor costs, and higher than expected income from cemetery.
- 8. To review the latest version of the town council asset register - Ref: 2983**
The asset register was reviewed. It was noted that town hall toilets are included on the asset register, but that they are actually WLDC asset and should be removed; the trailer at the old fire station has recently been sold; and that there are 10, rather than 6 gazebos.
- 9. Policy Review: Terms of Reference - Employment Committee(20974) - Ref: 2984**
It was agreed to recommend to full council that the committee terms of references make provision to allow stand in councillors to be appointed by committee members who cannot attend meetings.
All in favour
- 10. Review non payment policy - Ref: 2985**
It was agreed to recommend the policy for approval by full council.
- 11. To review the town council risk register and ensure appropriate action is being taken to mitigate risks - Ref: 2986**
It was noted that generally the level of risk has continued to reduce over the last 12 months. Several areas which remain a risk include the lack of up to date lease/licence agreements; the lack of electronically stored deeds and TPO's; lack of business continuity in the event of loss of Clerk/RFO; and lack of memorial safety inspection testing. Action is being taken to mitigate/manage all business risks. It was noted that lease/licence

Signature:



agreements have been reviewed for most council business, but the risk still exists as there is no lease agreement in place for the town hall. There is a proposal on the agenda for a deputy clerk which would help with business continuity. The clerk and Cllr Hodson are attending a memorial safety inspection training later this week to start to look at the requirements.

12. To review the financial regulations and standing orders and make any recommendations for approval by full council - Ref: 2987

It was resolved to recommend the following changes for agreement by full council:
Financial regulations - 5.5c - an exception to this is where the precept is paid, the clerk may transfer up to the amount of the precept between accounts; 11e - remove the last paragraph and amend to 'if appropriate the clerk will invite sealed bids'; 14.2 increase the exception value to £500.
Standing orders - 3i - remove the requirement for councillors to stand when addressing council.

All in favour

13. To resolve to go into closed session for the remainder of the meeting - Ref: 2988

RESOLVED to move into closed session.

All in favour

14. To review the proposal for a Deputy Clerk and make suitable recommendations to full council - Ref: 2989

It was noted that: the clerk is on a 25 hour a week contract and does not want extended hours but typically works 30 hours a week; prior to the financial issues with the council several years ago, the clerk had historically been on a full time contract; similar sized councils with less assets to manage have multiple members of staff; there are many projects which the council would like to do which the clerk does not have time to progress; there is a business continuity issue with having only one office employee; when the clerk is on leave there is no cover for the council. It was agreed that Cllrs Milner and Bowman would complete a proposal to present to full council outlining the need for additional office based staff at the council.

All in favour


Meeting closed at 8:00pm


Signature:

Caistor Sports And Social Club CIC


Brigg Road
Market Rasen
LN7 6PA

 **anglianwater.co.uk**


 Email us at
waterregulations@anglianwater.co.uk


 Got a general question?
0345 600 1063

Monday to Friday.

 Emergency?
03457 145 145

Lines open 24 hours a day

 **Letter date**
22-04-2024

 **Your reference number**
21184139

Here's how you need to improve your water system

Thanks for your time and co-operation during our recent revisit to your site at Brigg Road, Market Rasen, , LN7 6PA on [22/04/2024]. Our inspection identified there are still some outstanding areas where you need to improve your plumbing and/or water system to make it compliant with the Water Supply (Water Fittings) Regulations 1999.

What do you need to do?

We've included a revised Improvement Notice with this letter. The notice tells what you need to do to make sure your water system is compliant with the law: we'll be back out to re-inspect your site on **21/06/2024** during the AM. Everything we've outlined in the notice must be done by this date.

What do you need to know?

If you don't make the necessary improvements by the time of the next inspection, we'll need to charge you £103 for each property that needs to be reinspected. Any future inspections that are needed will also be subject to this charge. We also have the option of arranging to carry out the improvements ourselves and then passing the cost onto you. For really serious cases we may also look to take enforcement action, but we always want to work with you before that happens.

Got any questions? We're here to help.

Thanks so much again for your help and time during our visit. If you need any extra information or have any questions about anything, you can get in touch with our team, details in the blue box to the right.

Yours faithfully

Mark Auckland

Water Regulations Engineer

We're here to help

Installing any different solutions or devices could mean your site fails the next inspection. So please check with us before choosing to install anything other than what we've recommended.

You can call us on 0345 600 1063, Monday to Friday or you can email us at waterregulations@anglianwater.co.uk.

WaterSafe

We'd always recommend using a qualified and competent plumber who's accredited by WaterSafe. You can find a list of professionals in your local area at watersafe.org.uk.

Property inspected: Brigg Road, Market Rasen, , LN7 6PA
Property reference: 21184139
Date of original inspection: []



No.	Infringement	Action	Location	Image
36	The float operated valve within the WC cistern has been fitted incorrectly.	Check all WC float valves to ensure they have a minimum 20mm air gap between the discharge point of the incoming water supply and the overflow level within the cistern, sSee picture addendum L. Enforceable	2x in Gents 2x in Ladies 1x disabled	

Please complete all works by **[21/06/2024]** for reinspection on that date.

Inspector: Mark Auckland
Mobile number: [07815020906]

-- For Information --

Mains water used for non domestic purposes in an industrial or commercial environment requires a risk assessment to be undertaken to determine the fluid category of any fluid or substance to which the mains supply may be exposed. The range of these fluid categories is from one to five, five being the worst contaminant to which the mains water supply may be exposed.

Following this exercise, appropriate backflow prevention measures must be put in place to separate and protect the water supply as prescribed in Schedule 2, paragraph 15 of the Water Supply (Water Fittings) Regulations 1999.

*Below are just **some examples** of backflow prevention devices for each respective Fluid Category:*

- Fluid Category 1: This is wholesome water and so no backflow protection is required,*
- Fluid Category 2: Single Check Valve,*
- Fluid Category 3: Double Check Valve,*
- Fluid Category 4: RPZ Valve/DB pipe interrupters,*

Fluid Category 5: No mechanical device exists for this risk. **The only way to prevent backflow for this level of risk is the creation of an air gap, or the installation of a DC pipe interrupter device where suitable.**

----- END OF REPORT -----



Public Tracking Report

Sport Groups Licences - send out invoices	Ref: 20580	Created: 08/07/2022
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
Investigate play area inspection software	Ref: 24367	Created: 12/12/2023
Rats in the town hall car park	Ref: 24426	Created: 26/03/2024
Grant applications for WLDC Capital and revenue funds	Ref: 24442	Created: 09/04/2024
Drains / Pump issue at CS&SC	Ref: 24455	Created: 26/04/2024
Anglian water inspection fail at CS&SC	Ref: 24459	Created: 29/04/2024



Dyne Group
Low Farm, Fonaby
Caistor
Lincolnshire
LN7 6RU

07720 782935
queries@dyne.group

Dear members of the Council,

I wanted to start by saying thank you for the cooperation from the council in keeping up the signs this past year, and your time in hearing from me today.

Originally when erecting the signs, I was guided by the experiences of the sign owners at Caistor top and the Rothwell junction, as well as consulting several key members on the mock up, which with our shared enthusiasm for the idea, I had them developed which with what I know now, I understand was hasty.

With the help of Michelle I'm now in better understanding of the full authorization required in installing a public sign, and am happy now to be going through the formal procedure.

I know there was some concern about the foundation of the posts, but I can confirm no change has been made to the grounds other than hand dug holes that were then repacked.

I'm also sympathetic to the size of the signs which, although the measurements were informed by the signage company of a medium road sign size (1200 x 800mm) I was surprised myself by how bold they came out and it is no-one's fault but my own for not taking additional precautions before accepting.

The original ethos of the signs was to communicate the cooperation between ourselves and the Council, which I believe has been a genuine recounting of the relationship this past year, as well as signalling the pride we have in our work and confidence to deliver quality results.

So with this in mind the signs can be reduced to (1200 x 570mm) though removing mention of the Council and the tagline 'working together for the community' which I still think can be a positive statement for us both, rather than a sole advertisement.

Thank you for your cooperation and patience thus far. We look forward to hearing the results of the meeting.

Kindest regards,

Jake Dyne

Managing Director, Dyne Group Ltd

Age UK Bus Request

Hi Michelle

Hope you are keeping well, we have had a very busy winter supporting with our winter warmth packs and Home energy checks and are now about to start the Summer programme with the information bus and are looking at venues and get the diary full, It was very successful at Caistor last year and now we have the shop it would be fantastic if we could set up as near to the shop as possible, if you have an few dates in mind please let me know and I will get things booked in.

Many thanks

Kind regards, Mark.

Mark Webster | THRIVE Safe & Warm Homes Officer

07593 818766 | 01507 524242 Ext. 2037



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

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

Your contact for this matter is:
Planning.Customer.Care@west-lindsey.gov.uk

16 April 2024

Dear Sir/Madam

APPLICATION REFERENCE NO: 146461

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

LOCATION: Land at Hillcrest Park Caistor Market Rasen LN7 6TG

PLANNING INSPECTORATE APPEAL REF: APP/N2535/W/24/3337002

START DATE: 10 April 2024

I am writing to let you know that an appeal has been made to the Secretary of State against the refusal of planning permission by this Council for the proposal described above. The grounds of refusal are set out on the decision notice, a copy of which can be viewed on www.west-lindsey.gov.uk/planning

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk>

If you do not have access to the internet, you can send your comments to:

The Planning Inspectorate
Room 3/B
Temple Quay House
2 The Square
Bristol
BS1 6PN

All representations must be received by the Inspectorate no later than 5 weeks from the appeal start date shown at the head of this letter and you must quote the appeal reference number also shown above.

Any representations submitted after the deadline will not usually be considered and will be returned.

The Planning Inspectorate does not acknowledge representations. All representations must quote the appeal reference.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at

<https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or from us.

When made, the decision will be published online at

<https://acp.planninginspectorate.gov.uk>

Yours faithfully

Planning Customer Care

On behalf of West Lindsey District Council

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

If you want to know more about how we use your data, what your rights are and how to contact us if you have any concerns, please read our privacy notice:

www.west-lindsey.gov.uk/planning-privacy

Planning Services Feedback

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



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

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

Your contact for this matter is:

James Newton
james.newton@west-lindsey.gov.uk

17 April 2024

Dear Sir/Madam

APPLICATION REFERENCE NO: 148154

PROPOSAL: Planning application for first floor rear extension.

LOCATION: 10 Lincoln Drive Caistor Market Rasen LN7 6PA

APPLICATION TYPE: Householder Application

APPLICATION CATEGORY: Householder Development

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

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

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

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

Yours faithfully

James Newton

On behalf of West Lindsey District Council

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

If you want to know more about how we use your data, what your rights are and how to contact us if you have any concerns, please read our privacy notice:

www.west-lindsey.gov.uk/planning-privacy

Planning Services Feedback

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

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

17 April 2024

Application Ref No. : 148154

Location : 10 Lincoln Drive Caistor Market Rasen LN7 6PA

Proposal : Planning application for first floor rear extension.

My Council has no comments _____ (please tick)

OR

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

Signed Date

For Caistor Parish/Town Council

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



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

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

Your contact for this matter is:

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

17 April 2024

Dear Sir/Madam

APPLICATION REFERENCE NO: 148181

PROPOSAL: Outline planning application to erect 1no. dwelling with all matters reserved - resubmission to 147464.

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

APPLICATION TYPE: Outline Planning Application

APPLICATION CATEGORY: Minor - Dwellings

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

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

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

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

Yours faithfully

Ian Elliott
On behalf of West Lindsey District Council

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

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

Planning Services Feedback

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

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

17 April 2024

Application Ref No. : 148181

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

Proposal : Outline planning application to erect 1no. dwelling with all matters reserved - resubmission to 147464.

My Council has no comments _____ (please tick)

OR

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

Signed Date

For Caistor Parish/Town Council

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

A staff member from Gravity Red knows Jon well, and has had brief discussions regarding Gravity Red Inspires, and our plans for 28a Nettleton Road, Caistor.

Firstly, I would like to introduce Gravity Red Inspires and explain our ethos and dedication in helping young people and provide them with a loving home. Gravity Red Inspires is a registered children's home provider within North Lincolnshire. We have an Ofsted registered children's home located in East Lindsey, which is home to two young people. We provide a loving, family orientated environment for the children in our care. Our aim is to give all children in our care the support and guidance, to help them grow and thrive as they reach adulthood.

We aim for all of the children in our care to be in full time education, but in the beginning when they first move into our homes, sometimes this is not the case. In these situations, we provide the children with 1:1 educational activities, between the hours of 9am-3pm. Alongside this, we work closely with the local authority to find school placements, and home tuition, to transition them into school.

Moving on to our plans for 28a Nettleton Road, Caistor, we have recently put a full planning application in for this property to change the class from a C3 (dwelling house) to a C2 (Children's Home). If we are successful with the planning application, the home will be staffed 24 hours per day, 7 days per week, with a Registered Manager at the address between the hours of 9am-5pm Monday-Friday. Our plans are to register the home with Ofsted, and then support two children aged 7-17 years within the home. Our homes at Gravity Red Inspires look like any other family home, and we like to remain that way as this is what the children need. We prefer to have small, therapeutic based children's homes, so the support can be specific to the children's needs. We find that children thrive in a smaller environment, as their support is person centred, ensuring that no child in our care feels unheard.

As our planning application is now in, if you are in support of our plans, we would thoroughly appreciate if you could leave a comment of support on the planning application. We would like to be part of your community, as well as the children we support. We chose Caistor as it is a lovely community, and provides a lot of local amenities which will help provide the best care and support for the children.

If you have any questions, please do not hesitate to contact me, and please visit our website below to see our Residential Children's Home which is located in East Lindsey.

Kind regards,

Megan Fuller

HR Manager, Gravity Red Inspires



01472 426471

Grimsby,

<http://www.gravityredinspires.com>



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

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

Your contact for this matter is:

Richard Green
richard.green@west-lindsey.gov.uk
01427 676654

23 April 2024

Dear Sir/Madam

APPLICATION REFERENCE NO: 148234

PROPOSAL: Planning application for change of use from dwelling house (C3) to Children's Home (C2)

LOCATION: 28a Nettleton Road Caistor Market Rasen LN7 6NB

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Change of Use

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

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

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

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

Yours faithfully

Richard Green
On behalf of West Lindsey District Council

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

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

Planning Services Feedback

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

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

23 April 2024

Application Ref No. : 148234

Location : 28a Nettleton Road Caistor Market Rasen LN7 6NB

Proposal : Planning application for change of use from dwelling house (C3) to Children's Home (C2)

My Council has no comments _____ (please tick)

OR

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

Signed Date

For Caistor Parish/Town Council

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

Street naming request –

Dear Clerk of Castor Council,

My name is Paul Shutte and I'm writing to you today regarding a new development we are undertaking on land to the rear of 132 North Kelsey road, in Casitor, LN7 6QB.

When completed early next year the small development of 8 bungalows will have its own privately owned and managed estate road for access to the properties. However, we believe and understand the road will need to be named for obvious reasons. We contacted WLDC and Vicki Stevens in turn informed me that I the first instance I needed to contact the council and ask if you can agree a name for the road, hence my email to you today.

I have attached the site plan for your reference and so you can see the location etc.

We own the 'land donor property' at 132 North Kelsey Road which is called 'Shooters Dale' and as such I think that the following names could work and my preferences in order are:

1. Shooters Walk
2. Shooters Close
3. Shooters Lane

Then the houses could be numbered 1 through to 8.

I hope that this is acceptable and very much look forward to hearing from you. Please let me know if you need any additional information from me, or have any forms that need filling in.

Thank you in advance.

Kind regards

Paul

Paul Shutte
Director

M: 07779 787040

E: paul@shorelinebuilding.co.uk

Shoreline Building

A: 11 Spurhill Avenue, Poole, Dorset BH14 9PH

T: 01202 986941

W: www.shorelinebuilding.co.uk

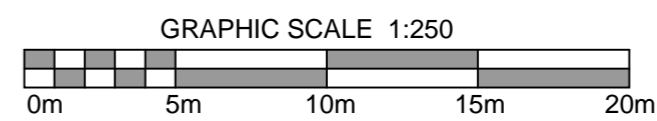
- the reproduction of any ordnance survey information within this drawing is done with the consent of Her Majesty's Stationery Office under Licence No. 100043272
- do not scale this drawing, use only figured dimensions, discrepancies to be reported to this office immediately
- all information contained within this drawing remains the copyright of Heronswood Design Ltd and must not be copied or reproduced without written consent from Heronswood Design Ltd

Revisions

A	Landscaping key and boundary treatments added.	27-04-2023
B	M4(2) compliance note added.	15-05-2023
C	Fencing & landscaping updated following WLDC feedback	23-05-2023
D	Updated for Building Regulations submission	04/10/2023
E	Solar & PV installation notes added	12/10/2023
F	Updated with Plot 8 added to drawing	04/12/2023
G	11th Solar panel added to Plot 8	13/12/2023

Landscaping Key:

- 1.2m wide tarmac footpath.
- 4.1m wide tarmac carriageway.
- Brindle/Charcoal block paved private driveway.
- All existing trees and hedges to be retained where practical. All front gardens and open spaces to be rotivated and cleared of all debris and stones and either grass seeded or turfed. External site boundaries are defined by existing mature trees and planting.
- Denotes proposed tree
- Prunus cerasifera 'Princess' tree – Common name: Cherry Plum.
- To be planted as Extra Heavy Standard Trees trees (minimum 80mm Girth and 2,500mm high) in tree pits @ 1000mm x 1000mm x 750mm or at suitable size to accommodate root/container size.
- All trees to be back filled with top soil and suitable organic material.
- All trees should be staked or double staked using pointed softwood / peeled chestnut / larch or oak stakes with attached crossbar, free from projections and large or edge knots. Trees to be secured/tied above ground to crossbar with rubber tree tie.
- A 1mØ ring to be left clear of grass around the base of each tree with a 75mm layer of medium grade Melcourt bark mulch, or similar approved, ensuring the inlet for the irrigation/aeration ring is visible and slightly above the final level of the mulch for access.
- All trees located within 3m of any services to have their roots directed downwards by the installation of Reroot 600 or Reroot 1000 dependant on ground conditions and service locations.
- Suitable rabbit guards, fencing, or shelters will be used to protect plants from damage until established. Tree guards will be removed once the planting is established.
- All Trees will be watered as necessary to ensure survival.
- Denotes paving as follows:
Porcelain buff or similar paving laid to a random pattern, consisting of 300 x 300mm, 600 x 300mm, 600 x 600mm & 600 x 900mm slabs.
All paving to be grouted with Sand/Lime white Portland Cement (9:2:1) & laid on a sand/cement bed on 100-150mm clean stone, well compacted hardcore base.
- Denotes grass seeding / soft landscaped areas, specification as follows:
- Topsoil level is to be cultivated to a minimum depth of 150mm, left even and raked.
- Sow rate minimum rate of 30gms / m.
- Soil surface is to be left slightly proud of hard surfacing.
- Service access points are to be finished flush with final soil level.
- All grass seeding is to be in accordance with BS 4428:1989, carried out in the first seeding season following occupation.
- New hedges as indicated on the plans to assist in demarking the boundary while the hedges mature. Hedges to be planted in clean, weed free, cultivated ground to the mix specified below, in a staggered pattern of 2 rows, allowing for a minimum of 5 plants per linear metre. All new plants to be provided with 'Tubex Easy Wrap' 600mm high, with bamboo supports to protect from attack by rabbits.
Common Hornbeam (Carpinus betulus) 30%
Common Hawthorn (Crataegus monogyna) 30%
Blackthorn (Prunus spinosa) 10%
English Holly (Ilex aquifolium) 10%
Common Hazel (Corylus avellana) 10%
Wild Privet (Ligustrum vulgare) 10%
- All hedging to be planted as 600-800mm bare root transplants, and curtailed at 2000mm high. Upon completion the soil should be covered by a 75mm depth of bark mulch or similar approved material to aid the retention of moisture.
- Where hedge is proposed to form a boundary treatment with a post and rail fence (as per the boundary treatments plan), hedges to be underplanted, and maintained to a height of 1500mm when established.
- 1200mm high post and three rail fence with under-planted native hedge
- 2000mm Acoustic fencing – Jakoustic fencing or similar from Jackson's fencing
- 600mm Acoustic fencing – Jakoustic fencing or similar from Jackson's fencing
- 1800mm high close boarded fence
- M4(2) Indicates property designed to comply with part M4(2) of the building regulations for disabled access.
- +49.550 Indicates FFL relative to Ordnance Datum, High level represents dwelling FFL, mid level represents back of garage, low level represents front of garage floor slab.
- Indicates suggested/possible location and size of Solar PV Array, subject to detailed design & Building Regulations Approval.
- ASHP Indicates suggested/possible location and size of Air Source Heat Pump, subject to detailed design & Building Regulations Approval.



Client
Waddington Developments

Project
Residential Development

Address
132 North Kelsey Road, Caistor, Market Rasen, LN7 6QB

Drawing
Proposed Site Plan

Scale/Document Size
1:250 @ A1

Date
February 2023

Drawing No.
1866W/23/20g

T 01522 690138
E mail@hwdarchitecture.co.uk
W www.hwdarchitecture.co.uk

2 Saffler Court | Lincoln | Lincolnshire | LN6 3RB

Cemetery

Solar PV & ASHP Instalations

SOLAR PV EQUIPMENT MUST NOT PROJECT ABOVE THE ROOF SURFACE BY ANY MORE THAN 200mm WHEN MEASURED PERPENDICULAR TO THE ROOF PLANE.

SOLAR PV EQUIPMENT NOT TO EXTEND ANY HIGHER THAN THE RIDGE (HIGHEST PART OF THE ROOF, NOT INCLUDING FLUES/CHIMNEYS)

SOLAR PV EQUIPMENT NOT TO FACE HIGHWAY IN CONSERVATION AREAS OR WORLD HERITAGE SITES

SOLAR PV EQUIPMENT NOT TO BE INSTALLED ON A SITE DESIGNATED AS A SCHEDULED ANCIENT MONUMENT

SOLAR PV EQUIPMENT NOT TO BE INSTALLED ON LISTED BUILDING

NO MORE THAN 1 AIR SOURCE HEAT PUMP TO BE INSTALLED PER PROPERTY

NO PROPERTY THAT HAS AN AIR SOURCE HEAT PUMP IS ALSO ALLOWED A WIND TURBINE (EITHER STAND ALONE OR BUILDING MOUNTED), OR VICE VERSA

THE VOLUME OF THE ASHP COMPRESSOR IS NOT TO EXCEED 0.6m³

ASHP NOT TO BE POSITIONED ANY CLOSER TO ANY BOUNDARY THAN 1000mm

ASHP'S ARE NOT TO BE INSTALLED ON PITCHED ROOFS

ASHP'S ARE NOT TO BE INSTALLED ANY CLOSER THAN 1000mm TO THE EDGE OF A FLAT ROOF

ASHP'S ARE NOT TO BE INSTALLED ON A SITE DESIGNATED AS A SCHEDULED ANCIENT MONUMENT

ASHP'S ARE NOT TO BE INSTALLED ON LISTED BUILDING

ASHP'S ARE NOT TO FACE HIGHWAY IN CONSERVATION AREAS OR WORLD HERITAGE SITES

ASHP'S ARE NOT TO BE INSTALLED ABOVE GROUND FLOOR LEVEL IN CONSERVATION AREAS OR WORLD HERITAGE SITES

ASHP'S ARE TO BE USED SOLELY FOR HEATING PURPOSES

ASHP'S, SO FAR AS PRACTICABLE, ARE TO BE SITED SO AS TO MINIMISE THEIR EFFECT ON THE EXTERNAL APPEARANCE OF THE BUILDING

THE AIR SOURCE HEAT PUMP IS, SO FAR AS PRACTICABLE, SITED SO AS TO MINIMISE ITS EFFECT ON THE AMENITY OF THE AREA

ASHP'S TO BE REMOVED AS SOON AS REASONABLY PRACTICABLE WHEN NO LONGER NEEDED



Proposed
site plan

Right of way access for 132A to access parking.