



# **Public Meeting Pack**

**13<sup>th</sup> June 2024**



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 13 June 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

06/06/2024

## **AGENDA**

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s)
3. Public Session (10 minutes, during which the meeting is suspended)
4. Chairmans Report
5. To approve the draft minutes of 9th May 2024
6. To review the applications for co-option for the councillor vacancy and decide who to appoint
7. Revisit the election to committees - several councillors had volunteered for both committees and ideally should only be on one.
8. Finance
  - a) To approve the Accounting Statements for period ending 31st May 2024
  - b) To approve the Schedule of Payments
  - c) Internal Audit and AGAR
  - ci) To receive the Annual Internal Audit report for 2023/24
  - cii) To complete and approve section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2023/24
  - ciii) To consider, approve and sign section 2 - Annual Accounting Statements for AGAR for 2023/24
  - civ) To consider and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2023/24
  - d) To discuss and agree what the latest CIL payment from WLDC will be spent on
  - e) To resolve how to spend the £2000 SPF grant from WLDC (has to be for Caistor events which bring footfall to the town)
9. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
  - a) Lincolnshire Police



- b) West Lindsey District Council.
  - c) Lincolnshire County Council
  - d) Community Groups
  - e) Town Hall Management Committee - to appoint the town council representative to the committee
10. 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
  - b) Estates Committee
  - c) Sports group licences working group
  - d) 2-4 Market Place/ Build
11. To review the Lions request for £2000 funding for their events this year
12. Discuss the issue of Market Waste and how to deal with it
13. Clerks Report & Parish Matters
- a) Policy Review: Complaints Procedure Policy(19686)
  - b) Policy Review: Health & Safety Policy(19682)
  - c) Policy Review: Grievance Policy(19684)
  - d) Approve non-payment policy - already approved by P&F
  - e) To receive the current response from Highways about Cornhill – 13th May 2024
  - f) Review Tracking Report
14. Correspondence Received
- a) To review the two requests to repurpose the Market Place notice board and agree a way forward
15. To note any planning decisions
- a) None received
16. To review the planning applications received and agree a response
- a) 148299 | Planning application to upgrade existing paddock access, increased width and new tarmac crossover | Paddock Land North East of Whitegate Hill
  - b) 148294 | Planning application for extensions & alterations to dwelling & relocation of vehicular access | Whitegate House 14 Whitegate Hill Caistor
  - c) 148291 | Planning application for change of use application for redundant retail/office space to residential | Private Accomodation 17 South Street Caistor
  - d) PL/0024/24 | County Matter Mineral Application | For the phased extraction of sand and gravel with revised restoration to include 2no water bodies with surrounding acid grassland Land south of North Kelsey Road, Caistor
17. Date of next meeting



**Minutes of the Caistor Town Council held at 6:45pm  
at the Caistor Town Hall on 9 May 2024**

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

In Attendance: Michelle Moss, District Cllr O. Bierley, ,  
Members of public present: 6

**1. Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair - Ref: 2990**

Councillor Jon Wright put himself forward to be Chair of the council and was duly elected following a unanimous vote.

Proposed: Cllr P. Morris Seconder: Cllr S. Hodson All in favour

**2. Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair - Ref: 2991**

Cllrs Bowman, Clark and Davey were proposed as Vice Chair. A secret voting ballot was requested. Following one round of voting Cllrs Bowman and Clark were taken forward for a second round of voting. Following an equal number of votes, Cllr Clark was elected by the Chairs casting vote.

Majority vote

**3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2992**

Apologies received from Cllr Lyus.

**4. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2993**

Cllr Davey noted an interest in 16b and 16c. Cllr Bowman noted an interest in 15d.

**5. Public Session (10 minutes, during which the meeting is suspended) - Ref: 2994**

One member of the public noted that a finger post sign had been found under the shrubbery at the town hall car park. As this had posed a trip hazard recently, the council agreed to move it to the lock up until it was assessed for condition and use.

**6. Chairmans Report - Ref: 2995**

Cllr Wright noted that Cllr Bowman had organised the parking for the Grammar school open evening and it had gone smoothly.

**7. To approve the draft minutes of 11th April 2024 - Ref: 2996**

RESOLVED that the draft minutes of the meeting held on 11th April 2024 be approved as a true record of the meeting and signed by the Chair.

Proposed: Cllr S. Davey Seconder: Cllr A. Clark 1 abstained

**8. To review the current WLDC Code of Conduct and resolve to continue to abide by it. - Ref: 2997**

It was noted that all councillors had received the most recent version of the WLDC code of conduct. RESOLVED to continue to abide by the code.

All in favour

**9. To review and approve the Standing Order regulations - Ref: 2998**

It was noted that following a review at the Personnel and Finance meeting in April the committee had recommended to remove the wording in 3i requesting that councillors stand when addressing the council. It was also agreed to amend section 18d to reflect the changes recommended in the Financial regulations. RESOLVED to accept the financial regulations with the suggested changes.

Signature: .....



All in favour

**10. To review and approve the proposed co-option policy - Ref: 2999**

The clerk noted a couple of non-material errors to the document. RESOLVED to adopt the policy with the suggested amendments.

All in favour

**11. Election of committees, working groups and representatives on outside bodies and agree dates for the committees for forthcoming year - Ref: 3000**

It was noted that wherever possible councillors should not be elected to more than 1 committee.

Dates agreed as the 4th Tuesday of the month with Estates to be scheduled for Jan, March, May, June, Aug and October and P&F to be scheduled for April, July, Nov and Dec.

**a) Election of members to the Personnel and Finance Committee - Ref: 3001**

Cllrs Bowman, Milner, Davey, Galligan and Cox [put themselves forward for the committee.

All in favour

**b) Election of members to the Estates Committee - Ref: 3002**

Cllrs Clark, Davey, Bowman, Hodson and Cox put themselves forward for the committee.

**c) Election of members to the Sports Group Licence working group - Ref: 3003**

RESOLVED to appoint Cllrs Clark, Davey, Hodson and Milner to the working group.

All in favour

**d) Election of members to the 2-4 Build Working group - Ref: 3004**

RESOLVED to appoint Cllrs Galligan, Davey, Hodson and Milner to the working group.

All in favour

**e) Election of members to the Play area review working group - Ref: 3005**

RESOLVED to appoint Cllrs Bowman, Davey, Hodson and Milner to the working group.

All in favour

**12. To approve the Terms of Reference for the committees - Ref: 3006**

It was agreed to amend all committee terms of reference to include the option for members to appoint stand ins when they are going to be absent to avoid any meeting being inquorate.

All in favour

**a) To approve the Terms of Reference for the Estates Committee - Ref: 3007**

RESOLVED to approve the terms of reference subject to the inclusion of the stand in clause.

All in favour

**b) To approve the Terms of Reference for the Personnel and Finance Committee - Ref: 3008**

RESOLVED to approve the terms of reference subject to the inclusion of the stand in clause.

All in favour

**13. Finance - Ref: 3009**

**a) To approve the Accounting Statements for period ending 30/04/2024 - Ref: 3010**

The accounting statements had been circulated to all councillors prior to the meeting. RESOLVED to approve the accounting statements for the period ending 30.04.24 as a true record.

All in favour

**b) To approve the Schedule of Payments - Ref: 3011**

The schedule of payments had been circulated to all councillors prior to the meeting. RESOLVED to approve the schedule of payments which totalled £11172.96

All in favour

**c) To note the bank reconciliation and statements for the period ending 30th April 2024 - Ref: 3012**

Signature: .....



The bank reconciliation and bank statements had been circulated to councillors prior to the meeting. RESOLVED to approve the bank reconciliation as a true record

All in favour

**d) To review and approve the Financial Regulations - Ref: 3013**

The financial regulations had been reviewed and updated at the finance meeting in April and circulated to all councillors in advance of the meeting. RESOLVED to approve the financial regulations.

All in favour

**e) Review and approve the standing orders, direct debit payments and subscriptions for the forthcoming year (as per standing orders) - Ref: 3014**

The list of pre-approved payments had been circulated to councillors in advance of the meeting. RESOLVED to approve the payments for the forthcoming year.

All in favour

**f) To review the current inventory of land and other assets (as per Standing orders) - Ref: 3015**

A copy of the current asset register had been circulated to councillors prior to the meeting. It was noted that the asset register has been reviewed by both Estates and P&F over the last year for accuracy. RESOLVED to accept the register as a true record of the council assets.

All in favour

**g) To receive the updated risk register and business continuity plan - Ref: 3016**

A copy of the current risk register had been circulated to councillors prior to the meeting. It was noted that the register has been reviewed by both Estates and P&F over the last year for accuracy and that the level of risk has reduced since last year. RESOLVED to accept the register as a true record of the council risk.

All in favour

**14. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3017**

**a) Lincolnshire - to receive the policing plan - Ref: 3018**

The policing plan was noted.

**b) West Lindsey District Council. - Ref: 3019**

The WLDC report had been circulated to councillors in advance of the meeting. Both councillors were thanked for their hard work for Caistor over the last 12 months. District Cllr Bierley noted that WLDC litter and dog bins will have stickers with QR codes placed on them to allow reporting of issues; several visitors to the town had commended how lovely the town is kept and praised the council for their work.

It was noted that WLDC had offered a grant of £2000 for the UKSPF which should be used to support local events - it was agreed to discuss the allocation of this money next month.

**c) Lincolnshire County Council - Ref: 3020**

County Cllr Smith noted that Highways had completed works on Hersey Rd/Millfields; the bollards at the top of Navigation Lane will soon be replaced; LCC have confirmed that they own and are responsible for the Market Place, but we need to fully understand the implications of this. Councillors again raised issues with Southdale and the road to the NHS building. It was noted that ACIS own most of the road leading to the health centre and are therefore responsible for it's upkeep rather than LCC. Councillors requested that both WLDC and LCC write to ACIS to request they repair the road, and that CTC follow up on this.

**d) Community Groups - Ref: 3021**

Wonka had been shown as the community cinema film and the new baffles work well.

The classic car show in the market place was well attended and went well.

The annual party in the park is planned for 13th July.

Lincs Cares Summer party is 16th June. If councillors are attending Cllr Clark needs to know by 9th June.

**e) Town Hall Management Committee - Ref: 3022**

Cllr Hughes noted that the appointment to the town hall committee had not been included on the agenda but



that she was happy to continue in this role. Cllr Hughes shared the TH committee reports. It was noted that the committee are on with upgrades to the kitchen.

**15. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3023**

**a) Personnel and Finance Committee - to receive the draft minutes - Ref: 3024**

The draft minutes had been circulated prior to the meeting. It was noted that the committee have recommended that the council look at recruiting a Deputy Clerk. The clerk is currently on a 25 hour p/w contract but the role has historically been full time and the requirements of the role have grown significantly. To be discussed in the closed session.

**b) Estates Committee - Ref: 3025**

It was noted that the Estates Operative is on holiday and WLDC are unable to provide cover for the bins. Cllrs Wright, Bowman and Hodson agreed to undertake the critical bin work. It was also noted that Cllr Hodson and the Clerk had attended a memorial safety inspection training course and that there is a lot of associated legislation and work which CTC, as the burial authority are responsible for undertaking.

**c) Sports Group Licences working group - Update and agreement to proposed next steps - Ref: 3026**

It was noted that: the a revised agreement had been sent to the football club after last months meeting and the football club have indicated that they are now ready to sign the agreement; the revised agreement and letter were sent to the cricket club after Aprils meeting, but no formal response had been received until Wednesday 8th May, when an email was received requesting a meeting; the clerk had been copied in on an email from the Chairman of CCC noting that the new cricket nets are due to be installed mid June; the clerk had also received a copy of a letter sent out by the chairman of CCC to all life members and Vice Presidents inaccurately stating that CTC have shown 'little desire to meet with CCC' despite CCC pressuring CTC to meet, and that the council will not answer their written questions or give them the opportunity to put their case to CTC. It was noted that these statements are untrue and unnecessarily inflammatory and that no-one from the club has been in touch to ask for a meeting until the letter received on 8th May, despite the council offer of a meeting once again in the letter sent on 18th April and Cllr Wright continuing to keep the dialogue going with some committee members on the club. It was agreed that an urgent meeting should be arranged and the 14th May proposed as the date which councillors on the working group can make.

RESOLVED to ask CCC to put the cricket net installation on hold as they currently do not have a valid licence to play on the area or to make changes to it and agree a date in the next week for an urgent meeting with the cricket club.

Proposed: Cllr J. Hughes Seconder: Cllr A. Clark 9 in favour; 3 against

**d) 2-4 Market Place/ Build - Ref: 3027**

Cllr Bowman provided a brief update and then left the room for the discussion.

It was noted that the current CDCT board had been re-elected at their AGM; the start date for the build is 16 -26th June; Cllrs Davey and Wright and the Clerk had met with Messenger who confirmed there will be a loss of 10 parking spaces in the Market Place, the contractors will not park in the Market Place but will use Mill Lane or other parking wherever possible, that there may be issues with getting the Christmas tree in please this year.

The clerk confirmed that ACIS currently own Mill Lane car park, but CTC have a licence to use it and planning permission for change of use of the front section was granted by WLDC in 2018, but the back section does not have planning for use as a car park. It was agreed that the clerk would contact Messenger to ask them to apply for change of use for the rear of the area to enable their contractors to park there.

Cllr Bowman returned to the room.

**16. Clerks Report & Parish Matters - Ref: 3028**

**a) Update on ownership of the Market Place and Cornhill - Ref: 3029**

It was noted that LCC have confirmed that they own and are responsible for the Market Place, but we need to fully understand the implications of this. LCC have identified that they own the outside section of Cornhill but cannot determine who owns the middle section, so Cornhill is still in dispute but it is likely that LCC, as the highways authority are also responsible for this area. Cllr Wright agreed that he would look into the legal, financial and practical implications of CTC taking on ownership of Cornhill.

Signature: .....



**b) CS&SC water compliance issue following Anglian Water inspection - Update on action - Ref: 3030**

It was noted that following an inspection of CS&SC by Anglian Water there was an enforceable fail. The clerk authorised work to resolve this issue. The work has now been completed and the invoice for the work totalled £320.

RESOLVED to retrospectively approve the repair.

All in favour

**c) Drains / Pump issue at CS&SC - Update on action - Ref: 3031**

It was noted that the sewer pump at CS&SC had started to fail, it only worked on manual setting. Finding a resolution for this has been urgent as the sewerage was overflowing into the car park. On authorisation of the Clerk and Chair, Cllr Davey organised Lincs Loos to take a look and quote for replacement/repair. The pump was assessed as repairable and a quote supplied totalling £470 which included servicing. RESOLVED to accept the quote from Lincs Loos and to have the system serviced at least annually.

All in favour

**d) Review Tracking Report - Ref: 3032**

Most issues had been discussed as part of the agenda. The clerk noted the play area inspection software and tablet had been ordered and a data file supplied to EDGE IT; the pest controller is in the process of dealing with the rats in the car park; grant applications from WLDC have been applied for including £4900 revenue grant for Caistor Goes and Christmas lights, £3750 for the cenotaph, £4150 for straining wires for Christmas lights.

**17. Correspondence Received - Ref: 3033**

**a) Letter from Dyne Group asking for permission to erect signs - Ref: 3034**

It was noted that the proposal is to cut the 'working in partnership' section off of the bottom, but that the signs would still be 1200 x 570mm. Councillors agreed that they are not entirely against some sort of sign but the proposed signs would still be too big, that they are not in keeping with the town and Dyne Group should be asked to remove the remaining posts and not re-erect these signs.

**b) To review the request from Age UK to allow their mobile support bus to visit Caistor - Ref: 3035**

Councillors agreed in principle to the bus but noted that additional information is needed to agree dates/times if the market place is being used. Cllrs asked for an update on whether the Co-op have given permission for the bus in their car park.

**18. To note any planning decisions - Ref: 3036**

Cllr Morris left the room.

**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 - Ref: 3037**

Noted

**19. To review the planning applications received and agree a response - Ref: 3038**

**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 - Ref: 3039**

It was noted that the council had previously objected to this application but on second review felt that they could support it. It was agreed that Cllr Wright would write to the Planning Inspectorate to retract previous comments and write a support comment.

All in favour

**b) 148154 | Planning application for first floor rear extension | 10 Lincoln Drive Caistor - Ref: 3040**

No objection.

All in favour

**c) 148181 | Outline planning application to erect 1no. dwelling with all matters reserved - resubmission to 147464 | Land adj "Woodlands" North Kelsey Road - Ref: 3041**

Signature: .....





No objection.  
1 against

**d) 148234 | Planning application for change of use from dwelling house (C3) to Children's Home (C2) | 28a Nettleton Road Caistor - Ref: 3042**

No objection.

Cllr Morris returned to the room.  
All in favour

**20. To review the street naming request for the land to the rear of 132 N.Kelsey Rd - Ref: 3043**

The council agreed that their preference is Shooters Close for the street name.  
Clerk to provide feedback.

**21. To agree the dates of this year's meetings and confirm date of next meeting - Ref: 3044**

It was agreed that the meetings would continue to be held on 2nd Thursday of every month except September this year and then August thereafter.  
Date of next meeting 13th June.

**22. To resolve to move into closed session for the remainder of the meeting - Ref: 3045**

RESOLVED to move into closed session for the remainder of the meeting and to exclude the press and public.  
All in favour

**23. To review the staffing proposal from Personnel and Finance Committee and decide whether to proceed - Ref: 3046**

It was noted that the committee have recommended that the council look at recruiting a Deputy Clerk. The clerk is currently on a 25 hour p/w contract but the role has historically been full time and the requirements of the role have increased significantly. The clerk is currently working in excess of 25 hours each week and is not able to cover all the demands of the job in that time.

RESOLVED to recruit a deputy clerk to provide cover for the clerks absences, pick up some of the clerks current workload and to create some time to prioritise and deliver some additional improvement projects.

All in favour

Meeting closed at 8:40

Signature: .....



## **Accounting Statements**

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/05/2024



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/05/2024

End of year forecast auto calculated based on actual year to date averaged over 2 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
<b>Income</b>					
<b>Income: General</b>					
100 Precept	124444	124444	0	0	124444
140 Cemetery Income	3870	4000	-130	-3	6500
120 Allotment Income	90	420	-330	-79	500
130 Market Rents	335	3000	-2665	-89	2500
150 Caistor Sports & Social Club	1050	2464	-1414	-57	4000
160 WLDC Street Cleaning	0	2490	-2490	-100	2490
170 Grass Cutting	0	1700	-1700	-100	1700
180 Grants	2000	0	2000	100	6000
350 VAT Reclaimable	0	0	0	100	
199 Miscellaneous Income	1148	2000	852	-43	1200
185 Town Hall	0	520	-520	-100	520
186 Magazine Advertising	0	0	0	100	0
187 CIL income	1216	0	1216	100	1216
<b>Income: General Totals</b>	<b>134153</b>	<b>141038</b>	<b>-5182</b>	<b>-5</b>	<b>151070</b>
<b>Income Totals</b>	<b>134153</b>	<b>141038</b>	<b>-5182</b>	<b>-5</b>	<b>151070</b>

## Expenditure

### Expense: General

500 Salaries	6934	35000	28066	-80	40000
503 PAYE & NI	2467	16000	13533	-85	16000
501 Staff Travel & Benefits	19	100	81	-81	100
502 Contractors	0	0	0	100	
509 Other Staff Expenses	0	100	100	-100	
520 General Office	150	1000	850	-85	1000
530 Hall Hire	100	500	400	-80	500
540 Insurance	0	3600	3600	-100	3600
550 Audit	0	820	820	-100	
560 Subscriptions	100	685	585	-85	685
570 Training	475	500	25	-5	1000
580 Election	0	0	0	100	
581 Mayor Allowance	0	350	350	-100	350
555 Professional Fees	0	500	500	-100	500
556 Legal Fees	0	500	500	-100	500
590 PROW and Amenity Cut	900	4500	3600	-80	4500
591 Public Rights of Way	0	0	0	100	0
592 Parks grass	1448	3200	1752	-55	3200
593 Sportsground	1800	8300	6500	-78	8300
594 Cemeteries/Church	664	6800	6136	-90	6800
595 Allotments	17	250	232	-93	250
610 Market	0	250	250	-100	250
750 Cemetery records management	0	280	280	-100	280
650 Community Events	449	1000	551	-55	1000
521 Telephone & Broadband	189	800	611	-76	800
700 Electricity - Market Place LN7 6TU	80	200	120	-60	400
701 Electricity - South Street Park	61	600	539	-90	600
702 Electricity - Market Place LN7 6TL	0	0	0	100	0
703 Electricity - Sports Ground	193	500	307	-61	550
800 Church trees	0	1500	1500	-100	1500
720 Water: Sports Ground	76	300	224	-75	456
721 Water: Cemetery	18	100	82	-82	100



# Summary of Income & Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/05/2024

End of year forecast auto calculated based on actual year to date averaged over 2 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	26	150	124	-83	150
765	Play Park Maint & Refurb	0	11000	11000	-100	11000
522	Town Hall	0	2500	2500	-100	2500
582	Civic	0	3000	3000	-100	3000
601	Equipment	180	4500	4320	-96	4500
598	Market Place	0	4000	4000	-100	4000
603	Gritting & Snow Clearance	0	450	450	-100	450
766	CCTV	0	1500	1500	-100	1500
799	Contingency	0	0	0	100	0
600	Grants & Donations	1568	7000	5432	-78	7000
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	922	5500	4578	-83	5500
652	Do not use Grants & Donations	0		0		
801	Grant to Caistor in Bloom	0	10000	10000	-100	10000
802	Christmas Lights project	0	2000	2000	-100	2000
803	Bins and Benches	0	3000	3000	-100	3000
660	WLDC	70		-70		70
Expense: General <b>Totals</b>		<b>18909</b>	<b>142835</b>	<b>123926</b>	<b>-87</b>	<b>147891</b>
<b>Expenditure Totals</b>		<b>18909</b>	<b>142835</b>	<b>123926</b>	<b>-87</b>	<b>147891</b>



# Budget Report - Income

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/05/2024

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	£	%
<b>Income: General</b>										
Precept	100000	100000	124444	124444	0	0	0	124444	0	0.00
Cemetery Income	5360	3000	4000	3870	0	0	0	3870	-130	-3.25
Allotment Income	480	420	420	90	0	0	0	90	-330	-78.57
Market Rents	2242	3000	3000	371	0	0	0	371	-2629	-87.62
Caistor Sports & Social Club	2516	2412	2464	1225	0	0	0	1225	-1239	-50.28
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	2000	0	0	0	2000	2000	100.00
VAT Reclaimable	1689	0	0	0	0	0	0	0	0	100.00
Miscellaneous Income	5683		2000	1148	0	0	0	1148	852	-42.59
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
<b>Income: General</b>	<b>Total</b>		<b>141038</b>	<b>134364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>134364</b>	<b>-4970</b>	<b>-5</b>
	<b>Total</b>		<b>141038</b>	<b>134364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>134364</b>	<b>-4970</b>	<b>-5</b>



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/05/2024

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	£	%
<b>Expense: General</b>										
Salaries	19687	14124	35000	6934	0	0	0	6934	28066	-80
PAYE & NI	5486	4598	16000	2467	0	0	0	2467	13533	-85
Staff Travel & Benefits	0	100	100	19	0	0	0	19	81	-81
Contractors	15096	15000	0	0	0	0	0	0	0	100
Other Staff Expenses	0	100	100	0	0	0	0	0	100	-100
General Office	739	840	1000	150	0	0	0	150	850	-85
Hall Hire	656	480	500	120	0	0	0	120	380	-76
Insurance	3365	3500	3600	0	0	0	0	0	3600	-100
Audit	600	780	820	0	0	0	0	0	820	-100
Subscriptions	671	353	685	100	0	0	0	100	585	-85
Training	426	390	500	475	0	0	0	475	25	-5
Election	0	500	0	0	0	0	0	0	0	100
Mayor Allowance	504	250	350	0	0	0	0	0	350	-100
Professional Fees	35	500	500	0	0	0	0	0	500	-100
Legal Fees	0	2500	500	0	0	0	0	0	500	-100
PROW and Amenity Cut	4140	5040	4500	900	0	0	0	900	3600	-80
Public Rights of Way	17	0	0	0	0	0	0	0	0	100
Parks grass	4602	2640	3200	1782	0	0	0	1782	1418	-44
Sportsground	5142	3760	8300	2700	0	0	0	2700	5600	-67
Cemeteries/Church	3960	2000	6800	1210	0	0	0	1210	5590	-82
Allotments	0	250	250	17	0	0	0	17	232	-93
Market	0	250	250	0	0	0	0	0	250	-100
Cemetery records management	0	0	280	0	0	0	0	0	280	-100
Community Events	1092	0	1000	449	0	0	0	449	551	-55
Telephone & Broadband	557	620	800	189	0	0	0	189	611	-76
Electricity - Market Place LN7 6TU	165	200	200	129	0	0	0	129	71	-36
Electricity - South Street Park	375	300	600	97	0	0	0	97	503	-84
Electricity - Market Place LN7 6TL	0	150	0	0	0	0	0	0	0	100
Electricity - Sports Ground	461	250	500	274	0	0	0	274	226	-45
	0	0	0	0	0	0	0	0	0	100
Church trees	0		1500	0	0	0	0	0	1500	-100
Water: Sports Ground	299	250	300	76	0	0	0	76	224	-75
Water: Cemetery	65	50	100	18	0	0	0	18	82	-82
Water: Allotments	16	75	150	26	0	0	0	26	124	-83
Play Park Maint & Refurb	731	500	11000	0	0	0	0	0	11000	-100
Town Hall	917	2000	2500	0	0	0	0	0	2500	-100
Civic	0	500	3000	0	0	0	0	0	3000	-100
Equipment	2101	750	4500	228	0	0	0	228	4272	-95
Market Place	1141	250	4000	0	0	0	0	0	4000	-100
Gritting & Snow Clearance	4488	2500	450	0	0	0	0	0	450	-100
CCTV	1500	3000	1500	0	0	0	0	0	1500	-100
Contingency	0	383	0	0	0	0	0	0	0	100
Grants & Donations	0	15000	7000	1568	0	0	0	1568	5432	-78
Project: Town Hall Car Park Makeover	645	1400	0	0	0	0	0	0	0	100
Neighbourplan Review	1744	5874	0	0	0	0	0	0	0	100
Office repair			0	0	0	0	0	0	0	100
Old fire station			0	0	0	0	0	0	0	100
Kings coronation			0	0	0	0	0	0	0	100
Office laptop			0	0	0	0	0	0	0	100
Pension payments			5500	922	0	0	0	922	4578	-83



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/05/2024

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	£	%	
	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		
<b>Expense: General Total</b>			142835	20922	0	0	0	20922	?	-85	
<b>Total</b>			142835	20922	0	0	0	20922	?	-85	



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/05/2024

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	£	%
	<b>Expense: General</b>									
Salaries	19687	14124	35000	6934	0	0	0	6934	28066	-80
PAYE & NI	5486	4598	16000	2467	0	0	0	2467	13533	-85
Staff Travel & Benefits	0	100	100	19	0	0	0	19	81	-81
Contractors	15096	15000	0	0	0	0	0	0	0	100
Other Staff Expenses	0	100	100	0	0	0	0	0	100	-100
General Office	739	840	1000	150	0	0	0	150	850	-85
Hall Hire	656	480	500	120	0	0	0	120	380	-76
Insurance	3365	3500	3600	0	0	0	0	0	3600	-100
Audit	600	780	820	0	0	0	0	0	820	-100
Subscriptions	671	353	685	100	0	0	0	100	585	-85
Training	426	390	500	475	0	0	0	475	25	-5
Election	0	500	0	0	0	0	0	0	0	100
Mayor Allowance	504	250	350	0	0	0	0	0	350	-100
Professional Fees	35	500	500	0	0	0	0	0	500	-100
Legal Fees	0	2500	500	0	0	0	0	0	500	-100
PROW and Amenity Cut	4140	5040	4500	900	0	0	0	900	3600	-80
Public Rights of Way	17	0	0	0	0	0	0	0	0	100
Parks grass	4602	2640	3200	1782	0	0	0	1782	1418	-44
Sportsground	5142	3760	8300	2700	0	0	0	2700	5600	-67
Cemeteries/Church	3960	2000	6800	1210	0	0	0	1210	5590	-82
Allotments	0	250	250	17	0	0	0	17	232	-93
Market	0	250	250	0	0	0	0	0	250	-100
Cemetery records management	0	0	280	0	0	0	0	0	280	-100
Community Events	1092	0	1000	449	0	0	0	449	551	-55
Telephone & Broadband	557	620	800	189	0	0	0	189	611	-76
Electricity - Market Place LN7 6TU	165	200	200	129	0	0	0	129	71	-36
Electricity - South Street Park	375	300	600	97	0	0	0	97	503	-84
Electricity - Market Place LN7 6TL	0	150	0	0	0	0	0	0	0	100
Electricity - Sports Ground	461	250	500	274	0	0	0	274	226	-45
	0	0	0	0	0	0	0	0	0	100
Church trees	0		1500	0	0	0	0	0	1500	-100
Water: Sports Ground	299	250	300	76	0	0	0	76	224	-75
Water: Cemetery	65	50	100	18	0	0	0	18	82	-82
Water: Allotments	16	75	150	26	0	0	0	26	124	-83
Play Park Maint & Refurb	731	500	11000	0	0	0	0	0	11000	-100
Town Hall	917	2000	2500	0	0	0	0	0	2500	-100
Civic	0	500	3000	0	0	0	0	0	3000	-100
Equipment	2101	750	4500	228	0	0	0	228	4272	-95
Market Place	1141	250	4000	0	0	0	0	0	4000	-100
Gritting & Snow Clearance	4488	2500	450	0	0	0	0	0	450	-100
CCTV	1500	3000	1500	0	0	0	0	0	1500	-100
Contingency	0	383	0	0	0	0	0	0	0	100
Grants & Donations	0	15000	7000	1568	0	0	0	1568	5432	-78
Project: Town Hall Car Park Makeover	645	1400	0	0	0	0	0	0	0	100
Neighbourplan Review	1744	5874	0	0	0	0	0	0	0	100
Office repair			0	0	0	0	0	0	0	100
Old fire station			0	0	0	0	0	0	0	100
Kings coronation			0	0	0	0	0	0	0	100
Office laptop			0	0	0	0	0	0	0	100
Pension payments			5500	922	0	0	0	922	4578	-83





# Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/05/2024

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	£	%	
	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		
<b>Expense: General Total</b>			142835	20922	0	0	0	20922	?	-85	
<b>Total</b>			142835	20922	0	0	0	20922	?	-85	



# Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
03/05/2024	1516	Jake Garden Care (Dyne Group)	Grass cutting - visit 4	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2024	1517	Caistor Cricket Club (Womens)	Bank Payment: Grants & Donations	0.00	500.00	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2024	1518	Caistor Town Hall	Hire of hall April	0.00	22.00	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2024	1519	Caistor Farm & Garden Machinery	Ride on Mower blades and bosses	15.02	90.10	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2024	1520	Caistor Arts & Heritage Centre	Room hire	4.00	24.00	<input type="checkbox"/>	<input type="checkbox"/>
09/05/2024	1521	Liam Marchant Plumbing & Heating	Work identified by Anglian Water inspector	0.00	360.00	<input type="checkbox"/>	<input type="checkbox"/>
09/05/2024	1522	Tudor Ground Maintenance	Church grass - 8th May	44.29	265.73	<input type="checkbox"/>	<input type="checkbox"/>
09/05/2024	1523	Tudor Ground Maintenance	Cut and strim Caistor Cemetery	64.80	388.80	<input type="checkbox"/>	<input type="checkbox"/>
14/05/2024	1529	Andy Hopkins (Audit services)	Annual Internal Audit	0.00	200.00	<input type="checkbox"/>	<input type="checkbox"/>
14/05/2024	1530	C R Hansard Ltd	Fuel for equipment	1.41	8.49	<input type="checkbox"/>	<input type="checkbox"/>
14/05/2024	1531	Post office - postage and stamps	Bank Payment: General Office	0.00	45.40	<input type="checkbox"/>	<input type="checkbox"/>
16/05/2024	1532	Online Playgrounds	Play equipment repair parts	66.93	401.60	<input type="checkbox"/>	<input type="checkbox"/>
16/05/2024	1533	Jake Garden Care (Dyne Group)	Grass cutting - visit 5 15.5.24	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
16/05/2024	1534	Pestforce	Sports ground mole control	26.00	156.00	<input type="checkbox"/>	<input type="checkbox"/>
20/05/2024	1535	Wave	Bank Payment: Water: Allotments	0.00	26.23	<input type="checkbox"/>	<input type="checkbox"/>
20/05/2024	1536	Wave	Bank Payment: Water: Cemetery	0.00	18.36	<input type="checkbox"/>	<input type="checkbox"/>
20/05/2024	1537	Wave	Bank Payment: Water: Sports Ground	0.00	76.48	<input type="checkbox"/>	<input type="checkbox"/>
20/05/2024	1538	Blockfree Services	Repairs to sewage pump at CS&SC	94.00	564.00	<input type="checkbox"/>	<input type="checkbox"/>
21/05/2024	1539	E-Quip (Rasen) Ltd	Padlock and gloves	7.99	47.90	<input type="checkbox"/>	<input type="checkbox"/>
21/05/2024	1540	E-Quip (Rasen) Ltd	Tap	1.59	9.54	<input type="checkbox"/>	<input type="checkbox"/>
24/05/2024	1545	Tamar Telecom	Bank Payment: Telephone & Broadband	1.10	6.60	<input type="checkbox"/>	<input type="checkbox"/>
24/05/2024	1546	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
24/05/2024	1547	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
24/05/2024	1548	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
24/05/2024	1549	HMRC	Bank Payment: PAYE & NI	0.00	1246.93	<input type="checkbox"/>	<input type="checkbox"/>
24/05/2024	1550	NEST	Bank Payment: Pension payments	0.00	462.23	<input type="checkbox"/>	<input type="checkbox"/>
28/05/2024	1551	BT	Bank Payment: Telephone & Broadband	10.15	60.92	<input type="checkbox"/>	<input type="checkbox"/>
28/05/2024	1552	Tudor Ground Maintenance	Grass Cutting Church and Congregational	44.29	265.73	<input type="checkbox"/>	<input type="checkbox"/>
30/05/2024	1553	Three	Bank Payment: Telephone & Broadband	3.24	19.45	<input type="checkbox"/>	<input type="checkbox"/>
03/06/2024	1554	Opus Energy	Bank Payment: Electricity - South Street Park	1.70	35.75	<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		
03/06/2024	1555	Opus Energy	Bank Payment: Electricity - Sports Ground	3.85	80.91	<input type="checkbox"/>	<input type="checkbox"/>
03/06/2024	1556	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	2.31	48.45	<input type="checkbox"/>	<input type="checkbox"/>
04/06/2024	1557	C R Hansard Ltd	Fuel for May	4.37	26.19	<input type="checkbox"/>	<input type="checkbox"/>
04/06/2024	1558	Jake Garden Care (Dyne Group)	Grass cutting visit 6 01.06.24	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
04/06/2024	1559	Caistor Town Hall	Hire of Hall - May 2024	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
05/06/2024	1567	Tudor Ground Maintenance	Grass cutting at the church and congregational chapel	44.29	265.73	<input type="checkbox"/>	<input type="checkbox"/>
					<b>TOTAL:</b>	<b>12481.91</b>	

Authorised Signatory
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Authorised Signatory
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Minute Ref
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Print Name
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Print Name
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Date
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Date
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# Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY  
Caistor Town Council

https://caistor.pariah.lincolnshire.gov.uk/ ENTER WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

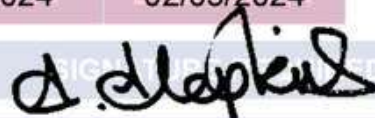
Date(s) internal audit undertaken

27/04/2024 28/04/2024 02/05/2024

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR  
Andy Hopkins

Signature of person who carried out the internal audit



Date

02/05/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**Caistor Town Council**  
**Annual Governance and Accountability**  
**Internal Audit Report 23/24**

General Overview:

I undertook an interim review at the request of the Council in December to look at last year's findings and previous recommendations, along with a check of current practices, with the Clerk.

When conducting the year end audit I have found that issues that had been raised in the last audit had been addressed, and a few recommendations that were also made in the Interim Audit have also been completed.

Recommendations:

The Clerk and Council have really embraced the need for high standards of governance and transparency and should continue to keep up this level.

*Andy Hopkins*

Internal Auditor

May 2024

## Caistor Town Council

### Annual Governance and Accountability Internal Audit Report 23/24

Item	Check	Notes/Findings
Minutes and Agendas	That they are kept correctly, numbered, initialled and signed by Chairman etc. as well as Committee meetings and that meetings are called lawfully.	Meetings have been called correctly.  Agendas and minutes have been uploaded onto the website.  Minutes are signed off at the next meeting.  A “meeting pack” has been developed for Councillors and the public to see on the website.  More detail on the agenda/minutes is being done to improve transparency and decision making
Purchase Invoices	Kept and VAT invoices where appropriate and marked with cheque numbers for reference.	All correctly accounted for and reported to Council at each meeting.
VAT	Where applicable correctly recorded and reclaimed for previous year.	VAT is recorded appropriately.  VAT of £3601 was reclaimed this year.
Sales Invoices	Produced timely and correctly and supported by appropriate paperwork such as diaries/emails etc.	Sales invoices are recorded appropriately and reported to Council.
Credit Control/Debts	That any sales invoices are credit controlled and payments chased.	Outstanding amounts are reported to Council and policy in place to chase if required.

<p>Receipts and Payments</p>	<p>That payments are made properly by cheque/BACS/DD/SO and properly recorded and that receipts are also made properly and properly recorded and supported by paperwork trail.</p>	<p>A payment schedule is produced for each meeting and signed off.</p> <p>Comprehensive Financial reports are kept by the Clerk.</p> <p>These have the correct detail and are not ambiguous.</p> <p>A banking card in the Clerks name has now been sourced to enable purchases to be made directly</p>
<p>Staffing/Personnel</p>	<p>That staff have appropriate contracts and procedures are in place for personnel management.</p>	<p>There is a Personnel Committee, and staff have a written statement of particulars as required.</p> <p>The Clerk has day to day management of the other staff in post.</p> <p>A member of staff has been taken on this year with appropriate contract in place.</p> <p>Risk Assessments for the new member of staff have been completed, including reviewing lone working arrangements and PPE</p>
<p>Payroll</p>	<p>That appropriate payroll system is in place and supporting information for pay rates/salary levels etc.</p>	<p>Payment is made in accordance with hours worked.</p> <p>This is authorised as part of the Payment Schedule and includes expenses and HMRC PAYE payments.</p> <p>The NJC pay award was reviewed and paid in April.</p>
<p>Governance</p>	<p>That Standing Orders/Finance Regs/Insurance and all other policy documents are in place and that they are reviewed at least annually.</p>	<p>The Council adopted the new Code of Conduct.</p> <p>New members are offered an induction when starting by the Clerk, who has produced a very useful handbook.</p>

		<p>Terms of Reference have been completed for all Committees.</p> <p>Committee minutes are approved by Council</p> <p>The Council has adopted the General Power of Competence.</p> <p>Councillor Register of Interest Forms are available via a link to WLDC website</p> <p>The Asset Register was revised and approved this year.</p> <p>Policies have been reviewed and are in date. New review schedules have been created that are appropriate to the type of policy</p> <p>Insurance was discussed and renewed in Sep 22, a 3 year contract was approved with Zurich.</p> <p>The Council's Risk Register has been completely revamped in June 2023.</p>
Cash handling	That all cash handled is subject to audit/security trail and this is adhered to.	No petty cash.
Budgets and Monitoring	That a budget is in place and adhered to, with monitoring.	<p>The budget and precept were agreed in Dec 23.</p> <p>Monitoring of the budget is done at every meeting.</p>
Accounting/Finance	That at least quarterly account reconciliations are in place and presented to Council.	<p>Bank balances are reported at each meeting.</p> <p>Reconciliations and finance reports are presented to the Council at each meeting.</p>



Accountability	That Councillors sign cheque book stubs, initial and sign finance information presented and are presented with information to allow accountability.	Internal control in place.  Payments are paid online by the Clerk following approval by the Council of the Schedule of Payments.
Transparency		More detail is being included in the Council's minutes to make it clearer for the reader what decisions are being made.
Audit	That internal audit is carried out with report presented to Council and that external audit paperwork is correctly completed and presented to Council and followed up with any appropriate actions.	Recommendations have been considered and there is evidence of actions taking place.  The Council also had an Interim Audit this year to check on previous actions highlighted, and the findings were very favourable.
Precept and grants	That precept level is officially set and communicated to local authority and correctly received.	The precept was agreed by Council in Dec 23 and sent to WLDC.
Section 137	That it is separately recorded and cap adhered to.	S137 is not applicable as the General Power of Competence has been adopted.
Other notes		A ".gov.uk" email address has been sourced to replace the gmail account. All Councillors also have a .gov.uk address, and an email policy is in place.

# Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

EM Caistor Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://caistor.parish.lincolnshire.gov.uk/> PUBLISHABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: **Caistor Town Council**

County area (local councils and parish meetings only): **Lincolnshire**

### Financial year ending 31 March 20xx

Prepared by (Name and Role): **Michelle Moss Clerk/ RFO**

Date: **08.04.2024**

	£	£
<b>Balance per bank statements as at 31/3/2024:</b>		
Current Account	6,095.41	
High Interest Account	103,353.48	
Payment Card	490.05	
	-----	109,938.94
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/2024 (normally only current account)	0.00	
	-----	0.00
Add: any un-banked cash as at 31/3/2024		
	-----	-
<b>Net balances as at 31/3/2024(Box 8)</b>		<b><u>109,938.94</u></b>

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the 'Practitioners' Guide'.

**Please complete the pro forma template on the other tab for your smaller authority.**

## Explanation of variances – pro forma

Name of smaller authority: **Caistor Town Council**

County area (local councils and **Lincolnshire**)

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the **green boxes where relevant:**

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	95,787	103,991				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	100,000	109,886	9,886	9.89%	NO		
3 Total Other Receipts	22,166	37,656	15,490	69.88%	YES		In 2023/24 we received a £6000 grant from WLDC; CIL income of £4456; and £4295 more income from the cemetery than in 2022/23; market rents were up by £878.
4 Staff Costs	25,173	55,232	30,059	119.41%	YES		In June 2023 we employed an Estates Operative £14855; in Sept 23 we recruited a cemetery clerk £3114; the Town Clerk has been paid overtime of £3631; the town council started contributing to staff pensions £4962; the new town clerk is on a higher rate of pay from the clerk who left in Jan 2023
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	88,789	86,362	-2,427	2.73%	NO		
7 Balances Carried Forward	103,991	109,939				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	0	0				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,395,883	1,393,279	-2,604	0.19%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

**Rounding errors of up to £2 are tolerable**

**Variances of £200 or less are tolerable**

**BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)**

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

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



## CIL REPORT

**Financial Year 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**

A	Total CIL income balance carried over from previous year	0
B	Total CIL income received in reporting year (receipts)	1215.77
C	Total CIL spent within reporting year (net of VAT)	0
	Total CIL allocated but not yet spent to an agreed project (net of VAT)	0
	Total CIL requested to be repaid in the year	0
	Total value of CIL receipts subject to a Repayment Notice served in any year that has not been repaid.	0
D	Total CIL repaid in the year following a Repayment Notice	0
E	Total CIL retained at year end (A+B+D)	0

### 28.04.2024

Ref	Site Address	Proposal Description	Parish Portion
145152	95, Brigg Road, Caistor, Market Rasen, LN7 6RX	Planning application to erect single storey log cabin - resubmission of 143633	£241.07
146500	Plot 5 - Mill Grange, Horncaste Road, Caistor, Market Rasen, LN7 6SW	Planning application to erect 1no. dwelling.	£974.70

### 28.10.2024

### CIL Expenditure

Item/Purpose	Amount Spent

*Michelle Moss*

Michelle Moss, Responsible Financial Officer

	Apr-24	Apr-23	Guideline Year (Jan-19 to Dec-19)	Guideline to Current Rolling 12 Month Volume Change	Guideline to Current Rolling 12 Month % Change	Rolling 12 Month Period from May-23 to Apr-24	Rolling 12 Month Period from May-22 to Apr-23	Rolling 12 Month Volume Change	Rolling 12 Month % Change
⊕ All Other Occurrences	1	2	0	23	-	23	2	21	1050.0%
⊕ Arson & Criminal Damage	5	11	788	-733	-93.0%	55	120	-65	-54.2%
⊕ Burglary	1	1	642	-623	-97.0%	10	41	-22	-53.7%
⊕ Crimes Against Society	0	1	130	-119	-91.5%	11	11	0	0.0%
⊕ Drug Offences	0	0	113	-109	-96.5%	4	0	4	-
⊕ Possessions of Weapons	0	0	45	-41	-91.1%	4	1	3	300.0%
⊕ Public Order	1	4	386	-355	-92.0%	31	36	-5	-13.9%
⊕ Robbery	0	0	17	-17	-100.0%	0	0	0	-
⊕ Sexual Offences	3	2	301	-279	-92.7%	22	19	3	15.8%
⊕ Theft Offences	6	4	1,050	-999	-95.1%	51	43	8	18.6%
⊕ VATP	8	17	2,145	-1,913	-89.2%	232	190	42	22.1%
⊕ Vehicle Offences	5	0	331	-312	-94.3%	19	22	-3	-13.6%



# Report of District Councillor Owen Bierley to Caistor Town Council,

13<sup>th</sup> June 2024

(Prepared Thursday, 6<sup>th</sup> June)

## Community

The Council has been allocated some money from the Department for Work and Pensions (DWP) through Lincolnshire County Council, to enable us to participate in the delivery of the fifth and final round of the Household Support Fund (HSF 5). Disbursements must be completed by Monday, 30<sup>th</sup> September and as in the last round, applications will be processed on our behalf by voluntary and community sector partners. An announcement giving full details of the scheme will be made shortly and I will, of course, circulate a copy to colleagues as soon as it is published.

Since the last meeting the District Council has launched a Workforce Development Grant scheme (funded through the UK Shared Prosperity Fund) with the aim of enabling employers to address skills shortages and training needs within the workforce. The eligibility criteria are widely drawn so as to include not only businesses but also various community-based organisations. Essentially this is a time-limited opportunity that will close to new applications on Tuesday, 31<sup>st</sup> December, or when all of the funding has been fully allocated. Accordingly anyone considering applying is advised to complete an 'Expression of Interest' form to engage the advice and support of officers.

The District Council will again have a marquee at the Lincolnshire Show this year, when we will be in our usual position opposite the County Council and North and North East Lincolnshire's site in the corner nearest the City. As always visitors can be assured of a warm welcome with light refreshments available and a comfortable and *relatively* quiet seating area! Please do join us if you are attending the event, which will take place on Wednesday, 19<sup>th</sup> and Thursday, 20<sup>th</sup> June.

An official opening is being planned for Age UK Lindsey's Caistor shop, meanwhile donations of pre-loved goods are always most welcome! A principal advantage of a base here is to offer a convenient point of contact for people in the area. Age UK Lindsey is an independent charity, founded in 1991, based in Horncastle and serving East and West Lindsey and North Lincolnshire. Last year our Information & Advice Officers identified and recovered an annualised £1.2m of previously unclaimed entitlements for older people, also helping to strengthen the local economy!

The Council's Home Energy Advice Team has bolstered its efforts to remedy problems in cold homes by integrating thermal imaging cameras into their toolkit. Each team member is now equipped with this advanced technology and can easily identify sources of heat loss in homes that would otherwise remain invisible. This initiative aims to enhance the team's ability to assist residents in keeping their homes warmer, particularly during the colder months. One of the most effective and economical measures to combat heat loss is through draught proofing. With the thermal imaging cameras our team can now pinpoint areas for improvement with greater precision, ensuring more targeted and efficient solutions for residents. The Home Energy Advice Team is dedicated to providing guidance on enhancing energy efficiency in homes, focussing on hard-to-treat homes and is keen to reach residents who have not received support before, to help ensure equitable access to funding and energy-saving measures. From draught proofing to grant funding for air source heat pumps, they offer a range of solutions tailored to individual needs. Residents interested in support from the Home Energy Advice service, can schedule a home visit by contacting the team on 01427 675199 or via email to: [energy.advice@west-lindsey.gov.uk](mailto:energy.advice@west-lindsey.gov.uk)

Please be aware that all of the Rural England Prosperity Fund and the UK Shared Prosperity Fund money used to create the Council's flagship Business and Community grant schemes has already been allocated and accordingly both are now closed for further applications. Whilst high demand was always anticipated, it is fair to say the interest and response far exceeded all expectations.

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN

☎ 01469 560865 [owen@bierley.com](mailto:owen@bierley.com)

The diversity, number and value of the projects that secured awards from the three community funds was exemplary, with Caistor area organisations once again being notably well represented!

Our popular and highly successful Councillor Local Initiative Fund, specifically designed to assist in bringing forward and delivering small-scale community projects, was relaunched last June on precisely the same terms as before. Each member has an allocation of £4,000.00 for the four-year term of the Council, which ends in 2027. Please would anyone considering applying to this contact either Angela or me in the first instance to help ensure the process runs smoothly?

The Council publishes a highly valuable, monthly, Business E-Brief, the link to subscribe is: <https://www.west-lindsey.gov.uk/business-services-support/business-support-advice/business-e-brief> Related to this, residents are invited to sign up to receive a digital copy of West Lindsey News using: <https://public.govdelivery.com/accounts/UKWESTLINDSEY/subscriber/new?preferences=true>

Over one hundred and fifty businesses are now part of West Lindsey's Think Local campaign, including eleven in Caistor. This opportunity is offered completely without charge. To view the list of participants visit: <https://www.west-lindsey.gov.uk/my-services/my-community/think-local>

Organisers are invited to publicise their forthcoming events and functions through the Council's website at: <https://www.west-lindsey.gov.uk/events> NB. The link includes a comprehensive but easy to complete on-line Event Submission Form and again this service is offered free of charge. As such it is a useful means of promoting one-off or regular dates in the community calendar to a wider audience throughout West Lindsey, potentially also helping to increase visitor numbers.

Good causes registered with the West Lindsey Lottery are presently on track to share in £20,467.20 of additional and much needed income this year. Caistor, with around 2.7% of the population of the District, has seven registered Good Causes benefiting from a combined 7.24% share of the lottery income. Draws take place at 8.00 every Saturday evening with many prizes to be won up to a jackpot of £25,000.00, with promotional 'add-ons' offered too. For example, supporters have the chance to win a £1,000.00 Amazon Gift Card (or to take that amount in cash) in the Super Draw on Saturday, 29<sup>th</sup> June. The Referral Prize Draw enables existing supporters to recommend the lottery to their family and friends and gives each party an entry into an exclusive monthly £200.00 draw for an Amazon Gift Card upon any sign up. To register as a Good Cause, or to purchase tickets, please visit our lottery website at: <https://www.westlindseylottery.co.uk>


## Environment

The Council's Big Bin Hire service is now available, offering householders the opportunity to hire a large capacity wheeled bin for a week to assist in the disposal of items from, for example, a house clearance or other major sort-out. Two sizes are offered, 660 litres at £50.00 and 1100 litres at £60.00 (both per week). For further information or to request this service please visit: <https://www.west-lindsey.gov.uk/bins-waste-recycling/request-waste-service/big-bin-clear-out-service>

Each of our dog bins and litterbins will shortly have asset number stickers attached to them. These will feature a unique QR code enabling residents with mobile phones to immediately report full or damaged bins for attention by the team, with a confirmatory message advising the action taken (and thanks) relayed back in response. NB. Dog bags can also be placed in any litterbin.

Further to the question raised during the May meeting concerning fly tipping, I can now advise that, in the first three months of this year, 320 incidents were reported throughout the district, compared to 429 in the corresponding period last year. Whilst that represents a 25% reduction, it is also a 40% increase on the 228 instances reported in the final three months of last year. Please be vigilant and don't hesitate to report any new instances (or suspicious activity) you come across to the Council. This can be done through the 'Report It' facility on the home page of our website.

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN

 01469 560865 [owen@bierley.com](mailto:owen@bierley.com)



## Minutes of the Caistor Town Council Estates Committee held at 7.00 at the Arts & Heritage Centre on 28 May 2024

Present: Cllr J. Wright, Cllr S. Davey, Cllr S. Hodson (Chair), Cllr A. Clark,  
In Attendance: Cllr M. Galligan, Michelle Moss (Town Clerk), Kim Hodson (Estates),  
Members of public present: 0

- 1. To appoint the Chair of Estates Committee - Ref: 3053**  
Cllr Hodson put himself forward to be Chair of the Estates Committee and was duly elected following a unanimous vote.  
All in favour
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3054**  
None received. There were only 3 members of the Estates Committee present plus Cllr Jon Wright who has voting rights in his capacity as Chair of the Council. 5 members were voted onto the committee but 2 stood down as they had also volunteered to be on P&F Committee and the council policy is to only be on one committee wherever possible. The remaining members will be elected at the next full council meeting.
- 3. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 3055**  
Cllr Clark noted a personal interest in item 10. Cllr Davey noted an interest in item 12.
- 4. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 3056**  
None.
- 5. To approve the draft minutes of the Estates Committee meeting on 26.03.2024 - Ref: 3057**  
RESOLVED that the minutes of the meeting held on 26th March 2024 be approved as a true record of the meeting and signed by the Chair.  
All in favour
- 6. Allotments - Ref: 3058**
  - a) To receive an update on allotment numbering - Ref: 3059**  
It was noted that Cllr Hodson had made pegs using oak posts, number discs and red tape for visibility and had installed them.
  - b) To consider what action to take at the entrance area to the allotments and agree next steps - Ref: 3060**  
It was noted that the gate is not level, the area under the tap gets quite muddy and is contributing to the steps becoming muddy. It was agreed that Kim Hodson would brush the mud from the steps periodically to prevent a build up of mud, to monitor the issue and defer any further action.
  - c) To receive an update on allotment fencing repair - Ref: 3061**  
Cllr Hodson had assessed the repair required and noted that he will work with Kim to repair it during the Summer.
  - d) To review complaint about structures and tree in allotments and decide on any action - Ref: 3062**  
The committee noted the residents complaints, but noted that the shed is in good condition and not intrusive and that the trees had been planted many years ago and whilst the current T&C's ask plot holders not to plant trees, there is no requirement to cut down any existing trees.
- 7. Cemetery/Churchyards - Ref: 3063**
  - a) Review and set the fees for the cemetery - Ref: 3064**  
It was noted that the current fees are comparable with nearby market towns. RESOLVED to keep fees at the same level until the next review and to include a fee for retrospective grant of permission for memorials of £250

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



All in favour

**b) Review and agree follow up action needed to finish painting Cemetery Gates and Railings - Ref: 3065**

It was noted that the contractor who painted the railings had previously agreed to come back this year and touch up any areas which needed it, the council had previously agreed to pay him £350 to do this. It was noted that the railings need touching up and RESOLVED to contact the contractor to get him to do the work.

All in favour

**c) Review the resident request for a temporary grave marker - Ref: 3066**

RESOLVED to permit the temporary grave marker.

All in favour

**d) Review the work required to implement memorial inspection testing and agree next steps - Ref: 3067**

It was noted that Cllr Hodson and the Clerk had attended the memorial inspection training and there is a lot of work which needs to be completed before the memorials can be inspected including cemetery regulations, risk assessments, inspection policy, updating software, purchasing equipment. Progress is being made.

**e) Several complaints received about grass cutting at the churchyard - Discuss and agree action - Ref: 3068**

The contractor cutting the grass at the churchyard is new this year. The expectations were been discussed with him initially and prior to the latest cut. Whilst there has been some improvement, it is not quite at the standard expected. RESOLVED that Cllr Hodson will ask to meet him at the church the next time he cuts and talk him through the expectations.

All in favour

**f) Grass cutting at cemetery - Consider contractor cost to cover for Estates Operative holiday w/c 10th June and decide whether to go ahead - Ref: 3069**

It was noted that the cemetery grass is still looking long in places and despite freeing up one day a week for the estates operative to cut the cemetery, it is still being done in stages over several weeks. Kim noted that some of this is due to the weather constraints, but noted that he will get on top of it before his holiday. It was noted that the last contractor who cut it whilst Kim was away last time had missed several sections, the main grass contractor is having staffing issues and cannot cover. Cllr Hodson suggested approaching another contractor for a one off quote and will arrange a meeting with them. It was agreed the quote would be reviewed by email and retrospectively formally accepted at the next meeting.

**8. Play Areas / Sports Ground - Ref: 3070**

**a) Review the quotes for repairing the gym equipment at the sports ground and agree whether to go ahead - Ref: 3071**

It was noted that the replacement parts for the gym equipment totalled £628.65. There was some discussion on how much use the equipment got, and whether it was worth spending the money or removing the equipment. RESOLVED to purchase the replacement parts and that Cllrs Hosdon and Wright and Kim would fit, then to advise residents via social media.

Majority vote

**b) Review the quotes for repairing South St Park Junior multiplay repair and agree whether to go ahead - Ref: 3072**

Two quotes had been received, one from a partner company of the supplier and one from a local company. The local contractor (Watermans) had agreed to do the work for cost price, resulting in a much lower quote. RESOLVED to accept the quote from Watermans and to recognise their generosity with advertising at the park and/or on the equipment.

All in favour

**c) Review the requirements for signs for the parks and allotments and decide how to proceed - Ref: 3073**

It was noted that the signs at the parks are in need of updating and replacement; there is an opportunity to develop some uniformity of the signs and a brand recognition for council owned assets. RESOLVED to organise a specific meeting with the committee to visit the parks, consider the requirements and then

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



discuss/agree the options for approval at a future committee meeting.

All in favour

**d) Receive an update on replacement of rotten post on the Kelsway kissing gate - Ref: 3074**

The parts have been purchased, and the replacement will be completed before the end of the year.

**e) Review the Football request to use orchard bottom/Kelsway field and agree next steps - Ref: 3075**

It was noted that: the use of this field falls outside the scope of the current licence agreement; the current pitches are not wearing well at the moment and need to be rested, but also need to be fertilised, overseeded and conditioned; Orchard Bottom has a mole issue which is currently being addressed; the land is not ideal for football, but the club had previously used it for practice. RESOLVED to permit the football club to use it this year until 31st March 2025 when the decision will be revisited, and on the conditions that use of it is covered by their insurance, and that they fertilise, overseed and condition the main pitches.

All in favour

**f) Review the effectiveness of the mole control at the cemetery and orchard bottom and decide how to proceed - Ref: 3076**

During the last inspection it was noted that there were many active moles at Orchard Bottom and that several molehills had been noted at the cemetery today. The interim mole catcher was responsive and set traps at Orchard bottom when advised, and had been contacted about the cemetery. RESOLVED to contact the usual mole catcher and ask him to resume work from July.

All in favour

**g) Discuss possibilities for what to do with Orchard Bottom/ Kelsway Field - Ref: 3077**

It was noted that the area is about 2 acres and has the potential to be used for many purposes if it is possible to create a vehicular access to it via Kelsway. It was agreed that this is something to start to investigate.

**h) To receive an update on the play inspection software - Ref: 3078**

The software has been uploaded, the tablet received and training completed on the tablet functionality. Training on use of the main software program is being completed on 13th June after which time we can personalise the program and start to use it.

**i) To receive an update on the play area repairs completed - Ref: 3079**

Repairs are ongoing. All high risk and most moderate issue repairs have been completed or will be scheduled following the meeting (junior multiplay, gym equipment) and the chain links for the swings have been purchased and will be fitted over the next few weeks. Kim noted that the algae treatment of the surfaces is working but needs a few more goes on some surfaces (no pressure washing has been done).

**9 Trees and tree work - To review the requirement for a survey of trees which CTC is responsible for and agree next steps - church/sports/parks (include Millfields resident concerns) - Ref: 3080**

It was noted that some trees has been surveyed in 2022, some in 2020. RESOLVED to get all the trees surveyed to understand where the priorities are and enable better planning for the tree work.

**10. Review the quotes for the repaint of the cenotaph railings and railings on Lucys Lane and agree how to proceed - Ref: 3081**

It was noted that the quote for the additional railing at Lucy's Lane was £300. RESOLVED to accept the quote for the cenotaph and Lucy's Lane from Caistor Car and Commercial.

All in favour

**11. LCC volunteer scheme - To decide what, if any, jobs to ask for under the scheme - Ref: 3082**

Suggestions for work under the volunteer scheme included: painting the park gates at South St Park; painting the play equipment at South St park sports field and Millfields, painting the railings on the ramp at the town hall, filling in the potholes on the car park at the sportsfield, cleaning play equipment and surfaces. It was noted that the volunteer work would need to be supervised. Agreed that the clerk would complete the request from for LCC volunteering.

**12. To review the recommendation to replace the lift chain on the pump at CS&SC and agree next steps - Ref: 3083**

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



Minutes of the Caistor Town Council Estates Committee held at 7.00  
at the Arts & Heritage Centre on 28 May 2024

RESOLVED to replace the lift chain as per the recommendation and to accept the quote for £160 plus VAT from Lincs Loos.

All in favour

**13. To review Estates Operative next holiday dates and cover required - Ref: 3084**

Cover for cutting the cemetery was discussed earlier in the meeting. It was noted that Cllr Priestley had agreed to cover the bins and litter whilst Kim is on holiday and had accompanied Kim today so he knows what needs doing.

Meeting closed 9:15pm

Meeting closed at 9:15



# GRANT AWARD POLICY AND APPLICATION

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Name of Organisation	Caistor and District Lions
Total Membership of Organisation	44
The number, or percentage, of Caistor residents that the group supports	100%
Please give details of any restrictions on membership to your organisation	Members must be over 18 years of age. No restrictions on upper age limit.
Amount of Grant applied for	£2000
Purpose of Grant <i>(Please continue on another sheet if required)</i>	To help finance the annual bonfire and fireworks display, but in particular the children's entertainment, the first display with no load bangs.
Has funding been sought elsewhere and, if so, please give details	Local businesses will be asked for sponsorship.
If your organisation has had a grant from the council in the previous year please supply a full report of the award	Caistor and District Lions have historically received a grant of between £1000 and £1,500 to help finance the annual bonfire and fireworks display from Caistor Town Council. Last year's grant of £2,000 was not taken up as the event was cancelled.
Any other comments in support of your application <i>(Please continue on another sheet if required)</i>	All costs have increased but we must now pay event insurance of approximately £1,100.00. This was previously covered by the Lions National Policy which we contribute too.



# GRANT AWARD POLICY AND APPLICATION

Bank details for payment of grant.		Sort Code: 51-81-34	
		Account No: 96674008	
		Account Name: Caistor and District Lions Club (Event Account).	
<b>Please tick below to indicate you have provided the following evidence to support your application. (Please note that the Council is unable to consider applications that are not supported by adequate financial documentation)</b>			
Full copies of your accounts for the last two years, or explanation why not supplied		A recent bank statement for your organisation covering for last 3 months.	
A detailed budget plan and supporting evidence		Your organisations Constitution, Terms of Reference or Rules (if available)	
<b>Please note that you are signing to indicate that you have read and understood the application process, policy, and that you will abide by the conditions and publication requirements of the grant, if made.</b>			
Signature of person applying or the grant			
Applicants name and position within the organisation		Stephen Gaughan, Secretary	
Contact Address		32 Rawlinson Avenue, Caistor, Lincs LN7 6NQ	
Contact Email		<a href="mailto:Stevegaughan1759@outlook.com">Stevegaughan1759@outlook.com</a>	
Contact Telephone Number		07398 667446	

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

Email: [clerk@caistortowncouncil.gov.uk](mailto:clerk@caistortowncouncil.gov.uk)

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

Tel: 01472 476122



# COMMERCIAL WASTE DUTY OF CARE

Are you compliant? **ACT NOW** to  
avoid a fine!



*Keeping the West Lindsey area  
clean, green and healthy*



## WHAT IS THE WASTE 'DUTY OF CARE' ?

The waste duty of care is a law which says that you must take all reasonable steps to keep waste safe. If you give waste to someone else, you must be sure that they are authorised to take it and can transport, recycle or dispose of it safely.

By following these rules, you are protecting yourself from being taken to court and fined.

## HOW DOES THIS APPLY TO ME ?

This applies to you if you produce, store, transport, treat or dispose of waste. It applies to, but is not limited to, schools, residential or nursing homes, small businesses, offices, hairdressers, shops, second hand shops, factories and all other trades or businesses. It also counts if you work from home, such as a childminding business or carrying out garden clearances to name but a few.

**Your business rates do not cover the cost of your commercial waste disposal.**

## WHAT COUNTS AS COMMERCIAL WASTE ?

Commercial waste is anything that your business no longer requires, such as old mail, cleaning products, food eaten on your premises, cardboard, plastics, sweepings, damaged goods that cannot be returned, etc.

# **I DON'T BELIEVE THAT MY BUSINESS PRODUCES ANY WASTE**

This is highly unlikely, as commercial waste includes:

- The post you receive
- Food your staff eat or drink on the business premises
- Damaged or scrapped items
- Floor sweepings
- Cleaning materials
- General waste that cannot be recycled
- Litter bin contents

If you are disposing of business waste in a household bin or council tip you could be breaking the law and at risk of a fine.

An option may be to agree to share a commercial waste bin with other small businesses.

You might have to prove to the courts that you do not produce any waste whatsoever. You can recycle a lot of commercial waste, but it still needs to be legally documented with your chosen contractor.

# HOW CAN I DISPOSE OF MY COMMERCIAL WASTE?

## **1** Dispose of your own waste

You must be able to provide documents called 'Waste Transfer Notes' or provide some form of receipts showing:-

- Where you disposed of the waste
- The description of the waste disposed of
- The date on which the waste was disposed of

## **2** have someone else collect and dispose of it for you

- They must be 'registered waste carriers'
- You must have signed a Waste Transfer Note which is known as your 'Duty of Care' with your chosen contractor

You can check with the Environment Agency that your contractor is registered. You are committing offences and risk being prosecuted if you give your waste to anyone who is not registered to carry and dispose of controlled waste.

You risk being prosecuted if you take commercial waste home and place it in your domestic bin, take it to a Household Waste Recycling Centre or to dispose of it any other way except in accordance with the waste Duty of Care.

## **WHAT DO I DO IF I CHOOSE TO DISPOSE OF MY OWN WASTE ?**

If you dispose of your own waste, you must pay for the disposal and keep all receipts and waste transfer notes for at least two years.

## **WHAT DO I DO IF I CHOOSE TO ARRANGE COLLECTION AND DISPOSAL OF MY WASTE**

Your waste can only be collected by an individual or company registered with the Environment Agency as a waste carrier. If somebody is taking waste away from your premises, you should ask to see their waste carriers licence, otherwise you are responsible if the waste is fly-tipped or disposed of incorrectly.

Even if you have arranged for a one-off or non-regular collection, a waste transfer note must still be completed. If you have a regular waste collection service, your chosen contractor will supply you with a 'duty of care' waste transfer note.

You must also ensure that you have the sufficient number of collections by your contractor to remove all of your waste and avoid it spilling out or to avoid your bin being overfilled.

If your contractor has not collected your waste, contact them at once to attend as a matter of urgency. Do not over-fill your bins or place bags or items at the side of your bin or in other peoples' bins.

## **H O W   S H O U L D   I   S T O R E M Y   W A S T E ?**

All producers of waste have a legal responsibility and duty of care for their waste until it is collected by a registered waste carrier. You must (by law) prevent the escape of waste by either yourselves or someone going through your waste and bins must be secure at all times.

Make sure any waste you produce is safely stored in a suitable container – if you arrange for collections, your contractor should supply you with this. If waste is put in a bin or a skip, it needs to be closed and covered, so the waste cannot escape or be interfered with.

If it is put in your chosen contractor's trade bags, keep them contained and do not put them out until the time of your collection.

## **W H A T   E L S E   D O   I   N E E D   T O   D O ?**

Most offences are caused by simple things like staff unknowingly making mistakes. Make sure that all staff are aware of waste procedures; what to do with it and where it goes.

Check your waste regularly – some people make money from re-selling bin contents, or look for private and useful information. Keep your bin area clean arrange for any bin repairs to be carried out (such as damaged wheels or missing lids) – you could put this on a staff rota for somebody to check daily.

## **P E N A L T I E S**

You need to make sure that if someone finds YOUR waste fly tipped, you can prove that YOU haven't dumped it there and that you have complied with all of the requirements. If you can't, YOU may be liable to a fine up to £50,000 and up to five years imprisonment.

Failure to produce a waste transfer note can result in a Fixed Penalty Notice of £300.

Officers of the council have the legal right to see the documentation relating to your Commercial/business waste agreement on request.

West Lindsey District Council are committed to working with local business and to help them carry out their legal duties so we will take firm but fair enforcement action on those that are causing a detriment to the environment. Our actions range from tackling litter offences up to more serious offences of illegal deposits of waste.

## **CAN THE COUNCIL HELP ?**

West Lindsey District Council can inspect your current waste contract arrangements to ensure you have proper storage, sufficient space for your waste and the correct amount of collections. We may check your current waste removal practices to ensure that you are dealing with your commercial waste legally.

### **Contact us:**

**[www.west-lindsey.gov.uk/commercialwastesolutions](http://www.west-lindsey.gov.uk/commercialwastesolutions)**

**01427 675124**

**[commercialwastesolutions@west-lindsey.gov.uk](mailto:commercialwastesolutions@west-lindsey.gov.uk)**

**If you would like a copy of this leaflet in large print, audio, Braille or in another language: Please telephone 01427 676676**

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За повече информация пръстен 01427 676676

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Norėdami gauti daugiau informacijos žiedo 01427 676676

Aby uzyskać więcej informacji na ring 01427 676676

Pentru mai multe informații inel 01427 676676

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## Market Waste Issue

Following the questions raised during the Council's January meeting in relation to the large-capacity bins in the Multi-Use Centre car park and the correct disposal of market trader's waste, I'm pleased to offer the following guidance provided to me by Mrs Elaine Bilton, the District Council's Waste Policy and Commercial Waste Lead Officer.

"Under the Controlled Waste Regulations 2012, waste from markets is classified as commercial waste and therefore, needs to be disposed of in the correct manner. <https://www.legislation.gov.uk/ukxi/2012/811/schedule/1/made> This does mean that collections should comply with the "Waste Duty of Care" the waste should be collected by a registered waste carrier who will provide a Waste Transfer Note for these collections. This is covered by the Environmental Protection (Duty of Care) Regulations 1991. Traders are not permitted to take the waste home with them.

We can provide an extra bin at any suitable location for use by the market and for any other events, although there is a charge for this. If an 1100 litre bin was supplied, then the cost is £19 per lift (each time it is emptied). We could arrange for regular fortnightly collections or monthly if that works out better. We could also supply smaller bins, with the 660 litre bin priced at £12.00 per lift. Both can be lockable. We would normally arrange a regular monthly direct debit for such collections, although quarterly invoices (payable in advance of the quarter) can be arranged.

In the case of the Gainsborough market, the cost of waste collections is included within the rent they pay. The Gainsborough market have been paying for collections for as long as I can remember.

You are correct in saying that the bins in the Multi-use Centre are for nearby flats/properties with no space for bins and these are for domestic use only. If we can arrange for a separate bin for market waste (which can be lockable if preferred) this should help with the problems of littering in the Multi-use centre car park.

Please do not hesitate to contact me again if you need any further information/clarification."

Owen.



# COMPLAINTS PROCEDURE POLICY

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*This complaints procedure is designed to deal with complaints made about the Council's action or perceived lack of action, or about the standard of a service, whether the action was taken or the service provided by the Council itself acting as a body corporate, or by a person or body acting on behalf of the Council.*

*Any complaint can only be processed by the Council at a properly convened meeting of either the full Council or of a Committee tasked with investigating the matter.*

*Any complaint that involves one of the Council's employees will be dealt with in the first instance via this complaints procedure, and if any further action is required, then in accordance with the Council's internal employment processes.*

*Please be aware that there are other bodies with responsibility for certain types of complaint:*

<i>Type of Conduct</i>	<i>Refer to</i>
<i>Individual member's conduct alleged to breach the Code of Conduct adopted by the Council</i>	<i>The relevant principal authority Monitoring Officer should be contacted – the district council has responsibility for such matters</i>
<i>Alleged financial irregularity</i>	<i>Local electors have a statutory right to object to a Council's audit of accounts (Audit Commission Act 1998 s.16)</i>
<i>Alleged criminal activity</i>	<i>The Police</i>

## **Before the meeting**

1. Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council at *(address)*
2. If the complainant does not wish to make the complaint via the Clerk to the Council, it should be addressed to the Chairman of the Council at *(address)*
3. The Clerk to the Council/Chairman will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.
4. Please be aware that any complaint will be treated as confidential, and that the council is obliged to comply with its duties under the Data Protection Act 1998 at all times to safeguard against the unlawful disclosure of personal data.
5. The complainant will be invited to attend the meeting at which the complaint will be considered, and be offered the opportunity to be accompanied by a representative, if required.

6. Seven clear working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.
7. The Council will provide the complainant with copies of any documentation upon which it wishes to rely at the meeting and shall do so promptly, allowing the opportunity to read all material in good time for the meeting.

### **At the meeting**

8. The council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst taking into account any duties to safeguard personal data as under (4) above.
9. The Chairman will introduce everyone at the meeting, and explain the procedure to be followed.
10. The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by (i) the Clerk and (ii) members of the Council.
11. The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and then (ii) members.
12. The complainant will be offered the opportunity to summarise their position.
13. The Clerk will be offered the opportunity to summarise the position on behalf of the Council.
14. The Clerk and complainant will both be asked to leave the room whilst members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
15. The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and communicated to them.

### **After the meeting**

16. Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.
17. The Council's decision on the matter will be final, and no further appeal process will be offered.



Caistor Town Council

# HEALTH & SAFETY POLICY

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Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees/members on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees/members
- To provide appropriate protective clothing for employees and members for any tasks being undertaken
- To ensure all employees/members are competent to do their tasks and to give them adequate training
- To reduce the potential for accidents and cases of work-related ill health
- To maintain safe and healthy work conditions
- To review and revise this policy as necessary at regular intervals
- To ensure that risk assessments are carried out for all Council authorised activities and where necessary provide method statements

## **1. Responsibilities**

1.1 Overall and final responsibility for health and safety is that of Caistor Town Council

1.2 The Town Clerk is responsible for this policy being carried out at all the Council's premises.

1.3 All employees/members must:

- Co-operate with each other on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care for their own and others health and safety
- Report all health and safety concerns to the Town Clerk or Chair of the council

## **2. Health and safety risks arising from work activities**

2.1 Risk assessments will be undertaken by the Town Clerk who may delegate the task to another employee or Councillor

2.2 The findings of the risk assessment will be reported to the Town Clerk

2.3 Action required to remove/control risks will be approved by the Personnel and Finance Committee

2.4 The Town Clerk will be responsible for ensuring that the action required is implemented

2.5 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

## **3. Safe plant and equipment**

3.1 The Estates committee, operators and Town Clerk are responsible for identifying all equipment/plant needing maintenance and will be responsible for ensuring effective maintenance procedures are drawn up.

- 3.2 Caistor Estates Committee will be responsible for ensuring that all identified maintenance is implemented and will check that new plant and equipment meets health and safety standards before it is purchased.

#### **4. Safe handling and use of substances**

- 4.1 The Estates Committee or Estates Operative will be responsible for identifying all substances which need COSHH assessment and will be responsible for undertaking COSHH assessments and providing the necessary safe working procedures and documents.
- 4.2 Caistor Town Council will ensure that all actions identified in the assessments are implemented and they will ensure that all relevant employees are informed about the COSHH assessments.
- 4.3 The Estates Operative will ensure that new substances can be used safely before they are purchased
- 4.5 All hazardous substances shall be locked away in a COSHH storage cabinet.
- 4.4 Assessments will be reviewed annually or when the work activity changes, whichever is soonest

#### **5. Information, instruction and supervision**

- 5.1 The Health and Safety Law poster is displayed in the Town Council Office.
- 5.2 First Aid boxes are located as follows:
- In the Town Council Office (The Town Clerk is responsible for this box)
  - In the Estate Operatives vehicle used for work. (The Estates Operative is responsible for this box).
- 5.3 All accidents and work-related ill health are to be recorded in the accident book in the Town Council office.
- 5.4 Induction training will be provided for all employees and councillors working for Caistor Town Council the Clerk or Chairman of Caistor Town Council Estates Committee.
- 5.5 The Town Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

#### **6. Fire Safety**

- 6.1 Fire Extinguishers will be held in the Estate Operatives car and at the Town Council Office. These shall be visually inspected monthly and serviced annually.
- 6.3 All exits shall be kept free from obstructions.
- 6.4 Exit corridors, landing and stair cases must be kept clear at all times.
- 6.5 All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- 6.6 Staff in the Town Council office shall follow the emergency procedures laid down by the Town Hall Committee

## **7. Grounds maintenance**

- 7.1 Only authorised members of staff who have received training and instruction in the operation of machinery and equipment may use the Town Council's grounds maintenance machinery and equipment.
- 7.2 All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- 7.3 The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- 7.4 Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
- 7.5 Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- 7.6 Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
- 7.7 The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- 7.8 Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
- 7.9 Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 7.10 Pathways on Council owned premises shall be inspected annually.

This policy was approved by the Town Council on 08/06/2023

Next review date June 2024.



# GRIEVANCE POLICY

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## Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
  - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
  - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
  - any changes to specified time limits must be agreed by the employee and the Council
  - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
  - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
  - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
  - if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure

- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the Monitoring Officer of West Lindsey District Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

### **Informal grievance procedure**

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

### **Formal grievance procedure**

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.



6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

### **Investigation**

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

### **Notification**

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - the names of its Chairman and other members
  - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
  - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
  - a copy of the Council's grievance policy
  - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
  - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
  - findings of the investigation if there has been an investigation
  - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

### **The grievance meeting**

10. At the grievance meeting:
  - the Chairman will introduce the members of the sub-committee to the employee
  - the employee (or companion) will set out the grievance and present the evidence
  - the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
  - any member of the sub-committee and the employee (or the companion) may question any witness
  - the employee (or companion) will have the opportunity to sum up the case
  - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

### **The appeal**

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.:
  - a failure by the Council to follow its grievance policy
  - the decision was not supported by the evidence
  - the action proposed by the sub-committee was inadequate/inappropriate
  - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
  - introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
  - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.



Caistor Town Council

# NON PAYMENT POLICY

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## **All Invoices To Private Individuals:**

- 1) Invoices will be payable within 7 days.
- 2) A reminder will be issued if the invoice remains outstanding after 14 days.
- 3) A final reminder will be issued if the invoice remains outstanding at 30 days.
- 4) County Court action will be taken if an invoice remains outstanding after 45 days.

## **All Invoices To Companies:**

- 1) Invoices will be payable within 30 days.
- 2) A reminder will be issued if the invoice remains outstanding after 45 days.
- 3) A final reminder will be issued if the invoice remains outstanding at 60 days.
- 4) County Court action will be taken if an invoice remains outstanding after 75 days.

### **Cornhill – response from Highways – 13<sup>th</sup> May 2024**

With regard to Cornhill in Caistor, I haven't heard anything back from Helen yet. We wouldn't have to compulsory purchase the land for it to become highway, but in order to take it on we'd have to do so through magistrates court and the private street works code which gives us powers under the highways act to take on private roads or footways etc. It had to be met with approval by 50% or more of the residents it serves and is meant to be brought up to our own adoptable standard at private expense before we adopt it. I don't remember it being in too bad a condition, so I think it'd be something we'd be able to look at doing if the Parish want us to explore that?



# Public Tracking Report

<b>Sport Groups Licences - send out invoices</b>	<b>Ref:</b> 20580	<b>Created:</b> 08/07/2022
<b>Memorial management and safety inspection testing</b>	<b>Ref:</b> 21340	<b>Created:</b> 15/03/2023
<b>Complete Tree survey for all CTC trees</b>	<b>Ref:</b> 23396	<b>Created:</b> 22/06/2023
<b>Deputy clerk recruitment</b>	<b>Ref:</b> 24311	<b>Created:</b> 28/07/2023
<b>Cemetery - Epitaph cemetery management and Pear mapping</b>	<b>Ref:</b> 24326	<b>Created:</b> 23/08/2023
<b>Signs for the parks</b>	<b>Ref:</b> 24340	<b>Created:</b> 28/09/2023
<b>Repaint of the cenotaph railings and Lucys lane section</b>	<b>Ref:</b> 24356	<b>Created:</b> 30/11/2023
<b>Ownership of market place and Cornhill /Land registry search</b>	<b>Ref:</b> 24361	<b>Created:</b> 05/12/2023
<b>Investigate play area inspection software</b>	<b>Ref:</b> 24367	<b>Created:</b> 12/12/2023
<b>2-4 Market Place - Build</b>	<b>Ref:</b> 24371	<b>Created:</b> 15/12/2023
<b>Rats in the town hall car park</b>	<b>Ref:</b> 24426	<b>Created:</b> 26/03/2024
<b>Replacement of rotting wooden steps, climber and wood on the junior</b>	<b>Ref:</b> 24440	<b>Created:</b> 08/04/2024
<b>Christmas Lights 2024</b>	<b>Ref:</b> 24476	<b>Created:</b> 04/06/2024

## Market Place Notice Board

11<sup>th</sup> May 2024

Hi Michelle,

One of the team has mentioned that the Town Council notice board in the Market Place is no longer used. Would it be possible for the heritage organisations to use it to publicise events, walks, digital archives etc.?

Regards

Alan Dennis

Sent from my iPad

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15<sup>th</sup> May 2024

Hello Michelle

I was wondering if the Town Council had any plans for their unused Notice Board on the Marketplace?

I would like to propose the following:

Caistor Arts & Heritage Centre would be given ownership/Stewardship on behalf of the community.

People would drop a poster here at the Centre and then we would co-ordinate the displaying of the notices.

Maybe creating smaller (A5) flyers to be displayed within the space allow up to 12 notices to be displayed at any time.

Please let me know if this might be possible.

With gratitude

Clare

Clare O'Shea

Caistor Arts & Heritage Centre

**Café & Centre Manager**

28 Plough Hill

Caistor

MARKET RASEN

LN7 6LZ

T: 01472 851605



Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire DN21 2NA  
Telephone 01427 676676  
Web [www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk)

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

Your contact for this matter is:

Holly Horton  
[holly.horton@west-lindsey.gov.uk](mailto:holly.horton@west-lindsey.gov.uk)  
01427 676643

14 May 2024

Dear Sir/Madam

**APPLICATION REFERENCE NO: 148299**

**PROPOSAL: Planning application to upgrade existing paddock access, increased width and new tarmac crossover.**

**LOCATION: Paddock Land North East of Whitegate Hill Caistor Market Rasen LN7 6SW**

**APPLICATION TYPE: Full Planning Application**

**APPLICATION CATEGORY: Minor - all others**

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](http://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

Holly Horton  
On behalf of West Lindsey District Council

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

14 May 2024

Application Ref No. : 148299

Location : Paddock Land North East of Whitegate Hill Caistor Market  
Rasen LN7 6SW

Proposal : Planning application to upgrade existing paddock access,  
increased width and new tarmac crossover.

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](http://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](mailto:james.newton@west-lindsey.gov.uk)

15 May 2024

Dear Sir/Madam

**APPLICATION REFERENCE NO: 148294**

**PROPOSAL: Planning application for extensions & alterations to dwelling & relocation of vehicular access.**

**LOCATION: Whitegate House 14 Whitegate Hill Caistor Market Rasen LN7 6SW**

**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](http://www.west-lindsey.gov.uk/planning).

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

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Yours faithfully

James Newton  
On behalf of West Lindsey District Council

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

15 May 2024

Application Ref No. : 148294

Location : Whitegate House 14 Whitegate Hill Caistor Market Rasen  
LN7 6SW

Proposal : Planning application for extensions & alterations to dwelling &  
relocation of vehicular access.

My Council has no comments \_\_\_\_\_ (please tick)

OR

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

Signed ..... Date .....

For Caistor Parish/Town Council

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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](mailto:richard.green@west-lindsey.gov.uk)  
01427 676654

17 May 2024

Dear Sir/Madam

**APPLICATION REFERENCE NO: 148291**

**PROPOSAL: Planning application for change of use application for redundant retail/office space to residential**

**LOCATION: Private Accomodation 17 South Street Caistor Market Rasen LN7 6UB**

**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](http://www.west-lindsey.gov.uk/planning).

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Yours faithfully

Richard Green  
On behalf of West Lindsey District Council

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

17 May 2024

Application Ref No. : 148291

Location : Private Accomodation 17 South Street Caistor Market Rasen  
LN7 6UB

Proposal : Planning application for change of use application for  
redundant retail/office space to residential

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.

**PL/0024/24 Mineral application**

**CATEGORY A**

Dear Sir/Madam

**PLANNING REFERENCE: PL/0024/24**

**DEVELOPMENT: FOR THE PHASED EXTRACTION OF SAND AND GRAVEL WITH REVISED RESTORATION TO INCLUDE 2NO WATER BODIES WITH SURROUNDING ACID GRASSLAND, MARGINAL AREAS OF ROUGH LONG GRASS, WATER BODY EMBANKMENTS AND SURROUNDING NEW NATIVE WOODLANDS, NATIVE SEDGES, RUSHES AND REEDS, INCLUDING ANCILLARY ACTIVITIES, ASSOCIATED INFRASTRUCTURE AND NEW ACCESS FROM NORTH KELSEY ROAD**

**LOCATION: LAND SOUTH OF NORTH KELSEY ROAD, CAISTOR**

**GRID REFERENCE: 509984 401250**

The County Council has received an application, with an accompanying Environmental Statement, for planning permission to carry out this development. A copy of this application can be viewed and commented upon online using the following link or alternatively by replying to the above e-mail address: <https://lincolnshire.planning-register.co.uk/>

I would appreciate your Council's observations within **30 days** of the date of this email. Please also notify us in writing within this time period should your Council have no observations.

It may be of assistance if, when replying, you forward a copy of your Council's observations direct to the District Council.

Should you feel that you require an extension to the period of consultation for any reason, please do not hesitate to contact Shaun Wells on 01522 782070.

Yours faithfully

**Technical Support Team**

Planning Services

Lincolnshire County Council

County Offices, Newland, Lincoln LN1 1YL

**Tel:** 01522 782070

**Website:** [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)



