

Public Meeting Pack

10th October 2024



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 10 October 2024 commencing at 6:45pm at the Caistor Town Hall.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Michelle Moss
Clerk to the Council
03/10/2024

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) in accordance of section 22 of the Localism Act 2011
3. Public Session (10 minutes, during which the meeting is suspended)
4. Chairmans Report
5. To approve the draft minutes of 3rd September 2024
6. Finance
 - a) To approve the Accounting Statements for period ending 30.09.2024
 - b) To approve the Schedule of Payments
 - c) Receive the notice of closure of audit from external auditors
 - d) To consider the recommendation from P&F to move the £3000 allocated to Bins and Benches project to ear marked reserves
 - e) To agree the overspend on office equipment of up to £800 for office furniture for the new employee
 - f) To review the draft budget for 25/26, including project proposals and consider recommendations from P&F
 - g) Caistor in bloom grant payment due
7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - b) Painting the town hall ramp railings - update requested
 - c) Lincolnshire County Council
 - ci) Consider LCC response re Cornhill and agree next steps
 - cii) Consider LCC request for CTC view on signage at Whitegate and Mansgate Hill and agree a response



- ciii) Notice from LCC of temporary closure to section of Viking Way for re-routing
 - d) Community Groups
 - di) CTPWG minutes from meeting 5/8/24 and to report on the results from the survey
 - dii) CTPWG would like to ask the Council if they would consider swapping part the Orchard for the ASIS Mill Lane site. Proposed similar size section of the Orchard, next to Kelsway?
 - e) Town Hall Management Committee
8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision)
- a) Personnel and Finance Committee
 - b) Estates Committee
 - c) 2-4 Market Place/ Build
9. To consider councillors motion to establish a formal working relationship between CTC and CIB
10. To consider a response to the Design Code consultation
11. Clerks Report & Parish Matters
- a) To consider the recent issues with Grammar using sports field as overflow car park and agree how to proceed
 - b) Review Tracking Report
12. Correspondence Received
- a) Request for more amenities for the youngsters/teenagers of Caistor
 - b) Consider the resident request for benches outside town hall
 - c) Compliments from residents and visitors about Caistor in Bloom since the last meeting
 - d) Email from resident complaining about lack of NHS dentist and state of the pavements
13. Policy review: Training and development policy
14. Policy review: Grant application policy
15. To note any planning decisions
- a) None received
16. To review the planning applications received and agree a response
- a) WL/2024/00704 | Full Planning | Change of use from C2 (residential institution) to C3 (dwellinghouse) | MIDDLEGATE LODGE HORNCastle ROAD CAISTOR
 - b) LCC reference: PL/0056/24. Development: To increase the area previously approved under application reference 131058 for the importation, storage, screening, merchandising and distribution of primary and secondary aggregates. Location: Mansgate Chalk Quarry, Mansgate Hill, Nettleton
17. Date of next meeting
18. To resolve to move into closed session and exclude public and press for the remainder of the meeting due to the confidential nature of the items (DPA 2018)
19. To consider the recommendation from P&F to adjust the Clerks pay point to reflect the SLCC/NALC recommended rate



Minutes of the Caistor Town Council held at 6:30pm at the Caistor Town Hall - Main Hall on 3 September 2024

Present: Cllr J. Wright (Chair), Cllr J. Bowman, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox,
Cllr L. Milner, Cllr A. Clark, Cllr H. Priestly, Cllr A. Finlay,

In Attendance: Michelle Moss,

Members of public present: 0

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3322**
Apologies received from Cllrs Lyus, Davey, Hughes and Morris.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance of section 22 of the Localism Act 2011 - Ref: 3323**
None
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3324**
None
- 4. To approve the draft minutes of 8th August 2024 - Ref: 3325**
RESOLVED that the draft minutes of the meeting held on 8th August 2024 be approved as a true record of the meeting and signed by the Chair.
1 abstained
- 5. To approve the Schedule of Payments - Ref: 3326**
The schedule of payments had been circulated to councillors prior to the meeting. RESOLVED to approve the schedule of payments which totalled £11205.32
All in favour
- 6. To resolve to move into closed session for the remainder of the meeting (employee sensitive information) - Ref: 3327**
RESOLVED to move into closed session. There were no press or public to exclude.
All in favour
- 7. To receive Estates Committee proposal for employee requirements following the retirement of current Estates staff - Ref: 3328**
The report and proposal had been shared with councillors prior to the meeting. A lengthy discussion took place with many different views expressed about the proposal.
- 8. To receive an update on the recruitment for a Deputy Clerk - Ref: 3329**
It was noted that following a detailed assessment and interview process, a preferred applicant had been identified.
- 9. To review the impact of the recruitment proposals on the budget - Ref: 3330**
A projection for 25/26 budget had been drafted and circulated to councillors prior to the meeting. It was noted that the proposed recruitment would have significant impact on the budget and precept requirements for 25/26 and generally agreed that the projected precept uplift would not be acceptable. It was also noted that the budget projections did not include any of the project proposals for 25/26.
- 10. To consider CTC priorities for 2025/26 and consider the budget implications - Ref: 3331**
Various different options were considered as possible ways to reduce council costs and continue to deliver best value. Following a prioritisation exercise, the decisions were made to combine the Estates role into one 25 hours per week, not supply an estates vehicle, contract out the cemetery grass cutting, continue with the recruitment of a deputy clerk, not hold a civic service in 25/26 and to remove the allocated reserves assigned to the proposal to supply water to South St Park.
It was noted that a further prioritisation would be needed once all project proposals have been submitted for

Signature:

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consideration for next years budget.

11. To consider appointing the preferred candidate for the Deputy Clerk role and the terms and conditions of appointment - Ref: 3332

RESOLVED to offer the appointment for the Deputy Clerk vacancy to the preferred candidate on the standard contract with the hourly rate to be negotiated between £15 and £16.

All in favour

12. To consider progressing the Estates recruitment and agree on what basis - Ref: 3333

RESOLVED to progress the Estates recruitment for one combined role of 25 hours a week, with a hourly rate ranging between £15 and £17 per hour depending on experience.

All in favour

Meeting closed at 8:10pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 01/10/2024

Explanation of Variances

Christmas Lights project

Actual Total: 5585.82 **Budget:** 2000.04 **Variation:** -3585.78 / 179.29

WLDC grant received



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 01/10/2024

End of year forecast auto calculated based on actual year to date averaged over 6 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	124444	124444	0	0	124444
140	Cemetery Income	5060	4000	1060	27	6500
120	Allotment Income	90	420	-330	-79	500
130	Market Rents	1146	3000	-1854	-62	2500
150	Caistor Sports & Social Club	2252	2464	-212	-9	4000
160	WLDC Street Cleaning	0	2490	-2490	-100	2490
170	Grass Cutting	0	1700	-1700	-100	2500
180	Grants	9038	0	9038	100	9038
350	VAT Reclaimable	0	0	0	100	
199	Miscellaneous Income	2082	2000	-82	4	2800
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	0	0	100	0
187	CIL income	1216	0	1216	100	1216
	Income: General Totals	145847	141038	4645	3	156508
	Income Totals	145847	141038	4645	3	156508

Expenditure

Expense: General

500	Salaries	20047	35000	14953	-43	40000
503	PAYE & NI	7140	16000	8860	-55	16000
501	Staff Travel & Benefits	19	100	81	-81	100
502	Contractors	0	0	0	100	
509	Other Staff Expenses	29	100	71	-71	100
520	General Office	686	1000	314	-31	1600
530	Hall Hire	242	500	258	-52	500
540	Insurance	3669	3600	-69	2	3669
550	Audit	200	820	620	-76	820
560	Subscriptions	180	685	505	-74	685
570	Training	515	500	-15	3	1000
580	Election	0	0	0	100	
581	Mayor Allowance	17	350	333	-95	50
555	Professional Fees	0	500	500	-100	500
556	Legal Fees	0	500	500	-100	500
590	PROW and Amenity Cut	4500	4500	0	0	4500
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	2591	3200	609	-19	3200
593	Sportsground	6760	8300	1540	-19	8300
594	Cemeteries/Church	5002	6800	1798	-26	6800
595	Allotments	34	250	215	-86	250
610	Market	0	250	250	-100	250
750	Cemetery records management	0	280	280	-100	500
650	Community Events	589	1000	411	-41	1000
521	Telephone & Broadband	588	800	212	-26	800
700	Electricity - Market Place LN7 6TU	215	200	-15	7	400
701	Electricity - South Street Park	330	600	270	-45	600
702	Electricity - Market Place LN7 6TL	0	0	0	100	0
703	Electricity - Sports Ground	478	500	22	-4	800
800	Church trees	0	1500	1500	-100	1500
720	Water: Sports Ground	130	300	170	-57	300
721	Water: Cemetery	40	100	60	-60	100



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 01/10/2024

End of year forecast auto calculated based on actual year to date averaged over 6 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	98	150	52	-35	150
765	Play Park Maint & Refurb	1739	11000	9261	-84	11000
597	Caistor Sports & Social Club	990	3000	2010	-67	3000
522	Town Hall	535	2500	1965	-79	2500
582	Civic	0	3000	3000	-100	3000
601	Equipment	436	4500	4064	-90	4500
598	Market Place	0	4000	4000	-100	4000
603	Gritting & Snow Clearance	0	450	450	-100	450
766	CCTV	0	1500	1500	-100	500
799	Contingency	0	0	0	100	0
600	Grants & Donations	4768	7000	2232	-32	7000
762	Neighbourplan Review	0	0	0	100	
504	Pension payments	2640	5500	2860	-52	5500
801	Grant to Caistor in Bloom	0	10000	10000	-100	10000
802	Christmas Lights project	5586	2000	-3586	179	6490
803	Bins and Benches	0	3000	3000	-100	3000
660	WLDC	70		-70		70
Expense: General Totals		70864	145835	74971	-51	155984
Expenditure Totals		70864	145835	74971	-51	155984



Bank Reconciliation

Balances as per bank statements as at 01/10/2024

Natwest Current Account	8187.79	183460.19
Natwest Business Reserve Account	174785.46	
Equals Card	486.94	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
				Nett balance as at 01/10/2024	
				183460.19	

Cash Book

Receipts in current year	145847.03	Opening Balance Bank 1	6095.41	109938.94
VAT to be claimed	1461.89	Opening Balance Bank 2	103353.48	
Unallocated cash	0.00	Opening Balance Bank 3	490.05	
Payments in current	70863.89	Opening Balance Bank 4	0.00	
				Cash Book Closing Balance
				183460.19

General Reserves

50000.00

Earmarked Reserves

Subcontracting for grass,litter,bins etc	0.00	Computer	0.00
Elections (2022)	3850.00	Play area improvements	4000.00
Parks equipment	7000.00	Parking	0.00
South Street Park Millenium Garden	500.00	Water (South St)	2250.00
Market Place trading	500.00	Water at Market Place	0.00
Market Place layout	0.00	Cemetery	1000.00
Sports Field fencing	1500.00	New Cemetery	0.00
Sports ground toilet refurbishment	2000.00	Church Ground Trees	1500.00
Sports and Social Club Bldg Upgrade	5500.00	Handyman Equipment	2000.00
Other buildings	1500.00	Christmas Lights - steel wires	1000.00
Town Hall	5000.00		
Fire Station	0.00		
Cornhill Resurfacing	0.00		
Tree Maint - Sports Field	2000.00	Budget remaining	90860.19
Tree Maint - Parks	1500.00		



Budget Report - Income

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 01/10/2024

This report is based on Payment Date

Details	Year 2023/24		Financial Year Ending 31/03/2025						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept	100000	100000	124444	124444	0	0	0	124444	0	0.00
Cemetery Income	5360	3000	4000	4020	1040	0	0	5060	1060	26.50
Allotment Income	480	420	420	90	0	0	0	90	-330	-78.57
Market Rents	2242	3000	3000	502	644	0	0	1146	-1854	-61.81
Caistor Sports & Social Club	2516	2412	2464	1450	802	0	0	2252	-212	-8.60
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	7038	0	0	9038	9038	100.00
VAT Reclaimable	1689	0	0	0	0	0	0	0	0	100.00
Miscellaneous Income	5683		2000	1381	701	0	0	2082	-82	4.10
Town Hall	520	520	520	0	520	0	0	520	0	0.01
Magazine Advertising	0	1000	0	0	0	0	0	0	0	100.00
CIL income			0	1216	0	0	0	1216	1216	100.00
Income: General	Total		141038	135102	10745	0	0	145847	4645	3
	Total		141038	135102	10745	0	0	145847	4645	3



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 01/10/2024

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	£	%	
Expense: General											
Salaries	19687	14124	35000	10452	9595	0	0	20047	14953	-43	
PAYE & NI	5486	4598	16000	3746	3395	0	0	7140	8860	-55	
Staff Travel & Benefits	0	100	100	0	19	0	0	19	81	-81	
Contractors	15096	15000	0	0	0	0	0	0	0	100	
Other Staff Expenses	0	100	100	0	29	0	0	29	71	-71	
General Office	739	840	1000	211	475	0	0	686	314	-31	
Hall Hire	656	480	500	167	75	0	0	242	258	-52	
Insurance	3365	3500	3600	0	3669	0	0	3669	-69	2	
Audit	600	780	820	200	0	0	0	200	620	-76	
Subscriptions	671	353	685	100	80	0	0	180	505	-74	
Training	426	390	500	475	40	0	0	515	-15	3	
Election	0	500	0	0	0	0	0	0	0	100	
Mayor Allowance	504	250	350	0	17	0	0	17	333	-95	
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	3600	0	0	4500	0	0	
Public Rights of Way	17	0	0	0	0	0	0	0	0	100	
Parks grass	4602	2640	3200	882	1709	0	0	2591	609	-19	
Sportsground	5142	3760	8300	4630	2130	0	0	6760	1540	-19	
Cemeteries/Church	3960	2000	6800	1653	3350	0	0	5002	1798	-26	
Allotments	0	250	250	17	17	0	0	34	215	-86	
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	140	0	0	589	411	-41	
Telephone & Broadband	557	620	800	270	318	0	0	588	212	-26	
Electricity - Market Place LN7 6TU	165	200	200	129	86	0	0	215	-15	7	
Electricity - South Street Park	375	300	600	97	233	0	0	330	270	-45	
Electricity - Market Place LN7 6TL	0	150	0	0	0	0	0	0	0	100	
Electricity - Sports Ground	461	250	500	274	204	0	0	478	22	-4	
	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	54	0	0	130	170	-57	
Water: Cemetery	65	50	100	18	21	0	0	40	60	-60	
Water: Allotments	16	75	150	26	72	0	0	98	52	-35	
Play Park Maint & Refurb	731	500	11000	0	1739	0	0	1739	9261	-84	
Caistor Sports & Social Club	1464	1500	3000	830	160	0	0	990	2010	-67	
Town Hall	917	2000	2500	85	450	0	0	535	1965	-79	
Civic	0	500	3000	0	0	0	0	0	3000	-100	
Equipment	2101	750	4500	250	186	0	0	436	4064	-90	
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	3568	1200	0	0	4768	2232	-32	
Neighbourplan Review	1744	5874	0	0	0	0	0	0	0	100	
Pension payments			5500	1396	1245	0	0	2640	2860	-52	
Grant to Caistor in Bloom			10000	0	0	0	0	0	10000	-100	
Christmas Lights project			2000	0	5586	0	0	5586	-3586	179	
Bins and Benches			3000	0	0	0	0	0	3000	-100	
WLDC				70	0	0	0	70	-70		



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 01/10/2024

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	£	%	
	Expense: General Total			145835	30971	39893	0	0	70864	74971	-51
Total			145835	30971	39893	0	0	70864	74971	-51	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 01/10/2024

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	£	%	
Expense: General											
Salaries	19687	14124	35000	10452	9595	0	0	20047	14953	-43	
PAYE & NI	5486	4598	16000	3746	3395	0	0	7140	8860	-55	
Staff Travel & Benefits	0	100	100	0	19	0	0	19	81	-81	
Contractors	15096	15000	0	0	0	0	0	0	0	100	
Other Staff Expenses	0	100	100	0	29	0	0	29	71	-71	
General Office	739	840	1000	211	475	0	0	686	314	-31	
Hall Hire	656	480	500	167	75	0	0	242	258	-52	
Insurance	3365	3500	3600	0	3669	0	0	3669	-69	2	
Audit	600	780	820	200	0	0	0	200	620	-76	
Subscriptions	671	353	685	100	80	0	0	180	505	-74	
Training	426	390	500	475	40	0	0	515	-15	3	
Election	0	500	0	0	0	0	0	0	0	100	
Mayor Allowance	504	250	350	0	17	0	0	17	333	-95	
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	3600	0	0	4500	0	0	
Public Rights of Way	17	0	0	0	0	0	0	0	0	100	
Parks grass	4602	2640	3200	882	1709	0	0	2591	609	-19	
Sportsground	5142	3760	8300	4630	2130	0	0	6760	1540	-19	
Cemeteries/Church	3960	2000	6800	1653	3350	0	0	5002	1798	-26	
Allotments	0	250	250	17	17	0	0	34	215	-86	
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	140	0	0	589	411	-41	
Telephone & Broadband	557	620	800	270	318	0	0	588	212	-26	
Electricity - Market Place LN7 6TU	165	200	200	129	86	0	0	215	-15	7	
Electricity - South Street Park	375	300	600	97	233	0	0	330	270	-45	
Electricity - Market Place LN7 6TL	0	150	0	0	0	0	0	0	0	100	
Electricity - Sports Ground	461	250	500	274	204	0	0	478	22	-4	
	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	54	0	0	130	170	-57	
Water: Cemetery	65	50	100	18	21	0	0	40	60	-60	
Water: Allotments	16	75	150	26	72	0	0	98	52	-35	
Play Park Maint & Refurb	731	500	11000	0	1739	0	0	1739	9261	-84	
Caistor Sports & Social Club	1464	1500	3000	830	160	0	0	990	2010	-67	
Town Hall	917	2000	2500	85	450	0	0	535	1965	-79	
Civic	0	500	3000	0	0	0	0	0	3000	-100	
Equipment	2101	750	4500	250	186	0	0	436	4064	-90	
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	3568	1200	0	0	4768	2232	-32	
Neighbourplan Review	1744	5874	0	0	0	0	0	0	0	100	
Pension payments			5500	1396	1245	0	0	2640	2860	-52	
Grant to Caistor in Bloom			10000	0	0	0	0	0	10000	-100	
Christmas Lights project			2000	0	5586	0	0	5586	-3586	179	
Bins and Benches			3000	0	0	0	0	0	3000	-100	
WLDC				70	0	0	0	70	-70		



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 01/10/2024

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	£	%	
	Expense: General Total			145835	30971	39893	0	0	70864	74971	-51
Total			145835	30971	39893	0	0	70864	74971	-51	



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
01/04/2024	1568	DO NOT RECONCILE	Bank Payment: DO NOT RECONCILE	0.00	0.01	<input type="checkbox"/>	<input type="checkbox"/>
29/08/2024	1687	Tudor Ground Maintenance	Church grass 27.8.24	44.29	265.73	<input type="checkbox"/>	<input type="checkbox"/>
30/08/2024	1688	Three	Bank Payment: Telephone & Broadband	3.13	18.80	<input type="checkbox"/>	<input type="checkbox"/>
02/09/2024	1689	C R Hansard Ltd	Fuel - August 2024	1.92	11.55	<input type="checkbox"/>	<input type="checkbox"/>
02/09/2024	1690	Opus Energy	Bank Payment: Electricity - Sports Ground	3.18	66.69	<input type="checkbox"/>	<input type="checkbox"/>
02/09/2024	1691	Opus Energy	Bank Payment: Electricity - South Street Park	3.30	69.21	<input type="checkbox"/>	<input type="checkbox"/>
03/09/2024	1692	Caistor Town Hall	Hire of hall - Aug 24	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
19/09/2024	1696	Opus Energy	Bank Payment: Electricity - South Street Park	0.70	14.76	<input type="checkbox"/>	<input type="checkbox"/>
19/09/2024	1697	Opus Energy	Bank Payment: Electricity - Sports Ground	1.17	24.64	<input type="checkbox"/>	<input type="checkbox"/>
20/09/2024	1698	Opus Energy	Bank Payment: Electricity - Market Place LN7 6TU	0.40	8.41	<input type="checkbox"/>	<input type="checkbox"/>
19/09/2024	1699	UK Office Direct	Bank Payment: HSE Law poster	2.18	13.06	<input type="checkbox"/>	<input type="checkbox"/>
05/09/2024	1700	Angela Clark	Flowers and card for residents 106th birthday	0.00	17.00	<input type="checkbox"/>	<input type="checkbox"/>
12/09/2024	1701	EDGE IT Systems	Epitaph, Playground and Inspect Edge	122.68	736.08	<input type="checkbox"/>	<input type="checkbox"/>
10/09/2024	1702	Tudor Ground Maintenance	Church and chapel grass 10th Sept	44.29	265.73	<input type="checkbox"/>	<input type="checkbox"/>
08/09/2024	1703	Jake Garden Care (Dyne Group)	Grass cutting visit 12	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
20/09/2024	1704	Imprint	Parking questionnaire leaflets	0.00	139.50	<input type="checkbox"/>	<input type="checkbox"/>
18/09/2024	1705	Jake Garden Care (Dyne Group)	Grass cutting visit 13	180.00	1080.00	<input type="checkbox"/>	<input type="checkbox"/>
24/09/2024	1713	Cllr Alan Somerscales	RP to A Somerscales - Steel wire and accessories for Market Place lights	67.14	402.86	<input type="checkbox"/>	<input type="checkbox"/>
24/09/2024	1714	Tamar Telecom	Bank Payment: Telephone & Broadband	1.16	6.94	<input type="checkbox"/>	<input type="checkbox"/>
24/09/2024	1715	Fizzco Projects	Idolight 2 x iron brackets	43.57	261.47	<input type="checkbox"/>	<input type="checkbox"/>
25/09/2024	1717	NEST	Bank Payment: Pension payments	0.00	354.58	<input type="checkbox"/>	<input type="checkbox"/>
25/09/2024	1718	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
25/09/2024	1719	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
25/09/2024	1720	HMRC	Bank Payment: PAYE & NI	0.00	1124.13	<input type="checkbox"/>	<input type="checkbox"/>
26/09/2024	1721	Tudor Ground Maintenance	Church and chapel grass cutting 24.9.24	44.29	265.73	<input type="checkbox"/>	<input type="checkbox"/>
26/09/2024	1722	BT	Bank Payment: Telephone & Broadband	12.33	74.00	<input type="checkbox"/>	<input type="checkbox"/>
26/09/2024	1723	GRS Signs Ltd	Asset signs incl instal & removal of old	585.75	3514.54	<input type="checkbox"/>	<input type="checkbox"/>
27/09/2024	1724	PKF Littlejohn	External Audit 23/24	84.00	504.00	<input type="checkbox"/>	<input type="checkbox"/>
30/09/2024	1725	Page Paper	Stationery incl first aid	12.27	73.67	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory

Print Name

Date

Authorised Signatory

Print Name

Date

Minute Ref



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment
30/09/2024	1726	Three	Bank Payment: Telephone & Broadband	3.13	18.80 <input type="checkbox"/> <input type="checkbox"/>
01/10/2024	1727	C R Hansard Ltd	Fuel September 2024	2.88	17.25 <input type="checkbox"/> <input type="checkbox"/>
01/10/2024	1728	Caistor Arts & Heritage Centre	Room hire May - August 2024	12.00	72.00 <input type="checkbox"/> <input type="checkbox"/>
03/10/2024	1729	Caistor Town Hall	Hire of hall September	0.00	25.00 <input type="checkbox"/> <input type="checkbox"/>
TOTAL:					13672.82

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Caistor Town Council - LI0067

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has not addressed the ‘except for’ matters raised by the external auditor when qualifying the prior year annual return. Section 2, Box 9 is incorrect due to errors in the prior year and the asset register not being up to date. The smaller authority has confirmed that Section 2, Box 9 should read £1,406,125 for the prior year. Please ensure the fixed asset register is reviewed and updated.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

26/09/2024

Caistor Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Caistor Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Caistor Town Council on application to:	
(a) Michelle Moss, Town Clerk and RFO Town Hall, 14 High St, Caistor, LN7 6TX clerk@caistortowncouncil.gov.uk	
(b) Tuesdays or Thursdays by appointment	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
3. Copies will be provided to any local government elector of the area on payment of £____(c) for each copy of the Annual Governance & Accountability Return.	(b) Insert the hours during which inspection rights may be exercised
Announcement made by: (d) Michelle Moss Town Clerk and RFO	(c) Insert a reasonable sum for copying costs
Date of announcement: (e) 30 th September 2024	(d) Insert the name and position of person placing the notice
	(e) Insert the date of placing of the notice

Project Proposal Document




Project title	Caistor Town Parking Working Group (CTPWG)
Proposed by	Jayne Bowman & Michael Gallighan
Date	
<u>What the need/issue is</u>	<p>The Town Council has, for many years, received complaints about parking from residents. Complaints include: lack of blue card parking spaces; inconsiderate parking during events (Street Food, Bonfire night, Town Events); the exceeding wide width of Market Place Street; dangers of turning out of Chapel Street onto A1084; congestion on Mill Lane, South Street, North Street; introduction of parking permits; near misses and incidents involving collision between vehicles reversing out of the parking space on Market Place Street; collisions and near misses between vehicles and people etc. The issue of parking problems was proposed as the main question for discussion at the Annual Town Council meeting in 2024. The meeting was well attended, many points raised and a Working Group was formed.</p>
<u>What is the proposed solution</u>	<p>The CTPWG to conduct surveys:</p> <ul style="list-style-type: none">to determine the consensus of the town about the parking issue <p>Should the consensus conclude there is a problem, the CTPWG to work with LCC Highways, to represent the town's view on how best to both improve the parking and road safety for the town.</p> <ul style="list-style-type: none">Survey's to share options and outcomes from meetings.
<u>What are the benefits to Caistor</u>	<p>Better parking and safer roads.</p>
<u>Cost estimate</u>	<p>Room hire for meetings Printing of surveys Travel for meetings with LCC/other bodies connected with the project Meetings with other local towns that have implemented one-way systems (Kirton Lindsey, Louth, Horncastle, Woodhall Spa etc) to ascertain how they went about implementing their one-way systems and overcoming problems etc.</p> <p>Estimate £800</p>
<u>Resource estimate</u>	<p>Should LCC decide to engage with the project, it would be expected that the project would mostly be funded by LCC.</p>
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Caistor Town Council

Project title	Cemetery notice board
Proposed by	Estates Committee
Date	27 th August 2024
<p><u>What the need/issue is</u> There is currently no where at the cemetery to display cemetery regulations, notices re memorial inspections, explanations of exclusive rights of burial, cemetery fees etc. Resident are not following cemetery regulations – if they were on a notice board at the cemetery, they would be more enforceable</p>	
<p><u>What is the proposed solution</u> Purchase and install a 2 door lockable notice board to display cemetery regs, notices etc</p> 	
<p><u>What are the benefits to Caistor</u> Residents will be better informed about the cemetery, guidelines are more likely to be adhered</p>	
<p><u>Cost estimate</u> Wooden Notice board – circa £1300 Installation – circa £200 - £500 depending on location and what it is secured with</p>	
<p><u>Resource estimate</u> Low if installation completed externally, slightly higher impact on Estates resource if CTC install it.</p>	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Project title	Events wear and tear replacement
Proposed by	Jayne Bowman
Date	
<u>What the need/issue is</u> The equipment purchased by the Town Council for events needs wear and tear replacements. It would be sensible to begin a replacement rolling program to ensure the equipment is in good working order.	
<u>What is the proposed solution</u> Annually to replace (based on the replaced needed for 2025-26): Tables (1.8m folding heavy duty catering table) x 4 Gazebos (3m x 2m heavy duty fully waterproof pop up gazebo) x 3 Chairs x 24 Banners x 2 Small parking cones x 10	
<u>What are the benefits to Caistor</u> Equipment is maintained smart and safe to use for public event	
<u>Cost estimate</u> Tables – Amazon £40 x 4 = £160 Gazebos – Amazon 3 x £150 = £450 Chairs – Amazon 3 x set of 8 £99.99 = £300 Banners - Imprint £250 Small parking cones – Hermeq MPL traffic cones 10 x £3.68= £37 Total = £1197	
<u>Resource estimate</u> 	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Caistor Town Council

Project title	Timber fence at Cricket ground
Proposed by	Estates Committee
Date	27.8.24
<p><u>What the need/issue is</u> The fence at the top perimeter of the cricket ground is rotting and in need of replacement. Many of the timber posts have rotted completely and the fence is being held up by a couple which are not rotted all the way through.</p>	
<p><u>What is the proposed solution</u> Replacement of the entire fence – 8m up the steps, 15 m of 4ft fencing, 61m of 2ft fencing replacement of gate post.</p>	
<p><u>What are the benefits to Caistor</u> The fence is currently dangerous, if someone leans on it, it will give way and open the council up to a possible law suit. The council is responsible for the fence and the maintenance and upkeep of it. Replacing the fence will improve the look and feel of the sports ground.</p>	
<p><u>Cost estimate</u> Quote received for £3065 plus VAT</p>	
<p><u>Resource estimate</u> Minimal CTC resource impact</p>	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Castor Town Council

Project title	BARK MUCKT CEMETERY	
Proposed by	S. HADSON	
Date	27-08-24	
What the need/issue is	<p>AREAS EITHER SIDE OF CEMETERY CAR PARK (BEHIND RAILINGS) WEEDS, IVY, OVERGROWN. CLEAR, NEVER GEOTEXTILE, BARK MUCKT</p>	
What are the benefits to Castor	<p>LOW MAINTENANCE AREA, TIDY.</p>	
Cost estimate	<p>MULCH. 17m³ ⇒ £468 + VAT. GEOTEXTILE. 164m² ⇒ £288 + VAT. LABOUR + EQUIPMENT. ?</p>	
Resource estimate	<p>ESTIMATES OPERATIVE. 2 DAYS. HEALTH + SAFETY CONSIDERATIONS. CEMETERY MANAGEMENT / RESTRICTIONS.</p>	
Date of review		Outcome of review
		Support / Reject / Defer

Project Proposal Document



Caistor Town Council

Project title	Grass roots sports initiative
Proposed by	Cllr Johnathan Cox & Cllr Stephen Hodson
Date	18 th September 2024
<u>What the need/issue is</u>	<p>There is a lack of activities in Caistor for younger children (7-14?), particularly for families with low incomes who struggle to pay for any kind of extracurricular sports related clubs.</p> <p>As the costs to the existing clubs increase through increased rents and other external factors, some or all these costs will be passed onto the participating families via an increase to subscriptions. This will disenfranchise those on lower incomes who struggle to engage in these kinds of activities.</p>
<u>What is the proposed solution</u>	<p>The council could set aside an amount of money to enable existing and new sports clubs to subsidise children who would otherwise struggle to participate.</p> <p>Criteria for successful funding will be documented so we have a consistent approach that will stand up to review.</p>
<u>What are the benefits to Caistor</u>	<p>Allowing more children into sports is beneficial on many levels. It gives focus to those involved and teaches discipline. It has enormous physical and mental health benefits.</p> <p>Being part of a team teaches good social skills and enables children to feel part of something important.</p>
<u>Cost estimate</u>	<p>An initial estimate would be to set aside £1,000.</p> <p>Until we have funding available and can monitor the take-up of the scheme, it is difficult to predict the actual amount required. Depending on the level of interest and benefit this would be subject to further review.</p>
<u>Resource estimate</u>	<p>There will be administration required to handle requests from prospective clubs and where appropriate take these to full council for approval.</p> <p>The level of resource required to administer this proposal is not expected to be high and would not necessarily need a lot of the clerks time.</p>
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Caistor Town Council

Project title	Play area resurfacing
Proposed by	Estates Committee
Date	30.9/2024
<p><u>What the need/issue is</u> There has been a lack of investment in the play areas for many years and most of the play equipment surfaces at the parks are deteriorating, have holes or have shrunk away from the edges leaving them unfit for purpose, potentially dangerous for users and leaving the council exposed to compensation claims and our insurers will not cover claims where we can be found to have been neglectful. The play surfaces at some sites have compacted over time and are now too hard to provide any meaningful protection on impact. Attached is a report from Chair of Estates completed following a site visit by one of the site specialists. The surfaces have also been raised as issues on all of the play inspection surveys for the last 3 years. If nothing is done the situation will continue to deteriorate.</p>	
<p><u>What is the proposed solution</u> In order that the play areas may remain in use and continue to benefit the younger residents of Caistor, the council now needs to embark on a programme of maintenance and replacement for the surfaces. Several play area specialists have been consulted on the required works and there is general agreement between them on which surfaces need replacing/repairing.</p>	
<p><u>What are the benefits to Caistor</u> This project proposal is an investment in the younger generation within Caistor. Without the surface replacement and repairs, the town council will not be able to continue to support the play areas and the equipment will need to be removed.</p>	
<p><u>Cost estimate</u> To get all surfaces repaired/replaced as recommended the cost will be circa £35,000 to £43,000 plus VAT – Quotes attached There is currently £11,000 in earmarked reserves for play area equipment and improvements. And currently circa £4000 - £5000 remaining in 24/25 budget. Leaving an estimated shortfall of £19,000 to £27,000.</p>	
<p><u>Resource estimate</u> Estimated as a small to medium project in terms of resource time.</p>	
Date of review	
Outcome of review	Support / Reject / Defer

25/26 proposed budget version0.5 includes:

Project proposals	£34,000
Health and safety allowance	£3,000
Memorial fixing EMR	£4,000
Cornhill resurfacing EMR	£5,000
CIB donation	£10,000
Other grants/donations	£7,000
Contingency	£2,000
Church/cemetery grass	£13,500
All costs for new employees	

The budget is probably at least £40,000 over where we would like to be



Budget Forecast 2025/26

Forecast of Income

Category	YTD @ 23.8.24	2024/25 Budget	EOY Forecast	YTD and EPY Forecast Notes
Precept	124444	124444	124444	
Cemetery	4600	4000	6500	
Allotments	90	420	500	
Market Rents	784	3000	2000	
Sports Ground	2002	2464	4000	inc licence fees for use of sports ground
WLDC Street Cleaning	0	2490	2500	
Grass Cutting	0	1700	1700	
Grants	9038	0	9038	
Town Hall	520	520	520	Car Park (Nat West)
CIL Income	1216	0	1216	
Miscellaneous Income	1642	2000	2500	
	144336	141038	154918	

2025/26 Budget	2024/25 Budget Notes
142865	
4000	
450	15 allotments @ £30
2000	
4400	CS&SC Lease: £2500; Cricket £900, Caistor Tennyson £700, Running £52, Bowls£100, Tennis £100, Street food £52
2600	Assuming 5% increase.
1785	Assuming 5% increase.
1000	
520	Parking
1000	
2500	Interest
163120	



Budget Forecast 2025/26

Forecast of Expenditure

	YTD 23/08/24	2024/25 Budget	EOY Forecast	YTD and EPY Forecast Notes	2025/26 Budget	2024/26 Budget Notes
Staff costs						
Salaries	16926	35000	47000	Includes assumed pay award normally applied Oct/Nov and backdated. Assumes current estates expenditure until 31.3.24. This may be more. Includes DC circa £5k	53000	Includes Clerk, new dep Clerk -£14000; Estates - Maintenance - £21,000
PAYE & NI	6016	16000	15000		15000	
Staff Travel & Benefits	19	100	100		250	
Pension payments	2286	5500	5500		6000	
Other Staff Expenses	29	100	100		250	
Training	485	500	1000	LALC Annual Training Scheme: £150 Contingency: £350	1500	LALC Annual Training Scheme: £150 Contingency: £350
General Office	464	1000	1400	Stationery; Office subscription £70; Miscellaneous £350	1500	Stationery; Office subscription £70; Miscellaneous £350
Telephone & Broadband	389	800	1000	TH Broadband: £500 Telephone: £80 Mobile - £220	1350	TH Broadband: £800 Telephone: £80 Mobile - £440
Hall Hire	192	500	500	£20/hire assuming two hires a month	500	£20/hire assuming two hires a month
Insurance	0	3600	3700		4000	
Audit	200	820	650	Internal audit: £400 External audit: £420	700	Internal audit: £400 External audit: £420
Subscriptions	180	685	685	LALC: £600	1000	LALC: £750 ; SLCC £150; MS office £100
Professional fees	0	500	500	ICCM: £100 ICO: £35 SLCC:£150	250	ICCM: £100 ICO: £35
Legal Fees	0	500	500		500	
Cemetery records management	0	280	280	Pear mapping/epitaph	300	Pear mapping/epitaph
Civic	0	3000	3000		0	
Mayor Allowance	0	350	350		350	
Amenity and PROW grass	3600	4500	4500	Based on 23/24 cost of £260 per cut x 16 cuts	4500	Based on 23/24 cost of £260 per cut x 16 cuts
Parks grass	2591	3200	3500	Based on 23/24 cost of £200 per cut x 16 cuts	3200	Based on 23/24 cost of £200 per cut x 16 cuts
Sportsground	4930	8300	8300	23/24 cost of £440 x 16 cuts (incl Orchard bottom); £1000 mole co	8300	24/25 cost of £440 x 16 cuts (incl Orchard bottom); £1000 mole co
Cemetery/Church	3253	6800	6800	£5500 for grass; £1000 benches, £400 green bins. £12800 Based on £800 per cut x 16 cuts (quote from Jake Dyne) P&F suggested KH cut cemetery and contractor cut church and chapel to reduce the costs.	13500	£6000 for church/c.church grass; £6700 cem grass, £400 green bins; £400 misc
Allotments	34	250	250		250	
Market	0	250	250		250	
Church trees	0	1500	1500	Survey and work (£3500 in earmarked reserves for this)	1500	(£3500 in earmarked reserves for this)
Community Events	449	1000	1000		1000	
Electricity-Market Place LN7 6TU	213	200	400		400	
Electricity-South Street Park	246	600	600		600	
Electricity-Market Place LN7 6TL	0	0	0		0	
Electricity-Sports Ground	387	500	1100		1100	
Water-Sports Ground	130	300	390		400	
Water-Cemetery	40	100	100		100	
Water-Allotments	98	150	200		200	
Play Park Maintenance	1739	11000	11000	£10k For new equipment and/or surfaces, and inspections. £1k for new signage.£4000 for play area improvements and £7000 for play area equipment in earmarked reserves	11000	£10k For new equipment and/or surfaces, and£1000 inspections. £4000 for play area improvements and £7000 for play area equipment in earmarked reserves
Caistor Sports & Social Club	990	3000	3000	Window, wall, loft	3000	Alarm quote £2500, boiler service, other general maintenance/repairs
Town Hall	535	2500	2500	£2000 for any issues; £500 for roof maintenance	2500	£2000 for any issues; £500 for roof maintenance
Works Vehicle	0	0	0		0	(Remove)
Estates Equipment	380	4500	4500	servicing, repair and maintenance and new	2000	servicing, repair and maintenance and new
Gritting & Snow Clearance	0	450	0	for salt and grit	450	for salt and grit
Other/projects						
CCTV	0	1500	500	Installation & maintenance?? Is this needed this year??	500	Installation & maintenance?? Is this needed this year??
Market Place	0	4000	4000	Includes £3k for cenotaph railings;xmas tree; lions tree clearance donation	1000	xmas tree; lions tree clearance donation
Contingency	0	0	0		2000	
Grants & Donations	4768	7000	7000	Not allocated in advance	7000	Not allocated in advance
Grant to Caistor in Bloom	0	10000	10000		10000	
Christmas Lights	5368	2000	6000		0	
Bins and Benches	0	3000	1500		0	
Projects various (separate when approved)					6500	
	56937	145835	160155		167700	

Based on the revisions the proposed precept will be £136,790, an increase of 9.92%.

This includes:

Play area surface replacements over 3 years, 24/25, 25/26, 26/27 – Assuming South St park surfaces are replaced this year, moving £5000 from EMR to cover this cost leaving £6000 in EMR. Allowance of £15,100 in 25/26 budget for sports field surfaces, ongoing repairs and the annual inspection.

Reducing the amount spent on grass cutting at the cemetery, church and cong chapel by £3000 – shortfall to be met by reducing the number of cuts/areas cut or more reliance on volunteers

Reducing the events budget by 50% to £500

Removing the contingency of £2000

Reducing grants and donations by 50% to £8500 (including CIB)

Remove the grass roots project of £1000

Removing the cemetery notice board project of £1800

Moved the Bins and benches project out of 24/25 spend and into EMR

I have also combined the EMR for play equipment and play area improvements, and consolidated the EMR for tree maintenance into one.



Budget Forecast 2025/26

Forecast of Income

Category	YTD @ 23.8.24	2024/25 Budget	EOY Forecast	YTD and EPY Forecast Notes
Precept	124444	124444	124444	
Cemetery	5120	4000	6500	
Allotments	90	420	500	
Market Rents	1172	3000	2000	
Sports Ground	2539	2464	4000	inc licence fees for use of sports ground
WLDC Street Cleaning	0	2490	2490	
Grass Cutting	0	1700	2500	
Grants	9038	0	9038	
Town Hall	520	520	520	Car Park (Nat West)
CIL Income	1216	0	1216	
Miscellaneous Income	2082	2000	2800	
	146221	141038	156008	

2025/26 Budget	2024/25 Budget Notes
136790	
4000	
450	15 allotments @ £30
2000	
4400	CS&SC Lease: £2500; Cricket £900, Caistor Tennyson £700, Running £52, Bowls£100, Tennis £100, Street food £52
2600	Assuming 5% increase.
1785	Assuming 5% increase.
1000	
520	Parking
1000	
2500	Interest
157045	



Budget Forecast 2025/26

Forecast of Expenditure

	Category	YTD 02/10/24	2024/25 Budget	EOY Forecast	YTD and EPY Forecast Notes	2025/26 Budget	2024/26 Budget Notes	
Staff costs	Salaries	20047	35000	45000	Includes assumed pay award normally applied Oct/Nov and backdated. Assumes current estates expenditure until 31.3.24. This may be more. Includes DC circa £5k	53000	Includes Clerk, new dep Clerk -£14000; Estates - Maintenance - £21,000	
	PAYE & NI	7140	16000	16000		15000		
	Staff Travel & Benefits	19	100	100		250		
	Pension payments	2640	5500	5500		6000		
	Other Staff Expenses	29	100	100		250		
Office/admin	Training	515	500	1000	LALC Annual Training Scheme: £150 Contingency: £350	1500	LALC Annual Training Scheme: £150 Contingency: £350	
	General Office	686	1000	1600	Stationery; office furniture	1500	Stationery; Office subscription £70; Miscellaneous £350	
	Telephone & Broadband	588	800	1000	TH Broadband: £500 Telephone: £80 Mobile - £220	1350	TH Broadband: £800 Telephone: £80 Mobile - £440	
	Hall Hire	242	500	500	£20/hire assuming two hires a month	500	£20/hire assuming two hires a month	
	Insurance	3669	3600	3669		4000		
	Audit	200	820	820	Internal audit: £400 External audit: £420	700	Internal audit: £400 External audit: £420	
	Subscriptions	180	685	685	LALC: £600	1000	LALC: £750 ; SLCC £150; MS office £100	
	Professional fees	0	500	500	ICCM: £100 ICO: £35 SLCC:£150	250	ICCM: £100 ICO: £35	
	Legal Fees	0	500	500		500		
	Cemetery and Parks records management	0	280	500	Pear mapping/epitaph	650	Pear mapping/epitaph	
	Civic	0	3000	3000		0		
	Mayor Allowance	17	350	50		350		
	Estates	Amenity and PROW grass	4500	4500	4500	Based on 23/24 cost of £260 per cut x 16 cuts	4500	Based on 23/24 cost of £260 per cut x 16 cuts
		Parks grass	2591	3200	3200	Based on 23/24 cost of £200 per cut x 16 cuts	3200	Based on 23/24 cost of £200 per cut x 16 cuts
		Sportsground	6760	8300	8300	23/24 cost of £440 x 16 cuts (incl Orchard bottom); £1000 mole co	8300	24/25 cost of £440 x 16 cuts (incl Orchard bottom); £1000 mole co
Cemetery/Church		5002	6800	6800	£5500 for grass; £1000 benches, £400 green bins. £12800 Based on £800 per cut x 16 cuts (quote from Jake Dyne) P&F suggested KH cut cemetery and contractor cut church and chapel to reduce the costs.	10500	£6000 for church/c.church grass; £6700 cem grass, £400 green bins; £400 misc; P+F proposal - reduce grass cutting by £3000pa	
Allotments		34	250	250		250		
Market		0	250	250		250		
Tree work		1065	1500	1500	Survey and work (£3500 in earmarked reserves for this)	1500	(£3500 in earmarked reserves for this)	
Community Events		589	1000	1000		500	P+F proposal - reduce to £500	
Electricity-Market Place LN7 6TU		215	200	400		400		
Electricity-South Street Park		330	600	600		600		
Electricity-Market Place LN7 6TL		0	0	0		0	Remove	
Electricity-Sports Ground		478	500	1000		1100		
Water-Sports Ground		130	300	390		400		
Water-Cemetery		40	100	100		100		
Water-Allotments		98	150	200		200		
Play Park Maintenance	1739	11000	16000	£10k For new equipment and/or surfaces, and inspections. £1k for new signage. £5000 moved from EMR	15000	£12.5k For new surfaces, £2k ongoing repairs, £500 inspections.		
Caistor Sports & Social Club	990	3000	3000	Window, wall, loft	3000	Alarm quote £2500, boiler service, other general maintenance/repairs		
Town Hall	535	2500	2500	£2000 for any issues; £500 for roof maintenance	2500	£2000 for any issues; £500 for roof maintenance		
Works Vehicle	0	0	0		0	(Remove)		
Estates Equipment	436	4500	4500	servicing, repair and maintenance and new	2000	servicing, repair and maintenance and new		
Gritting & Snow Clearance	0	450	450	for salt and grit	450	for salt and grit		
Other/projects	CCTV	0	1500	500	Installation & maintenance?? Is this needed this year??	500	Installation & maintenance?? Is this needed this year??	
	Market Place	0	4000	4000	Includes £3k for cenotaph railings;xmas tree; lions tree clearance donation	1000	xmas tree; lions tree clearance donation	
	Contingency	0	0	0		0	removed following P+F 1/10/24	
	Grants & Donations	4768	7000	7000	Not allocated in advance	3500	Not allocated in advance	
	Grant to Caistor in Bloom	0	10000	10000		5000		
	Christmas Lights	5586	2000	6500		0		
	Bins and Benches	0	0	0	£3000 Transferred to reserves 1.10.24	0		
	Projects various (separate when approved)					6100	Includes: fence at cricket£3100; Bark mulch cemetery£1000;events wear and tear replacement £1200; parking group request £800	
	Health and Safety					4000	Estimate	
			71858	142835	163464		161650	



Caistor Town Council

GRANT AWARD POLICY AND APPLICATION

Name of Organisation	Caistor in Bloom Group
Total Membership of Organisation	30
The number, or percentage, of Caistor residents that the group supports	All of Caistor
Please give details of any restrictions on membership to your organisation	None
Amount of Grant applied for	£10000
Purpose of Grant <i>(Please continue on another sheet if required)</i>	<p>To support Caistor in Bloom Group in purchasing flowers for the town of Caistor in line with 2023 spending level on flowers plus the increased cost attributable to the high level of general inflation forecast in the industry for 2024.</p> <p>Beautify and enhance Caistor with flowers thereby lifting morale, increase community spirit and social cohesiveness, generating immense goodwill and putting the town very much on the tourist map of Lincolnshire thus creating much needed footfall and prosperity.</p> <p>Creating a sense of great pride and positivity within the town which encourages better social harmony and reduced antisocial behaviour.</p>
Has funding been sought elsewhere and, if so, please give details	Yes, sponsorship and benefits in kind.
If your organisation has had a grant from the council in the previous year please supply a full report of the award	Yes Amount £10000



Caistor Town Council

GRANT AWARD POLICY AND APPLICATION

Any other comments in support of your application <i>(Please continue on another sheet if required)</i>		Please see summary sheet attached.	
Bank details for payment of grant.		Sort Code: 089299 Account No:65496691 Account Name: Caistor in Bloom Group	
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)			
Full copies of your accounts for the last two years, or explanation why not supplied	Attached	A recent bank statement for your organisation covering for last 3 months.	Attached
A detailed budget plan and supporting evidence		Your organisations Constitution, Terms of Reference or Rules (if available)	
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.			
Signature of person applying or the grant			
Applicants name and position within the organisation	Michael Galligan Treasurer		
Contact Address	15 Plough Hill Caistor LN7 6UR		
Contact Email	Michaelggalligan28@hotmail.com		
Contact Telephone Number	07709007277		

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

Growing together for the benefit of Caistor

Pride of the Wolds

Over the past number of years, the spectacular flowers in Caistor have become a very welcoming aspect of the town. Residents and visitors alike have been captivated and inspired by the wonderful annual display of colour and have complemented the town accordingly. The recent ITV calendar program portrayed Caistor as a town that many others would dearly love to emulate for its dazzling flowers and community spirit but very few succeed. Caistor is a jewel and beacon in the crown of rural Lincolnshire and the future for the town is extremely bright.

During the past few years with the proliferation of the coronavirus across the country and the world, together with other major issues, people's morale has been sapped to a very low ebb. The magnificent flower displays that adorned Caistor during 2023 were outstanding and a very timely and refreshing lift to the spirit of the town.

People from far and wide continue to laud on how well Caistor looked through the summer months of 2023. There is no doubt that civic pride and goodwill in Caistor has taken a giant leap forward as a result of the glorious flowers which annually adorn the town with their radiance, and optimistic aspirations going forward for the future of Caistor have greatly increased.

Stimulation of voluntary work and co-operation between community groups such as the Caistor and District Lions, Caistor Town Council and Caistor in Bloom Group has been greatly enhanced.

Although the benefits to the physical environment are important, flowers also benefit the social and personal environment of all residents and visitors alike. Caistor has many senior citizens in its midst; and they report that simply being in the presence of delightful flowers helps to elevate mood and raise the spirit significantly. This measurably increases feelings of life satisfaction, and promotes positive community behaviour enhancing social cohesiveness.

There is also a close correlation between lovely flower displays, keeping the town clean/tidy and reduction in antisocial behaviour. Not a petal damaged in two years. It puts Caistor on the map and generates a feel-good factor and promotes tourism significantly to the town with resultant economic benefits for local businesses.

Sadly, at present without the beautiful flowers throughout, the town would look dim and dour, derelict and run down, especially around the Market Place where most of the businesses have closed over the recent past.

Caistor in Bloom is in the vanguard of beautifying the town for the benefit of residents and visitors alike and the tangible return to the taxpayer alone is a 150% to their credit.

Additionally, intangible benefits of community spirit, high morale, inspiration, great joy, excitement, pleasure and social cohesion abound. The cumulative positive affect of all this on the community is spellbinding.

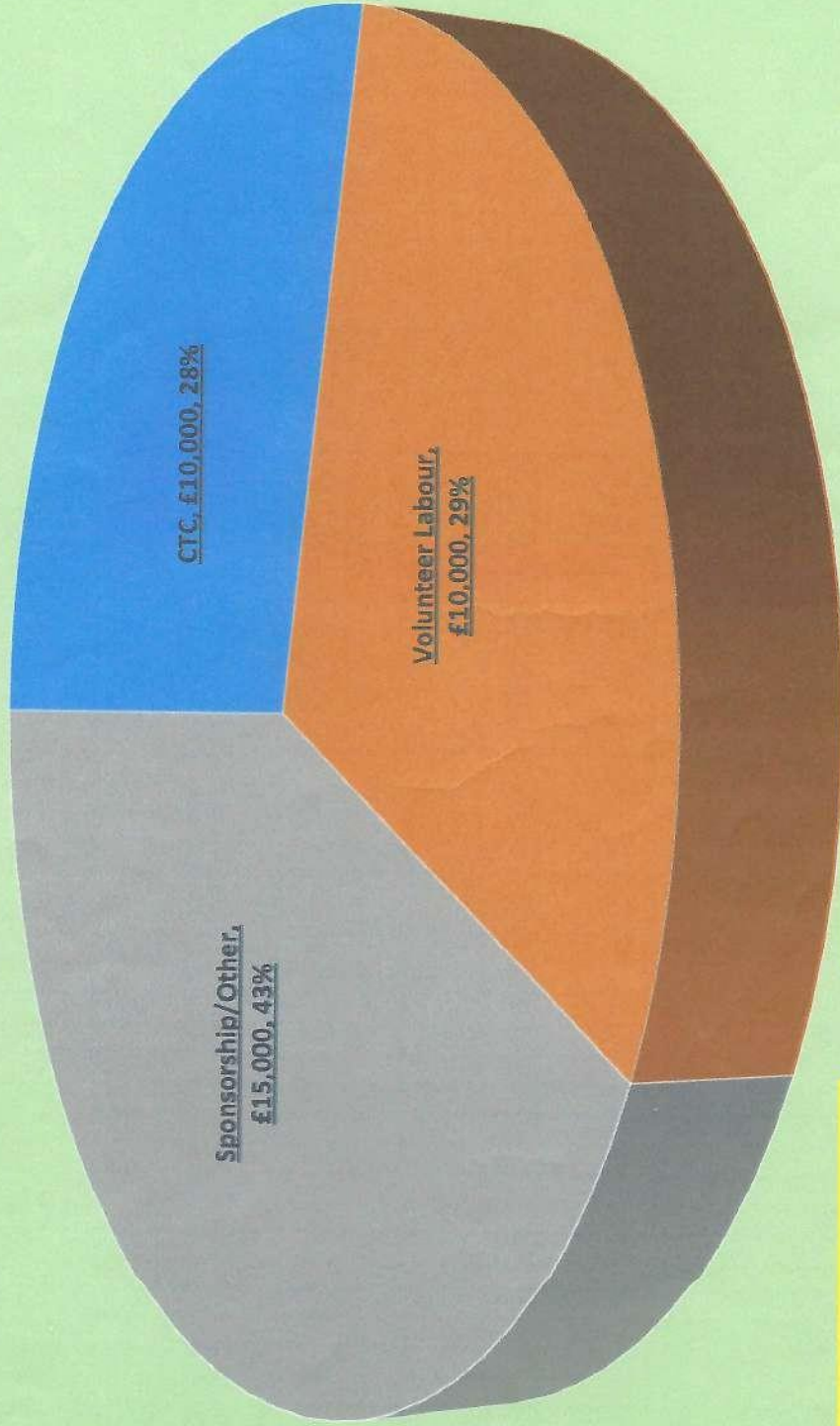
This is the wonderful favourable picture and vision that Caistor Town Council can advance to the residents of the town, as good news travels fast and is always greatly appreciated by the vast majority of people.

This magnificent positive image is what we encounter every day throughout this lovely town with scores of people from near and far, and it is a delight to reciprocate this positivity and purvey to them the great value for money that is achieved on their behalf, for the greater good and benefit of Caistor.

Caistor in Bloom with the backing of CTC, WLDC, and LCC are fully determined to continue in 2024 to again showcase the charming town of Caistor in all its magnificent glory and portray the town as a location where community spirit, teamwork and pride of place are the essence of daily life within this delightful historic place.

Attached see graph outlining the costs.

Caistor in Bloom Group
Income source 2024
Contribution to Caistor Community



CTC: Contribution £10000

Cost per house per day < 2p

Other sources: Contribution within community £25000

Contribution per house per day 5p (Net 3p better)

Report of District Councillor Owen Bierley to Caistor Town Council,

10th October 2024

(Prepared Wednesday, 2nd October)

Community

The District Council's new Neighbourhood Development Fund seeks to support local place leaders such as Parish and Town Councils, charities, community organisations and social enterprises to develop new projects that align with Neighbourhood Plans and respond to the needs of their community. It provides revenue grants with two aims, firstly the *Development of Neighbourhood Projects* by supporting development work to understand the needs, requirements, or evidence for the delivery of projects aligned to neighbourhood priorities, including feasibility studies, architectural designs and other professional or consultancy expenditure. The second is *Neighbourhood Plan Support* by helping to enhance or review Neighbourhood Plans to incorporate community spaces or community infrastructure, including business planning advice, policy support or specialist advice. The Grants and Funding page on our website provides details of all of our available funding schemes and includes Guidance Notes setting out the criteria and eligibility for each of them. To apply to the Neighbourhood Development Fund organisations should firstly complete an Expression of Interest Form to help ensure that both the organisation and the project are eligible. Please visit: <https://www.west-lindsey.gov.uk/funding> or e-mail the team at: funding@west-lindsey.gov.uk Interest in this timely opportunity is expected to be high!

Meanwhile we continue to promote our Workforce Development Grant scheme with the aim of enabling employers to address skills shortages and training needs within the workforce. The eligibility criteria include not only businesses but also community-based organisations. This is a time-limited opportunity that will close to new applications on Tuesday, 31st 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: <https://www.west-lindsey.gov.uk/communities-safety/grants-funding/workforce-development-grant>

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

Our popular and highly successful Councillor Local Initiative Fund, specifically designed to assist in bringing forward and delivering small-scale community projects remains open, with each member having an allocation of £4,000.00 for the four-year term of the Council. Please would anyone considering applying to this fund contact either Angela or me in the first instance?

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>

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

☎ 01469 560865 owen@bierley.com

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 based in or around Caistor. Listings are offered completely without charge. To view the full, current, list of those participating please follow this link to the Council's website: <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 £21,434.40 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 5.94% 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 an iPhone 16 Pro in the Super Draw on Saturday, 26th October! 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 new sign up. To register as a new Good Cause, to buy tickets, or for more detailed information please visit our dedicated website at: <https://www.westlindseylottery.co.uk>

Environment

The Environmental Act of 2021 mandated the introduction of separate weekly food waste collections with effect from 1st April 2025 for commercial premises and from 1st April 2026 for households in order to reduce landfill waste. In practical terms and for most householders in West Lindsey, this service will involve the supply of a new 5-litre kitchen caddy (together with caddy liners) and a 23-litre kerbside caddy. At present approximately 9.52 million tonnes of food is discarded annually, 70% of which is generated by households, amounting to 6.6 million tonnes.

Planning

The District Council submitted a comprehensive and detailed response to a recent consultation by the Ministry of Housing, Communities and Local Government on their proposed approach to revising the National Planning Policy Framework. Some of the changes being considered would undoubtedly be detrimental to West Lindsey, for example, a return to a requirement for a minimum number of new homes to be built each year. That figure would be significantly higher than the quantum set out in the Central Lincolnshire Local Plan and clearly the building of any new homes is a matter for developers.

The Central Lincolnshire Joint Planning Unit is consulting on a Design Code, a new statutory requirement that will form supplementary guidance to complement the Local Plan. The link to find out more, or to contribute to the process, is: <https://n-kesteven.gov.uk/central-lincolnshire/planning-policy-press-releases/help-shape-visual-identity-your-community-engaging-design-code-consultation> This consultation, which closes on Tuesday, 22nd October, is in two parts 'Tell us about your places!' and 'Design Code Consultation 1 (Detailed Survey)'. Responses at this stage will enable the team to develop and refine a finalised document in readiness for examination and adoption late next year.

I'm pleased to advise that the Central Lincolnshire Local Plan won the 'Best Plan' category at the recent East Midlands Royal Town Planning Institute Awards and will now go forward to the National Awards for the Best Plan in the Country. That ceremony is due to be held in November.

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

☎ 01469 560865 owen@bierley.com

Cornhill Update

Sent: Thursday, August 8, 2024 1:38:19 PM

To: CllrT Smith <CllrT.Smith@lincolnshire.gov.uk>

Subject: RE: Cornhill Caistor

Dear Tom,

I've had this advice back from Legal Services:

"If we were just to amend the liability plan to include it, I feel we'd need some evidence to show that it is public highway and was missed off the liability plans in error. Just in case we were ever challenged over it. Like I said previously, there are no doubt highway rights over it, but this doesn't then make it publicly maintainable.

Given the lack of evidence we have the other option would be to use s228 of the HA – adoption following street works. If resurfacing works were done, then site notices would just need to be put up on site for one month before it comes public highway but it is open to objection by the owner(s) of the street. However, the fact that there are parking spaces marked out and parking restrictions in force, you would have expected any owner to have objected by now, so the risk is going to be very low. If you did consider going down this route, then it might be worth a letter drop to the surrounding properties to test the water – just stating that resurfacing works will be taking place and following this adoption as public highway.

If the Council is pushing for it to be adopted, then asking for a contribution towards the resurfacing costs would be a good idea as you'd need to do any work before the adoption could take place."

I think it might be worth getting the Town Council's view on this, specifically the part about testing the water with residents which perhaps they could do informally.

I suspect it would cost around £20,000 to resurface this area, depending on what we find underneath as I suspect there are cobbles which could be problematic. That's a very rough estimate, we'd of course get a proper measure and target cost before we went ahead with anything but I wanted to give a ballpark figure.

If there were any contributions available on the proviso we'd then take it on permanently it would certainly help. Our programmes with our current suppliers are already full to bursting for this year, but we might be able to get it on the forward plan and possibly bring a smaller contractor in to do it/pay extra to have someone do it at overnights.

Richard

Richard Fenwick

Head of Highways Asset and Local Management Services

Lincolnshire County Council

Lancaster House, Orchard Street, Lincoln LN1 1XX

Request for CTC thoughts on signage at Whitegate and Mansgate Hill (Cllr T Smith)

From: Richard Fenwick <Richard.Fenwick@lincolnshire.gov.uk>

Sent: Thursday, August 8, 2024 9:48:51 AM

To: CllrT Smith <CllrT.Smith@lincolnshire.gov.uk>

Subject: FW: whitegate and mansgate hill signage

Dear Tom,

Please see below from TSP, who I have asked to put an officer onto sorting the signs out at this location.

There is an opportunity to rationalise them which will help with sight lines because we can have new signs designed to incorporate Jo's ideas below.

As she's said she wouldn't want to do this without input from locals as they probably requested them in the first place, but I do agree with her points. Perhaps the Parish could give a view on this before we tidy it up?

Thanks,

Richard

Richard Fenwick

Head of Highways Asset and Local Management Services

Lincolnshire County Council

Lancaster House, Orchard Street, Lincoln LN1 1XX

Phone: 01522 782070

Email: richard.fenwick@lincolnshire.gov.uk

Teams: [Chat with me](#)

Website: www.lincolnshire.gov.uk



From: Joanne Johnson <joanne.johnson@lincolnshire.gov.uk>

Sent: Friday, August 2, 2024 3:36 PM

To: Richard Fenwick <Richard.Fenwick@lincolnshire.gov.uk>; Jack Parker <Jack.Parker@lincolnshire.gov.uk>

Subject: RE: whitegate and mansgate hill signage

Hi Richard,

There's a lot of signs ironically they would have been erected over the years because of requests from locals (PC or Councillors). Regrettably that's how we end up with busy sign locations like this, we keep adding signs but rarely consider removing any.

I'd say we can rationalise what's there i.e. remove some of the legend/destinations, but I think we should only do that with input from locals.

For example, there is a conflicting message regards Nettleton so I would remove it from the signs, road users that know where they are going will still use that route for Nettleton (as will sat nav users) but anyone unfamiliar will stay on Caistor High Street. Nettleton is then signed left at the junction with the A46 (a more appropriate route).

Removing the 'local' Nettleton sign legend, and the Nettleton A46 HGV sign, will leave the Mansgate Hill Quarry sign and references to the weight limit in ¼ mile.

Let me know if this is something you think we should do, I'll wait to hear from you before I allocate to an officer.

Jo

From: Richard Fenwick <Richard.Fenwick@lincolnshire.gov.uk>

Sent: Saturday, July 27, 2024 9:57 AM

To: Joanne Johnson <joanne.johnson@lincolnshire.gov.uk>; Jack Parker <Jack.Parker@lincolnshire.gov.uk>

Subject: FW: whitegate and mansgate hill signage

Any thoughts on this? I could see under the mounted signs when I drove it, but I suppose in large vehicle some of the signs could be in sight lines





Richard Fenwick
Head of Highways Asset and Local Management Services
Lincolnshire County Council
Lancaster House, Orchard Street, Lincoln LN1 1XX

Phone: 01522 782070
Email: richard.fenwick@lincolnshire.gov.uk
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Website: www.lincolnshire.gov.uk



From: Richard Fenwick
Sent: Saturday, July 27, 2024 9:55 AM
To: CllrT Smith <CllrT.Smith@lincolnshire.gov.uk>
Subject: RE: whitegate and mansgate hill signage

Dear Cllr Smith,

Is this a clear consensus or coming from one or two on the Council itself? The reason I ask is we've had no public complaints about the siting of these signs from the public for at least the 14 years our current system has been running and I can't find any mention of it before that either. If it's coming up at Caistor as well and it's not just one or two vocal individuals then clearly it's felt to be a high priority locally.

I really am not sure it's a good idea to move these signs, mainly because I personally don't think (having tested the junction) they're in the way of being able to see what's coming (the hedges are, but they've always been there). The site isn't a known safety issue to the LRSP and as I alluded to, I think moving them back creates a higher risk to traffic seeing them late, slamming the brakes on and getting shunts happening on the main road where traffic is already moving. The legislation says:

“It is essential that road users have an unobstructed view of traffic signs. The distance which should be kept clear of obstructions to the sight line is known as the clear visibility distance. The higher the prevailing traffic speed, the greater this distance. It is important, therefore, that sight lines are maintained so that vegetation (including seasonal growth), subsequent building development and other features such as shop signs and awnings do not obscure traffic signs.”

I'll pass it to the signs and lines team in TSP, who do the design and installation for all our large signs, but I suspect they'll not be keen to move them either. We also have a very limited budget set aside for larger directional signs like this (which have bespoke gangs with crane arms on them) and so spending money and time on moving existing ones would be at the sacrifice of other damaged or missing ones which have been waiting to be sorted. I can get LRSP to do a safety audit on it too, for an independent view on whether it should be presenting a risk to a driver at that junction.

Kind regards,

Richard

Richard Fenwick

Head of Highways Asset and Local Management Services

Lincolnshire County Council

Lancaster House, Orchard Street, Lincoln LN1 1XX

Phone: 01522 782070

Email: richard.fenwick@lincolnshire.gov.uk

Teams: [Chat with me](#)

Website: www.lincolnshire.gov.uk



From: CllrT Smith <CllrT.Smith@lincolnshire.gov.uk>

Sent: Friday, July 19, 2024 10:44 AM

To: Richard Fenwick <Richard.Fenwick@lincolnshire.gov.uk>

Subject: whitegate and mansgate hill signage

Dear Richard

Sorry for such a delay since your last email on the signage issues at both Margate hill and white gate hill the below is an extract from the Rothwell PC I know when we last discussed this your view was that if the request was a formal one by the PC you would be amenable to moving the signage is that still the case?

“after complaints about visibility at the crossroads at the top of Whitegates Hill and Mansgate Hill, the matter was discussed and the Parish Council formally requested that the signs at these junctions be moved to improve visibility for cars turning onto the main road at these junctions”.

I also know that the matter may well be brought up at Caistor town council as well so it's a significant issue.

Best

Tom

27/09/2024

VIKING WAY, CAISTOR

Over the past couple of years, we have been undertaking improvements to the Viking Way, the long-distance walk that crosses the county

[Viking Way - Visit Lincolnshire](#)

You may have seen the new waymarkers along the route and the new boardwalk at Nettleton Valley.

One of the current projects is to move the crossing point on the A46, Caistor bypass, to a safer location. The attached map shows the current and proposed route across this road.

The new crossing point will give walkers a clearer view of traffic travelling in both directions so making it safer than the current crossing point. From the new crossing point the path will go down a ramp to a new path along the bottom of the highway embankment to rejoin the existing route at the bottom of the existing concrete ramp. The new ramp and path will have a stone surface.

Dates for the work have yet to be confirmed and are dependent on weather. We will let you know when dates have been confirmed.

Unfortunately, we will have to close a section of the Viking Way while the work is being completed but will sign a diversion route , as shown on the attached map.

If you have any questions, please do not hesitate to get in touch.

Thank you.

Debby

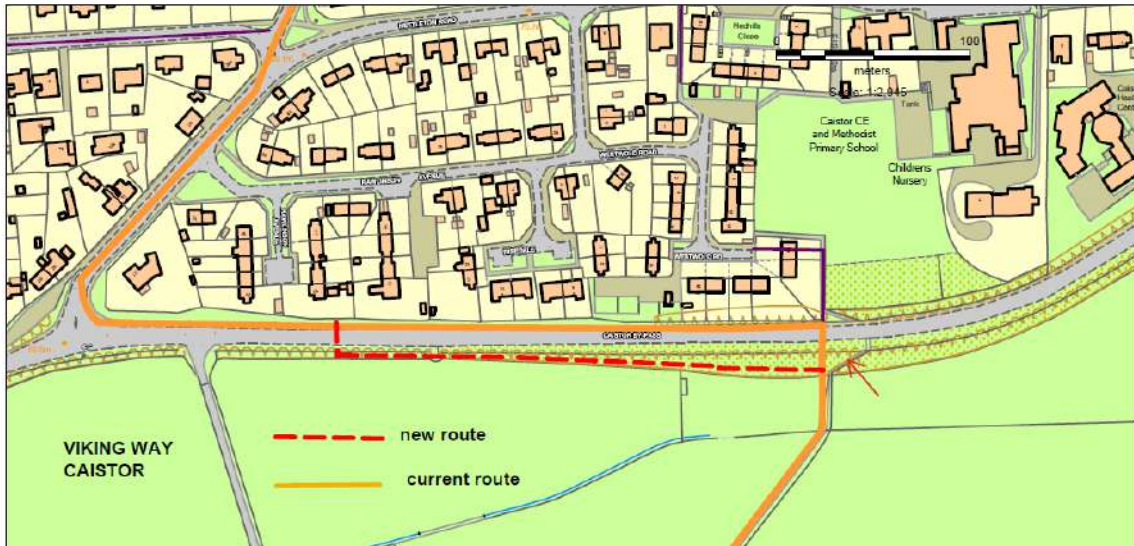
Debby Braund

Countryside Access & Community Project Officer

Public Rights of Way & Access

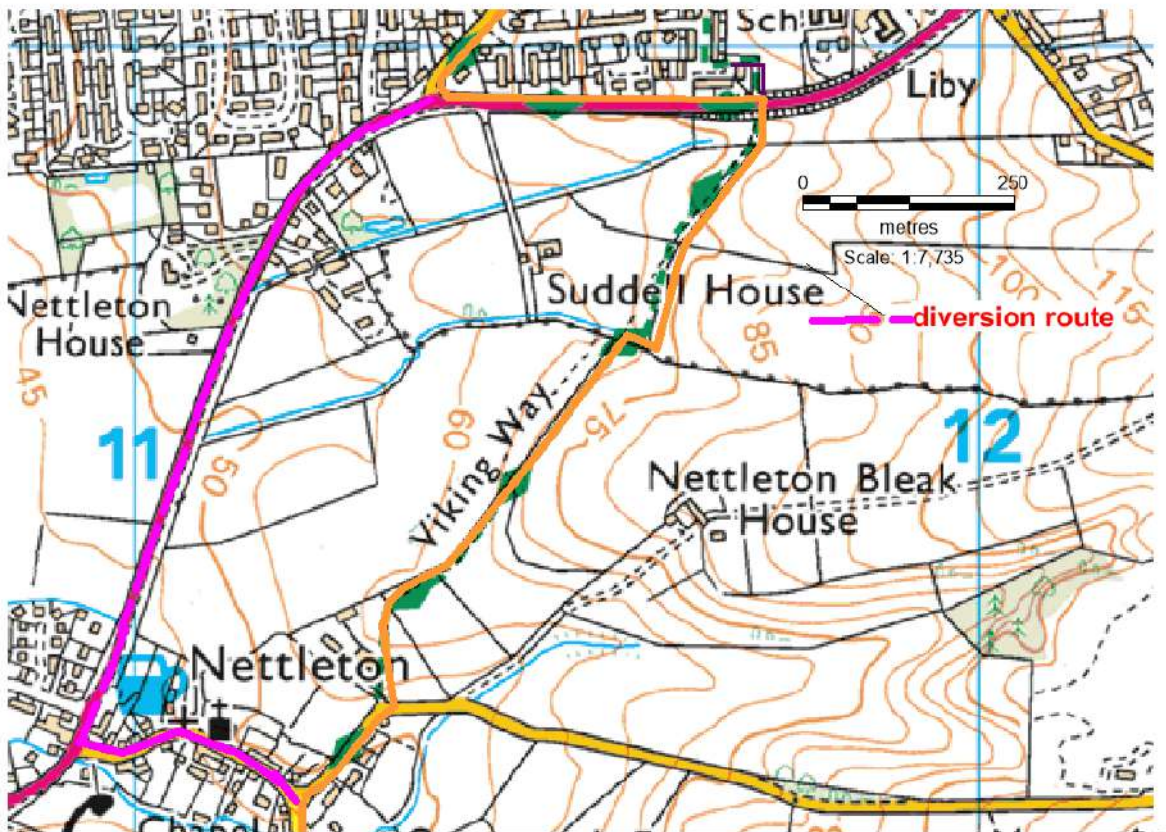
Lincolnshire County Council

County Offices, Newland, Lincoln LN1 1YL



VIKING WAY

Diversion route for path closure

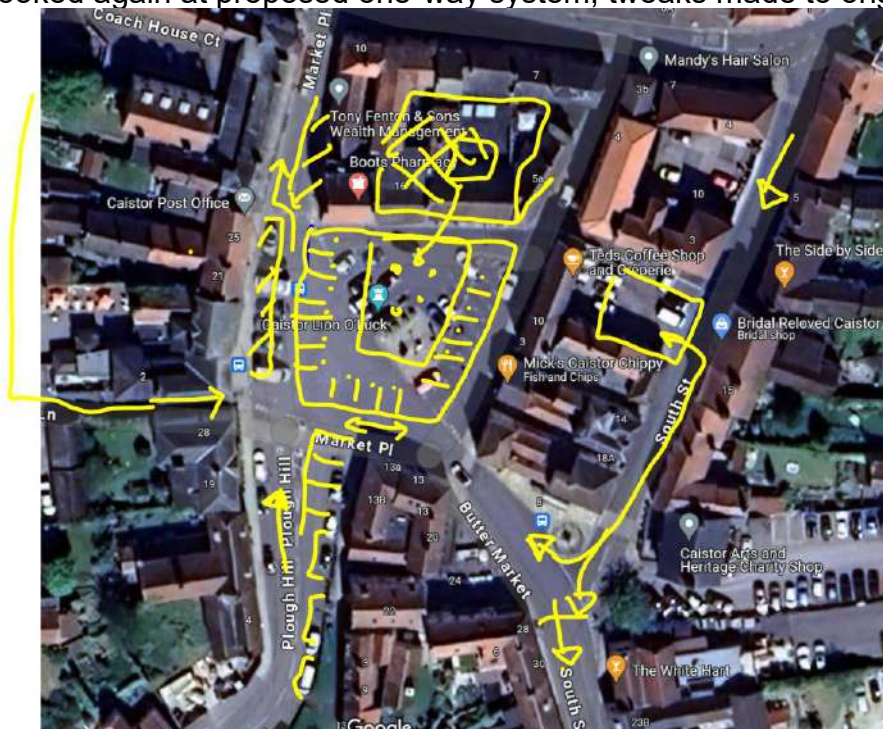


Meeting of the Caistor Town Parking Working Group (CTPWG) held at 6:45pm at the Caistor Town Hall on August 5th 2024

Present: Jayne Bowman (Cllr CTC, resident), Michael Galligan (Cllr CTC, resident), Tom Smith (Cllr, LCC), Rodney Cooper (resident), Steven Godfrey (resident), Ken Fleming (resident), Alex Young (resident), Sueyan Young

Apologies: Regine Fleming, Rick Merrall, Karl Fenton, Martin Sizer

1. Ask council to support costs of the meeting from plus initial printing leaflet to gauge public opinion. Ask for £300. Funding for electronic survey?
2. Clare O'Shea – ask for witness statement for person hurt during parking incident in the town.
3. Discussion focussed on how to find out resident's opinions about parking in Caistor. Need to know if a significant number consider parking to be an issue around the town centre. Is there a perception in local villages and around the town "avoid Caistor as parking is a nightmare"?
4. Other local towns have introduced one-way systems (Louth, Horncastle, Brigg, Woodhall Spa). Decided to make our questionnaire, then make contact with these towns to find out how they went about their one-way systems, from planning to implementation.
5. The Orchard – suggestion to ask Council if they would consider swapping part the Orchard for the Mill Lane site. Proposed similar size section of the Orchard, next to Kelsway. To propose at the next Council meeting which will be October.
6. Discussed the questionnaire Alex Young had made. A couple of adjustments were made to what is a great questionnaire. Alex thanked for her time and effort to produce this. Tweaked questionnaire to be emailed round the group for approval, then printing and distribution.
7. Looked again at proposed one-way system, tweaks made to original suggestion.



8. Next meeting – after the summer break, date to be confirmed.



Minutes of the Personnel and Finance Committee held at 7:00pm at the Arts & Heritage Centre on 1 October 2024

Present: Cllr J. Wright, Cllr J. Bowman (Chair), Cllr M. Galligan, Cllr S. Hodson, Cllr J. Cox, Cllr L. Milner,
In Attendance: Cllr S. Davey, Michelle Moss, Cllr A. Clark,
Members of public present: 0

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 3334**
None declared. Cllr Cox noted that the clerks guidance with the meeting invite was that all councillors with any interests should declare them and leave the room for the discussion about that item.
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3335**
Apologies received from Cllr Lyus. Cllr Hodson had been nominated as the stand-in for Cllr Lyus.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 3336**
None
- 4. To review and approve the draft minutes from 01/08/2024 meeting - Ref: 3337**
The minutes had been circulated to councillors prior to the meeting. RESOLVED to approve the minutes as a true record of the meeting.
All in favour
- 5. To review the projected spend against budget forecast - Ref: 3338**
It was noted that this years spend is reasonably on target, with the exception of staff costs which are projected to be over budget due to hiring of new resources.
- 6. Consider the budget forecast/review and make recommendations to full council to move unspent funds to reserves - Ref: 3339**
It was noted that the Bins and Benches project has not been started and given current resource constraints, is unlikely to be started this financial year. RESOLVED to proposed to full council that the £3000 allocated to Bins and Benches project should be transferred to allocated reserves for a future start date.
All in favour
- 7. Start looking at the budget provision for 25/26 - Ref: 3340**
The draft budget had been circulated to all members prior to the meeting. This included the decisions made at the extraordinary meeting of the town council in September and all of the project proposal documents received from councillors. It was noted that the draft budget projected a precept increase of 42%. Councillors agreed that this was unacceptable and that the maximum should be no more than 10%.
Following an indepth review of the budget the following possibilities were identified as areas where the budget could be reduced:
 - Play area surface replacements spread over 3 years, 24/25, 25/26, 26/27 – Assuming South St park surfaces are replaced this year, moving £5000 from EMR to cover this cost leaving £6000 in EMR. Allowance of £15,100 in 25/26 budget for sports field surfaces, ongoing repairs and the annual inspection.
 - Reducing the amount spent on grass cutting at the cemetery, church and cong chapel by £3000 – shortfall could be met by reducing the number of cuts/areas cut or more reliance on volunteers
 - Reducing the events budget by 50% to £500
 - Removing the contingency of £2000
 - Reducing grants and donations by 50% to £8500 (including CIB)
 - Remove the proposed grass roots project of £1000
 - Removing the proposed cemetery notice board project of £1800It was also suggested that Millfields park could be re-purposed to save the costs needed to replace the play surfaces, but agreed that this would require further analysis and there was a general reluctance to re-purpose

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



any green spaces.

RESOLVED to present the budget changes discussed to full council for consideration.

All in favour

8. To consider the office requirements for supporting the new Deputy Clerk - Ref: 3341

Noted that the new Deputy Clerk would require a desk and pedestal, and also that the current storage space in the office is limited and damaged.

RESOLVED to allocate up to £800 for office furniture. As this is an overspend to the budget it will need to be approved by full council.

All in favour

9. To ensure the councils procedures for preventing sexual harassment in the workplace are fit for purpose considering the new legislation (s40A Equality Act 2010) - Ref: 3342

It was noted that revised legislation will take effect from 26th October. LALC have offered several options for training for councillors and staff including a zoom session and an on-demand webinar. Cllrs Bowman and Milner volunteered to attend the training. It was agreed to add the agenda item onto a future meeting when more detail is understood about the implications of the change.

10. To consider the councils responsibility for health and safety and agree a plan of action - Ref: 3343

It was noted that the council has a duty to comply with health and safety legislation and to protect employees, members and volunteers by making arrangements to adequately manage health and safety and to control workplace risks. It was noted that the budget proposal for 25/26 included some provision for health and safety, but that this is not yet quantified. It was noted that Cllr Davey has extensive experience of health and safety and agreed that the new deputy clerk should work with Cllr Davey to produce a health and safety policy which considers all aspects of risk and suggest arrangements to mitigate/manage the risks. It was noted that appropriate training may be required.

11. To resolve to go into closed session due to the personal and sensitive information to be discussed - DPA 2018 and UK GDPR - Ref: 3344

RESOLVED to move into closed session.

All in favour

12. To consider the clerks request to amend current employment contract to reflect the industry standard for holiday entitlement - Ref: 3345

RESOLVED to set the clerks holiday entitlement at the level recommended in the green book.

All in favour

13. To consider the clerks request for a salary review - Ref: 3346

The Town Clerk role had been assessed against the SLCC/NALC assessment criteria for parish clerks and noted that the town clerk is 5 grades below the recommended pay scale.

RESOLVED to recommend to full council that the clerk is paid at the correct rateable level for the role.

All in favour

14. To consider and approve the draft contract of employment for the Deputy Clerk - Ref: 3347

The contract had been drafted on the SLCC/NALC recommended contract with a few minor amendments and circulated to councillors prior to the meeting.

RESOLVED to approve the draft contract of employment with a start date of either 4th or 11th November.

All in favour

15. To consider whether to progress a vexatious complainant with regard the further complaint and FOI request about the sports field - Ref: 3348

It was noted that the council has a duty to respond to FOI requests unless they are deemed as vexatious/repeated per ICO criteria. However, it was agreed that the criteria for vexatious complainant had been met and the vexatious policy should be invoked, starting with a warning letter from the clerk as per the policy.

All in favour

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



Minutes of the Personnel and Finance Committee held at 7:00pm
at the Arts & Heritage Centre on 1 October 2024

Meeting closed at 9:15pm

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

First Steps at 2-4 Market Place!



Dear Members

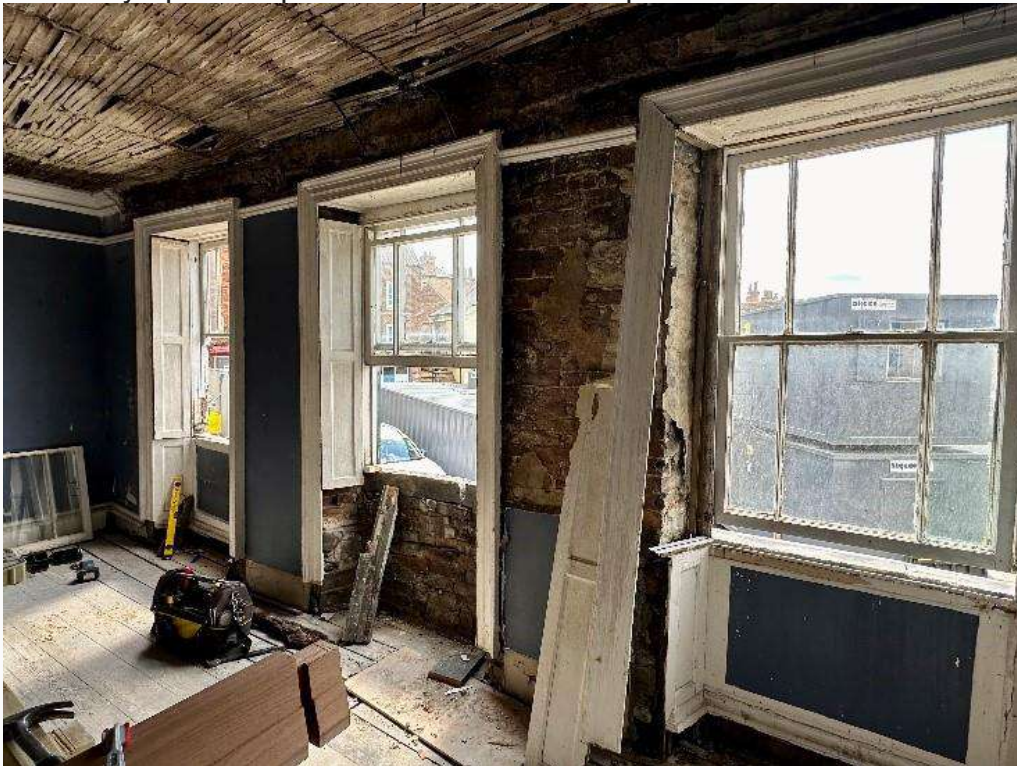
Progress at 2-4 Market Place.

Firstly, once again thank you for your continued support for 2-4 Market Place. As investors, I am writing to you as Chairman to give you all a personal heads up on the great progress we are making before we start to publicise more on our website, Facebook page and so on. As you all know, we had to review our funding package at the start of the year and, in agreement with our funders, we reduced the scope of works temporarily removing the 'Granary' and 9 High Street from the scheme, to ensure that the works are deliverable.

After the delays caused by the election (Purdah and much of government processing etc put on hold) we have finally got all the funding contracts signed and are just waiting for our solicitors to finalise some documentation. These final formalities are not stopping our contractors, Messenger BCR from getting on with the site preparation. As I am sure you have all seen, we have now been on site for about a month now. The compound has been constructed, providing the on-site facilities Messenger need to deliver our project.



Our project manager, design team and contractors had a site meeting last Friday (9th August) and I'd like to share a couple of photos that show some huge visible changes already made. A lot of clearing and tidying-up has taken place, with cellar voids being cleared, rubbish removed. Windows are already being repaired where there is urgent need. One of the biggest changes is the demolition works. The flat-roof are that used to cover the freezer section has already gone which gives a great impression of how the newly opened up site will look once completed.





Over the next few weeks, the focus will be on ground works, structural works and roofing. We'll send out updates when we can and there will also be an opportunity for all community share holders to go on site in pre-booked hard-hat tours – details to follow.

The board will also be starting our activity programmes after the summer break, which will out-line volunteering opportunities for Trust members and ways everyone in the community can get more involved with 2-4 Market Place.

We will have more to report via Facebook and our website in the coming weeks, in the meantime, please enjoy these photos of the initial works. The Trust look forward to updating you again very soon

Best wishes

Neil Castle
Chairman
Caistor and District Community Trust Ltd

Motion to full Council (from 3 members of the Estates Committee) (N.B. from Town Clerk: this motion has not been discussed at an Estates meeting):

Purpose: To establish a formal working relationship between Caistor In Bloom and Caistor Town Council.

To ensure any work or planting that CIB undertake around the town has the agreement of CTC, and that the necessary health and safety considerations have been taken. To ensure all planters and plantings around the town are sited with the agreement of CTC, WLDC or LCC as appropriate.

Background:

CIB is a community group that receives grant funding from CTC, donations and other funds from private individuals, local businesses and WLDC. There is not currently a formal working relationship between CIB and CTC to regulate or monitor their activities within the town. As well as all the planters & planting around the town this work has now extended to the renovation and painting street furniture without prior consultation with CTC WLDC or LCC.

The members of Estates committee (without prejudicial interest) would specifically like to draw councillors attention to the following items:

1. The hand rail on plough hill is completely filled with planters, it therefore offers no support to those struggling to walk up the hill, indeed the amount of planter now present something of a hinderance when walking up the pavement.
2. Planters have been relocated during 2024 without council consultation or permission near the old firestation. As a result parking spaces have become unavailable.
3. Planters have been placed on the railings around the cenotaph, this was historically prohibited by CTC. They have now been relocated around the base of the cenotaph without consultation or permission.
4. Heavy planters have been placed close to the "Lion" pump in the market place, hindering the Saturday market. Without consultation or permission.
5. The increased number of hanging baskets and planters around the town present in some cases hazards for pedestrians, the elderly and infirm. Wheelchair users and those with disabilities.
6. The quantity and location of planters around the town has dramatically increased in the last 4 years without prior consultation or agreement from CTC. There have been no formal meetings to discuss, agree or give permissions / periodically monitor this influence on the town. There has been no formal consultation with residents.

Proposed Outcome:

1. CIB engage formally with CTC.
2. At least quarterly meetings between CIB and appointed CTC representative group.
3. Manage the impact on the town centre , pedestrians and all residents / visitors.
4. Health & Safety management.

Help shape visual identity of your community by engaging in ‘design code’ consultation

Date Published: 11 September 2024

Residents across Lincolnshire are to be asked what is special about where they live and work as part of a consultation exercise into the development of a new design code.

The design code will help set standards for new buildings and be an important tool for everyone delivering new developments across Central Lincolnshire.

The design code will sit alongside policies in the Central Lincolnshire Local Plan, setting out clear rules for design quality and once adopted, will be used in deciding on planning applications that go before the authorities in Central Lincolnshire which are City of Lincoln Council, North Kesteven District Council and West Lindsey District Council.

All councils are required to prepare a design code as part of the Levelling Up and Regeneration Act 2023.

A key part of the consultation, is feedback from people on what they think works well and not so well, in terms of the design of buildings, streets and spaces.

Getting the views of the community, businesses and other stakeholders is vital to making sure the code represents the views of the local community, and the consultation aims to reach as many people as possible.

Councillor Young, Chairman of the Central Lincolnshire Joint Strategic Planning Committee, said

“We are in the early stages of preparing the design code and are keen to work closely with the community to ensure the design code reflects their views. Please get involved by taking our short surveys, uploading photos and signing up for the latest news.

Following feedback from this first round of engagement and consultation, a vision and set of design principles will be drawn up, as well as setting out the areas and types of development the code should focus on. We will seek views on these in the winter during the next stage of preparing the code”.

There will be three main stages where local communities can get involved. The findings from these consultations will feed directly into what goes into the design code.

The first stage of engagement and consultation runs from **Tuesday 10 September to Tuesday 22 October 2024**.

There are two surveys that form part of the consultation;

[The first survey asks for people’s views](#) (opens in a new window) on what makes where they live special and the types of development they consider to be particularly good.

[The second survey seeks your views](#) (opens in a new window) on some possible topics for the code.

It is hoped that the responses to this more detailed survey will help inform what the code should cover and the core design principles for new development to consider.



Public Tracking Report

Memorial management and safety inspection testing	Ref: 21340	Created: 15/03/2023
Complete Tree survey for all CTC trees	Ref: 23396	Created: 22/06/2023
Deputy clerk recruitment	Ref: 24311	Created: 28/07/2023
Signs for the parks	Ref: 24340	Created: 28/09/2023
Repaint of the cenotaph railings and Lucys lane section	Ref: 24356	Created: 30/11/2023
Ownership of market place and Cornhill /Land registry search	Ref: 24361	Created: 05/12/2023
2-4 Market Place - Build	Ref: 24371	Created: 15/12/2023
Christmas Lights 2024	Ref: 24476	Created: 04/06/2024

Correspondence - More amenities for the youngsters/teenagers of caistor

From: [REDACTED] >
Sent: Wednesday, August 14, 2024 7:49 PM
To: clerk@caistortowncouncil.gov.uk
Subject: More amenities for the youngsters/teenagers of caistor

Dear sir,

My son belongs to caistor Tennyson tigers football club under 14 s who have done incredibly well this year in achieving a cup in the cup finals in Lincolnshire/ Grimsby. Amongst my son and others there are a few amount of the children in his team and school year that are football mad and have no back garden or a very tiny one, ourselves included. What I find most frustrating is that so many of the boys and some girls would love a couple of goal posts with a net and if any could be put up in the cricket field area then the boys could practice any time. I at present take my son and his friends to limber or swallow to play as to play properly they really do need a net on the goal and at the south street park there is no net and the position of the goal post is not ideal. Now I see a crazy amount of effort and money put into caistor making it look beautiful , but not let's not forget that we also need some where available for teenagers to play other than just a skatepark and a couple of toddler swings. There's not even a youth club! I travel to n Kelsey to take my son to youth club also. I think it's time it was addressed to possibly at least focus on the goal post and parks. I know you would please a lot of the football lads. I hope you will bring this up in the next council meeting which I will be attending. What time should I arrive at the meeting please.? And please confirm the date of the next one.

I await in anticipation and hope along with many other children and parents. Thank you and kind regards

[REDACTED]

Dear Ms Moss,

I am writing to commend the Town Council and Councillors for their financial support of initiatives which make the town an attractive and happy place to live and work.

We love to bring our friends here to show off our lovely buildings, set off with colourful flowers by Michael Galligan's "In Bloom" team.

I volunteered to take a guided walk to show the increasingly rare spectacle of Swifts flying high over the town in a 'gathering flight' late in July this year. This was based at the Arts and Heritage Centre and was well attended by people from all over the county. I heard several people from Nettleton and Grimsby comment on the cleanliness and obvious pride taken over the flowers in the town and how it had made the evening such a pleasure for them. I have now been asked if a group from Scunthorpe could come to see Swifts flying in Caistor next year.

I often notice tourists pausing a while in the Town Centre or with brochures in hand walking the Heritage Trail.

I also note Viking Way trekkers making a beeline for the Co-Op and toilets. It would be lovely if they could be provided with benches outside the Town Hall so that they can rest rather than be forced to sit on the pavement or fire escape steps to take their refreshment.

In my thirty years working in the town I have never seen it look so good. The sense of well-being and optimism this symbolises can only be for the good at the present time.

Kind regards

██████████

Sent from my iPhone

Caistor in Bloom compliments received since August:

2nd August

I came through Caistor on the Grimsby bus on Wednesday and noticed the abundance of floral displays. This inspired me to get the bus today to see this spectacle. I thought it was stunning and met Michael who showed me the gardens and pond down Fountain Street which I would have missed. I had tea in the Heritage Centre, pint in the pub and delicious fish and chips. The day was so perfect that I immediately recommended my ladies group to visit by putting up a picture of Michael's handiwork on Facebook. Some of them will visit next Friday. What a fabulous town. I wish I had discovered your Caistor in Bloom before.

2nd August

Hi

We have just returned to our home in Exeter after a week visiting friends and relatives in the northern part of the U.K.

We were amazed by the wonderful floral displays in boxes, tubs and baskets around your town. Those who clearly spend a lot of time on planting, watering & maintaining deserve a huge compliment. The city of Exeter has won awards through Britain in Bloom in the past, but we have never seen anything to equal Caistor's amazing display. It was wonderful to see and made Caistor look so beautiful.

Thank you to all concerned.
Kind regards,

Sent: 04 August 2024 17:46

To:

Subject: Flowers

The flowers in Caistor are absolutely beautiful, a welcome sight and smell all round the town, well done X

Regards

Sun 4th Aug

Dear Sir/Madam,

>

> After 2 months touring around England, yesterday, we happened upon your delightful town. The flowers were the best we had seen on our tour and we stopped and walked around amongst them to soak up their beauty and take numerous photos to remind us of our visit.

>

> What pleasure displays like yours give to visitors.

>

> As gardeners we appreciate the time and effort that someone takes to make and maintain a display like yours.

>

> Top marks to all involved and may your flower displays keep giving locals and visitors many hours of pleasure.

>

> Kind regards

Sun 4th Aug

Dear Sir/Madam,

We had reason to visit Caistor on Saturday as we occasionally do, and we were bowled over by beautiful displays of flowers across the whole town. What a lovely sight. Well done for supporting and organising this, it makes such a difference.

I was also heartened to see the regeneration of the former Coop building in the town centre being redeveloped. This will be a positive benefit to this key part of the town aiding vitality. We look forward to seeing it completed.

Kind regards

6/8/24

Ladies and Gentlemen,

my husband and I spent two weeks in England in July, traveling through parts of Lincolnshire. We saw many beautiful landscapes and towns, but none of them caught our eye concerning the flower arrangements as much as Caistor did. It's wonderful how a ribbon of flowers runs along one of the main streets!

It was the end of a school day and parents were picking up their children from elementary school. Everyone was surrounded by flowers and could see them. I can imagine how you not only delight tourists with your floral decorations, but also help to positively influence the mood of your residents and promote the early aesthetic education of your youngest children. How beautiful!

Kind regards

8.8.24

Dear Team

We visited Caistor today and we would like to express our thanks to the most beautiful flower display we saw throughout your town.

We chatted to Michael the volunteer who we think is incredible. He loves what he is doing and this is so obvious.

Your town looks wonderful.

Thank you

PS our son and family are moving to Caistor, we are pleased that they chose this spot

Sat 10/08/2024

Hi

Having visited your town today, Saturday 10th August 2024.

I would like to complement you on your wonderful floral displays all around the town, they really enhance and brighten the environment.

Regards

Sent: Sunday, August 11, 2024 9:21 PM

To: clerk@caistortowncouncil.gov.uk

Subject: Caistor Flowers

I am writing to say how wonderful all the flower displays are in Caistor. They are absolutely stunning and make the town look really lovely. I have met several people who are visiting Caistor to see the flowers, it really does bring people into the town. The Caistor in Bloom group really work so hard to plant and maintain them, they deserve a medal. I understand the council contribute to the cost of the flowers and I feel it is money well spent. Many thanks to all involved with the Caistor flower displays you are doing such a great job it really is appreciated by the residents of Caistor.

Kind Regards

13.8.24

Good afternoon

Just back home after a super stroll around Caistor with [REDACTED] both Grasby born and bred., The aim of our get together was to take in the floral display, wow, wow, wow! The colours, arrangements, variety and inspiration that has gone into making YOUR town so stunning is to be praised and to maintain this amount of floral beauty, totally amazing.

Well, well done to everyone involved and long may so many visitors and local folk glean enjoyment from your efforts 🌻 🌷 🌸 🌹 🌺 🌼

Kind regards

[REDACTED]

Sent: 13 August 2024 11:52

To: michaelggalligan28@hotmail.com <michaelggalligan28@hotmail.com>

Subject: Fabulous flowers in Caister

Just to say what a amazing display of flowers again in Caister We visited Caister on the 9th Aug and spoke to you about them and the amount of care you take attending them They are a credit to you and all concerned well done



From:
Sent: Wednesday, August 14, 2024 3:39 PM
To: clerk@caistortowncouncil.gov.uk
Subject: Hanging baskets

Good afternoon
I would like to say how absolutely beautiful caistor looks. The flowers along the railings & the hanging baskets are truly beautiful. Who ever is in charge of these is to be congratulated.
Thank you again for a great experience.

From>
Sent: 16 August 2024 08:23
To: michaelggalligan28@hotmail.com <michaelggalligan28@hotmail.com>
Subject: Caistor Flowers

Hi Michael

Nice to bump into you last week and thank you for the Thomas Moore poem recommendation.

Such great work with what you do with the flowers in the village, we drove through the village later that day and it looks great!

16.8.24

We called at Caister on our way home from visiting friends and were amazed at the beautiful colours of the flowers which were being watered by a gentleman. We stopped to congratulate him. We then walked round the village which seems to have been transformed by the displays. Thanks for brightening up our day. Hope it will continue next year.

17.08.2024

Hi there.

Just a note to say that we recently visited Caistor and were amazed at the beautiful floral displays around the town. They were a sight to behold & we took lots of photos. Even more of a treat was meeting Michael, the lovely man who tends the displays, perchance in the cafe.

He is a grand asset to Caistor!!

Kind regards,

[REDACTED]
Tamahere, New Zealand. Q

17.8.24

The flowers in Caistor are amazing, out of this world. So well done to the hard working team, especially the lovely Irish man who spends his life watering them!

[REDACTED], Saltburn by the sea.

17.8.2024

I would like to say what a fantastic job all involved do, the displays are a credit to the town, a beautiful display for both locals and visitors alike the best I have seen anywhere, they make the town look cared for.

Thank you everyone involved

[REDACTED]

Resident

19.8.24

Hello there Caistor Council

I have wanted to share this for a long time about the lovely man who obviously puts his whole heart and soul into the absolutely stunning VAST array of beautiful flowers in the town of Caistor!

I often see him devotedly watering them regularly and have spoken to him about how rare this is in my own long experience of over 70 years!

So I was delighted when he gave me the link to your Council so that I could express this gratitude from me!

Our environment has a far bigger effect on us than any of us realise probably.

Big thankyou from Abilee Clair!    

From: >

Date: 20 August 2024 at 11:05:14 BST

To: hcwrightjon@hotmail.com

Subject: Caistor in Bloom

Dear Mr Wright,

I thought I would write again to let you know how fabulous the flowers and floral displays around Caistor are again this year.

I also noted that Mike Galaghan is once again fronting this, working hard to maintain the displays throughout the season. It gives the town an air of being well cared for and elevates it above many others in the area.

Thanks goes to the enthusiastic volunteers who give up their time freely and of course, the town council for allowing the continued funding for this project.

Kind regards

21.08.2021

Hello, may I say that today we visited Caistor from Lincoln for the umpteenth time this year and wish to compliment you on the spectacular floral displays! Not just the odd pot of blooms like in many other places but a fabulous profusion in every corner of the town. I hope you realise what a joyful, uplifting environment these displays create. We find the sight of so much colour and variety gives us an enormous psychological boost. We visit regularly for the pure pleasure of immersing ourselves in the beauty of Caistor!

Our heartfelt thanks to all who are responsible

I must also say how much we love the Arts and Heritage Centre! Best cakes for miles around!

Grateful thanks from [REDACTED] (Lincoln).

21.8.24

Dear Team,

Just wanted to email to say how wonderful we thought the flowers looked in Caistor. We visited from Southend, Essex, at the weekend with my parents, who had recommended we see the flowers, after their visit last year. We were not disappointed. The flowers were beautiful. We also had the pleasure of meeting Michael. He is a lovely man and told us all about the flowers. He does a marvellous job at maintaining all the flowers in the village

Kind Regards
[REDACTED]

23.8.24

Good Morning,

We recently had the pleasure of visiting Caistor while on holiday in Lincolnshire and want to congratulate the town on the stunning flower displays that we saw during our visit.

We talked with the man who tends the displays and were very impressed by his enthusiasm for both the flowers and the towns history.

We were also treated to a couple of poems written by poets with connections to the town. Could you please express our congratulations to all those responsible.

Kind Regards
[REDACTED]

23/8/24

To the Caistor Town Clerk.

Just a quick email to say that as a Caistor-ian, I always thoroughly enjoy "**the annual flower display**" that appears all around Caistor...

From the colourful flower beds, on every "**WELCOME TO CAISTOR**" sign, at the main roads, to the old wooden carriage at Caistor top, all the baskets, all the trough planters and all the other individual flower displays, that are full of a great variety of flower types and in all the very bright iris colours.

Without a shadow of doubt, it is a feast to the eyes, and I believe it makes Caistor memorable to all visitors...

Credit to the designers, to the planters, and to all those who maintain this wonderful and very colourful display throughout the year...

With kind regards.

 (a Caistor resident)

24.8.24

My partner and I came to Caistor last Sunday to walk part of the "Viking Way". On arrival in your town we were amazed to be greeted by the sight of your floral display. It really is a credit to the town and we just felt the need to pass our thoughts on to you. Thank you for the treat.

25.8.24

To whom it may concern,

My husband and I have just returned from spending time in Lincolnshire, and one of the towns we visited was Caistor - and what a surprise to see it so wonderfully decorated with colour! We were so impressed with the abundance of flowers in pots, hanging baskets etc., decorating the roadsides in almost every street! It made a huge impact on us and we know that this kind of thing doesn't just happen - your staff have clearly put such loving care and hard work into making the whole town come alive!

We just wanted to let you know how much this is appreciated by visitors like us. It brightens everywhere and makes such a difference. Your town really stands out as being one that cares about its neighbourhoods and residents. We are considering moving back to Lincolnshire now that we are retired - Caistor is high on the list!

Kind regards,

26.8.24

We have been to look at the flowers four times recently the Beauty is to behold, I have never seen such beauty, the displays are truly wonderful, gladdens your heart, the first three times we went to see the flowers the weather was perfect, but alas yesterday it started to pour down as we were just approaching Caistor, so we had a drive through

please convey our great full thanks to all concerned, we have met Michael on two occasions he really is a lovely chap, with many grateful thanks

27.8.24

Please could the Town Council give a large vote of "thanks" to Mike and all the volunteers for making Caistor such an attractive place. The flowers are exquisite and it encourages everyone to make an effort to improve the wonderful community we live in.

Thank you.

31.8.24

Hello.

I am a tourist from Holland.

While walking a small part of the Viking Way I was passing through the lovely little town of Caistor.

I found the area around Market Street very charming and well decorated with colorful flowers.

Thank you for your hospitality!

You Caistor citizens are blessed with such a beautiful landscape.

Kind regards.

03.09.24

Hi.

We have a caravan at Nettleton Park and we had a walk through Caistor Market Town and we would just had to email you to say how fantastic the flowers 🌸 looked throughout the Town. It must have took a lot of hard work from a lot of people. It put a smile 😊 on our faces. It put our city (Derby) to shame. We congratulated Michael, who was watering the flowers 🌸 on the brilliant display. We look forward to seeing another fantastic display next year.

Regards

Dear Ms Moss,

I am writing to commend the Town Council and Councillors for their financial support of initiatives which make the town an attractive and happy place to live and work.

We love to bring our friends here to show off our lovely buildings, set off with colourful flowers by Michael Galligan's "In Bloom" team.

I volunteered to take a guided walk to show the increasingly rare spectacle of Swifts flying high over the town in a 'gathering flight' late in July this year. This was based at the Arts and Heritage Centre and was well attended by people from all over the county. I heard several people from Nettleton and Grimsby comment on the cleanliness and obvious pride taken over the flowers in the town and how it had made the evening such a pleasure for them. I have now been asked if a group from Scunthorpe could come to see Swifts flying in Caistor next year.

I often notice tourists pausing a while in the Town Centre or with brochures in hand walking the Heritage Trail.

I also note Viking Way trekkers making a beeline for the Co- Op and toilets. It would be lovely if they could be provided with benches outside the Town Hall so that they can rest rather than be forced to sit on the pavement or fire escape steps to take their refreshment.

In my thirty years working in the town I have never seen it look so good. The sense of well-being and optimism this symbolises can only be for the good at the present time.

Kind regards

██████████

7.9.24

Just wanted to say how beautiful the flowers in Caistor are this year . Myself ,family and friends agree they look spectacular and really enhance our lovely town .

Please convey our thanks to Micheal Galligan and everyone involved in the project of making the town look so beautiful .

The hard work and dedication has really paid off .

Regards

██████████

10.9.24

We recently visited Caistor and were amazed to be greeted by the beautiful flower displays lining the streets. It really was a fantastic sight.

We had lunch at the Heritage Centre and were fortunate to meet Michael Galligan and hear

about the work he and the team do to produce these beautiful displays. We will visit again in

the Spring when the Spring flower displays will decorate the town.

We also enjoyed the ice cream at Ted's and meeting James the friendly owner.

Congratulations to the Town Council and the Caistor in Bloom Group

██████████ (Lincoln)

12.9.24

I would just compliment all those involved in putting together and looking after the fantastic display of flowers throughout your small town. We stopped at Wolds View for several days in July and walked into town on the closed road for roadworks and we were very impressed, for such a small town it's impressive.

Well done to all involved.

██████████ (Cheshire)

From: ██████████

Sent: 22 September 2024 17:25

To: clerk@caistortowncouncil.gov.uk

Subject: Feedback on Caistor flowers.

Hello Caistor Town Council.

This is very belated – so, sorry for that - but, just a note to say that my wife and I visited Caistor on Sunday 28th July as part of a short break holiday to Lincoln and the Lincolnshire Wolds. What a lovely town you have there at Caistor.

First, we met two lovely ladies who were happy to tell us that they were in their nineties, had been enjoying the sunshine in the town square and were then on their way to The White Hart for their lunch. I imagine you may know who they are. They gave us directions and advice on what to look out for around Caistor. During our walk around town we came across your Arts & Heritage Centre and stopped in there for a look around all the works of art and the library, learnt about what you are doing to help the swifts that seem to find Caistor such an appealing stopping place, and of course had some tea and cake. A lovely resource and focal point for visitors and locals alike; and the people who served us were very welcoming and friendly.

During our walk around town we were constantly amazed at the quantity and quality of the floral displays and commented, to each other, a number of times at the community spirit that you must have there in Caistor to maintain such a wonderful show of flowers. Then, just as we were about to leave, we bumped into the human dynamo that is Michael Galligan and all became clear. He was watering some flowers in the town square from his tow-able water tank so I approached him to ask how all this was achieved and he not only told me about all that he does to make it happen but also gave me an impromptu presentation (paper, not Powerpoint) of where all the funding comes from, the community contributions of both time and money, where it is spent, and the costs and contributions per household. In addition to that he told me all about how he came to live in Caistor having been born and raised in Ireland; and he regaled me with his renditions of some of the poems of Tennyson, Wordsworth, Marvell and Yeats. It was a lovely conversation.

What a wonderful member of the community you have in Michael. If only every town and village had a Michael Galligan; the world would be a much better place.

Best Wishes to you all,

██████████

We would like to comment on Caistor flowers again this year. They are amazing as always. We are very proud when friends visit and we take them round the town to admire the flowers. They are always astonished at the abundance of colour and variety of blooms. We think Michael Galligan and his volunteers must have magic in their fingers. We would like to thank them for the work they achieve each year, it cannot be easy to provide and maintain such magnificence. It is very much appreciated by us all.

████████████████████

Newbolt Close, Caistor

Sun 22/09/2024 09:23

Local Gripes

Dear Clerk,

Sir, we have been residents in Caistor for 9 years on 30th October this year in that time we have been unable to get an NHS Dentist, it's about time there was one available locally in Caistor which apparently there was at one time. Another problem is property owners being allowed to let their garden encroach onto the pavements making it difficult for Elderly&Disabled residents also Mothers with pushchairs to get by without having to step onto the road. The pavements are in a bad state of disrepair making walking dangerous for some. Despite these problems we do love living in Caistor.

Thank you.

[REDACTED]

[REDACTED] Newbolt Close

[REDACTED]

[REDACTED]



TRAINING AND DEVELOPMENT POLICY

1. Introduction

Caistor Town Council is committed to learning and development for all councillors and employees by identifying training requirements promptly and providing the necessary resources to provide the necessary training. This may include financial assistance, study leave, short courses and workshops and links with other policies.

The objectives of this policy are to encourage all councillors and employees to undertake appropriate learning and development activities.

2. Commitment to Training and Development

Caistor Town Council recognises that its councillors and employees are its most important assets and is committed to encouraging everybody to enhance their skills, knowledge and qualifications through learning and development activities. Some learning is also necessary to ensure compliance with all legal and statutory requirements.

Caistor Town Council are committed to continuous learning and development to enable councillors and employees to effectively contribute to achieving the council's aims and objectives by providing the highest quality representation and services.

3. Learning and Development

Learning and development improves the quality of the services and facilities provided by Caistor Town Council and helps to enable the organisation to achieve its corporate aims and objectives. The skill base of employees is improved to produce confident and qualified staff working as an effective and efficient team and ultimately demonstrates that employees are valued.

Learning and development will be achieved by including a realistic training allocation in the annual budget as well as by taking advantage of any relevant partnership or in-house provision available.

Training includes but is not limited to:

- induction briefing;
- attendance at formal courses and conferences;
- informal networking;
- being mentored and mentoring;
- online courses; and
- reading and private study

4. Identification of Learning And Development Needs

Employees will be asked to identify their development needs with advice from others. Members' and employees' learning needs may also be identified through the interview process, line management, through the appraisal process and day to day discussion.



Learning and development needs may also be identified due to:

- Legislative requirements;
- Changes in legislation;
- Changes in systems;
- New or revised qualifications becoming available;
- Accidents;
- Professional error;
- New working methods and practices;
- Complaints to the Council;
- A request from a member of staff;
- Devolved services/ delivery of new services.

Employees who wish to attend a learning course should discuss this with their line manager/Council and all requests will be considered positively.

5. Staff Training

CTC encourages employees to come forward with suggestions for employment related training for their own development. Requests should be submitted to the Clerk who will present the request to the relevant committee.

Development needs may be identified and agreed as part of the annual appraisal.

The council may request that staff undertake training for any specialist activities that the employee is required to undertake on behalf of the council.

Training needs of the office staff will be identified by the Clerk or Personnel and Finance Committee and approved by the Personnel and Finance Committee.

Training needs of the Estates staff will be identified by the Clerk, Personnel & Finance Committee or Estates Management Committee and approved by the Estates Management Committee.

6. Councillor Training

Councillor training is not mandatory, but it is highly recommended that advantage is taken of all training opportunities.

All new councillors will be provided with an induction pack and offered the opportunity to attend any appropriate Local Council training courses.

Additional opportunities to attend courses will be investigated by the Clerk and brought to the attention of full council.

Training in the form of briefings and updates will be circulated by the clerk for study by councillors.

Training needs of councillors may be identified by themselves, the Chairman or the Clerk and approved by Full Council or the Personnel and Finance Committee.



7. Volunteer Training

Volunteers must be adequately trained to be able to carry out the role required. The exact nature of the training will depend on the role and will vary according to:

- The job or activity
- The existing competence of volunteers
- The circumstances of the work (eg the degree of supervision)
- The tools and /or equipment being used

The training standard however must be sufficient to ensure the Health & Safety of the volunteers and any people who might be affected by the work, as far as is reasonably practicable. Training will be the responsibility of the staff member or Councillor accountable for the work.

8. Corporate Learning

This is necessary to ensure that Members and employees are aware of their legal responsibilities and corporate standards e.g. Health and Safety, Equal Opportunities, Code of Conduct. Employees will be required to attend courses, workshops or seminars where suitable learning opportunities have been identified.

9. Financial Assistance

It is important to note that all learning must be appropriate to the needs of the council, relevant to the individual's role and subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the council will be identified. Members and employees will be required to attend the nearest venue offering the required development course or event unless an alternative is authorised by council in the interest of operational effectiveness or ensuring value for money.

The council will also consider:

- The impact on operational capability;
- The most economic and effective means of providing the learning;
- Provision and availability of the learning budget.

Members and employees can expect the following costs to be met by council for approved learning and development activities:

- The course fee;
- Examination fees;
- Associated membership fees;
- One payment to re-take a failed examination.



Members and employees attending financially assisted courses are required to inform the clerk immediately of any absences, giving reasons. Failure to sit an examination may result in the council withdrawing future course funding and/or requesting the refunding of financial assistance.

Each case will be considered on an individual basis.

Caistor Town Council operates a Return of Service agreement. Any employee undertaking post entry qualifications funded by the Council must be aware that, should they voluntarily leave the council's employment within two years of completing the qualification, they will be required to repay all costs associated with obtaining that qualification.

10. Study Leave

Employees who are given approval to undertake external qualifications are granted study time to attend day release courses, time to sit examinations; and study time and provision of study time must be agreed with the line manager/chairman prior to the course being undertaken.

11. Short Courses/ Workshops/ Residential Weekends

Where attendance is required out of normal working hours at a short course, an attendance allowance will be granted. Members and employees attending approved short courses/ workshops/ residential weekends can expect the following to be paid:

- The course fee;
- Travelling expenses in accordance with the council's current policy;
- Subsistence in accordance with the council's current policy.

12. Linking with other Council Strategies and Policies

Caistor Town Council learning and development policy links with other council strategies, policies and activities; notably

- Risk Management Policy: a commitment to learning and development greatly assists in achieving good governance and an effective system of risk management.
- Health and Safety Policy: ongoing learning and development is critical to ensuring a positive approach to health and safety is embedded throughout the council.
- Continuing Professional Development (CPD).
- Continuous improvement.

13. Progress Reports

The clerk will report annually to the council detailing learning and development activities over the year, attendance and evaluation



GRANT AWARD POLICY AND APPLICATION

Introduction

Caistor Town Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

A grant is any payment or gift made by Caistor Town Council to an organisation for a specific purpose that will benefit the Town, or residents of the Town, and which is not directly controlled or administered by the Town Council.

Caistor Town Council has the General Power of Competence as granted in the Localism Act of 2011 and as such can offer unrestricted grants. However, the council will typically look more favourably on applications which are “in the interests of, or will directly benefit the area or its inhabitants, or of part of it, or some of it” and where “the direct benefit is commensurate with expenditure”.

Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the sustainability of the application.

Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs, all of which must be of a non-commercial nature.

Any grant application must be seen to be of benefit to some or all residents of Caistor.

How much can be applied for?

Whilst there is no set limit on the level of grant which can be applied for, Caistor Town Council is a relatively small council with limited resources and therefore the amount available for grants is also limited. Typically grants will be restricted to a max of £1000, but the council may consider grants at higher levels where significant benefit can be demonstrated.

How can the grants be used and how are they decided?

Grants can normally only be used for capital projects and not for revenue support.

Caistor Town Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:

- providing a service;
- enhancing the quality of life;
- improving the environment, and promoting the Town in a positive way.



GRANT AWARD POLICY AND APPLICATION

The Town Council will hear the application and make a final decision. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Town Council will take into account the amount and frequency of any previous awards.

Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities. At the Town Council's specific annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year.

The availability of funds is dependent on the Council's overall financial position and the choices it makes when allocating its resources. It is not just the role of the Town Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

Applications for grants will be invited and discussed twice a year during the town council meetings. Typically, in April and October, but may be deferred to later months at the discretion of the council.

How should an application be made?

All applications are to be made on the form attached to this policy. Normally only one grant will be given in a Council fiscal year. Applicants are responsible for ensuring they are using the most up to date application form.

Ongoing commitments to award grants in future years will not be made.

A fresh application will be required for each application.

Applicants are welcome to attend the meeting where the grant applications are discussed.

What is required with the application?

- Full and complete copies of your accounts for the last two years, if available and if your organisation has been in existence for that period.
- A recent bank statement covering for last 3 months.
- A detailed budget plan and supporting evidence.
- A copy of your organisations Constitution, Terms of Reference or Rules (if available).
- The number, or percentage, of Caistor residents that the group supports.
- Details of any restrictions placed on who can use/access the organisation's services.
- If the organisation has had grant from the Council in the previous year, a full report of the previous award should be included.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies.



GRANT AWARD POLICY AND APPLICATION

- Caistor Town Council may require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders and justification if the cheapest quote has not been selected. The Town Council reserves the right to request proof of the tender process.

The following reasons will not be accepted as sufficient justification for why the applicant has not used the cheapest quote:

- the location of the supplier;
- the fact they have bought from a supplier before; or
- any offers the supplier makes about future service or maintenance of equipment.

What will not normally be funded

The following will not normally be funded:

- Private individuals.
- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.
- “Upward funder” i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

This list is not exclusive, and may be added to at the council’s discretion.

Grant conditions

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.

Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.



Caistor Town Council

GRANT AWARD POLICY AND APPLICATION

Prior approval of the Council is required if any change of purpose of the grant is required.

Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.

The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Town Clerk.

Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. To not do so could mean funding being withdrawn.

To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.

Normally only one grant per year, though exceptions may be made.

More than one project may be comprised in a grant, though one completed application form per project is required. Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

Reporting

All grants awarded will be subject to a 6 month 'report back' to Caistor Town Council as to the progress and/or community benefit.

Failure to return a 'report back' may result in the Council asking for all or part of the monies to be paid back.

Publicising the Grant

Caistor Town Council requires that grants are publicised.

The requirements will be set out in the grant agreement letter. Successful applicants will be required to:

- mention the grant in any press releases, online communications and websites; and
- display a poster, plaque, or billboard, depending on the amount of funding received and the type of investment, including the Caistor Town Council logo.

Non-compliance of publicity requirements is a breach of the funding agreement and may result in your grant claim being reduced, withdrawn or reclaimed.

Applicants must cover the cost of publicising the grant and this cannot be included in claims for grant reimbursement.



Caistor Town Council

GRANT AWARD POLICY AND APPLICATION

Changes During the Grant Period

The applicant is expected to use the grant money to buy items as specified in the application and grant funding agreement. During the grant period, exceptional circumstances may arise where applicants need to change elements of a project.

Applicants must inform Caistor Town Council in writing immediately and where appropriate seek a contract variation.

Applicants must inform the Caistor Town Council about any changes to a project, for example:

- changes to use of buildings, equipment or any other assets bought with the grant;
- disposing of or selling any of the assets;
- closing, selling or transferring the business that's associated with the grant.

This applies during the project and for five years after the payment of the final claim.

Agreement to an amendment is not automatic and if the applicant goes ahead with a change that Caistor Town Council does not agree to, there may be an obligation to repay the grant or Caistor Town Council may withhold part or the entire remaining grant.



GRANT AWARD POLICY AND APPLICATION

Name of Organisation	
Total Membership of Organisation	
The number, or percentage, of Caistor residents that the group supports	
Please give details of any restrictions on membership to your organisation	
Amount of Grant applied for	
Purpose of Grant <i>(Please continue on another sheet if required)</i>	
Has funding been sought elsewhere and, if so, please give details	
If your organisation has had a grant from the council in the previous year please supply a full report of the award	
Any other comments in support of your application <i>(Please continue on another sheet if required)</i>	



GRANT AWARD POLICY AND APPLICATION

Bank details for payment of grant.		Sort Code:	
		Account No:	
		Account Name:	
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)			
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)	
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.			
Signature of person applying or the grant			
Applicants name and position within the organisation			
Contact Address			
Contact Email			
Contact Telephone Number			

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

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

Tel: 01472 476122

Planning Consultation

CATEGORY A

LCC reference: PL/0056/24. Development: To increase the area previously approved under application reference 131058 for the importation, storage, screening, merchanting and distribution of primary and secondary aggregates. Location: Mansgate Chalk Quarry, Mansgate Hill, Nettleton

LCC REFERENCE: PL/0056/24

DEVELOPMENT: TO INCREASE THE AREA PREVIOUSLY APPROVED UNDER APPLICATION REFERENCE 131058 FOR THE IMPORTATION, STORAGE, SCREENING, MERCHANTING AND DISTRIBUTION OF PRIMARY AGGREGATES, INCLUDING SANDS, GRAVELS AND CHIPPINGS, AND, THE IMPORTATION, STORAGE, PROCESSING, RECYCLING, MERCHANTING AND DISTRIBUTION OF SECONDARY AGGREGATES, SOILS AND OTHER MATERIALS, INCLUDING BRICKS, CONCRETE, INCINERATOR ASH/SLAG, ROAD PLANINGS, STONE AND TILES, AND, THE RETENTION AND USE IN CONNECTION THEREWITH OF EXISTING OFFICES, WORKSHOPS, BAGGING SHED/STORAGE BUILDING, GARAGE, TICKET HUT, WEIGHBRIDGE, WHEEL WASH, MINERAL STORAGE BAYS, STOCKPILES AND PROCESSING AREAS, LORRY AND CAR PARK AREAS AND SITE ACCESS ROADS

LOCATION: MANSGATE CHALK QUARRY, MANSGATE HILL, NETTLETON

GRID REFERENCE: 512268 400367

The County Council has received an application for the above development. The application can be viewed and commented upon online using the following link:

<https://lincolnshire.planning-register.co.uk/>

It would be appreciated if your Council's observations could be made **online** as soon as possible but in any event within 21 days of the date of this email. If your views are not received within the specified time then it will be assumed that you have no comments to make on this application.

Please make clear in your representation that it is on behalf of the Parish Council you represent and not a personal comment on the application.

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

The County Council would encourage you to give consideration to disseminating this information as widely as possible by, for example, placing details on your website/notice board and, wherever possible, circulating details within your parish.

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