



Public Meeting Pack

12th December 2024



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 12 December 2024 commencing at 6:45pm at the Caistor Town Hall.

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

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

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

Michelle Moss
Clerk to the Council
06/12/2024

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 14th November 2024
6. Finance
 - a) To approve the Accounting Statements for period ending 30th November 2024
 - b) To approve the Schedule of Payments
 - c) To review the final budget proposal following final review by P&F
 - d) Retrospective agreement to pay for a second singer for the switch on event 1st December
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.
 - c) Lincolnshire County Council
 - d) Update from Community Groups
 - dii) Caistor Goes Programme of events to consider for 2025
 - dii) Request from the community cinema for a new screen
 - e) Town Hall Management Committee
 - f) Caistor in Bloom
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 - to receive the draft minutes of 26th November 2024



- b) Estates Committee
- c) 2-4 Market Place/ Build
9. Clerks Report & Parish Matters
 - a) Update on progress made setting up the focus group with businesses and agree next steps
 - b) Consider request for an ex umpires ashes to be scattered on the cricket grounds
 - c) Review Tracking Report
 - d) Consider the need for a councillor walkabout to inspect Town Council owned assets
10. Correspondence Received
 - a) Compliment letter about the Christmas lights thanking councillors and volunteers
11. To note any planning decisions
 - a) None
12. To review the planning applications received and agree a response
 - a) WL/2024/00952 | Tree TPO Application | Proposal - To lift the canopy of the sycamore trees to 6m on the property side, plus to lift the canopy of the beech to 6m or nearest growth point also on the property side. TPO trees T07 to T15 of Tree Preservation Order Caistor 1980 | Address - Wold View Caistor
WL/2024/00986 | Full Planning Application to erect an agricultural barn to store machinery and hay including the change of use of land for the grazing of both horses and sheep and riding area | 4 Acres Brigg Rd, Caistor LN7 6RU
13. Date of next meeting
14. To resolve to move into closed session for the remainder of the meeting due to the confidential nature of the discussion
15. To receive an update on the recruitment for the Estates Operative and agree next steps



**Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 14 November 2024**

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales,
Cllr J. Cox, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestly,
In Attendance: Michelle Moss, District Cllr A. Lawrence,
Members of public present: 4

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3481**
Apologies received from Cllrs Lyus and Hughes. Cllr Priestly arrived late.
- 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: 3482**
Cllrs noted the following interests: Cllrs Davey, Morris and Galligan - 6dii and 7dii; Cllr Bowman - 6di and 7di
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3483**
A resident spoke of their objection to planning application WL2024/00875.

Cllr Priestly arrived.
- 4. Chairmans Report - Ref: 3484**
Cllr Wright noted that he had attended: the twinning event, which was a well run and enjoyable event; the Remembrance Parade and Service and had laid a wreath on behalf of CTC, also very well organised.
- 5. To approve the draft minutes of 31st October 2024 - Ref: 3485**
RESOLVED that the draft minutes of the meeting held on 31st October 2024 be approved as a true record of the meeting and signed by the chair
1 abstained
- 6. Finance - Ref: 3486**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/10/2024 - Ref: 3487**
The accounting statements and bank reconciliation for the period ending 31st October 2024 had been circulated to councillors prior to the meeting.
RESOLVED to approve the accounting statements and accept the bank reconciliation as a true record.
All in favour
 - b) To approve the Schedule of Payments - Ref: 3488**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £23253.26
All in favour
 - c) Consider the CIL income and decide what to allocate it to - Ref: 3489**
It was noted an additional CIL payment had been received for £974.70 taking this years total to £2158.24.
Suggestions for allocation included: the play area surfaces; grants; volunteers equipment. RESOLVED to allocate the payment to part fund the play surfaces replacement.
1 against
 - d) To consider the grant applications received - Ref: 3490**
It was noted that out of £7000 allocated for grants this year, £4678 had been allocated in April, leaving £2322 in this years budget.
 - di) Caistor Goes 80th D Day event - Ref: 3491**
Cllr Bowman Left the room.
It was noted that the grant was for the 80th Anniversary of VE Day.

Signature:



RESOLVED to grant £200 to Caistor Goes for the event.
Cllr Bowman returned to the room after the vote.
All in favour

dii) Caistor Lions 2025 Bonfire Event - Ref: 3492

Cllrs Morris, Davey and Galligan left the room.
It was noted that whilst the grant is for a 2025 event, the Lions need to secure funding for the event in advance to ensure it can be held.
RESOLVED to grant £2000 from this years allocation for the event.
Cllrs Morris, Davey and Galligan returned to the room after the vote.
All in favour

diii) Caistor foodbank Christmas hampers - Ref: 3493

It was noted that the foodbank support households outside the Caistor area, including Market Rasen.
RESOLVED to allocate £250 for the Christmas hampers.
All in favour

div) Caistor Tennyson fertiliser spreader - Ref: 3494

It was noted that: CTC had asked for meeting with the Tennyson Football club to discuss the maintenance of the grounds and the potential chaffer bug issues, but the club had not responded; the council has access to the equipment the club are proposing to buy with the grant money and could arrange for the club to use it; CTC had given the club access to the land at Orchard Bottom to use for training at no cost. RESOLVED to offer help to the club instead of a grant.
All in favour

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3495

a) Lincolnshire Police - Ref: 3496

Report had been circulated to Councillors in advance of the meeting.

b) West Lindsey District Council. - Ref: 3497

Report from Cllr Bierley was noted.

c) Lincolnshire County Council - Ref: 3498

Cllr Smith had sent apologies for the meeting.

d) Community Groups - Ref: 3499

Cinema - Nov 16th Swede Caroline; Dec 14th - About Time.
Caistor Goes - Christmas light switch on planned for 1st December.
Caistor Go2 - Shop/Repair Cafe/Clothes swap - struggling to find venue. EV chargers available for use with RFID card. Tree planting - trees established at SS Park and need little maintenance. Update on the fossil fuel campaign was provided.
Coming soon in Caistor...
Caistor Lion's Victorian Market – November 17th in the Town Hall, 10 – 2pm
Church Christmas Fair – November 30th in the Town Hall, 10 – 12pm
Christmas Market and Switch-On – December 1st in the Market Place, 2 – 5pm
CATS Pantomime – December 4th- 11th in the Town Hall
Christmas Tree Festival – December 13th – 14th, in the Parish Church
Caistor Lion's Carol Concert with the Market Rasen Brass Band – December 18th in the Town Hall, 8pm
Project Emily Christmas Party – December 21st in the Sports & Social Club
Caistor Arts & Heritage start their busy Christmas season with:
Late night shopping events- Nov 7th, 15th, 29th, Dec 20th
Hand made Christmas from November 14th to December 22nd
Music Night – December 13th
Cookies with Santa – December 15th, 10am

Signature:



di) Caistor Goes would like the Council's permission to hold the annual event "Christmas Lights Switched On" - Ref: 3500

RESOLVED to approve the request for the Christmas Light Switched On event. It was noted that appropriate Risk assessments and associated documents will need to be submitted.

Cllr Bowman abstained from the vote.

1 abstained

dii) Consider the Lions proposal to remove the Christmas tree for free in exchange for old lights - Ref: 3501

Cllrs Morris, Davey and Galligan left the room.

RESOLVED to gift the old lights to the Lions in exchange for removing and recycling the Christmas tree in January.

Cllrs Morris, Davey and Galligan returned to the room after the vote.

All in favour

e) Town Hall Management Committee - Ref: 3502

Noted.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3503

a) Personnel and Finance Committee - Ref: 3504

Next meeting scheduled for 26th November.

b) Estates Committee - to receive the draft minutes of the meeting held 22nd October 2024 - Ref: 3505

Draft minutes had been circulated prior to the meeting. No comments.

It was noted that Estates Committee plans to complete a report for Council and residents towards the end of the year, advising what repairs, improvements and maintenance have been completed over the last 18 months.

bi) To receive the update on refurbishment of the toilet at the sports ground and agree to move £2000 from Ear Marked Reserves to this years budget for toilet refurbishment - Ref: 3506

It was noted that the refurbishment is planned for the first half of December. Cllr Clark asked for volunteers to help paint the toilet once the refurbishment is underway.

RESOLVED to move the £2000 allocated in EMR to this years budget for the project.

All in favour

bii) Consider the Estates Committee proposal to replace and repair the play surfaces at South St Park and Millfields as per the quotations from OLP and agree to move £5000 from EMR for play surfaces to this years budget - Ref: 3507

It was noted that the proposals and quotes had been considered in detail at the last few estates committee meetings and the committee recommend getting the prioritised work completed by OLP as per the summary report.

RESOLVED to appoint OLP to completed the work as per the proposal and to move £6000 from EMR to this years budget to enable to work to take place throughout March and April.

All in favour

c) 2-4 Market Place/ Build - Presentation from Cllr Bowman updating on 2-4 Market Place, phases and funding - Ref: 3508

Cllr Bowman noted that: Phase 1 includes 2,3,and 4 Market Place, Community room, core and lift, court yard, archive/store and holiday lets 1&2. Phase 2 includes granary, craft spaces, 9 High St, holiday lets 3-5. All construction aspects of both phases to be completed and the pound removed from the market square November 2025; As with all builds some pleasant surprises and some surprising surprises; fund raising through expressions of interests for grants continues in preparation for Phase 2; there has been strong interest in the retail units; there is a 2-4 website.

Cllrs raised the following points: when will the shareholders and the council be given a detailed update on predicted progress against planned; the parking situation in the Market Place is challenging; Contractors are parking in spaces on the Market Place - please raise this as an issue



with Messenger; businesses and residents are concerned about the lack of information; the town council had asked for a presentation by Neil Castle or the project manager to provide detailed information to the council but Neil asked Jayne to do it and there is a lack of detail; given the disruption in the town caused by the build, the lack of transparency or proactive communication from CDCT is disappointing.

Jayne Bowman was asked to feed back that the council would still like Neil Castle or the project manager to attend a council meeting to present a more detailed update.

9. To consider the councils responsibility for Health and safety and agree a plan of action - Ref: 3509

It was noted that Cllrs Davey, Hodson and the clerk attended H&S training a few weeks ago. H&S is a legal requirement and every councillor is responsible, not just the clerk. Cllr Davey and the clerk have met with Worknest who are endorsed by NALC and LALC for H&S consultation services. Worknest are able to help the council meet all of our H&S obligations, including detailed risk assessments, advice on responsibilities/accountabilities, track our mandatory compliance, offer comprehensive training and become the competent person for H&S for CTC. The annual cost of £2000 includes comprehensive online training in year 1; year 2 and beyond, H&S training would be charged at £215 for access to all online training packages. It was noted that the 2025 budget includes an allocation of £4000 for H&S, but no allocation in this years budget. Worknest have suggested that could design a payment plan which would stagger payments so that we don't have to defer action until April 2025.

RESOLVED to appoint Worknest to become the competent person for CTC and work with them to become compliant.

All in favour

10. Clerks Report & Parish Matters - Ref: 3510

a) Decide whether to register the sports ground with the land registry and allocate a budget - Ref: 3511

Cllr Milner noted that the council can make a voluntary registration to the land registry but to do this a land valuation is needed as the fees are based on the value of the land. A valuation would also incur costs. RESOLVED that the council should progress the registration; Cllr Milner should get an estimate for land valuation and report back to council; any costs should be built into 25/26 budget.

1 abstained

b) To agree what action to take to resolve the leak on the front of the town hall wall - Ref: 3512

It was noted that local contractors had been approached for quotes, but had not yet been out to assess the work. A member of the town hall committee was present and advised that he has sourced a suitable brick for the repair, but also has identified another person who may be willing to repair it.

RESOLVED that the leak needs fixing; to chase the contractors but also look for alternatives; and if we are unable to get the brickwork done, the hole should at least be filled with mortar as a temporary fix.

All in favour

c) Update on the ownership of Market Place and Cornhill - Ref: 3513

Cllr Smith was not present at the meeting to provide an update, but the clerk advised that LCC have accepted the councils proposal to contribute £5000 towards the surface repairs at Cornhill and in response, have agreed to take responsibility of the land and maintain it as a LCC asset.

d) To consider the council response to consultation on remote meetings and proxy voting - Ref: 3514

It was noted that the Government have issued a consultation on remote meetings and proxy voting, a summary of the consultation had been circulated prior to the meeting. It was agreed that councillors should access the link to the consultation and respond individually rather than a full council response.

e) To consider funding the 'Coming next in Caistor Leaflet' for 2025 - Ref: 3515

It was noted that the remaining budget is £360; the cost of producing the leaflet is £450 for 4000 and Cllr Bowman stated that the cost is not negotiable.

RESOLVED to produce the leaflet at the stated cost and incur an overspend.

Proposed: Cllr J. Bowman Seconder: Cllr L. Milner 5 against

Signature:



f) Review Tracking report - Ref: 3516

The detailed tracking report had been circulated prior to the meeting. Cllr Somerscales and Rob Turner were thanked for the amount of time and effort that they had put into the Christmas lights project.

11. Correspondence Received - Ref: 3517

a) Emails from several local business owners about better communication from the council - Ref: 3518

It was noted that several business owners had been unhappy that Cllr Bowman had not consulted with them on her proposal to move the market during the Christmas period. It was noted that the proposal had not been presented to council. It was also noted that following their complaints, Cllr Bowman has now discussed the issues with them and agreed to relocate the market to the courtyard at the rear of Helz kitchen, subject to agreement with the stall holders. The butcher and fruit and veg stall will remain where they are. It was noted that the business owners have requested a focus group be formed to ensure wider consultation in future prior to decisions being made which may affect their trade.

Cllrs Clark and Bowman agreed to liaise with the business owners to form a focus and consultation group for proactive resolution of future issues.

12. To note any planning decisions - Ref: 3519

Cllr Morris left the meeting.

a) WL/2024/00807 | Application Type - Dead or Dangerous Protected Tree | 5 day notice to fell one dead Elm tree within TPO Caistor No1 2004 | 4 EVERGREEN DRIVE, CAISTOR - Ref: 3520

Noted.

13. To review the planning applications received and agree a response - Ref: 3521

a) Full Planning Application WL/2024/00787 | PP/2024/00348 | To erect stable and storage building with associated fencing | PADDOCK LAND, NORTH EAST OF WHITEGATE HILL CAISTOR - Ref: 3522

No objections.

b) Change of Use WL/2024/00875 / PP/2024/00621 | Prior approval application for change of use of agricultural building to 1no. LAND SOUTH OF CANADA LANE CAISTOR - Ref: 3523

It was noted that the land is not part of the designated development area for Caistor in the NHDP; previous applications for planning have been leading towards this change of use application; previous enforcement action did not take account of all historic applications; many residents have already made objections to this application.

RESOLVED to object to the application.

1 abstained

c) Planning reference: PL/0024/24 | For the phased extraction of sand and gravel with revised restoration to include 2no water bodies with surrounding acid grassland, marginal areas of rough long grass, water body embankments and surrounding new native woodlands, native sedges, rushes and reeds, including ancillary activities, associated infrastructure and new

It was noted: when the land was purchased there were no houses around it, there are now houses on 3 sides; there are a lot of resident objections to the proposal; the footpath will be closed and not rerouted.

RESOLVED to object to the application.

Cllr Morris returned to the meeting after the vote.

14. Date of next meeting - Ref: 3525

December 12th.

15. To resolve to move into closed session due to the confidential nature of the next agenda item. - Ref: 3526

RESOLVED to move into closed session.

All in favour

16. To resolve to implement the updated SCP pay scales for 24/25 and back date award to start of the year. - Ref: 3527

Signature:



Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 14 November 2024

RESOLVED to implement the updated pay scales for 2024/25 which took effect from 1st April 2024; pay current staff back pay asap; and pay leavers any monies owed if requested.

All in favour

Meeting closed at 8:30pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/11/2024

Explanation of Variances

Market Rents

Actual Total: 1677.76 **Budget:** 3000.00 **Variation:** -1322.24 / -44.07

Income not as high as expected

General Office

Actual Total: 1296.52 **Budget:** 999.96 **Variation:** -296.56 / 29.66

Office furniture for DC

Training

Actual Total: 732.50 **Budget:** 500.04 **Variation:** -232.46 / 46.49

H&S training

Sportsground

Actual Total: 8699.91 **Budget:** 10300.08 **Variation:** 1600.17 / -15.54

£2k from EMR for toilet refurb

Electricity - Market Place LN7 6TU

Actual Total: 312.66 **Budget:** 200.04 **Variation:** -112.62 / 56.3

Increased cost of supply

Electricity - Sports Ground

Actual Total: 570.75 **Budget:** 500.04 **Variation:** -70.71 / 14.14

Increase cost of supply

Play Park Maint & Refurb

Actual Total: 4986.13 **Budget:** 17000.04 **Variation:** 12013.91 / -70.67

Play area resurfacing

Christmas Lights project

Actual Total: 6697.75 **Budget:** 2000.04 **Variation:** -4697.71 / 234.88

WLDC grant received



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/11/2024

End of year forecast auto calculated based on actual year to date averaged over 8 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	124444	124444	0	0	124444
140	Cemetery Income	5480	4000	1480	37	6500
120	Allotment Income	90	420	-330	-79	500
130	Market Rents	1678	3000	-1322	-44	2500
150	Caistor Sports & Social Club	2897	2464	433	18	4000
160	WLDC Street Cleaning	1255	2490	-1235	-50	2490
170	Grass Cutting	0	1700	-1700	-100	3700
180	Grants	9498	0	9498	100	10000
350	VAT Reclaimable	0	0	0	100	
199	Miscellaneous Income	2436	2000	-436	22	3000
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	0	0	100	0
187	CIL income	2158	0	2158	100	2158
Income: General Totals		150455	141038	8545	7	159812
Income Totals		150455	141038	8545	7	159812

Expenditure

Expense: General

500	Salaries	27695	35000	7305	-21	45000
503	PAYE & NI	10166	16000	5834	-36	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	1297	1000	-297	30	1600
530	Hall Hire	352	500	148	-30	500
540	Insurance	3669	3600	-69	2	3669
550	Audit	620	820	200	-24	620
560	Subscriptions	180	685	505	-74	685
570	Training	733	500	-232	46	1500
580	Election	0	0	0	100	
581	Mayor Allowance	52	350	298	-85	100
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	3491	3200	-291	9	3500
593	Sportsground	8700	10300	1600	-16	10300
594	Cemeteries/Church	5195	6800	1605	-24	6800
595	Allotments	34	250	215	-86	250
610	Market	15	250	235	-94	250
750	Cemetery records management	0	280	280	-100	500
650	Community Events	639	1000	361	-36	1100
521	Telephone & Broadband	769	800	31	-4	1000
700	Electricity - Market Place LN7 6TU	313	200	-113	56	450
701	Electricity - South Street Park	330	600	270	-45	500
702	Electricity - Market Place LN7 6TL	0	0	0	100	0
703	Electricity - Sports Ground	571	500	-71	14	800
800	Church/General trees	1085	1500	415	-28	2500
720	Water: Sports Ground	184	300	116	-39	350
721	Water: Cemetery	73	100	27	-27	100



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/11/2024

End of year forecast auto calculated based on actual year to date averaged over 8 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	123	150	27	-18	200
765	Play Park Maint & Refurb	4986	17000	12014	-71	20000
597	Caistor Sports & Social Club	1662	3000	1338	-45	3000
522	Town Hall	535	2500	1965	-79	2500
582	Civic	0	3000	3000	-100	3000
601	Equipment	540	4500	3960	-88	4500
598	Market Place	2759	4000	1241	-31	3000
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	7018	7000	-18	0	7220
762	Neighbourplan Review	0	0	0	100	
504	Pension payments	3464	5500	2036	-37	5000
801	Grant to Caistor in Bloom	10000	10000	-0	0	10000
802	Christmas Lights project	6698	2000	-4698	235	7000
803	Bins and Benches	0	0	0	100	0
660	WLDC	70		-70		70
Expense: General Totals		108562	150835	42273	-28	170214
Expenditure Totals		108562	150835	42273	-28	170214



Bank Reconciliation

Balances as per bank statements as at 02/12/2024

Natwest Current Account	12549.41	147948.70
Natwest Business Reserve Account	135139.28	
Equals Card	260.01	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
				Nett balance as at 02/12/2024	
				147948.70	

Cash Book

Receipts in current year	150454.92	Opening Balance Bank 1	6095.41	109938.94
VAT to be claimed	3882.95	Opening Balance Bank 2	103353.48	
Unallocated cash	0.00	Opening Balance Bank 3	490.05	
Payments in current	108562.21	Opening Balance Bank 4	0.00	
				Cash Book Closing Balance
				147948.70

General Reserves

50000.00

Earmarked Reserves

Subcontracting for grass,litter,bins etc	0.00	Computer	0.00
Elections (2022)	3850.00	Play area improvements	0.00
Parks equipment	5000.00	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	0.00	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	Bins and Benches (tfr 11.10.24)	3000.00
Fire Station	0.00		
Cornhill Resurfacing	0.00		
Tree Maint - Sports Field	2000.00	Budget remaining	60348.70
Tree Maint - Parks	1500.00		



Budget Report - Income

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/11/2024

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	420	0	5480	1480	37.00
Allotment Income	480	420	420	90	0	0	0	90	-330	-78.57
Market Rents	2242	3000	3000	502	644	532	0	1678	-1322	-44.07
Caistor Sports & Social Club	2516	2412	2464	1450	802	645	0	2897	433	17.57
WLDC Street Cleaning	2083	1404	2490	0	0	1255	0	1255	-1235	-49.61
Grass Cutting	1592	1545	1700	0	0	0	0	0	-1700	?
Grants	0	0	0	2000	7038	460	0	9498	9498	100.00
VAT Reclaimable	1689	0	0	0	0	0	0	0	0	100.00
Miscellaneous Income	5683		2000	1381	701	354	0	2436	-436	21.79
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	942	0	2158	2158	100.00
Income: General	Total		141038	135102	10745	4608	0	150455	8545	7
	Total		141038	135102	10745	4608	0	150455	8545	7



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/11/2024

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	7648	0	27695	7305	-21
PAYE & NI	5486	4598	16000	3746	3395	3025	0	10166	5834	-36
Staff Travel & Benefits	0	100	100	0	0	19	0	19	81	-81
Contractors	15096	15000	0	0	0	0	0	0	0	100
Other Staff Expenses	0	100	100	0	0	29	0	29	71	-71
General Office	739	840	1000	211	475	610	0	1297	-297	30
Hall Hire	656	480	500	167	75	110	0	352	148	-30
Insurance	3365	3500	3600	0	3669	0	0	3669	-69	2
Audit	600	780	820	200	0	420	0	620	200	-24
Subscriptions	671	353	685	100	80	0	0	180	505	-74
Training	426	390	500	475	40	218	0	733	-232	46
Election	0	500	0	0	0	0	0	0	0	100
Mayor Allowance	504	250	350	0	17	35	0	52	298	-85
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	809	1800	0	3491	-291	9
Sportsground	5142	3760	10300	4630	2130	1940	0	8700	1600	-16
Cemeteries/Church	3960	2000	6800	1653	2265	1278	0	5195	1605	-24
Allotments	0	250	250	17	17	0	0	34	215	-86
Market	0	250	250	0	0	15	0	15	235	-94
Cemetery records management	0	0	280	0	0	0	0	0	280	-100
Community Events	1092	0	1000	449	140	50	0	639	361	-36
Telephone & Broadband	557	620	800	270	318	181	0	769	31	-4
Electricity - Market Place LN7 6TU	165	200	200	129	86	98	0	313	-113	56
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	92	0	571	-71	14
	0	0	0	0	0	0	0	0	0	100
Church/General trees	0		1500	0	1085	0	0	1085	415	-28
Water: Sports Ground	299	250	300	76	54	54	0	184	116	-39
Water: Cemetery	65	50	100	18	21	33	0	73	27	-27
Water: Allotments	16	75	150	26	72	25	0	123	27	-18
Play Park Maint & Refurb	731	500	17000	0	1739	3247	0	4986	12014	-71
Caistor Sports & Social Club	1464	1500	3000	830	160	672	0	1662	1338	-45
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	104	0	540	3960	-88
Market Place	1141	250	4000	0	0	2759	0	2759	1241	-31
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	2250	0	7018	-18	0
Neighbourplan Review	1744	5874	0	0	0	0	0	0	0	100
Pension payments			5500	1396	1245	823	0	3464	2036	-37
Grant to Caistor in Bloom			10000	0	0	10000	0	10000	-0	0
Christmas Lights project			2000	0	5586	1112	0	6698	-4698	235
Bins and Benches			0	0	0	0	0	0	0	100
WLDC				70	0	0	0	70	-70	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/11/2024

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			150835	30971	38945	38646	0	108562	42273	-28
Total			150835	30971	38945	38646	0	108562	42273	-28	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/11/2024

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Contractors	15096	15000	0	0	0	0	0	0	0	100
Other Staff Expenses	0	100	100	0	0	29	0	29	71	-71
General Office	739	840	1000	211	475	610	0	1297	-297	30
Hall Hire	656	480	500	167	75	110	0	352	148	-30
Insurance	3365	3500	3600	0	3669	0	0	3669	-69	2
Audit	600	780	820	200	0	420	0	620	200	-24
Subscriptions	671	353	685	100	80	0	0	180	505	-74
Training	426	390	500	475	40	218	0	733	-232	46
Election	0	500	0	0	0	0	0	0	0	100
Mayor Allowance	504	250	350	0	17	35	0	52	298	-85
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	809	1800	0	3491	-291	9
Sportsground	5142	3760	10300	4630	2130	1940	0	8700	1600	-16
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Market	0	250	250	0	0	15	0	15	235	-94
Cemetery records management	0	0	280	0	0	0	0	0	280	-100
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Electricity - Sports Ground	461	250	500	274	204	92	0	571	-71	14
	0	0	0	0	0	0	0	0	0	100
Church/General trees	0		1500	0	1085	0	0	1085	415	-28
Water: Sports Ground	299	250	300	76	54	54	0	184	116	-39
Water: Cemetery	65	50	100	18	21	33	0	73	27	-27
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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	104	0	540	3960	-88
Market Place	1141	250	4000	0	0	2759	0	2759	1241	-31
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	2250	0	7018	-18	0
Neighbourplan Review	1744	5874	0	0	0	0	0	0	0	100
Pension payments			5500	1396	1245	823	0	3464	2036	-37
Grant to Caistor in Bloom			10000	0	0	10000	0	10000	-0	0
Christmas Lights project			2000	0	5586	1112	0	6698	-4698	235
Bins and Benches			0	0	0	0	0	0	0	100
WLDC				70	0	0	0	70	-70	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 30/11/2024

This report is based on Payment Date

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	Expense: General Total			150835	30971	38945	38646	0	108562	42273	-28
Total			150835	30971	38945	38646	0	108562	42273	-28	



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"/>
12/11/2024	1772	Lincolnshire Association of Local	Worknest Training Moss/Davey/Hodson	43.50	261.00	<input type="checkbox"/>	<input type="checkbox"/>
12/11/2024	1773	Caistor Farm & Garden Machinery	Parts for mower repair	3.97	23.81	<input type="checkbox"/>	<input type="checkbox"/>
12/11/2024	1774	Sunnyview Windows	Door lock and repair CS&SC	38.00	228.00	<input type="checkbox"/>	<input type="checkbox"/>
11/11/2024	1775	The sign shed - No parking sign	Bank Payment: Sportsground	3.25	19.52	<input type="checkbox"/>	<input type="checkbox"/>
14/11/2024	1776	Fizzco Projects	Idolight 230v 1.5m cable and rectifier	5.32	31.95	<input type="checkbox"/>	<input type="checkbox"/>
14/11/2024	1777	Viking	Stationery ink and pens	22.78	136.66	<input type="checkbox"/>	<input type="checkbox"/>
14/11/2024	1778	E-Quip (Rasen) Ltd	Screws and Post	2.84	17.06	<input type="checkbox"/>	<input type="checkbox"/>
14/11/2024	1779	E-Quip (Rasen) Ltd	Mould Spray. Cutting discs	8.65	51.88	<input type="checkbox"/>	<input type="checkbox"/>
15/11/2024	1787	Michelle Moss	Manhole drain cover for CS&SC	0.00	85.00	<input type="checkbox"/>	<input type="checkbox"/>
18/11/2024	1789	Wave	Bank Payment: Water: Allotments	0.00	25.29	<input type="checkbox"/>	<input type="checkbox"/>
18/11/2024	1790	Wave	Bank Payment: Water: Sports Ground	0.00	53.58	<input type="checkbox"/>	<input type="checkbox"/>
18/11/2024	1791	Wave	Bank Payment: Water: Cemetery	0.00	33.03	<input type="checkbox"/>	<input type="checkbox"/>
18/11/2024	1792	Ben Legard Estate	24ft Christmas tree	0.00	375.00	<input type="checkbox"/>	<input type="checkbox"/>
18/11/2024	1793	Cllr Alan Somerscales	Self amalgamating tape - Christmas lights	0.00	54.97	<input type="checkbox"/>	<input type="checkbox"/>
19/11/2024	1794	Liam Marchant Plumbing & Heating	CS&SC boiler and roof space cyliners and vessels safety insp and service	0.00	140.00	<input type="checkbox"/>	<input type="checkbox"/>
20/11/2024	1795	EDF	Bank Payment: Electricity - Sports Ground	3.18	63.64	<input type="checkbox"/>	<input type="checkbox"/>
21/11/2024	1796	EDF	Bank Payment: Electricity - Market Place LN7 6TU	1.10	55.21	<input type="checkbox"/>	<input type="checkbox"/>
21/11/2024	1806	Caistor Foodbank	Bank Payment: Grants & Donations	0.00	250.00	<input type="checkbox"/>	<input type="checkbox"/>
21/11/2024	1807	Lions Fireworks 2025	Bank Payment: Grants & Donations	0.00	2000.00	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
25/11/2024	1811	NEST	Bank Payment: Pension payments	0.00	483.80	<input type="checkbox"/>	<input type="checkbox"/>
25/11/2024	1812	HMRC	Bank Payment: PAYE & NI	0.00	1956.07	<input type="checkbox"/>	<input type="checkbox"/>
25/11/2024	1813	Tamar Telecom	Bank Payment: Telephone & Broadband	1.16	6.94	<input type="checkbox"/>	<input type="checkbox"/>
26/11/2024	1814	BT	Bank Payment: Telephone & Broadband	12.33	74.00	<input type="checkbox"/>	<input type="checkbox"/>
15/11/2024	1815	Pollar - Office cupboard	Bank Payment: General Office	40.00	239.99	<input type="checkbox"/>	<input type="checkbox"/>
02/12/2024	1816	Three	Bank Payment: Telephone & Broadband	3.13	18.80	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
03/12/2024	1817	Rob Turner	Reimbursement for singer at Christmas switch on event	0.00	125.00	<input type="checkbox"/>	<input type="checkbox"/>
03/12/2024	1818	MHME Lincolnshire	Steel post clamps for Christmas lights	30.00	180.00	<input type="checkbox"/>	<input type="checkbox"/>
03/12/2024	1819	Produlic	Polysafe cushions for Arm Curl	39.78	238.70	<input type="checkbox"/>	<input type="checkbox"/>
03/12/2024	1820	Stephen Hodson	Expense Claim	42.00	252.00	<input type="checkbox"/>	<input type="checkbox"/>
03/12/2024	1821	Cllr Jayne Bowman	Expense Claim		41.22	<input type="checkbox"/>	<input type="checkbox"/>
03/12/2024	1822	Society of local council clerks (SLCC)	Membership fee	0.00	238.00	<input type="checkbox"/>	<input type="checkbox"/>
03/12/2024	1823	Angela Clark	Expense Claim		119.46	<input type="checkbox"/>	<input type="checkbox"/>
04/12/2024	1824	Caistor Goes	Bank Payment: Grants & Donations VE day 2025	0.00	200.00	<input type="checkbox"/>	<input type="checkbox"/>
05/12/2024	1825	Liam Marchant Plumbing & Heating	Sports ground toilet supply and fit toilet, urinal, waste, plasterboard ceiling	0.00	823.00	<input type="checkbox"/>	<input type="checkbox"/>
05/12/2024	1826	JPG Electrical	Sports ground toilet refurb - electrics	92.17	553.00	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: 14044.19

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Based on the revisions the proposed precept will be £132558, an increase of 6.52%.

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 £6000 from EMR to cover this cost leaving £5000 in EMR. Allowance of £15,500 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 (2025 events leaflet paid for from 24/25 budget)

Removing the contingency of £2000

Reducing grants and donations to £5000 (no provision for CIB)

Removing the grant to CIB - per CIB request

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 @ 15.11.24	2024/25 Budget	EOY Forecast	YTD and EPY Forecast Notes
Precept	124444	124444	124444	
Cemetery	5270	4000	6500	
Allotments	90	420	500	
Market Rents	1600	3000	2500	
Sports Ground	2822	2464	4000	inc licence fees for use of sports ground
WLDC Street Cleaning	1255	2490	2490	
Grass Cutting	0	1700	3700	
Grants	9498	0	10000	
Town Hall	520	520	520	Car Park (Nat West)
CIL Income	2158	0	2158	Use for play areas
Miscellaneous Income	2278	2000	3000	
	149935	141038	159812	

2025/26 Budget	2024/25 Budget Notes
132558	
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
152813	



Budget Forecast 2025/26

	Category	EOY Forecast	YTD and EPY Forecast Notes	2025/26 Budget	2024/26 Budget Notes	
Staff costs	Salaries	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; Estates - Maintenance	
	PAYE & NI	16000		15000		
	Staff Travel & Benefits	100		250		
	Pension payments	5000		5000		
	Other Staff Expenses	100		250		
Office/admin	Training	1500	LALC Annual Training Scheme: £150 Contingency: £350	2500	LALC Annual Training Scheme: £150 Contingency: £350	
	General Office	1600	Stationery; office furniture	1500	Stationery; Office subscription £70; Miscellaneous £350	
	Telephone & Broadband	1000	TH Broadband: £500 Telephone: £80 Mobile - £220	1350	TH Broadband: £800 Telephone: £80 Mobile - £440	
	Hall Hire	500	£20/hire assuming two hires a month	500	£20/hire assuming two hires a month	
	Insurance	3669		4000		
	Audit	620	Internal audit: £400 External audit: £420	700	Internal audit: £280 External audit: £420	
	Subscriptions	685	LALC: £600	1000	LALC: £750 ; SLCC £150; MS office £100	
	Professional fees	500	ICCM: £100 ICO: £35 SLCC: £150	250	ICCM: £100 ICO: £35	
	Legal Fees	500		500		
	Cemetery and Parks records management	500	Pear mapping/epitaph	650	Pear mapping/epitaph	
	Civic	3000		0		
	Mayor Allowance	100		350		
	Estates	Amenity and PROW grass	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	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	10300	23/24 cost of £440 x 16 cuts (incl Orchard bottom); £1000 mole cont	8300	24/25 cost of £440 x 16 cuts (incl Orchard bottom); £1250 mole cont
Cemetery/Church		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		250		250		
Market		250		250		
Tree work		2500	Survey and work (£3500 in earmarked reserves for this)	1500	(£6500 in earmarked reserves for this)	
Community Events		1100		500	P+F proposal - reduce to £500	
Electricity-Market Place LN7 6TU		450		400		
Electricity-South Street Park		500		600		
Electricity-Market Place LN7 6TL		0		0	Remove	
Electricity-Sports Ground		800		1100		
Water-Sports Ground		350		400		
Water-Cemetery		100		100		
Water-Allotments		200		200		
Parks and Sports Ground Equip Maintenance		20000	£10k For new equipment and/or surfaces, and inspections. £3k for new signage. £6000 moved from EMR/ Surface replacements £13k	15500	£13k For new surfaces, £2k ongoing repairs, £500 inspections.	
Caistor Sports & Social Club		3000	Window, wall, loft	3000	Alarm quote £2500, boiler service, other general maintenance/repairs	
Town Hall		2500	£2000 for any issues; £500 for roof maintenance	2500	£2000 for any issues; £500 for roof maintenance	
Works Vehicle		0		0	(Remove)	
Estates Equipment		4500	servicing, repair and maintenance and new	2000	servicing, repair and maintenance and new	
Gritting & Snow Clearance		450	for salt and grit	300	for salt and grit	
Other/projects		CCTV	500	Installation & maintenance?? Is this needed this year??	500	Installation & maintenance?? Is this needed this year??
		Market Place	3000	Includes £2.5k for cenotaph railings; xmas tree; lions tree clearance donation	1000	xmas tree; lions tree clearance donation
		Contingency	0		0	removed following P+F 1/10/24
		Grants & Donations	7220	Not allocated in advance	5000	Not allocated in advance Increased from since last review £3500 to £5000
	Grant to Caistor in Bloom	10000		0	CIB advised they don't need funding this year	
	Christmas Lights	7000		0		
	Bins and Benches	0	£3000 Transferred to reserves 1.10.24	0		
	Projects various (separate when approved)	70		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	
			170214		158500	



Budget Forecast 2025/26

Reserves

Projected final balance as at 31/03/2025	95654
Less current reserves	87600
Final Projected Balance	8054

24/25 reserves:

General	50000	
**Need to aim for General reserves of 3-6 months operating costs.		
Earmarked	Election	3850
Earmarked	Park equipment and improve	5000
Earmarked	South Street Park Millennium	500
Earmarked	Market Place Trading	500
Earmarked	Sports Field Fencing	1500
Earmarked	Sports ground toilet refurbish	0
Earmarked	Sports and Social Club	5500
Earmarked	Other Buildings	1500
Earmarked	Town Hall	5000
Earmarked	Fire Station	0
Earmarked	Tree maintenance	3500
Earmarked	Tree maintenance in parks(c	0
Earmarked	Play area improvements(inci	0
Earmarked	Cornhill re-surfacing	0
Earmarked	Water at South Street park	2250
Earmarked	Water at Market Place	0
Earmarked	Cemetery	1000
Earmarked	New Cemetery	0
Earmarked	Church Ground Trees	1500
Earmarked	Handyman Equipment	2000
Earmarked	Christmas lights (steel wires)	1000
Earmarked	Bins and benches project	3000
		87600

Suggested Movement in Funds

General Reserves (4 months min)	+/-	0.00	Revised	50000.00
Election				3850
Park equipment and improvements				5000
South Street Park Millennium		-500		0
Market Place Trading		-500		0
Sports Field Fencing				1500
Sports ground toilet refurbishment				0
Sports and Social Club				5500
Other Buildings				1500
Town Hall				5000
Fire Station				0
Tree maintenance		1500		6500
Tree maintenance in parks(combined in above)				0
Play area improvements(inci in parks equip and impr)				0
Cornhill re-surfacing		5000		5000
Water at South Street park		-2250		0
Water at Market Place				0
Cemetery				1000
New Cemetery				0
Combine with Tree maintenance				0
Handyman Equipment				2000
Christmas lights (steel wires)		-1000		0
Memorial fixing		4000		4000
Bins and benches project				3000
		0		0
		6250		93850.0

**Target is between:
52833.33
79250.00

End of previous year surpluss/deficit 1804 Target is 0. If negative transferred to Project Expenses

2025/26 Forecast Income	152813
2025/26 Forecast Expenditure	158500
End of previous year surpluss/deficit	1804.0
VAT outstanding	3883

based on precept of	132558
REQUIRED PRECEPT	132558

Increase in precept 6.52%

Parish Council Precept Calculator 2025/26

Please select your parish from the list below. Enter your estimated precept in the YELLOW box (line A). The council Tax charge is then calculated at F with the % change on the previous year


Parish **Caistor**

Select Parish using the dropdown arrow by clicking on cell B5

	2024/25	2025/26
A Budget Requirement	124,444.00	132,558.00
B WLDC Contribution	100.00	100.00
C Council Tax Requirement (A-B)	124,344.00	132,458.00
D Tax Base (Band D equivalents) - Estimate 24/25	1,036.75	1,036.75
E Precept (Council Tax Charge) (C divided by D) £	119.94	127.76
F Council Tax Increase/Decrease (+/-)		6.53%

For a 0% tax increase the Precept needs to be:

£7.83

Enter here 

Report of District Councillor Owen Bierley to Caistor Town Council,

12th December 2024

(Prepared Sunday, 1st December)

Community

Colleagues may be aware that a further round of the Household Support Fund (HSF 6) is to be offered, funded by the Department for Work and Pensions through Lincolnshire County Council. The financial and operational details of the scheme for residents in West Lindsey are currently being finalised in preparation for its imminent launch, however they are likely to be broadly similar to the previous round with all disbursements by voucher and administered by our partners at the Lincolnshire Community Foundation <https://www.lincolnshirecf.co.uk> This scheme will close once all of the available funding has been allocated, rather than on the March closing date. Additional support may be available from other charitable organisations such as the Food Banks.

We are presently consulting on our new Economic Growth Strategy for 2025 – 2030, the aim of which is to foster a dynamic, vibrant, resilient and inclusive economy that supports sustainable growth, meets the challenges of climate change and fulfils the economic potential of the district, benefiting all our communities and confirming West Lindsey's role in the wider regional economy. This survey will close at 9.00am on Monday, 9th December and the link to take part is: <https://online1.snapsurveys.com/interview/da47a9ab-129b-4865-8b84-6dcf2f08cdd1> Thank you.

I'm pleased to advise that The National Landscapes Association Strategy for 2025-2031 has been published and is available to download or view from: <https://national-landscapes.org.uk> Forty-six areas in England, Wales and Northern Ireland are currently designated as National Landscapes (formerly Areas of Outstanding Natural Beauty) and together they cover 14% of the land area, including the Lincolnshire Wolds up to the A46 between Caistor and Irby. The review of the Lincolnshire Wolds Management Plan will set out a strategy and action plan for our area and its timing could work well alongside the forthcoming review of the Caistor Neighbourhood Plan.

The District Council's 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.

The District Council's Workforce Development Grant scheme enables employers (including those in community based organisations) to address skill shortages and training needs in the workforce. It is scheduled to close to new applications on Tuesday, 31st December, or when all of the funding has been allocated. Accordingly, anyone considering applying is advised to complete an early 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>

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

☎ 01469 560865 owen@bierley.com

The Council's Home Energy Advice Team now has thermal imaging cameras to easily identify sources of heat loss in homes. One of the best ways to reduce heat loss is through draught proofing and these cameras pinpoint areas for improvement with precision, ensuring more efficient solutions for residents. Officers are dedicated to providing guidance on enhancing energy efficiency in homes, focussing on hard-to-treat homes and residents who have not received such support before. From draught proofing to grant funding for air source heat pumps, they offer a range of solutions tailored to individual needs. Residents can schedule a home visit by contacting the team on 01427 675199 or via email to: energy.advice@west-lindsey.gov.uk

As previously advised, the Ministry of Housing, Communities and Local Government is presently consulting on proposed changes to the regulations pertaining to member participation at formal Council meetings, including allowing the option to join remotely and to cast votes by proxy. These changes could, if enacted including local Councils, have a significant, substantial, financial and technical impact, especially on the role and responsibilities of the Clerk. The consultation closes on Thursday, 19th December and is open to all stakeholders, individually or collectively.

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>

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>

Almost 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.

Good causes registered with the West Lindsey Lottery are presently on track to share in £20,560.80 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 6.70% 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, ticket holders have the chance to win a £3,000.00 Christmas Cash Bonus in the Super Draw on Saturday, 21st December! The Referral Prize Draw enables 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. Please see: <https://www.westlindseylottery.co.uk>

Environment

APSE, the Association for Public Service Excellence, has announced the finalists in this year's Performance Network Awards and I'm pleased to say that West Lindsey District Council has been shortlisted in two categories, Best Performance in Refuse Collection and Best Performance in Street Cleansing. These awards are open to councils from throughout the United Kingdom!

Please be aware that our black bins will be emptied on Saturday, 21st December (rather than Monday, 23rd). This is the only change to the usual schedule over the forthcoming festive period.

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

☎ 01469 560865 owen@bierley.com

Caistor Goes:

2025 Events for CTC to consider /approve:

- Classic Cars May 4th at the Sports & Social Club
- VE Day 80th Anniversary National Commemoration service, May 8th in South Street Park, Beacon and Blessing.
- Party in the Park July 13th, in South Street Park, Caistor Goes requests 3 days put up, 2 days pull time either side of the event.
- Proms in the Park with Market Rasen Brass Band, August 31st, in South Street Park.
- Christmas Lights Switch-On November 30th.

Michelle Moss
Town Clerk
Town Hall,
14 High Street,
Caistor, LN7 6TX



Sally Allison
Chair
Caistor Community Cinema
24th November 2024

Dear Michelle,

Caistor Community Cinema - screen replacement plan

In anticipation of a need to replace our current screen, we at Caistor Community Cinema have looked into the options available and have found what we think will be a suitable replacement for installation in the Town Hall. Though our current screen is perfectly serviceable, it is beginning to show signs of age. Replacing it will, of course, require a fund-raising project. This is on our agenda and, once it becomes viable, permission for installation will be sought. We do not expect this to happen for at least 12 months. In advance of that formal request, please find below the details of the screen we hope to purchase.

Please note the new screen would be a permanent fixture, as opposed to the portable one we currently use.

Supplier

UK manufacturer Just Projectors based in Bramley, Hampshire.

Screen details

Sapphire Electric Projector Screen. Wall or ceiling mounted. Remote control.

Price (23rd November 2024): £2,635.22 inc VAT. Delivery and, if needed, special installation products are extra.

Screen housing case: 5.28m wide, 0.23m high, 0.21m deep.

Screen dimensions: 4.88m wide x 3.66m high.

Power supply: standard plug-in domestic electricity supply 240v (energy saving technology with 'ultra low' power consumption).

Installation details.

In a stylish white casing, the screen will be discreetly bolt-mounted within the arch of the wall behind the stage curtains, above the decorative rail. When housed in its casing, the screen will not affect normal use of the stage and will not affect stage lighting or use of any of the curtains.

Should you have any questions or need further information, please do not hesitate to contact me via email at: sallyallison69@live.co.uk or on: 07999293413.

Yours sincerely,

Sally Allison,
Chair, Caistor Community Cinema



**Minutes of the Personnel and Finance Committee held at 6:30pm
at the Arts & Heritage Centre on 26 November 2024**

Present: Cllr J. Bowman (Chair), Cllr R. Lyus, Cllr M. Galligan, Cllr J. Cox, Cllr L. Milner,
In Attendance: Michelle Moss,
Members of public present: 0

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 3528**
None
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3529**
None received. Cllr Lyus thanked Cllr Hodson for substituting for him at the last meeting.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 3530**
None
- 4. To review and approve the draft minutes from 1st October 2024 meeting - Ref: 3531**
The minutes had been circulated to Councillors prior to the meeting. RESOLVED to approve the minutes of the meeting of 1st October 2024 as a true record of the meeting.
1 abstained
- 5. To review the projected spend against budget forecast - Ref: 3532**
It was noted that there are a couple of areas when an overspend is being forecast: play park maintenance - due to the planned resurfacing and the CIL income is allocated to this overspend; staffing budget and training- due to the recruitment of a deputy clerk and Estates person; christmas lights project - the original budget was supplemented by the grant received from WLDC. There are no major areas of concern.
- 6. To review the final draft budget for 25/26 and make final recommendations to full council - Ref: 3533**
It was noted that CIB have said they will not be asking for a grant from the council next year - £5k had been allocated in the last budget version; the remaining budget for grants had been increase to £5k; the Lions grant request for fireworks event on 2025 had been paid from 24/25 budget; the final proposed precept would be £133389, and increase of 7.19%. RESOLVED to recommend the final budget to full council.
All in favour
- 7. Policy Reviews - Ref: 3534**
 - a) Policy Review: Internal Control Policy(20958) - Ref: 3535**
Following a lengthy discussion it was agreed that the council has a good level of internal control. RESOLVED to accept the policy with a few minor amendments.
All in favour
 - b) Policy Review: Disciplinary Policy(19685) - Ref: 3536**
RESOLVED to accept the policy with a few minor corrections.
All in favour
 - c) Policy Review - Reserves policy(24677) - Ref: 3537**
It was noted that the current level of general reserves and those projected for 25/26 would be in the region of 30% of operating costs. This is at the lowest end of the recommended level, still over 3 months, but we should aim to increase this in future years to the recommended level in the councils reserves policy. RESOLVED to approve the policy
All in favour
- 8. To consider the proposed procedures for preventing sexual harassment in the workplace, ensure they**

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



are fit for purpose and agree to adopt - Ref: 3538

It was noted that Cllrs Milner and Bowman had attended or were attending training in relation to the law change. RESOLVED that Cllrs Bowman and Milner would finalise a policy on the new laws to present to the rest of the committee for approval at the next meeting.

All in favour

9. To review the appraisal requirements and agree next steps - Ref: 3539

It was agreed that Cllrs Cox and Milner would meet with the clerk to agree the appraisal process and then complete an appraisal.

10. To review the SLCC membership and agree whether to remain members for another 12 months - Ref: 3540

RESOLVED to continue the SLCC membership for the next 12 months

All in favour

11. To review the issues with using a personal one drive for council business and agree how to mitigate this - Ref: 3541

It was noted that the current use of a personal one drive for council business is unacceptable. RESOLVED that Cllr Cox would meet with the clerk next week to look at a more appropriate solution.

All in favour

12. Date of next meeting - Ref: 3542

Date of the next meeting 22nd April 2025

13. To resolve to move into closed session due to the confidential nature of the next agenda item - Ref: 3543

RESOLVED to move into closed session for the remainder of the meeting

All in favour

14. To review the request for an internal review of a FOI request response and agree how to proceed - Ref: 3544

The request for an internal review of the FOI response had been circulated prior to the meeting, was reviewed during the meeting and discussed at length. It was agreed that the clerk should respond based on the discussions, copy in P&F committee, and advise that the FOI request had been reviewed at the P&F committee meeting.

All in favour

Meeting closed at 8:45pm

Estates committee update. December 2024

Since the last Council meeting we have not had a meeting.

Memorial inspection : During November an informal “trial” inspection was made of 16 graves, 3 were found to have failed the inspection test. In preparation for our formal inspections in January press releases and web site updates have been made. Signs have been posted.

Play equipment repairs: 3 cradle swing seats have been replaced with new ones at south park , gym equipment was repaired at the sports ground.

Play equipment inspection: Play Inspection company scheduled for 18th December. Accompanied at South St Park

Grass cutting: tender enquires have been sent out to 4 contractors for the back church yard, cemetery and congregational church yard.

Estates Operative: 3 applications were received for the job advertised, an initial application screening meeting was held on 28th Nov 2024, using the Matrix assessment process , 2 applicants were considered unsuitable for the role. On 2nd December an interview was held, present were Cllrs Cox, Cllr Clark, Cllr Hodson & Michelle Moss. Following the interview, and formal assessment scoring a recommendation was agreed to present to full council.

South Park : Following the bonfire, Caistor Lions (Rob Turner) has reinstated the bonfire area and re-seeded it, after a dry spell this is now growing and fertiliser has been applied. The areas remain out of use with temporary fencing and will stay so until February at the earliest.

Allotments: Hawthorn hedging has been planted along the top of the bank to reinforce / replace the fence line where necessary. Rotten fencing has been removed.

Town Hall Roof inspection: This has been scheduled, awaiting confirmation of the date.

From: Gowshall, Mark <>
Sent: 22 November 2024 15:14
To: clerk@caistortowncouncil.gov.uk
Cc:
Subject: Request by an ex umpire

Hi Michelle,

I received a letter from an 86-year-old ex-umpire recently ([REDACTED]). It seems that he is now in a care home in a place called Emsworth.

He officiated in many matches at Brigg Road between 1983 and 2013 (I can remember him, having, myself started playing in 1975). It seems that Brigg Road was his favourite ground.

Refer extract from his letter;

'I don't know when my time will come but when it does, I would like to make a request that my ashes will be scattered on your playing fields which I have so many happy memories of'

Is it ok for me to write back to him and grant him his wish ?

With best regards,
Mark



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
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
Allotment fencing repair	Ref: 24439	Created: 08/04/2024
Paint the town hall ramp railings	Ref: 24471	Created: 29/05/2024
Christmas Lights 2024	Ref: 24476	Created: 04/06/2024
Play area surface replacements	Ref: 24524	Created: 11/07/2024
Kims retirement notice and recruitment	Ref: 24570	Created: 06/08/2024
Refurbishment of the toilet at the sports ground	Ref: 24723	Created: 24/10/2024
Health and safety review	Ref: 24771	Created: 05/11/2024

From: [REDACTED]

Sent: 01 December 2024 20:52

To: Michelle Moss (Town Clerk) <clerk@caistortowncouncil.gov.uk>; Jon Wright <hcwrightjon@hotmail.com>

Subject: Christmas Lights

Dear Michelle and Jon,

[REDACTED] were at the Christmas Lights Switch-On earlier and would like to say how much we appreciate the tremendous effort that members of Caistor Town Council and others put into making it such a success. The new lights around the Market Place are magnificent, as are the new illuminated decorations at the top of each of the poles. The Christmas tree is again well chosen for its beautiful shape and looks so impressive with its lights and decorations. As always, the atmosphere in Market Place was all that it should be with the many and varied stalls and once again Caistor demonstrated how it punches above its weight when it comes to community events.

Our sincere thanks go to all of Caistor Town Council (and its Clerk!) for once again rising to the occasion and working so hard to make us all proud of the town we call home. I would be very pleased, Michelle, if you would pass on our sentiments to all councillors who put in so much effort throughout the year and to those not on the council who work equally hard at events such as these to make them the success they are.

A little early in the month maybe but I would take this opportunity to offer best wishes to all for a peaceful and happy Christmas and every success in 2025.

With gratitude,

[REDACTED]