

Public Meeting Pack

9th January 2025



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 9 January 2025 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
03/01/2025

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 12th December 2024
6. To review the applications for co-option for the councillor vacancy and decide who to appoint
7. Finance
 - a) To approve the accounting statements and bank reconciliation of 31.12.2024
 - b) To approve the Schedule of Payments
8. 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
 - ci) To consider the LCC proposal -South Dale/Nettleton Rd - review of waiting restrictions - Caistor primary school
 - d) Community Groups
 - e) Town Hall Management Committee
 - ei) Vacancy - Town hall committee member to replace Jacqui Hughes
 - f) Caistor in Bloom
9. 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 (Draft minutes of 17th December 24 included in pack)



- b) To consider the work required to get the vegetation in the car park under control and the quote for the work
 - c) 2-4 Market Place/ Build
10. Clerks Report & Parish Matters
- a) Policy Review: Dignity at Work Policy(19673)
 - b) To consider whether to rejoin the LALC annual training scheme
 - c) Review Tracking Report
 - d) To review the continued requirement for the play area project and agree the next steps (originally discussed Feb 24)
 - e) Consider the operational issues for CTC in relation to events including risk assessments, use of resources/electric etc and consider the proposed solution (MSB)
 - f) To consider the issues with bin emptying, litter picking and other immediate priority estates person jobs and agree how they will get done until a new resource is appointed
 - g) To consider the issues with bins and the possibility of handing the function back to WLDC
 - h) Health and safety compliance support - To agree 36 month agreement or 60 month with 36 month break clause
11. Correspondence Received
- a) Compliment letter from a market stall holder
 - b) Request from Lincs Cricket to use the cricket pitch and facilities
12. To note any planning decisions - None
13. To review the planning applications received and agree a response - None
14. Date of next meeting - 13th Feb 2025
15. To resolve to move into closed session for the remainder of the meeting due to the confidential nature of the discussion
16. To receive an update on the Estates recruitment and to consider appointing an interview panel for the position with the responsibility to review CV's and conduct interviews for third round of recruitment



**Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 12 December 2024**

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales,
Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestly,
In Attendance: Michelle Moss, District Cllr A. Lawrence, Mark Stevenson-Bramley,
Members of public present: 2

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3545**
Apologies received from Cllrs Cox, Lyus, County Cllr Smith and District Cllr Lawrence.
- 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: 3546**
Cllr Bowman declared an interest in 6d, 7di, 7dii, 8c, 12a.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3547**
None
- 4. Chairmans Report - Ref: 3548**
Prior to the start of the meeting a 1 minute silence was held as a mark of respect for the loss of Councillor Jacqui Hughes.
Cllr Wright noted that he had opened the Victorian Christmas market, the Rothwell light switch on and the Caistor switch on events. He also extended thanks to Cllr Clark for stepping up and Michelle Moss for supporting the council whilst he has taken some personal time.
- 5. To approve the draft minutes of 14th November 2024 - Ref: 3549**
RESOLVED that the draft minutes of the meeting held on 14th November 2024 be approved as a true record of the meeting and signed by the chair.
1 abstained
- 6. Finance - Ref: 3550**
 - a) To approve the Accounting Statements for period ending 30th November 2024 - Ref: 3551**
The accounting statements, bank reconciliation and bank statements 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: 3552**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £14044.19
All in favour
 - c) To review the final budget proposal following final review by P&F - Ref: 3553**
It was noted that the revised draft budget for 2025/26 includes all standard operating costs, funds for the play surface replacement, grass cutting at the cemetery and closed churches at £3000 less than estimated requirements with the shortfall to be met by reducing the cuts or reliance on volunteers, events budget of £500, no contingency, grant provision of £5000, Caistor on Bloom have said they will not ask for any funding next year from the council. The proposed precept is £132558 which represents an increase of 6.52%, £7.83 per band D property.
RESOLVED to approve the precept of £132558, additional expected revenue of £20255, and total expenditure of £158500, for 2025/26.
All in favour
 - d) Retrospective agreement to pay for a second singer for the switch on event 1st December - Ref: 3554**

Signature:



RESOLVED to approve the payment for the second singer for the switch on event.
All in favour

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3555

a) Lincolnshire Police - Ref: 3556

The report had not been received in time for circulation prior tot he meeting. Clerk agreed to circulate to all councillors following the meeting.

b) West Lindsey District Council. - Ref: 3557

The report from Cllr Bierley had been circulated prior to the meeting. Cllr Lawrence noted that the black bins collections have changed over the Christmas period and the next black bin collection will be Saturday 21st December, purple bin as usual on 30th December.

Cllrs Lawrence and Bierley were thanked for their support of the council throughout this year.

c) Lincolnshire County Council - Ref: 3558

Cllr Smith was not present for the meeting.

Cllr Smith was thanked for his support throughout the year.

d) Update from Community Groups - Ref: 3559

It was noted the Caistor Goes Switch on event had gone well, thanks were extended to Caistor Goes, the Lions and other community groups involved.

Caistor Cinema will be showing Love Actually on Saturday.

The small market stall holders have temporarily moved to Helz courtyard for the duration the tree is up. Helz were thanked for being so accommodating.

di) Caistor Goes Programme of events to consider for 2025 - Ref: 3560

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.

It was noted that the programme of events is the same as most years, but the Classic cars are requesting to use the Sports and Social club rather than the Market Place due to the 2-4 build. Jayne Bowman was asked to liaise with the sports groups to ensure there are no clashes with their fixtures on the proposed date. It was also noted that the community groups will need to complete risk assessments for all events at least 2 weeks prior to the events taking place wherever council property is being used.

1 abstained

dii) Request from the community cinema for a new screen - Ref: 3561

It was noted that: the current screen is beginning to show signs of wear/age; the cinema group would like preliminary permission for a new, permanent screen; a fund raising project would be needed to raise money; RESOLVED to support the proposal in principle dependent of the final proposal.

1 abstained

e) Town Hall Management Committee - Ref: 3562

None

f) Caistor in Bloom - Ref: 3563

Caistor in Bloom noted that: they will not be seeking a donation from Caistor Town Council for the next financial year; they will be planting Spring bulbs in all the current planters; after the bulbs have finished flowering the planters outside the town centre will be removed and will not be replanted; the hay wagon will be planted as usual.



The council wished to thank the CIB volunteers for their tremendous efforts this year to keep the town looking beautiful.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3564

a) Personnel and Finance Committee - to receive the draft minutes of 26th November 2024 - Ref: 3565

Noted, no questions.

b) Estates Committee - Ref: 3566

The Estates report was noted. No questions raised. The next Estates meeting is 17th December.

c) 2-4 Market Place/ Build - Ref: 3567

It was noted that the full lottery grant had now been given; the website has been opened up; the boards are going up with QR codes for information; all relevant information is now in the public domain.

9. Clerks Report & Parish Matters - Ref: 3568

a) Update on progress made setting up the focus group with businesses and agree next steps - Ref: 3569

Cllr Clark noted that she had emailed all the businesses who had raised concerns and only received 1 reply back.

b) Consider request for an ex umpires ashes to be scattered on the cricket grounds - Ref: 3570

RESOLVED to give permission for the ashes to be scattered on the cricket grounds.

All in favour

c) Review Tracking Report - Ref: 3571

It was noted that the refurbishment of the sports ground toilet was nearing completion with just the floor painting to be done; the allotment hedging had been replanted; headstone safety testing will start in January; the last 'angel' for the Christmas lights project will be installed this weekend - thanks were extended to Rob Turner, Cllr Somerscales and Galligan for their hard work and effort which made this a success.

d) Consider the need for a councillor walkabout to inspect Town Council owned assets - Ref: 3572

Agreed to have a councillor walkabout in January. Clerk to organise a date.

10. Correspondence Received - Ref: 3573

a) Compliment letter about the Christmas lights thanking councillors and volunteers - Ref: 3574

Noted.

11. To note any planning decisions - Ref: 3575

a) None received - Ref: 3576

12. To review the planning applications received and agree a response - Ref: 3577

Cllrs Bowman and Morris left the room.

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 - Ref: 3578

No objection.

b) 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 - Ref: 3579

It was noted that a neighbour had raised concerns that the location of the barn would be in her line of sight and would spoil the green open countryside with an out of character development. It was agreed that WLDC would pass judgement on this and the council would make no objection.

Cllrs Bowman and Morris returned to the meeting for the next agenda item.

Signature:



- 13** **Date of next meeting - Ref: 3580**
9th January 2025
- 14** **To resolve to move into closed session for the remainder of the meeting due to the confidential nature of the discussion - Ref: 3581**
RESOLVED to move into closed session for the remainder of the meeting and to exclude public and press.
- 15.** **To receive an update on the recruitment for the Estates Operative and agree next steps - Ref: 3582**
It was noted that no suitable applicant had been found in the second round of applications/interviews.
RESOLVED to re-advertise for 25 hours a week, change the job title from Estates Maintenance to handy/grounds person with no end date.

Meeting closed at 7:45pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/12/2024

Explanation of Variances

Market Rents

Actual Total: 1835.26 **Budget:** 3000.00 **Variation:** -1164.74 / -38.82

Income not as high as expected

General Office

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

Office furniture for DC -agreed overspend

Training

Actual Total: 771.72 **Budget:** 500.04 **Variation:** -271.68 / 54.33

H&S training

Electricity - Market Place LN7 6TU

Actual Total: 364.39 **Budget:** 200.04 **Variation:** -164.35 / 82.16

Increased cost of supply

Electricity - Sports Ground

Actual Total: 647.16 **Budget:** 500.04 **Variation:** -147.12 / 29.42

Increase cost of supply

Play Park Maint & Refurb

Actual Total: 5185.05 **Budget:** 17000.04 **Variation:** 11814.99 / -69.5

Play area resurfacing

Christmas Lights project

Actual Total: 6847.75 **Budget:** 2000.04 **Variation:** -4847.71 / 242.38

WLDC grant received



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/12/2024

End of year forecast auto calculated based on actual year to date averaged over 9 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	98	420	-323	-77	500
130	Market Rents	1809	3000	-1191	-40	2500
150	Caistor Sports & Social Club	3180	2464	716	29	4000
160	WLDC Street Cleaning	1255	2490	-1235	-50	2490
170	Grass Cutting	3708	1700	2008	118	3708
180	Grants	10619	0	10619	100	10619
350	VAT Reclaimable	0	0	0	100	
199	Miscellaneous Income	2596	2000	-596	30	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		155866	141038	13637	11	160439
Income Totals		155866	141038	13637	11	160439

Expenditure

Expense: General

500	Salaries	31579	35000	3421	-10	45000
503	PAYE & NI	11490	16000	4510	-28	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	418	685	267	-39	685
570	Training	772	500	-272	54	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	10103	10300	197	-2	10300
594	Cemeteries/Church	5195	6800	1605	-24	6800
595	Allotments	244	250	5	-2	250
610	Market	17	250	233	-93	250
750	Cemetery records management	0	280	280	-100	500
650	Community Events	639	1000	361	-36	1100
521	Telephone & Broadband	889	800	-89	11	1000
700	Electricity - Market Place LN7 6TU	364	200	-164	82	500
701	Electricity - South Street Park	490	600	110	-18	600
702	Electricity - Market Place LN7 6TL	0	0	0	100	0
703	Electricity - Sports Ground	647	500	-147	29	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 31/12/2024

End of year forecast auto calculated based on actual year to date averaged over 9 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	123	150	27	-18	200
765	Play Park Maint & Refurb	5185	17000	11815	-70	20000
597	Caistor Sports & Social Club	2162	3000	838	-28	3000
522	Town Hall	535	2500	1965	-79	2500
582	Civic	0	3000	3000	-100	3000
601	Equipment	584	4500	3916	-87	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	7218	7000	-218	3	7220
762	Neighbourplan Review	0	0	0	100	
504	Pension payments	3835	5500	1665	-30	5000
801	Grant to Caistor in Bloom	10000	10000	-0	0	10000
802	Christmas Lights project	6848	2000	-4848	242	7000
803	Bins and Benches	0	0	0	100	0
660	WLDC	70		-70		70
Expense: General Totals		117535	150835	33300	-22	170364
Expenditure Totals		117535	150835	33300	-22	170364



Bank Reconciliation

Balances as per bank statements as at 03/01/2025

Natwest Current Account	8569.51	144084.57
Natwest Business Reserve Account	135299.23	
Equals Card	215.83	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
				Nett balance as at 03/01/2025	
				144084.57	

<u>Cash Book</u>				
		Opening Balance Bank 1	6095.41	109938.94
Receipts in current year	155892.55	Opening Balance Bank 2	103353.48	
VAT to be claimed	4086.90	Opening Balance Bank 3	490.05	
Unallocated cash	0.00	Opening Balance Bank 4	0.00	
Payments in current	117660.02			
Cash Book Closing Balance				144084.57

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	56484.57
Tree Maint - Parks	1500.00		



Budget Report - Income

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/12/2024

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	8	0	98	-323	-76.79
Market Rents	2242	3000	3000	502	644	663	26	1835	-1165	-38.82
Caistor Sports & Social Club	2516	2412	2464	1450	802	928	0	3180	716	29.06
WLDC Street Cleaning	2083	1404	2490	0	0	1255	0	1255	-1235	-49.61
Grass Cutting	1592	1545	1700	0	0	3708	0	3708	2008	118.13
Grants	0	0	0	2000	7038	1581	0	10619	10619	100.00
VAT Reclaimable	1689	0	0	0	0	0	0	0	0	100.00
Miscellaneous Income	5683		2000	1381	701	514	0	2596	-596	29.78
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	10019	26	155893	13663	11
	Total		141038	135102	10745	10019	26	155893	13663	11



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/12/2024

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	11532	0	31579	3421	-10
PAYE & NI	5486	4598	16000	3746	3395	4349	0	11490	4510	-28
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	238	0	418	267	-39
Training	426	390	500	475	40	257	0	772	-272	54
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	3343	0	10103	197	-2
Cemeteries/Church	3960	2000	6800	1653	2265	1278	0	5195	1605	-24
Allotments	0	250	250	17	17	210	0	244	5	-2
Market	0	250	250	0	0	17	0	17	233	-93
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	301	0	889	-89	11
Electricity - Market Place LN7 6TU	165	200	200	129	86	150	0	364	-164	82
Electricity - South Street Park	375	300	600	97	233	160	0	490	110	-18
Electricity - Market Place LN7 6TL	0	150	0	0	0	0	0	0	0	100
Electricity - Sports Ground	461	250	500	274	204	169	0	647	-147	29
	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	3446	0	5185	11815	-70
Caistor Sports & Social Club	1464	1500	3000	830	160	1172	0	2162	838	-28
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	148	0	584	3916	-87
Market Place	1141	250	4000	0	0	2759	125	2884	1116	-28
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	2450	0	7218	-218	3
Neighbourplan Review	1744	5874	0	0	0	0	0	0	0	100
Pension payments			5500	1396	1245	1194	0	3835	1665	-30
Grant to Caistor in Bloom			10000	0	0	10000	0	10000	-0	0
Christmas Lights project			2000	0	5586	1262	0	6848	-4848	242
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 31/12/2024

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	47619	125	117660	33175	-22
Total			150835	30971	38945	47619	125	117660	33175	-22	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/12/2024

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	11532	0	31579	3421	-10
PAYE & NI	5486	4598	16000	3746	3395	4349	0	11490	4510	-28
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	238	0	418	267	-39
Training	426	390	500	475	40	257	0	772	-272	54
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	3343	0	10103	197	-2
Cemeteries/Church	3960	2000	6800	1653	2265	1278	0	5195	1605	-24
Allotments	0	250	250	17	17	210	0	244	5	-2
Market	0	250	250	0	0	17	0	17	233	-93
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	301	0	889	-89	11
Electricity - Market Place LN7 6TU	165	200	200	129	86	150	0	364	-164	82
Electricity - South Street Park	375	300	600	97	233	160	0	490	110	-18
Electricity - Market Place LN7 6TL	0	150	0	0	0	0	0	0	0	100
Electricity - Sports Ground	461	250	500	274	204	169	0	647	-147	29
	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	3446	0	5185	11815	-70
Caistor Sports & Social Club	1464	1500	3000	830	160	1172	0	2162	838	-28
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	148	0	584	3916	-87
Market Place	1141	250	4000	0	0	2759	125	2884	1116	-28
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	2450	0	7218	-218	3
Neighbourplan Review	1744	5874	0	0	0	0	0	0	0	100
Pension payments			5500	1396	1245	1194	0	3835	1665	-30
Grant to Caistor in Bloom			10000	0	0	10000	0	10000	-0	0
Christmas Lights project			2000	0	5586	1262	0	6848	-4848	242
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 31/12/2024

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	47619	125	117660	33175	-22
Total			150835	30971	38945	47619	125	117660	33175	-22	



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"/>
10/12/2024	1830	EDF	Bank Payment: Electricity - South Street Park	5.75	120.69	<input type="checkbox"/>	<input type="checkbox"/>
10/12/2024	1831	Caistor Town Hall	Hire of hall - November	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
10/12/2024	1832	Angela Clark	Expense Claim		35.24	<input type="checkbox"/>	<input type="checkbox"/>
10/12/2024	1833	Safety Signs - Deep water	Bank Payment: Equipment	7.36	44.18	<input type="checkbox"/>	<input type="checkbox"/>
12/12/2024	1834	Lee Wells Joinery	Supply and fit loft ladder at CS&SC	0.00	500.00	<input type="checkbox"/>	<input type="checkbox"/>
17/12/2024	1842	EDGE IT Systems	Training for MSB on Epitaph	16.40	98.40	<input type="checkbox"/>	<input type="checkbox"/>
17/12/2024	1843	E-Quip (Rasen) Ltd	Brush and framing blade - SH	3.89	23.34	<input type="checkbox"/>	<input type="checkbox"/>
18/12/2024	1844	EDF	Bank Payment: Electricity - Sports Ground	3.64	76.41	<input type="checkbox"/>	<input type="checkbox"/>
20/12/2024	1845	Nest	Bank Payment: Pension payments	0.00	371.07	<input type="checkbox"/>	<input type="checkbox"/>
20/12/2024	1846	EDF	Bank Payment: Electricity - South Street Park	1.88	39.54	<input type="checkbox"/>	<input type="checkbox"/>
23/12/2024	1847	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
23/12/2024	1848	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
23/12/2024	1849	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
23/12/2024	1850	HMRC	Bank Payment: PAYE & NI	0.00	1324.04	<input type="checkbox"/>	<input type="checkbox"/>
24/12/2024	1851	EDF Energy	Bank Payment: Electricity - Market Place LN7 6TU	2.46	51.73	<input type="checkbox"/>	<input type="checkbox"/>
24/12/2024	1852	Tamar Telecom	Bank Payment: Telephone & Broadband	1.16	6.94	<input type="checkbox"/>	<input type="checkbox"/>
30/12/2024	1853	Three	Bank Payment: Telephone & Broadband	3.35	20.10	<input type="checkbox"/>	<input type="checkbox"/>
27/12/2024	1854	BT	Bank Payment: Telephone & Broadband	12.33	74.00	<input type="checkbox"/>	<input type="checkbox"/>
02/01/2025	1856	Caistor Town Hall	Hire of hall	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
02/01/2025	1857	Play Inspection Company	Annual inspection and accompanied visit	86.60	519.60	<input type="checkbox"/>	<input type="checkbox"/>
02/01/2025	1858	Lincolnshire Association of Local	LALC subscription	0.00	679.34	<input type="checkbox"/>	<input type="checkbox"/>
03/01/2025	1859	Michelle Moss	Expense Claim	1.00	6.00	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: 7924.51

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Police report received 18th December

I would firstly like to thank you all for your assistance in the last 12 month and wish you a merry festive period. It is refreshing to say that we haven't had any significant incidents in the last month to report back on for the NC09 area.

I am aware of some questions raised by Cllr March and the North Kelsey Parish Council to PC Turner which I wanted to share on this email as I believe they will be relevant for all the Parish councils listed:

The question raised at the November 2024 NKPC meeting was regarding the Policing around Violence and Sexual Offences.

My understanding from the Lincolnshire County Policing Engagement Sessions that the Policing focus is on Reducing Speed and ASBO offences. However, when you look at the Caistor Neighbourhood Policing Data, 48.5% of reported crimes is Violence and Sexual Offences.

Therefore, it would be good to know -

1) What Lincolnshire Police strategies are in place in prevention/intervention in reducing Violence and Sexual Offences?

2) What is the data breakdown of the type of Violence and Sexual Offences reports and how many reports go onto charges, courts and convictions?

3) Is there any approaches that North Kelsey Parish Council could do in supporting the Police in reducing Violence and Sexual Assault crimes?

There is some slight misunderstanding that the focus of the NPT team is solely to reduce speeding and Anti-Social Behaviour (ASB) incidents. At the quarterly Lincolnshire County Policing Engagement Sessions speeding seems to be the issue predominantly raised by those in attendance and the information we provide is that we will share that information and work with the Roads Safer Partnership team to try and address those concerns. The neighbourhood policing role is more around long term problem solving to try and reduce / remove those issues that are impacting on the community and ultimately reduce these calls for service. Any plan that we put in place needs to be realistic and achievable so when it comes to speeding offences other than working with key partners, community speed watch and occasionally going out with a handheld speed gun there is little that can be put in place to ultimately remove / reduce this issue.

It is true that violent crime and theft offences make up the bulk of the incidents that police attend and we are governed by National Crime Recording Standards (NCRS) with how this is crime and record on the system. For example for an offence of common assault the individual only needs to fear the immediate and unlawful use of violence – Person 1 is facing person 2 and says I'm going to punch you in the face and person 2 believes this is going to happen and they are scared then the offence of common assault is made out and is recorded in our violence statistics. Other examples of common assaults could range from someone been pushed to punched causing no injuries. So hopefully this gives an indication as to how low the threshold is for the police to record a crime on the system.

As I'm sure you will all appreciate as well that a large number of these violent and sexual offences relate to domestic incidents or play ground (School) alterations.

When you look at police prevention/intervention and strategies we have the Violence Against Women and Girls (VAWG) working group this helps dictate our policy around how we approach domestics and incidents or stalking and harassment. This focuses on 3 pillars:

1. Building trust and confidence – Women and girls have greater confidence in the policing response to violence against women and girls and in our culture and conduct.
2. Relentless pursuit of perpetrators – Significantly improved investigations into violence against women and girls and more perpetrators facing justice.
3. Safer Spaces – A change in how safe women feel in public places – as a result of action policing takes, but also through working with partner and Government

Outside of the VAWG we also have a number of incentives around knife crime (Op Raptor) where education is provided to students at school around the dangers of carrying knives. We also hold various weeks of action which results in an increase in stop and searches as well as having knife amnesty boxes put in place.

I'm not sure if everyone is aware of 'cuckooing' but this is where individuals take over vulnerable member of the public's addresses for criminal activity, for example a drug dealer provides a drug user with some drugs, the drug user gets into debt and as a result they are forced to allow drug dealing to take place from their address and have no means of kicking the drug dealers out of the address due to fear of extreme violence. We have policies and powers in place around this and have served notices on addresses and where necessary obtained closure orders to prevent further ASB at the location impacting on others.

I would be happy to discuss any of these policies and powers in more detail if this is required but that is a quick run down of some of the powers and policies we use to prevent and tackle violent and sexual crime.

Regarding a data break down on these with charges, courts and convictions I would struggle to provide this data to you but would urge you to visit www.police.uk which holds all the data for your areas.

Regarding the approach that the Parish councils can take to help assist police in reducing violence and sexual assault - ideally we need help in sign posting individuals to the correct material / places of safety. Many victims of domestic violence have been assaulted numerous times before police receive that first report as they believe they are alone / no one will listen to them / no one will believe them or they are financially trapped. It is only when they have suffered a significant assault or they are able to break down some of those barriers before they eventually feel comfortable speaking to the police or others. If the councils can ensure there is sufficient material visible around domestic violence, the help on offer and a potential safe space I believe this will ultimately assist police and help reduce offences. I would also request that members of the public provide intelligence through to the police either by speaking to the CBM, providing it to the Parish council whom then can ultimately providing it to me / the CBM or via crime stoppers. The intelligence provided may seem minor but may form part of a bigger picture and assist with other ongoing enquiries / investigations.

I would like to use this email for you to remind your constituents over the Xmas period to ensure they take additional safety precautions in the run up to Xmas. Traditionally we experience an increase in opportunistic thefts where criminal chance their arm by trying door handles until they find an unlocked address, these types of thefts offer limited forensic examples and are very hard to detect – members of the public can help cut down on these types of offences by ensuring that they lock their doors when going to the bed or when going upstairs.

I would also ask you to direct residents to: www.immobilise.com

This is a completely free website where members of the public can register ANY valuable item that contains a serial number or IMEI. If the item is then stolen the individual whom registered the serial number can log onto the website and mark it as stolen. This has a number of benefits in that the member of the public is able to provide the police with serial numbers for the stolen items which increases the chances of us recovering it on a warrant. Also should the offender try and sell the item on at a 2nd hand shop, the store should check the serial number on CheckMEND, discover it is reported as stolen and retain the item for the police and provide the necessary evidence to assist with any investigation.

The website also offers some excellent crime prevention advice and cheap crime prevention items.

Report of District Councillor Owen Bierley to Caistor Town Council,

9th January 2025

(Prepared Wednesday, 1st January)

Community

Colleagues may be aware of the availability of another round of the Household Support Fund (HSF 6), funded by the Department for Work and Pensions through Lincolnshire County Council. This is intended to offer crucial assistance to vulnerable individuals struggling to afford essentials and it is once again being administered on our behalf by the Lincolnshire Community Foundation <https://www.lincolnshirecf.co.uk> Although the scheme opened for on-line applications on Wednesday, 18th December, no assessments will be made until the New Year, when successful applicants may receive supermarket vouchers up to a value of £150.00. Individual advice and guidance will be available from Monday, 6th January and can be accessed either by e-mail to: hsf@lincolnshirecf.co.uk or by speaking with an officer on 01529 572575. This fund will close when all of the money has been allocated or, at the very latest, on Monday, 31st March. Additional support may be available from other charitable organisations such as the Food Banks.

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 prospective beneficiaries should first 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 to discuss ideas and projects. This scheme will close on Friday, 28th February or once all of the funding available has been fully allocated.

I submitted a response to the Ministry of Housing, Communities and Local Government's recent consultation 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.

West Lindsey'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.

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

☎ 01469 560865 owen@bierley.com

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>
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 and 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> This service, too, is offered free of charge.

Good causes registered with the West Lindsey Lottery are presently on track to share in £20,592.00 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 6.57% 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 monthly promotional 'add-ons' offered too. For example, ticket holders have the chance to win a £1,000.00 Aldi Gift Card (or to take that amount in cash) in the Super Draw on Saturday, 25th January! 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. Each ticket has a 50:1 chance of a prize and every pound raised for a cause also generates twenty pence for the Community Fund! For more information please visit: <https://www.westlindseylottery.co.uk>


The Provisional Local Government Finance Settlement for 2025-26 was published immediately before Christmas and the proposals are now open for consultation on the Ministry of Housing, Communities and Local Government website. Viewed from a West Lindsey perspective it is disappointing that no increase in our core spending power is included (this represents a cut in real terms due to inflation) and furthermore, that the Rural Service Delivery Grant (that responded to the fact that it costs more to deliver services in sparsely populated rural areas than it does in urban areas) is to be discontinued. For a concise appraisal of the full impact please see the press release from the Rural Services Network at: <https://rsnonline.org.uk/rural-financial-crisis-deepens-rsn-analysis-exposes-stark-funding-inequities-in-provisional-local-government-finance-settlement>

Environment

I'm delighted to report that the District Council won the 'Best Performance in Refuse Collection' category in the Association for Public Service Excellence (APSE), Performance Network Awards last month. These prestigious awards are open to councils from throughout the United Kingdom and this was the third successive year that our Operational Services team have been the winners!

Copies of the Council's popular and useful Waste Collection Guide and Calendar are currently being delivered to every household. Meanwhile our green bin service (recommencing here on Monday, 24th March) will again offer eighteen fortnightly collections for a charge of £46.00 per bin, operated on a cost recovery basis. The on-line subscription page will open in early January.

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

 01469 560865 owen@bierley.com

Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Ref: TF/231 FAO Tina Featherstone
Date: 18 December 2024

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam

RE: CAISTOR, SOUTH DALE – PROPOSED WITING RESTRICTIONS

Lincolnshire County Council recently received a request to review the waiting restrictions in the vicinity of Caistor Primary School.

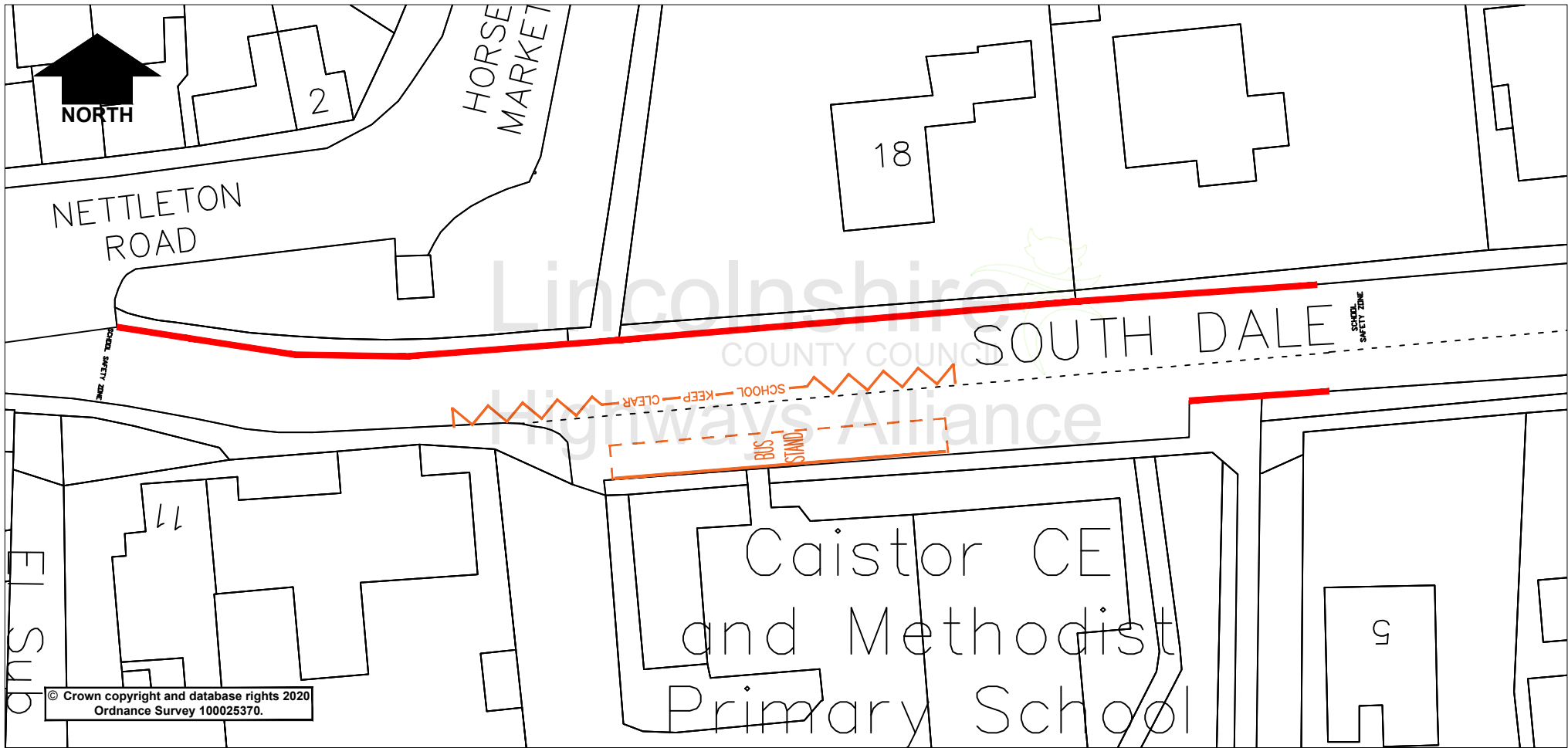
Investigations have shown that the advisory School Safety Zone is not adhered to with vehicles also parking in the bus lay-by.

In light of this, it is proposed to remove the advisory markings and install mandatory school keep clear markings and bus stand markings to be in operation at peak pick up/drop off times to allow the school transport service to safely carry out its functions.

The proposal is shown on the attached plan and I look forward to receiving any comments you may wish to make. If I do not receive a response by 31 January 2024 I will assume that you have no objections to the proposal.

Yours faithfully

For Programme Leader Minor Works & Traffic



KEY

- Proposed No Waiting at Any Time
- **BUS STAND** Bus stand to be in operation Mon to Fri 8-9.30am & 2.30-4pm
- **SCHOOL KEEP CLEAR** Mandatory School Keep Clear markings to be in operation Mon to Fri 8-9.30am & 2.30-4pm

Lincolnshire
COUNTY COUNCIL
Highways Alliance
Lancaster House, 36 Orchard Street, Lincoln, LN1 1YZ

Project		Caistor - South Dale			Project		Drawn		Date	
					TF		Dec 24			
Status	Project No.				Ch'kd		Date			
Drawing Title		Proposed Waiting Restrictions			Auth		Traced			
Drawing No.		TF/231/001			Rev.		Scale			
					0		NTS			



Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Arts & Heritage Centre on 17 December 2024

Present: Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr A. Clark,
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: 3609**
Apologies accepted from Cllr Davey. Cllr Cox appointed as nominated substitute.
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 3610**
None
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 3611**
None
- 4. To approve the draft minutes of the Estates Committee meeting on 22.10.2024 - Ref: 3612**
RESOLVED that the minutes of the meeting held on 22nd October 2024 are approved as a true record of the meeting and signed by the chair.
1 abstained
- 5. Play areas and sports ground - Ref: 3613**
 - a. Play area inspection - confirm date and attendance - Ref: 3614**
Noted that the inspection will take place 18th December, starting at South St Park. South St park is an accompanied inspection.
 - b. Consider the quotes for replacing the fencing at cricket ground - Ref: 3615**
It was noted that: one quote was for wooden fencing the entire length of the current fence, the gate post and handrail alongside the steps; the other quote was for the section in front of the grassed area only; it was not clear from the second quote exactly what materials would be used. It was agreed to revisit the second quote to clarify materials, ask for full length of current fence, gate post and steps so a proper comparison can be made. It was also agree to strive to obtain a third quote for the entire length of the fencing including the gate post and steps. Agreed to revisit this once the quotes have been received.
 - c. Consider what action to take re the rotten post on the Kelsway kissing gate(24456) - Ref: 3616**
It was noted that with the Estates person leaving next week, it would be necessary to pay a contractor to complete the work or wait until the new person is appointed. It was noted that the kissing gate no longer really serves a purpose as there are several gaps in the hedgeline which allow entrance to the grounds. RESOLVED to remove any remaining parts of the gate, back fill and make the ground safe.
All in favour
 - d. Update on play area surface replacement - Ref: 3617**
It was noted that the surface repairs and replacements are scheduled for March April time; that the council should notify residents and users in advance of the dates the works are taking place. RESOLVED to purchase signs to put up at the parks and to put a notice on facebook and website explaining what's happening and why in February/March time
All in favour
 - e. Update on sports ground toilet refurbishment - Ref: 3618**
The electrical and plumbing work has been completed, the walls painted; the hand drier and COSHH cabinet are being put up this week; the only remaining work will be the glossing and floor painting which will be done sometime over the next couple of weeks. RESOLVED that the clerk should write to the football club and advise

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



them that no equipment is to be stored on the toilet and any found will be removed.

All in favour

f. Update on work completed at the sports and social club - Ref: 3619

It was noted that: the loft ladders have been replaced; the window and door lock work has been completed; the boiler serviced; the drain cover has been purchased, but it is a slightly different shape and will require some work to refit (Cllr Hodson will take this on); the wall repair has not yet been completed, but we have now received a quote - next agenda item.

g. Consider the quote for spot welding the sports ground play areas gate and CS&SC wall repair - Ref: 3620

A combined quote had been received for the wall repair and the spot welding of the gate at the childrens play areas on the sports field. It was noted that: it may be possible to remove the gate and get a much cheaper quote for welding rather than an onsite repair; cllrs would like to see the costs of the wall repair and gate repair separated; we have struggled to get anyone else to provide a quote for the wall or to commit to getting the repair done. RESOLVED to try to get the gate off and get another quote for it; if we can't remove the gate, to go ahead with the onsite repair of the gate and the wall quote received; if we can get the gate off get a revised quote from the contractor to just do the wall and go ahead with just the wall.

All in favour

6. Town Hall - Ref: 3621

a. Consider the damp patch in the main hall of the town hall and what action to take(24725) - Ref: 3622

It was noted that: the missing brick may be a point of failure on the external wall, but the brickwork and pointing around the missing brick is also damaged and needs some work. Several contractors have been asked for quotes, but no response or commitment from any of them; the damp problem will continue to get worse without a fix. Cllrs Cox, Hodson and Somerscales suggested that they would meet up to take a better look and see if they can plug the hole with cement as a temporary solution. They would aim to do this by 15th January, and take all necessary H&S precautions.

b. Consider the damp in town hall store room and what action to take - Ref: 3623

It was noted that the black patches of mould in the boiler room are getting worse on the external wall; there is only a very narrow gap between the TH wall and the neighbours garden wall and water gets trapped; lack of heating and ventilation may be an issue. It was agreed to contact the town hall committee to explain the council will be doing an inspection of our assets, including the town hall, ask what they think needs doing, do the inspection and then ask TH group for a meeting to discuss and agree a way forward. It was noted that with the passing on Cllr Hughes there is a vacancy for a representative from the council on the town hall group.

c. Town hall car park - hedges need trimming and bank needs replanting - Ref: 3624

It was noted that: the hedges along the left hand side are encroaching onto the parking spaces and will need cutting back; the soil from the bank on the right hand side is spilling over the sleepers onto the car park. RESOLVED to ask a contractor for a quote for cutting the hedges and to ask Caistor in Bloom to push the soil back onto the bank.

All in favour

7. Consider the quotes received for the tree works and agree next steps - Ref: 3625

It was noted that despite asking 5 tree contractors for quotes, only one had been received. RESOLVED to accept the quote from Lincolnshire tree services for the moderate risk items and diarise for a re-inspection in 5 years, per the report.

All in favour

8. Consider the grass cutting tenders for the cemetery, Church and Cong church and agree next steps - Ref: 3626

It was noted that despite asking for quotes from 5 contractors, and chasing several times, only one quote had been received; at the last CTC meeting Caistor in Bloom had volunteered to cut the church and congregational churchyards, and the council had accepted, so only the cemetery would need cutting. RESOLVED to accept the quote from Greystone/Charlie Gatton for the cemetery at £420 per cut.

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



All in favour

9. Feeder pillars - consider the quotes for annual testing and other issues - Ref: 3627

It was noted that despite asking 5 electricians for quotes, showing 3 around, only 2 quotes had been received. RESOLVED to go ahead with TWB quote for £320 for all 4 inspections.

All in favour

10. Cemetery - Ref: 3628

It was noted that the meeting had been underway for 2 hours and everyone agreed to extend the meeting to finish the agenda items.

a. Consider getting a 'for cemetery users only' parking sign for the cemetery car park - Ref: 3629

RESOLVED to purchase a parking to cemetery users only sign.

All in favour

b. Update on memorial safety inspection - Ref: 3630

It was noted that the signs have been displayed on notice boards, facebook, website, at the cemetery, and the testing is planned to start in January; the testing is likely to be very time consuming.

11. Estates Resource - Ref: 3631

a. Agree a handover from Kim - Ref: 3632

It was noted that the council had not managed to fill the estates vacancy yet so the handover would be to the Clerk and any councillors who are interested. A walkabout to identify all work completed by Kim is planned for 18th December at 1pm and a review of all responsibilities. Friday 20th will be Kims last day and he will drop his equipment and keys off to the office then. It was noted that several councillors have volunteered to support the bin emptying and litter picking but no-one has agreed to be responsible for the work until the vacancy is filled. WLDC had been contacted and will try to increase support but they are also stretched and have limited manpower.

b. Consider and agree what should be included in an induction programme for new starter - Ref: 3633

Deferred.

c. Consider and agree the Winter jobs for Estates - Jan - March - Ref: 3634

It was noted that the work not completed this year would either have to be deferred until a new employee is found or would have to be completed by a contractor or by Cllrs. Cllr Hodson agreed to finish servicing the equipment; the cemetery path can be deferred; the Kissing gate has already been discussed; CIB will be asked to help with the bank at the TH car park; the trees at the parks will be included on next agenda to discuss action; Millfields bank will wait until a new employee is appointed.

Meeting closed at 21:25



DIGNITY AT WORK POLICY

Caistor Town Council (CTC) believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

CTC is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at CTC. Should agency staff, or contractors have a complaint connected to their engagement with CTC this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to either the deputy chair or staffing committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. CTC will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation

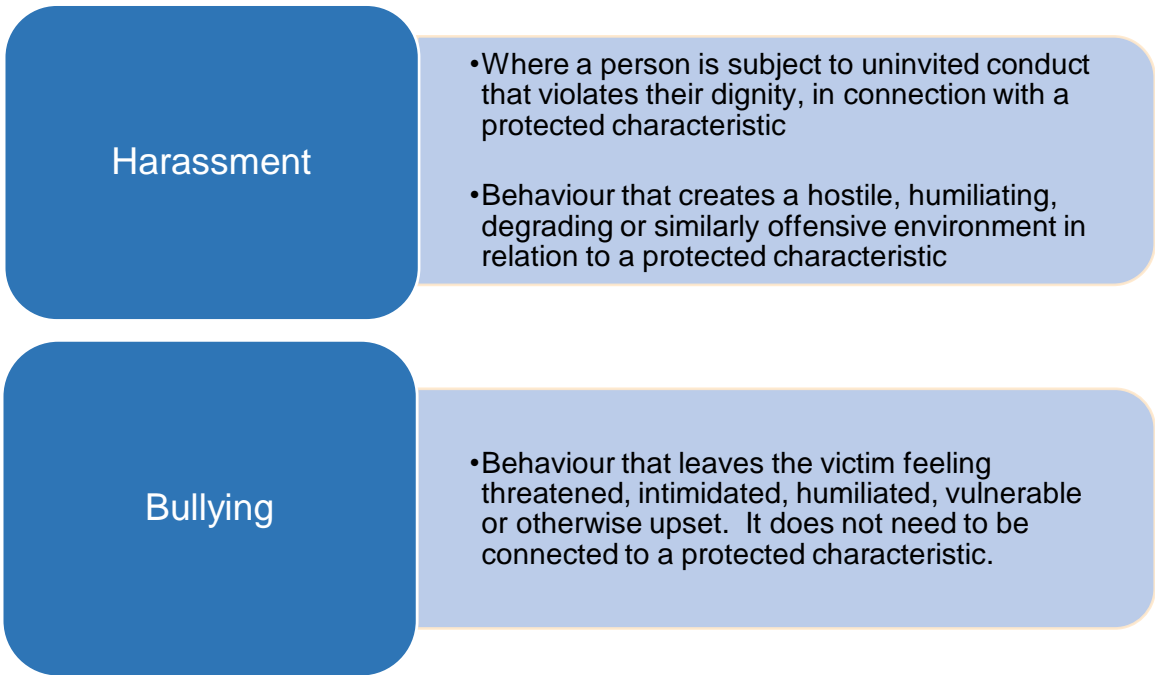
against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council’s disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

‘Bullying’ or ‘harassment’ are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person’s dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault

- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and

must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time – TBC – 2-3 years.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

Annual Training Scheme Tariff (01.04.2025)

These charges are in addition to the yearly Annual Membership fees and do not form part of the LALC Subscription Charges.

ATS Members– councils that do subscribe to the Annual Training Scheme will be charged the following rates per training delegate:

CORE TRAINING: will be included in the ATS membership between 1st April 2025 – 31st March 2026.

Refreshments - light refreshments e.g. tea/coffee are provided, Member Councils will be invoiced £13.00 per delegate to cover lunch costs for full day events.

NON-CORE TRAINING: will be charged at £35 (+VAT) per delegate for any morning/afternoon/evening session (incl. refreshments), £78 (+VAT) per delegate for an all-day event (incl. lunch & refreshments) £65 if held remotely.

ATS Non-Members– councils that do not subscribe to the Annual Training Scheme will be charged the following rates per training delegate:

* £35 (+VAT) per delegate for any morning/afternoon/evening session (incl. refreshments)

* £78 (+VAT) per delegate for an all-day event (incl. lunch & refreshments) £65 if held remotely.

Please note that the Annual Training Scheme does not cover the training package for the Certificate in Local Council Administration (CiLCA). Interested candidates should contact the office for further details of CiLCA training and mentoring costs.

Bookings - should be made via the Clerk using the online booking form located on the LALC website Training Tab.

Those wishing to pay for their own training may do so by contacting the office to discuss further.

ATS SCHEDULE OF FEES

_____ Parish/Town Council wishes to subscribe to the
LALC Annual Training Scheme for April 2025/March 2026.

Payment in respect of this Council is enclosed*/will be forwarded in April 2025*
(*Delete as applicable)

.....(Signed) (Date)

Band		Amount (£)	Please tick
Council with up to 250 electorate	110.00 + £22 VAT	£132.00	
Council with up to 500 electorate	120.00 + £24 VAT	£144.00	
Council with up to 1000 electorate	135.00 + £27 VAT	£162.00	
Council with up to 2500 electorate	160.00 + £32 VAT	£192.00	
Council with up to 5000 electorate	175.00 + £35 VAT	£210.00	
Council with up to 7500 electorate	185.00 + £37 VAT	£222.00	
Council with up to 10,000 electorate	195.00 + £39 VAT	£234.00	
Council with above 10,000 electorate	205.00 + £41 VAT	£246.00	

- Cheques should be made payable to LALC and sent to: Mrs L Westman, Finance/Admin Officer, LALC, Dunholme Old School, 8 Market Rasen Road, Dunholme, Lincoln LN2 3QR.
- BACs payment may be made to: Lincolnshire Association of Local Councils, The Co-operative Bank, Sort Code 08-92-99, Account No. 65279999
(please indicate clearly which Town or Parish payment is from - thank you).
- Please complete all bookings using the online booking form via the LALC website.



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
Electrical feeder pillars - Draft user guide	Ref: 24395	Created: 24/01/2024
Rotten post on the Kelsway kissing gate	Ref: 24456	Created: 26/04/2024
Paint the town hall ramp railings	Ref: 24471	Created: 29/05/2024
Play area surface replacements	Ref: 24524	Created: 11/07/2024
Kims retirement notice and recruitment	Ref: 24570	Created: 06/08/2024
Councillor walkabout	Ref: 24584	Created: 13/08/2024
Replacement of fencing at cricket ground	Ref: 24621	Created: 29/08/2024
Health and safety review	Ref: 24771	Created: 05/11/2024
Damp and mould in the town hall boiler room	Ref: 24868	Created: 20/12/2024

Events Liaison Role

Introduction

There are a number of events that are run by CTC and partner organisations.

CTC hold responsibility for some of the events but partners also have access to equipment and assets owned by the council.

There is currently no system of accountability for the use of the equipment or assets.

CTC does not charge for the use of the equipment but has the responsibility of repairing or replacing it when damaged or lost.

Risk assessments should be submitted by event organisers (see risk assessment policy) and there is a need to co-ordinate this to ensure they are recorded, updated and monitored in a timely fashion.

Access to power supplies are not currently monitored and a number of people have access to keys (see electricity feed Box policy).

Stallholder and event organisers should submit a copy of their insurance and this needs to be collated.

If CTC requires proof of public liability, this needs to be recorded and expiry dates monitored.

Scope

To introduce an Event Co-ordinator role to sit with the Deputy Clerk.

It is not proposed that this role runs any events or activities, it is purely to ensure that all administration involved is collated and recorded correctly in reasonable time frames.

The Event Co-ordinator will liaise with organisers to ensure that events and activities are compliant with all relevant legislation.

Suggestions

A risk assessment policy will be introduced (see separate document) which will fall within the proposed role.

A feeder box/power supply policy will be introduced (see separate document) which will fall within the proposed role.

A log for the use of any equipment will be implemented so that damage and serviceability of CTC assets can be monitored.

Consider a deposit scheme so that any damage or replacement costs can be recovered.

A system for tracking the expiry date of liability insurance of market stallholders or events (if relevant) would be put in place. This is likely to be in the form of an Outlook based diary but other options can be explored.

Review the current system of how fees are paid to CTC by stallholders or event organisers. Detailed records to be kept so that money can be accounted for. Fees to be paid directly to CTC and not via a third party.

DRAFT

DRAFT

Policy for the Completion and Submission of Risk Assessments

Introduction

Caistor Town Council (CTC) directly runs or is involved in the running of a number of events or activities throughout the year. Each event or activity needs a risk assessment to comply with legislation and to ensure the safety of organisers, members of the public and service providers.

Scope

The scope of this policy is to ensure that risk assessments are completed by the organiser of the event and submitted in a reasonable time frame so that records can be kept and any actions implemented in a timely fashion.

Responsibilities

Each event or activity should have a person nominated to complete a risk assessment. This would normally be the lead organiser but the task could be devolved to another person. Ideally the person completing the risk assessment should be suitably qualified.

Once completed it is the responsibility of the organiser to submit the risk assessment in a timely manner to allow for it to be recorded and filed. Enough time should be allowed for any remedial action to be taken.

If any remedial actions are taken it is the organiser's responsibility to ensure that the risk assessment is updated accordingly.

Should there be any significant change to any ongoing or recurring event or activity it is the organiser's responsibility to ensure that the risk assessment is updated accordingly. Apart from in exceptional circumstances the risk assessment should take place before any changes are made.

Should there be any changes to legislation that could impact the risk assessment then it is the responsibility of the organiser to ensure that it is updated accordingly.

Recommendations

1. Risk assessments should be submitted to CTC staff at least one month before the event or activity takes place.
2. If the risk assessment highlights any remedial action that needs to be taken then it should still be submitted and CTC staff made aware.
3. CTC staff should be informed that the remedial action has taken place and the risk assessment updated accordingly.

4. Before any change is made to ongoing or recurring events the organiser should inform CTC Staff and arrange for the risk assessment to be updated and the records amended.
5. Responsibility for managing risk assessments to be included in the function of events co-ordinator, likely to sit with the Deputy Town Clerk.
6. CTC staff to implement a system to monitor the submission of risk assessments.

DRAFT

Electrical Feeder Pillars
Policy for Use and Maintenance

Introduction:

Caistor Town Council owns and operates electrical feeder pillar units for the provision of power in the market place and south park. These power outlets are provided for the use of stallholders and event providers under the management and permission of CTC.

Scope

The scope of this policy is to ensure the safe and appropriate use of the power outlets and the periodic maintenance of the feeder pillars.

Maintenance records to be kept and those persons using the power supply to be informed of the CTC policy requirements.

Access to the power supply should be overseen by an authorised person nominated by CTC.

Currently a number of people have access to the power outlets but are not accountable for using them and there is no record of use.

The feeder boxes are opened with universal keys that are widely available so there is no control over access

Responsibilities

Caistor Town Council have a responsibility to maintain the feeder pillars on an annual basis and that they have correct certification to ensure they are safe to use. Any maintenance work and certification is to be carried out by suitably qualified electrical contractors.

Any authorised person nominated by CTC to access the power outlets has a responsibility to carry out visual checks before and after use. Any issues should be reported to the Town Clerk or Deputy Town Clerk immediately.

End users such as stall holders and events providers using the power outlets have a duty to ensure any equipment or cables accessing and making use of the power are well maintained, safe and suitable for the pillar units. Where appropriate they should be regularly tested / PAT tested to ensure safe operation.

Use of the power supply should be logged and recorded so there is more accountability of their use.

Any authorised person should ensure that the boxes containing access to the power outlets are properly secured after use.

Service Schedule

Caistor Town Council shall appoint suitably qualified contractors annually to undertake a visual and operational test of the feeder pillar, maintenance work as required following inspection. Inspection records to be made and retained for future reference.

Recommendations

1. Access to the power supply should only be by persons authorised by CTC who have been made aware of their responsibilities and the policy for use. This should go some way to avoid any accidents.
2. The feeder boxes should be fitted with barrel locks and keys issued to authorised persons only. Alternatively keys could be available from a central point where they are signed for.
3. A record of use should be filled out when the power supply is used. This means any issues or damage can be traced. It also helps with the monitoring of the costs of electricity to the council. The log could be kept with the certification in each feeder box.
4. To consider or take advice on the need to check the suitability and serviceability of any equipment or power cables being connected to the power supply. Consider how this would be managed or policed.
5. To consider or take advice on the need to mention use and responsibilities in any contracts or agreements with any end users (market stallholders, event organisers etc.).
6. CTC staff to implement a service/certification schedule.

Report for Jan CTC meeting

Bin Notes:

1. Bins are too small, we need more bins especially at the sportsground.
2. Market place bins are stuffed full of cardboard waste food packaging from Pizza / fish and chips. The bins aren't designed to take this type / size of waste.
3. Many of the round bins have broken or faulty locks, the inner liner that holds the bag is bent / damaged, rotten / has no base.
4. Bins close to the sportsground car park are stuffed with drinks bottles, need to find a way or recycling these?
5. When emptying the bins liquid leaking from the bags is a big problem, whoever is doing this job needs a liner in their van.
6. With the amount and type of waste put into the bins a van , pickup or trailer is the best transport for this job. (Dog waste appears in all the bins, nappies etc).
7. The operative should have overalls, gloves and handwipes / eye wash available.
8. The bags provided for the bins do not fit all bins well making the job more difficult than it should be.
9. On 23/12/24 emptying the bins around the town I managed to $\frac{3}{4}$ fill one of the large 4 wheeled bins at mill lane.
10. This job has become more difficult since I last did it and the quantity of waste has definitely increased.
11. WLDC needs to review / update and improve its bins around the town / the service we provide if it is to continue.

The whole job of dealing with the bins needs a review before the next estates employee takes the job on. The person will need a pickup, van or trailer to do the job. Some of the bins need maintenance work to make the job easier to carry out, some of the liners need replacing, long term more bins are required.

The skate ramp at the sportsground has some damage, talking to some children down there on Monday 30th it's the older kids who congregate in the evenings drinking that have been hitting the surface with a large stone they found on the banking. Ive done what I can to put this out of reach but its very heavy and awkward to shift.

Somebody is putting bagged cat litter waste in the bin at the sportsground car park and the bin located near the hedge on N. Kelsey road.

Cllr Stephen Hodson

Service proposal

Health & Safety Compliance

Prepared for: Michelle Moss

On behalf of: Caistor Town
Council

14th November 2024

Peter Murphy - Regional Business Director
07974 214337
petermurphy@worknest.com

worknest



Brilliant Health & Safety Support

Act as your named legally-required Competent Person. We will assign our highly-qualified locally-based, Council expert Health & Safety Consultant to visit each of your premises and the areas you manage and be your primary point of contact. We will also assign one of our office-based Health & Safety Consultants to give you additional day-to-day telephone and email support with your health and safety challenges. We will become an extension of your team. We will include in our service:

Support to match your particular requirements. We will make an initial remote visit to understand your Council's responsibilities and your current health and safety systems and procedures, needs and challenges.

A bespoke Health & Safety Management System. The system will include a detailed Health & Safety Policy and Employee Handbook and all the necessary arrangements to ensure its effective implementation.

General Risk Assessments. Each year we will visit all your properties and the areas you manage, identify areas of non-compliance, as well as areas where you comply fully. You will receive a written report and prioritised action plan, including practical advice to remedy areas of non-compliance and apply good practice. We will:

- Identify areas of risk and actions required;
- Review your Health & Safety Policy and Health & Safety Employee Handbook;
- Give you hands-on practical support in respect of key actions/challenges;
- Advise on training requirements for staff;
- Update your Health & Safety Journey Plan and objectives; and
- Work to certify your Council as Health and Safety compliant.

Practical Guidance. Your dedicated Consultant and office-based Health & Safety Consultant will be there to guide you through those actions arising from your General Risk Assessments and with any other day-to-day health and safety challenges you face.

Keeping you Up to Date. When legal changes are introduced we will not only advise you of those changes we will effect them in your management system, Health and Safety Policy and Staff Handbook. Equally when we are made aware of changes from within we will also effect them in your documentation.

Health & Safety Software. You will have access to our award-winning Health & Safety Software, that will revolutionise your approach to risk and safety management. This simple and secure way to manage compliance will allow you to meet your legal requirements through a number of easy to use applications. You will be able to:

- Monitor and control those actions identified in your General Risk Assessment and assign ownership to those responsible;
- Create bespoke risk assessments for specific activities, areas and items in your workplace;
- Implement your own monitoring checks at the desired frequency to proactively manage your work environment;
- Maintain a register of all your statutory compliance certification to ensure that re-examination is undertaken;
- Record all accidents and incidents and conduct a comprehensive investigation;
- Safely store, retrieve and modify important health and safety documentation including your Health & Safety Policy and Employee Handbook, General Risk Assessment and Action Plan;
- Access our comprehensive health and safety library of materials, including guidance documents for employers and employees and a suite of risk assessment templates and completed examples.

To find out more about our Health & Safety Software, click [here](#).

Strictly private and confidential

Regular news and topic specific webinars / webcasts. We will help to upskill you and improve your internal capacity to manage effectively, ultimately saving time and cost.

Serious accident and emergency support. In the event of a serious accident or emergency, we will support your investigation and liaise with the enforcing authority. We will be there to help mitigate damage, to guide you and to support you.

Insurance against the risk associated with regulatory enforcement. Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. It covers the cost of:

- Legal representation, including in court, to defend you against prosecution;
- Appealing against the serving of an improvement or prohibition notice; and
- Fee For Intervention (FFI) charges imposed by the Health and Safety Executive and for initial representation.

If a case goes to court, we will support you with the highest-quality representation and present the strongest possible defence. Our standard cover is £150,000 per claim made with a total cap of £1million per annum. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

Service and Visit Schedules

Year 1

Fact-Find Visit

Initially our consultant will carry out a remote Fact-Find visit to by Zoom or Teams to establish the nature of your operation and your existing documentation, including all operational risks. This will allow us to commence work on the Health & Safety Policy whilst we arrange General Risk Assessment visits.

General Risk Assessment Visit

We will carry out a General Risk Assessment covering all your sites and managed areas, followed by evolving support thereafter.

Our General Risk Assessment will identify areas of compliance and areas of risk together with actions required. The results of these audits will be available for you to manage through our UK cloud based WorkNest platform.

Your Bespoke Health & Safety Management System

Following the General Risk Assessment, we will prepare and install a Health & Safety Management System which will include a bespoke and detailed Health & Safety Policy, Employee Handbook together with all the necessary arrangements to ensure its effective implementation.

Onboarding

Your Client Experience Co-Ordinator will train all employees whom you wish to have access to the platform in its functionality, this can be over more than one session if necessary.

Years 2 to 3 (and 4 and 5 if taken out)

You will continue to have access to all your support services described above.

General Risk Assessment Visit

In subsequent years, we will continue to carry out an annual General Risk Assessment.

Assured advice you can trust



Our Health & Safety clients receive advice that has been assured by a local regulator acting as a Primary Authority (PA). This means that our processes, procedures and level of expertise have been reviewed, approved and signed off by Cheshire West and Chester Council to allow us to enter into a 'co-ordinated partnership'.

Our advice can be used with confidence across your business. Whether you operate from a single site or have premises that span multiple local authorities, a relationship with a PA ensures that other authorities wishing to inspect WorkNest clients will be required to firstly engage with the PA before making contact with you.

We are the first Health & Safety Consultancy in the UK to be approved to provide assured advice, which is testament to our quality of service. All this offers significant benefits to our clients.

Providing you follow our advice, your business should:

- Be protected against the risk of enforcement, scrutiny or action from authorities that have different views on what you should be doing to achieve compliance;
- Benefit from a strengthened ongoing relationship with both regulators and future interactions with businesses throughout England, Wales and Scotland; and
- Be viewed as being 'in safe hands' when you join us – both within your business and from those looking in.

Some organisations choose to gain PA status themselves working with a local authority directly. This can be time-consuming and is usually only undertaken by large companies. If you join WorkNest, we've already done the hard work for you and you benefit in the same way.

Join us and gain access to a single source of advice that you can immediately trust and implement across your whole business.

Brilliant Online Staff Training

Innovative e-Learning. Created to help you protect and improve the welfare and safety of your people.

Risk management and compliance. By requiring your staff to complete this training, you will help to protect their health, safety and wellbeing and help protect your organisation from prosecution.

An extensive library. With more than 100 RoSPA and CPD courses available, the course library is continually updated to meet your business needs. Relevant course additions include GDPR, Computer Security and Modern Slavery.

Complete control. Each member of staff will receive their own log-in details to complete the required modules. You can set your organisation's own pass mark for each of the courses and, at a glance, you can see which members of staff have completed the training and who has failed and needs to re-sit.

Certificates to confirm completion for your records. When employees have passed a module, they will receive a certificate for their files and your records. This is an excellent, cost-effective way of you demonstrating to your staff that you take their development and wellbeing seriously.

Saves time and money. You can save up to 80% in costs and down time, when compared to traditional classroom based training methods.

Health & Safety, compliance and Employment Law/HR skills. Over 100 courses include:

- Workplace Safety
- Fire Safety
- First Aid
- Manual Handling
- GDPR
- Driving Safely
- Equality & Diversity
- Computer Safety
- Health & Wellbeing
- Slips, Trips & Falls

Please see attached course brochure.

Fee Summary

60-month support agreement (with 36-month break clause)

Health & Safety Fixed Fee Service exclusive of VAT

£1,975.00 per annum

36-month support agreement

Health & Safety Fixed Fee Service exclusive of VAT

£2,300.00 per annum

Optional Other

Online Fixed Fee Health & Safety Training

FREE for the first 12 months. If you love it and want to keep it after the free period, then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at elarning@worknest.com no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss and no charge.

FREE full suite of courses for the first 12 months then £215.00 per annum (exclusive of VAT)

Terms

Our honest approach to doing business.

Please find a copy of our full Service Agreement Terms [here](#). The document explains WorkNest's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover 50 offered.

It is an important document and should be read and understood by you because it will form part of the agreement between us. WorkNest is authorised and regulated by the Financial Conduct Authority, registration number 310779.

Our legal expenses insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover.

Contact

To gain access to quality advice, brilliant service and professional support from day one, please contact me.

Peter Murphy - Regional Business Director
07974 214337
petermurphy@worknest.com

worknest

mmm

0345 226 8393
enquiries@worknest.com

worknest.com

WorkNest
Woodhouse
Church Lane
Aldford
Chester
CH6 6JD

From: [REDACTED] >

Sent: 12 December 2024 09:57

To: clerk@caistortowncouncil.gov.uk

Subject: Market Stalls - Thank you letter

Good Morning Michelle,

As a new member of the Saturday Market this year, I would like to say a big thank you to all that make it possible.

A special thank you to Jayne Bowman and Linda Millner for accommodating everyone's needs and making sure stall holders are happy. Both ladies are doing a great job.

I would also like to thank the Caistor Goes Events team for organising this year's Christmas lights switch on, we all had a lovely afternoon.

Have a lovely Christmas and a Happy New Year.

Kind Regards

Cricket pitch use request 10.12.24

From: Justin Owen <justin.owen@lincscricket.co.uk>
Sent: 10 December 2024 13:42
To: clerk@caistortowncouncil.gov.uk
Cc: reginald percival <regpercival@gmail.com>; Alan Grantham <alan.grantham@caistorgrammar.com>
Subject: Cricket provision for school children

Hi Michelle, I hope this finds you well.

It's that time of the year again, when I am planning my cricket events for the school children of Caistor & the surrounding villages, for 2025.

Would it be possible to allow Lincolnshire cricket to run events at Caistor Cricket Club on the following dates & times please;

Y3/4 Dynamos - 7th May, 13:00 start, so access to toilets from 12:00. Anticipating approx. 150 children to attend & engage in physical activity. Also provide leadership opportunities for 20 students from Caistor Grammar.

Y5 Dynamos - 6th June, 10:00 start, so access to toilets from 09:00. Anticipating approx. 100 children to attend & engage in physical activity. Also provide leadership opportunities for 20 students from Caistor Yarborough.

Please let me know.

Warm Regards

Justin Owen

Head of Participation & Growth, Lincolnshire Cricket Ltd

justin.owen@lincscricket.co.uk



Caistor Sports Ground

Football and Cricket pitch casual use terms and conditions

The cricket pitch and football pitches are licenced by Caistor Town Council to Caistor Cricket Club and Caistor Tennyson Football club as the primary users. Any agreement to use the pitches must be agreed with these clubs and Caistor Town Council at least 14 days in advance. The following terms and conditions are applicable from Caistor Town Council, the primary users may have their own terms and conditions for casual use of the pitches.

1. Caistor Town Council cannot accept any liability for loss, damage or injury sustained by the user or any person participating.
2. It is a requirement of the clubs and organisations using the councils facilities to take out their own public liability insurance to a recommended level of at least £5 million.
3. The casual user must seek agreement of the primary user before scheduling any use of the cricket or football facilities (Caistor Cricket Club and Caistor Tennyson Football Club).
4. Use of any equipment must be agreed with the primary users.
5. The Sports and Social Club CIC manage the pavilion. Access to the pavilion and the changing facilities must be arranged via them.
6. It is the responsibility of the hire team/casual user to ensure that the pitch is playable prior to the commencement of play. Although, the council reserves the right to call off games as they see fit whether or not teams or their referees believe the pitches are playable.
7. The facilities are of a high quality and must be looked after by the user. **No damage is acceptable.** Any users or teams found to be abusing the rooms/facilities and/or staff will be barred from our facilities.
8. Smoking is not permitted in any buildings on the sports field.
9. The hirer will reimburse Caistor Town Council, Caistor Sports and Social club or any of the primary users for any expenditure incurred in making good any damage to facilities, and any areas where enhanced cleaning is required.
10. The user shall not permit anything to take place at or in the facility during the period of hire, which is unlawful, or contrary to public decency and respectable behaviour or in such way endangers any licence held in connection with the facility.
11. The Council shall not be responsible or liable in respect of any damage or loss of any property placed or left at or in the facility.
12. The user is responsible for the provision of adequate first aid equipment and personnel for the period of hire.
13. All accidents and incidents must be reported to the Council as soon as possible and in any case within 48 hours.
14. The user shall be responsible for any accident howsoever caused, resulting in death or personal injury to another unless such death or injury has been caused by the negligence of the Council.
15. The user must ensure that no vehicles are parked on the pitches or any adjoining land other than areas specifically allocated for this purpose.



Caistor Sports Ground

Agreement to these terms and conditions:

Name..... Signature.....

Date.....

Organisation.....

Date(s) Required (to be completed by the user):

***Please note:** You are required to give at least 14 days notice. These dates must also be approved and scheduled by the primary user.*

Please contact Caistor Cricket Club or Caistor Tennyson Football Club.

Application to use agreed (on behalf of Caistor Town Council):

Name..... Signature.....

Date.....