



Public Meeting Pack

13th February 2025



**Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 9 January 2025**

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr R. Lyus, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales,
Cllr J. Cox, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestly,
In Attendance: Michelle Moss, District Cllr A. Lawrence, 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: 3635**
Apologies received from Cllr Bowman, District Cllr Bierley and County Cllr Smith
- 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: 3636**
Cllr Clark noted an interest in agenda item 6.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3637**
None.
- 4. Chairmans Report - Ref: 3638**
Cllr Wright noted that he had attended the funeral of the late Councillor, Jacqui Hughes which was a fantastic service and a fitting tribute to Jacqui.
- 5. To approve the draft minutes of 12th December 2024 - Ref: 3639**
RESOLVED that the minutes of the meeting held on 12th December 2024 be approved as a true record of the meeting and signed by the Chair.
2 abstained
- 6. To review the applications for co-option for the councillor vacancy and decide who to appoint - Ref: 3640**
Cllr Clark left the room.
It was noted that only one application had been received by the stated deadline. Following a vote it was RESOLVED to appoint Neil Clark to fill the councillor vacancy.
Mr Clark completed the declaration of acceptance of office and joined the meeting.
Cllr A Clark rejoined the meeting.
1 against
- 7. Finance - Ref: 3641**
 - a) To approve the accounting statements and bank reconciliation of 31.12.2024 - Ref: 3642**
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: 3643**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £7924.51
All in favour
- 8. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3644**
 - a) Lincolnshire Police - Ref: 3645**
It was noted the report had been provided on 18th December and circulated to councillors.
 - b) West Lindsey District Council. - Ref: 3646**

Signature:



Cllr Bierley's report had been circulated to councillors prior to the meeting. No comments were raised.

c) Lincolnshire County Council - Ref: 3647

Cllr Smith had sent apologies for the meeting. It was noted that LCC had shared their budget proposal for 25/26 which included a proposed precept increase of 2.99%.

ci) To consider the LCC proposal -South Dale/Nettleton Rd - review of waiting restrictions - Caistor primary school - Ref: 3648

It was noted that LCC have proposed to remove the advisory markings and replace them with mandatory school keep clear markings and bus stand markings.

RESOLVED to support the proposal.

All in favour

d) Community Groups - Ref: 3649

None

e) Town Hall Management Committee - Ref: 3650

It was noted that the next committee meeting has been scheduled for 18th Feb.

ei) Vacancy - Town hall committee member to replace Jacqui Hughes - Ref: 3651

PROPOSED to appoint Cllr Cox as the town hall committee member.

All in favour

f) Caistor in Bloom - Ref: 3652

It was noted that the daffodil bulbs will be delivered in the next few weeks and bulb planting will then start. It was noted that CIB still require the use of the old fire station.

9. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3653

a) Personnel and Finance Committee - Ref: 3654

No meeting held.

b) Estates Committee (Draft minutes of 17th December 24 included in pack) - Ref: 3655

The draft minutes from the last meeting had been circulated. Cllr A.Clark noted the sports ground toilet refurbishment is almost complete and just needs a second coat of paint on the floor which will be completed 10th Jan. Cllrs A.Clark, Cox and N.Clark were thanked for all their hard work delivering on this project.

bi) To consider the work required to get the vegetation in the car park under control and the quote for the work - Ref: 3656

It was noted that the vegetation in the town hall car park is overgrown and starting to encroach on parking spaces in places. If the job is approved the contractor will need access to the parking spaces adjacent to the co-op will. The proposal is to complete the job at the weekend to minimise disruption.

RESOLVED to accept the quote from Dyne Group to complete the proposed work, including removing the plum tree in the corner.

All in favour

c) 2-4 Market Place/ Build - Ref: 3657

No update had been received. Councillors noted that the website, hoardings and facebook were not very informative; there are concerns that there is a lack of information for traders; Neil Castle has declined to attend a meeting to share information with the council despite the council being a share holder with £10k invested. RESOLVED that Cllr Wright will speak to Neil Castle and ask him (again) to attend a meeting with the council to provide a detailed update, forecast and answer questions.

All in favour

10. Clerks Report & Parish Matters - Ref: 3658

a) Policy Review: Dignity at Work Policy(19673) - Ref: 3659

Signature:



It was noted that the revised policy is the NALC/SLCC recommended policy and that it will fit with the Sexual Harassment policy being drafted by Cllrs Milner and Bowman.

RESOLVED to adopt the policy.

All in favour

b) To consider whether to rejoin the LALC annual training scheme - Ref: 3660

It was noted that the clerk, deputy clerk and several councillors have attended training provided under the LALC ATS.

RESOLVED to rejoin the ATS for the next financial year.

All in favour

c) Review Tracking Report - Ref: 3661

It was noted that: the headstone inspections will start next Tuesday (14th Jan); the recommended moderate level tree works from the arborist report have been completed this week; an electrical feeder user guide has been drafted for review; the estates committee decided not to replace the gate and post on the entrance to Kelsway field but to remove the stump and make the ground good; the town hall railings repaint has been scheduled by WLDC for January/Feb; Cllrs Hodson, N.Clark, Milner, Bowman, Wright and Priestley volunteered to attend the asset inspection/cllr walkabout.

d) To review the continued requirement for the play area project and agree the next steps (originally discussed Feb 24) - Ref: 3662

It was noted that the setting up of this project was originally agreed at council in Feb 24, but due to time constraints the clerk had been unable to start it. The project would now be taken forward by the Deputy Clerk supported by a working group made up of councillors.

RESOLVED that the project is still a priority and that Cllrs A.Clark, Milner, Davey, Hodson, Galligan and Priestley would be on the working group.

All in favour

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) - Ref: 3663

It was noted that there are many community groups who do great work putting on events in the town which are supported by the town council; most of the events utilise town council equipment or facilities but there is currently no system of accountability with regard to these assets, no user logs, request logs, often no risk assessments provided to CTC and no proof of insurance/PLI evidenced by the groups. This includes use of the CTC electric feeder pillars where access is not monitored or controlled, many residents appear to have keys to the pillars and unrestricted access. This lack of control, accountability and governance is leaving the council exposed from a health and safety perspective, legal requirements are not being adhered to and invalidating our insurance. A policy for use and control of the electrical feeder pillars is proposed, for the requirements for organisations to submit risk assessments for any events which utilise CTC facilities or equipment, and users logs for events/organisations using CTC equipment or assets. This will be supported by the proposed Event Co-ordinator role which will sit with the deputy clerk.

RESOLVED to accept the proposal and support the deputy clerk to implement the controls.

All in favour

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 - Ref: 3664

Cllr Hodson has been completing the bin emptying since Kim left at the end of December, and had circulated a report prior to the meeting outlining the many issues with the job. Issues included: broken bins, faulty locks, liquid leaking from the bags, dog waste being placed in the bins, bin bags not fitting correctly, bins stuffed with pizza boxes, household waste, cat litter, fly tipping, insufficient number of bins, bins too small. It was noted that there are many regulations around bins and employees; CTC are not equip to handle these sort of issues; we are expecting an employee to do this and use their own car for transporting the waste.

It was agreed that councillors would continue to empty the bins until either an employee is appointed or the job is handed back to WLDC. Cllrs Somerscales, Wright, N.Clark, Hodson and Galligan to plan a rota for the job.

g) To consider the issues with bins and the possibility of handing the function back to WLDC - Ref: 3665

Signature:



The points raised in agenda item 10f were noted in relation to the discussion for this agenda item. It was noted that: WLDC are the authority responsible for waste management; CTC have delegated authority from WLDC as outlined in an SLA; the agreement with WLDC is valid until 2027; WLDC pay CTC £2700 but the cost to CTC of the job is circa £5500.

RESOLVED to hand back the responsibility of bin emptying and litter picking the town centre to WLDC and start discussions with WLDC to achieve this.

Cllr Peter Morris abstained from voting on this resolution.

1 abstained

h) Health and safety compliance support - To agree 36 month agreement or 60 month with 36 month break clause - Ref: 3666

It was noted that there are no penalties for invoking the break clause on a 60 month contract after 36 months; the cost of the 60 month contract is £1975 per annum compared to £2300pa for the 36 month contract.

RESOLVED to proceed with the 60 month contract.

All in favour

11. Correspondence Received - Ref: 3667

a) Compliment letter from a market stall holder - Ref: 3668

A compliment letter had been received from a stall holder thanking Cllrs Milner and Bowman for their efforts ref the market.

b) Request from Lincs Cricket to use the cricket pitch and facilities - Ref: 3669

Lincolnshire cricket have asked for use of the cricket facilities for school children on 7th May and 6th June 2025. It was noted that a casual user T&C's was produced by the Sports licence working group last year as part of the licence discussions.

RESOLVED to allow use of the cricket pitches subject to their agreement to the terms and conditions which include seeking agreement from the cricket club.

All in favour

12. To note any planning decisions - None - Ref: 3670

None

13. To review the planning applications received and agree a response - None - Ref: 3671

None

14. Date of next meeting - 13th Feb 2025 - Ref: 3672

Noted.

15. To resolve to move into closed session for the remainder of the meeting due to the confidential nature of the discussion - Ref: 3673

RESOLVED to exclude members of the press, external authorities and public for the remainder of the meeting

All in favour

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 - Ref: 3674

RESOLVED to appoint Cllr Hodson, A.Clark and Cox to review the CV's, interview and to make recommendation to full council on any appointment.

All in favour

Meeting closed at 8:20pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/01/2025

Explanation of Variances

Market Rents

Actual Total: 2039.51 **Budget:** 3000.00 **Variation:** -960.49 /-32.02

Income not as high as expected

General Office

Actual Total: 1437.65 **Budget:** 999.96 **Variation:** -437.69 /43.77

Office furniture for DC -agreed overspend

Subscriptions

Actual Total: 1097.33 **Budget:** 684.96 **Variation:** -412.37 /60.2

LALC/SLCC/ICO/ICCM offset by £0 in prof fees

Training

Actual Total: 853.72 **Budget:** 500.04 **Variation:** -353.68 /70.73

H&S / PI /MI tng

Electricity - Market Place LN7 6TU

Actual Total: 412.87 **Budget:** 200.04 **Variation:** -212.83 /106.39

Increased cost of supply

Electricity - Sports Ground

Actual Total: 715.20 **Budget:** 500.04 **Variation:** -215.16 /43.03

Increase cost of supply

Play Park Maint & Refurb

Actual Total: 5618.05 **Budget:** 17000.04 **Variation:** 11381.99 /-66.95

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 31/01/2025

End of year forecast auto calculated based on actual year to date averaged over 10 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	124444	124444	0	0	124444
140	Cemetery Income	6215	4000	2215	55	6500
120	Allotment Income	98	420	-323	-77	500
130	Market Rents	2040	3000	-960	-32	2500
150	Caistor Sports & Social Club	3463	2464	999	41	4000
160	WLDC Street Cleaning	1255	2490	-1235	-50	2135
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	2746	2000	-746	37	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		157265	141038	14735	12	160084
Income Totals		157265	141038	14735	12	160084

Expenditure

Expense: General

500	Salaries	34438	35000	562	-2	43000
503	PAYE & NI	12478	16000	3522	-22	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	1438	1000	-438	44	1600
530	Hall Hire	402	500	98	-20	500
540	Insurance	3669	3600	-69	2	3669
550	Audit	620	820	200	-24	620
560	Subscriptions	1097	685	-412	60	1097
570	Training	854	500	-354	71	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	10138	10300	162	-2	10300
594	Cemeteries/Church	5088	6800	1712	-25	6800
595	Allotments	244	250	5	-2	250
610	Market	17	250	233	-93	250
750	Cemetery records management	613	280	-333	119	500
650	Community Events	639	1000	361	-36	1100
521	Telephone & Broadband	1035	800	-235	29	1200
700	Electricity - Market Place LN7 6TU	413	200	-213	106	500
701	Electricity - South Street Park	537	600	63	-10	600
702	Electricity - Market Place LN7 6TL	0	0	0	100	0
703	Electricity - Sports Ground	715	500	-215	43	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 31/01/2025

End of year forecast auto calculated based on actual year to date averaged over 10 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	123	150	27	-18	200
765	Play Park Maint & Refurb	5618	17000	11382	-67	20000
597	Caistor Sports & Social Club	2162	3000	838	-28	3000
522	Town Hall	1125	2500	1375	-55	2500
582	Civic	0	3000	3000	-100	3000
601	Equipment	620	4500	3880	-86	4500
598	Market Place	2884	4000	1116	-28	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	4203	5500	1297	-24	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		124736	150835	26099	-17	168976
Expenditure Totals		124736	150835	26099	-17	168976



Bank Reconciliation

Balances as per bank statements as at 03/02/2025

Natwest Current Account	11763.08	137712.45
Natwest Business Reserve Account	125449.37	
Equals Card	500.00	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
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Nett balance as at 03/02/2025 **137614.05**

Cash Book

Receipts in current year	157264.94
VAT to be claimed	4414.09
Unallocated cash	0.00
Payments in current	124735.74

Opening Balance Bank 1	6095.41	109938.94
Opening Balance Bank 2	103353.48	
Opening Balance Bank 3	490.05	
Opening Balance Bank 4	0.00	

Cash Book Closing Balance **138054.05**

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	50112.45
Tree Maint - Parks	1500.00		



Budget Report - Income

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/01/2025

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	735	6215	2215	55.38
Allotment Income	480	420	420	90	0	8	0	98	-323	-76.79
Market Rents	2242	3000	3000	502	644	663	231	2040	-960	-32.02
Caistor Sports & Social Club	2516	2412	2464	1450	802	928	283	3463	999	40.55
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	150	2746	-746	37.29
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	1399	157265	14735	12
	Total		141038	135102	10745	10019	1399	157265	14735	12



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/01/2025

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	2859	34438	562	-2
PAYE & NI	5486	4598	16000	3746	3395	4349	988	12478	3522	-22
Staff Travel & Benefits	0	100	100	0	0	0	19	19	81	-81
Contractors	15096	15000	0	0	0	0	0	0	0	100
Other Staff Expenses	0	100	100	0	0	0	29	29	71	-71
General Office	739	840	1000	211	475	610	141	1438	-438	44
Hall Hire	656	480	500	167	75	110	50	402	98	-20
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	679	1097	-412	60
Training	426	390	500	475	40	257	82	854	-354	71
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	900	900	3491	-291	9
Sportsground	5142	3760	10300	4630	2130	3343	35	10138	162	-2
Cemeteries/Church	3960	2000	6800	1653	2265	664	506	5088	1712	-25
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	613	0	613	-333	119
Community Events	1092	0	1000	449	140	0	50	639	361	-36
Telephone & Broadband	557	620	800	270	318	301	146	1035	-235	29
Electricity - Market Place LN7 6TU	165	200	200	129	86	150	48	413	-213	106
Electricity - South Street Park	375	300	600	97	233	160	47	537	63	-10
Electricity - Market Place LN7 6TL	0	150	0	0	0	0	0	0	0	100
Electricity - Sports Ground	461	250	500	274	204	169	68	715	-215	43
	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	433	5618	11382	-67
Caistor Sports & Social Club	1464	1500	3000	830	160	1172	0	2162	838	-28
Town Hall	917	2000	2500	85	450	0	590	1125	1375	-55
Civic	0	500	3000	0	0	0	0	0	3000	-100
Equipment	2101	750	4500	250	186	148	35	620	3880	-86
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	368	4203	1297	-24
Grant to Caistor in Bloom			10000	0	0	10000	0	10000	-0	0
Christmas Lights project			2000	0	5586	1167	95	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 31/01/2025

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	46526	8293	124736	26099	-17
Total			150835	30971	38945	46526	8293	124736	26099	-17	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/01/2025

This report is based on Payment Date

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	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries	19687	14124	35000	10452	9595	11532	2859	34438	562	-2
PAYE & NI	5486	4598	16000	3746	3395	4349	988	12478	3522	-22
Staff Travel & Benefits	0	100	100	0	0	0	19	19	81	-81
Contractors	15096	15000	0	0	0	0	0	0	0	100
Other Staff Expenses	0	100	100	0	0	0	29	29	71	-71
General Office	739	840	1000	211	475	610	141	1438	-438	44
Hall Hire	656	480	500	167	75	110	50	402	98	-20
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	679	1097	-412	60
Training	426	390	500	475	40	257	82	854	-354	71
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	900	900	3491	-291	9
Sportsground	5142	3760	10300	4630	2130	3343	35	10138	162	-2
Cemeteries/Church	3960	2000	6800	1653	2265	664	506	5088	1712	-25
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	613	0	613	-333	119
Community Events	1092	0	1000	449	140	0	50	639	361	-36
Telephone & Broadband	557	620	800	270	318	301	146	1035	-235	29
Electricity - Market Place LN7 6TU	165	200	200	129	86	150	48	413	-213	106
Electricity - South Street Park	375	300	600	97	233	160	47	537	63	-10
Electricity - Market Place LN7 6TL	0	150	0	0	0	0	0	0	0	100
Electricity - Sports Ground	461	250	500	274	204	169	68	715	-215	43
	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	433	5618	11382	-67
Caistor Sports & Social Club	1464	1500	3000	830	160	1172	0	2162	838	-28
Town Hall	917	2000	2500	85	450	0	590	1125	1375	-55
Civic	0	500	3000	0	0	0	0	0	3000	-100
Equipment	2101	750	4500	250	186	148	35	620	3880	-86
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	368	4203	1297	-24
Grant to Caistor in Bloom			10000	0	0	10000	0	10000	-0	0
Christmas Lights project			2000	0	5586	1167	95	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 31/01/2025

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	46526	8293	124736	26099	-17
Total			150835	30971	38945	46526	8293	124736	26099	-17	



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"/>
09/01/2025	1860	Lincolnshire Tree services	Tree work - Moderate risk per tree survey	88.00	528.00	<input type="checkbox"/>	<input type="checkbox"/>
16/01/2025	1868	Brigg and Humber Roofing services	Town hall roof maintenance and wall brick	118.00	708.00	<input type="checkbox"/>	<input type="checkbox"/>
21/01/2025	1869	Page Paper	Stationery	13.30	79.70	<input type="checkbox"/>	<input type="checkbox"/>
21/01/2025	1870	Signomatic	Bank Payment: Mayoral plaques	2.64	15.86	<input type="checkbox"/>	<input type="checkbox"/>
21/01/2025	1871	EDF	Bank Payment: Electricity - Market Place LN7 6TU	2.31	48.48	<input type="checkbox"/>	<input type="checkbox"/>
21/01/2025	1872	EDF	Bank Payment: Electricity - Sports Ground	3.24	68.04	<input type="checkbox"/>	<input type="checkbox"/>
21/01/2025	1873	EDF	Bank Payment: Electricity - South Street Park	44.69	46.92	<input type="checkbox"/>	<input type="checkbox"/>
24/01/2025	1874	[REDACTED]	[REDACTED]	0.00	823.80	<input type="checkbox"/>	<input type="checkbox"/>
24/01/2025	1875	[REDACTED]	[REDACTED]	0.00	2034.78	<input type="checkbox"/>	<input type="checkbox"/>
24/01/2025	1876	HMRC	Bank Payment: PAYE & NI	0.00	988.07	<input type="checkbox"/>	<input type="checkbox"/>
24/01/2025	1877	[REDACTED]	[REDACTED]	0.00	367.75	<input type="checkbox"/>	<input type="checkbox"/>
24/01/2025	1878	Tamar Telecom	Bank Payment: Telephone & Broadband	1.16	6.94	<input type="checkbox"/>	<input type="checkbox"/>
27/01/2025	1882	Lincolnshire Association of Local	Annual training scheme	35.00	210.00	<input type="checkbox"/>	<input type="checkbox"/>
27/01/2025	1883	BT	Bank Payment: Telephone & Broadband	12.33	74.00	<input type="checkbox"/>	<input type="checkbox"/>
28/01/2025	1884	Vista Print	Bank Payment: General office	5.81	34.83	<input type="checkbox"/>	<input type="checkbox"/>
28/01/2025	1885	S R Thompson (Mole Man)	Mole control - Cemetery and sports field	0.00	560.00	<input type="checkbox"/>	<input type="checkbox"/>
28/01/2025	1886	Rick Merrell	Wood screw and filler for mayoral board	0.00	22.84	<input type="checkbox"/>	<input type="checkbox"/>
10/01/2025	1887	Cartridge people	Bank Payment: General Office	6.65	39.90	<input type="checkbox"/>	<input type="checkbox"/>
29/01/2025	1888	WLDC green bins	Bank Payment: Cemeteries/Church	0.00	506.00	<input type="checkbox"/>	<input type="checkbox"/>
30/01/2025	1889	Three	Bank Payment: Telephone & Broadband	9.99	59.92	<input type="checkbox"/>	<input type="checkbox"/>
04/02/2025	1890	Caistor Town Hall	Hall hire - January	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
04/02/2025	1891	Viking	Viking - Stationery	11.84	71.05	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL:					7319.89		

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2025

Financial Period 01/04/2024 to 31/01/2025

End of year forecast auto calculated based on actual year to date averaged over 10 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	124444	124444	0	0	124444
140	Cemetery Income	6215	4000	2215	55	6500
120	Allotment Income	98	420	-323	-77	500
130	Market Rents	2040	3000	-960	-32	2500
150	Caistor Sports & Social Club	3463	2464	999	41	4000
160	WLDC Street Cleaning	1255	2490	-1235	-50	2135
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	2746	2000	-746	37	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		157265	141038	14735	12	160084
Income Totals		157265	141038	14735	12	160084

Expenditure

Expense: General

500	Salaries	34438	35000	562	-2	43000
503	PAYE & NI	12478	16000	3522	-22	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	1438	1000	-438	44	1600
530	Hall Hire	402	500	98	-20	500
540	Insurance	3669	3600	-69	2	3669
550	Audit	620	820	200	-24	620
560	Subscriptions	1097	685	-412	60	1097
570	Training	854	500	-354	71	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	10138	10300	162	-2	10300
594	Cemeteries/Church	5088	6800	1712	-25	6800
595	Allotments	244	250	5	-2	250
610	Market	17	250	233	-93	250
750	Cemetery records management	613	280	-333	119	500
650	Community Events	639	1000	361	-36	1100
521	Telephone & Broadband	1035	800	-235	29	1200
700	Electricity - Market Place LN7 6TU	413	200	-213	106	500
701	Electricity - South Street Park	537	600	63	-10	600
702	Electricity - Market Place LN7 6TL	0	0	0	100	0
703	Electricity - Sports Ground	715	500	-215	43	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 31/01/2025

End of year forecast auto calculated based on actual year to date averaged over 10 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	123	150	27	-18	200
765	Play Park Maint & Refurb	5618	17000	11382	-67	20000
597	Caistor Sports & Social Club	2162	3000	838	-28	3000
522	Town Hall	1125	2500	1375	-55	2500
582	Civic	0	3000	3000	-100	3000
601	Equipment	620	4500	3880	-86	4500
598	Market Place	2884	4000	1116	-28	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	4203	5500	1297	-24	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		124736	150835	26099	-17	168976
Expenditure Totals		124736	150835	26099	-17	168976

20th Jan 2025 – Police report

Good afternoon all,

I hope everyone has had a good festive period and a positive start to the New Year. Despite the volume of incidents in December there is no incidents of note that immediately spring to mind for me to report back on. However to start the year off there has been some excellent work regarding an aggravated burglary out at Sturton by Stow (NC05) in which a vehicle, quad bikes and power tools were stolen. This incident is linked to an attempt theft of a van that occurred ay Blyton and also a commercial burglary in which a container was broken into a Scotton. Following information received officers attended an address in Gainsborough, arrested 2 individuals and recovered a large quantity of stolen property linked to the offences mentioned as well as other offences. The individuals have been charged with aggravated burglary.

	Dec-24	Dec-23	Guideline Year (Jan-19 to Dec-19)	Guideline to Current Rolling 12 Month Volume Change	Guideline to Current Rolling 12 Month % Change	Rolling 12 Month Period from Jan-24 to Dec-24	Rolling 12 Month Period from Jan-23 to Dec-23	Rolling 12 Month Volume Change	Rolling 12 Month % Change
All Other Occurrences	2	1	0	36	-	36	18	18	100.0%
Arson & Criminal Damage	4	1	788	-723	-91.8%	65	77	-12	-15.6%
Burglary	1	1	642	-622	-96.9%	29	33	-13	-39.4%
Crimes Against Society	0	0	130	-114	-87.7%	16	12	4	33.3%
Drug Offences	1	0	113	-110	-97.3%	3	2	1	50.0%
Possessions of Weapons	0	0	45	-44	-97.8%	1	2	-1	-50.0%
Public Order	2	4	386	-353	-91.5%	33	36	-3	-8.3%
Robbery	0	0	17	-17	-100.0%	0	0	0	-
Sexual Offences	5	1	301	-277	-92.0%	24	22	2	9.1%
Theft Offences	4	6	1,050	-1,010	-96.2%	40	52	-12	-23.1%
VATP	14	18	2,145	-1,024	-89.7%	221	219	2	0.9%
Vehicle Offences	1	2	331	-305	-93.1%	23	16	7	43.8%

Tickets issued in December for West Lindsey:

OFFENCE DATETIME	NOTICE TYPE	CCCJS OFFENCE DESC		Street	Town
14/12/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention		A158	NETTLEHAM
15/12/2024	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention		N Moor Rd	MESSINGHAM
16/12/2024	Endorsable Notice	Drive a motor vehicle otherwise than in accordance with a licence - endorsable offence		LINWOOD ROAD	MARKET RASEN
08/12/2024	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance		FRONT STREET	GAINSBOROUGH
28/12/2024	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance		A15	SCAMPTON
20/12/2024	Non Endorsable Notice	Use a motor vehicle on a road without a valid test certificate		KINGFISHER DRIVE	MARKET RASEN
12/12/2024	Endorsable Notice	Drive on road other than motorway, fail comply with red / green arrow / lane closure light signals		B1190	BARDNEY
05/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving		A631 Willingham Rd	MARKET RASEN

		a motor vehicle on a road - endorsable offence			
07/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence		A15	MARTON
14/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence		ROPERY ROAD	GAINSBOROUGH
15/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence		A17	BECKINGHAM
15/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence		A156 GAINSBOROUGH ROAD	GAINSBOROUGH
15/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence		LEA ROAD	GAINSBOROUGH
15/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence		A156 GAINSBOROUGH ROAD	GAINSBOROUGH
15/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence		A156 GAINSBOROUGH ROAD	GAINSBOROUGH
15/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence		LEA ROAD	GAINSBOROUGH

16/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence		MARSHAL'S YARD	GAINSBOROUGH
23/12/2024	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence		LEA ROAD	GAINSBOROUGH
09/12/2024	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment		HIGH STREET	MORTON
15/12/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment		MIDDLE STREET	BURTON-BY-LINCOLN
15/12/2024	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment		MIDDLE STREET	BURTON-BY-LINCOLN

Kind regards

Inspector 1144 Mike Head

Gainsborough Police Station

Neighbourhood Policing

Report of District Councillor Owen Bierley to Caistor Town Council,

13th February 2025

(Prepared Monday, 3rd February)

Community


The District Council's Budget Meeting is to be held on Monday, 3rd March, in the context of the Provisional Local Government Finance Settlement for 2025-26. In this regard we were disappointed that no increase in our core spending power was included (representing a cut in real terms due to inflation) and furthermore that the Rural Service Delivery Grant (that recognised that it costs more to deliver services in sparsely populated rural areas than it does in urban areas) is to be discontinued. It therefore seems reasonable to assume that our council tax precept will be increased by 2.99%, the maximum allowed without triggering the requirement for a referendum.

Residents may be aware that another round of the Household Support Fund (HSF 6) is available, 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>. Successful applicants may receive supermarket vouchers up to the value of £150.00 and whilst principally an on-line process, advice and guidance is available 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. Support may be available from other charitable organisations such as Food Banks, whilst the Council continues to provide advice on Council Tax Support and Housing Benefit.

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.

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

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hard-to-treat homes and is keen to reach residents who have not received support before, to help ensure equitable access to funding and energy-saving measures. From draught proofing to grant funding for air source heat pumps, they offer a range of solutions tailored to individual needs. Residents interested in support from the Home Energy Advice service, can schedule a home visit by contacting the team on 01427 675199 or via email to: energy.advice@west-lindsey.gov.uk

Please be aware that government is presently consulting (until Wednesday, 26th February) on proposals to strengthen the existing standards and conduct framework. The link to take part is: <https://www.gov.uk/government/consultations/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england> NB. Responses can be either collective or individual!

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

Organisers are invited to publicise their forthcoming events and functions through the Council's website at: <https://www.west-lindsey.gov.uk/events> This service, too, is offered free of charge.

Good causes registered with the West Lindsey Lottery are presently on track to share in £20,311.20 of additional and much needed income this year. Caistor, with around 2.7% of the population of the District, has seven registered causes benefiting from a combined, 6.66% share of lottery income! Draws take place at 8.00 every Saturday evening with many prizes to be won up to a jackpot of £25,000.00, with promotional 'add-ons' too. For example, supporters have the chance to win a 'Year of Adventures' worth £1,000.00 (or to take that amount in cash) in the Super Draw on Saturday, 22nd February. The Referral Prize Draw enables existing supporters to recommend the lottery to their family and friends, giving each party an entry into an exclusive monthly £200.00 draw for an Amazon Gift Card upon any sign up. For information, tickets, or to register as a new Good Cause please visit our website at: <https://www.westlindseylottery.co.uk> NB. Every pound raised for a Good Cause also generates twenty pence for the Community Fund!


Environment

The on-line subscription page for our highly regarded and popular green bin service is now open, with a charge of £46.00 per bin for eighteen fortnightly collections, commencing in Caistor on Monday, 24th March. This non-statutory service continues to be offered on a cost recovery basis. Subscribers will receive their usual welcome packs (with stickers) during the first week in March.

Planning

A new National Planning Policy Framework was introduced on 12th December 2024, for which the link is: <https://www.gov.uk/government/publications/national-planning-policy-framework--2> The requirement for Local Planning Authorities to maintain a minimum five-year housing land supply has been reintroduced, though our figure is currently a creditable 7.8 years. Furthermore, the Central Lincolnshire Local Plan will remain effective until the next review, due to be in 2028. The second consultation on Central Lincolnshire's nascent Design Code is to be launched shortly.

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Report for Lincolnshire Cares.

Lincolnshire Cares continue to operate well in Caistor and North and South Kelsey achieving its objectives as a registered charity.

Cares hosts regular coffee mornings Monday at Drake's Court Caistor 10am till 11am
And South Kelsey village hall on Fridays 10am till 11am

It held a very successful Christmas party in December 2024 free for just over 80 guests. An excellent tea was served and entertainment was provided by the Bella Mamas. All attendees were very grateful.

This year a summer party is organised for the 22nd June and a Christmas party for the 14th December.

16 of our members are befriended in their own homes or by telephone.

We have 100 over 60 are members of the charity. There is no charge for any of our services offered and the charity runs on donations.

The charity is very grateful to assistance from Systematic, which as part of their 50 year celebrations have offered help to Lincolnshire Cares by way of printed materials and website support. As a result, a leaflet drop is planned with the aim of generating more information about what Lincolnshire Cares offer as well as hoping to encourage more volunteers to come forward.

The charity is very grateful for the amazing help 33 volunteers offer in a variety of ways and without which it would be unable to operate.

Estates committee update. February 2025

Since the last Council meeting we have held a meeting on the 28th January. 2 members of the public attended to support their agenda items. One member of the public read a 10 minute statement regarding his agenda item 5f. (to consider the correspondence from resident regarding the tree in Millfields overhanging Windsor Drive.).

Following his detailed statement members of the committee engaged in conversation with this person, one of the main questions was, “what would you like the council to do” no specific answer was given in reply. The committee’s response on behalf of the council was that the tree had been inspected by a qualified Arboriculturist on the councils behalf and that the tree was deemed to be of very low and acceptable risk. The resident does not appear to be satisfied with this assessment or the report, however the committee’s recommendation to full council is that we consider the matter now closed.

Memorial inspection : Formal inspections began on 14th January, at the time of writing 17 memorials have failed the topple test out of 140 inspected and as a result Notices have been placed to make those responsible for the graves aware.

Play equipment. Regular inspections continue as per monthly schedule, parts will soon be ordered to make the repairs / improvements recommended by the inspectors report.

South Street Park: A memorial bench with a brass plaque dedicated to Corinne Brant has been removed from the park, the park had been broken free from its fixings by vandal but was also found to be rotten in several places and as a result had broken / missing parts and was not deemed fit / safe to use.

Estates Operative. Now the bin emptying duties have returned to WLDC we have revised to job details, it has been re-listed on indeed. We currently have no applicants.

Sportsground : The broken gate at the entrance to the childrens play area has been welded as has the grind rail on the skate area and the basketball hoop on the MUGA.

Councillor walkround / inspection of assets: On 23rd January as per invitation extended to all councillors the walk-round took place, present were Cllrs Milner, Hodson, Bowan & Somerscales.

Within the 2 hr period, all items listed were visited, subsequently a report was compiled by Michelle Moss.



Minutes of the Caistor Town Council Estates Committee held at 7.00pm at the Arts & Heritage Centre on 28 January 2025

Present: Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr A. Clark,
In Attendance: Cllr J. Bowman, Michelle Moss, Cllr.N.Clark,
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: 3675**
Apologies received from Cllr Davey; Cllr Cox had been appointed as substitute
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 3676**
None
- 3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 3677**
One member of the public read out a 'positioning statement' relating to the tree on Millfields adjacent to his property.
- 4. To approve the draft minutes of the Estates Committee meeting on 17th December 2024 - Ref: 3678**
RESOLVED that the minutes of the meeting held on 17th December 2024 are approved as a true record of the meeting and signed by the chair.
All in favour
- 5. Play areas and sports ground - Ref: 3679**
 - a. To review the play area inspection reports and consider what action to take - Ref: 3680**
It was noted that: whilst the inspector had pointed out many issues with the play areas, most were either low risk or very low risk, with only 2 reported as moderate risk; the rotten bench in South St Park needs removing; there are some bushes, swing chains and swing hangers which need replacing; some of the surfaces were reported as lifting/damaged and need replacing - these are being done in March/April; the overhanging trees were reported as needing to be lifted to 2m away from the equipment; painting equipment, removing algae and debris from the surfaces and removing graffiti were themes throughout the report - these are all things which should be done by the handyperson when they are recruited.
RESOLVED that Cllr Hodson and the clerk should work out a list of replacement parts with costs and order the parts providing budget permits
All in favour
 - b. To receive an update on quotes for replacement of fencing at cricket ground and agree next steps - Ref: 3681**
It was noted: two like for like quotes have now been received for like for like replacement of the fencing; the posts on the steps do not need replacing, but the handrail does which should reduce the price of the quote. There was some discussion about the merits of using materials other than wood, but the committee concluded that like for like replacement is appropriate.
RESOLVED to accept the quote from Watermans, to ask for the section up the steps to be removed from the quote, but to include replacement of the step handrail - and a reduction in the quote to reflect this. It was also agreed that Cllr Hodson would check with Watermans about painting/treating the wood.
All in favour
 - c. To receive an update on the inspectors report regarding the rotting support on junior multiplay at South St park and agree next steps - Ref: 3682**
It was noted that the inspectors report had identified that parts of the support timber have rotted at ground level on the junior multiplay and need replacing. RESOLVED that Cllr Hodson would speak to Jon Waterman and ask him for suggestions on how to resolve the issue.

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



All in favour

d. To receive an update on the rotten post on the Kelsway kissing gate - Ref: 3683

The gate and post have both been removed and the ground made good. This action is now closed.

e. To consider the correspondence from resident regarding the tree in Millfields overhanging Windsor Drive - Ref: 3684

It was noted that: the resident had presented a 4 page 'positioning statement' during the public forum, but had left the meeting prior to this discussion; it had not been clear what action the resident wanted the council to take; the clerk had previously contacted the arborist who completed the tree survey in August who had confirmed via email that the tree in question was inspected, and poses a very low and acceptable risk - the resident was advised of this in 2 emails.

RESOLVED that the clerk will write to the resident and advise him again that the arborist has stated the tree in question was inspected and poses a very low and acceptable risk; on the basis of this professional/expert assessment, the council propose no further action; the resident may cut the overhanging branch at the boundary of his property, at his own expense.

All in favour

f. To receive an update on the wall and welding at Sports ground - Ref: 3685

It was noted that: the gate had been welded, and now needs painting; the welding on the MUGA and grind rail need checking; the wall cannot be repaired until the weather improves. It was agreed that Cllrs Hodson and Somerscales will paint the welds to protect the joins as necessary

g. To consider the residents request to remove a self set sycamore at South St Park which has grown into their garden - Ref: 3686

The self set had been inspected during the councillor asset inspection on 23rd January, it does not have a TPO. RESOLVED that the resident may remove the sapling.

All in favour

h. To consider action required to cut back the trees in the play areas which overhang play equipment - Ref: 3687

It was noted that the park inspector had recommended: lifting the canopy of the tree overhanging the play equipment in Millfields to ensure a minimum clearance of 2m; cutting back the foliage adjacent to the adventure trail in South St park; cutting back the foliage adjacent the flat swings in South St park. It was also noted that the trees encroach over the roundabout in South St park.

RESOLVED to contact several tree specialists to ask for itemised quotes for the tree work - Cllr Hodson and Clerk to accompany site visits.

All in favour

6. Town Hall - Ref: 3688

It was noted that the missing brick on High St side of the building has now been replaced. The town hall committee have identified another damp issue on the co-op side of the building, adjacent to the stage/changing room which will also need looking at. Cllr Cox is the new CTC/CTH liaison councillor and will be attending the meeting of CTH in Feb. It was agreed to include the stage side damp issue on the next estates agenda for consideration.

a. To receive an update on cutting vegetation at town hall car park - Ref: 3689

It was noted that the works have been scheduled for 16th February. The clerk will put up signs and has started putting notices on cars parked there. Cllr Cox volunteered to monitor the car park on Sat 15th and place cones as cars leave in prep for the works.

b. To consider what action to take regarding damp and mould in the town hall boiler room - Ref: 3690

It was agreed that Cllr Cox will identify suitably qualified, independent specialists to contact for a critical review of the damp issues in the town hall.

7. Cemetery - Ref: 3691

a. To receive an update on the memorial inspection testing - Ref: 3692

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



It was noted that: Cllr Hodson and the Clerk have started the headstone safety inspections; 147 inspections have been done and 17 issues were identified; most do not have EROB owners; the activity is very time consuming; the follow up letters and action needed when a memorial is identified as unsafe is also time consuming; issues with the software have now been resolved; the work continues.

b. To review a residents request to purchase a full burial plot for interment of ashes - Ref: 3693

It was noted that the resident would like a space for ashes interments in the burial section of the cemetery. It was agreed that once a grave is purchased it is not possible to monitor whether ashes or a body are interred into it, on this basis it was RESOLVED that the resident may purchase a full burial plot, and use for either a full burial or for ashes interments.

All in favour

8. Allotments - Ref: 3694

a. To review and agree the fees for the allotments for 25/26 - Ref: 3695

RESOLVED that the fees should remain unchanged for 25/26 at £30 per plot.

All in favour

9. To consider the number of Garden Waste Green bins required for 2025 - Ref: 3696

RESOLVED that the number of green bins required should remain as 4 for the cemetery, 3 for the church, 3 for the congregational, 1 for the town hall.

All in favour

10. To consider the proposed electrical feeder pillars policy, controls and user guide and agree next steps - Ref: 3697

It was noted that a policy had been drafted based on the recommendations agreed at full council in January's meeting. As the policy had not been circulated to the councillors prior to the meeting, it would be circulated, reviewed and included for approval on the next Estates agenda.

11. To consider the request to drop the kerb and cut the hedge at 26 North Kelsey Rd - Ref: 3698

(Item was moved up the agenda to accommodate the resident present)

The proposal from the resident had been circulated to the committee prior to the meeting.

RESOLVED to support the applicants proposal/submission to WLDC and LCC to drop the kerb outside their house and to permit the resident to reduce the hedge by 1m between their house and the sports field.

All in favour

12. To resolve to move into closed session for the remainder of the meeting due to the confidential nature of the discussion - Ref: 3699

RESOLVED to exclude public, press and cllrs not on the Estates committee for the remainder of the meeting.

All in favour

13. To consider the training needs and induction requirements for the new Maintenance/Handyperson - Ref: 3700

It was noted a suitable candidate for the vacancy has still not been identified and agreed that the requirements would be specific to the person recruited. Agreed to revisit this once a suitable person has been appointed.

Meeting closed at 21:10

Ms M Moss
Clerk to Caistor Parish Council
Caistor Town Hall
14 High Street
Caistor
Lincs
LN7 6TX
clerk@caistortowncouncil.gov.uk

Lincolnshire County Council
Place Directorate
Highways Asset Management
Drainage Asset and Cyclical Works
County Offices
Newland
Lincoln LN1 1YL

Tel: 01522 782070

Email: cschighways@lincolnshire.gov.uk

Ref: DMW&C/AM/PA/2025/N/CAI

Date: 31/01/2025

Dear Ms. Moss

DISTRICT/TOWN/PARISH COUNCIL/HOUSING ASSOCIATION HIGHWAY GRASS CUTTING AGREEMENT

The County Council hereby agrees with Caistor Parish Council (hereinafter the 'Contractor') to pay the Contractor for cutting designated areas of highway grass within the Parish subject to the following conditions:-

1. This Agreement will commence on the 1st day of April 2025.
2. This Agreement shall continue on a rolling annual basis but may be terminated by either party giving no less than two months written notice expiring at any time.
3. The County Council defines and agrees with the Contractor the total areas of grass to be cut by the Contractor under this agreement. The County Council shall provide the Contractor with plans showing in RED the areas of grass that must be cut.
4. The Contractor agrees to cut the grass at least to the minimum specification required by the County Council (currently 3 cuts per year) ('the Grass Cutting Season'). The Contractor may cut the grass to a higher standard but is not entitled to additional payment for any extra work.
5. The County Council reserves the right to add new areas of grass to the plans at any time, but should this occur within the Grass Cutting Season, any changes must be agreed in writing.
6. The County Council undertakes to pay the Contractor such annual payment as is agreed for each Grass Cutting Season. The payment is based on the areas of grass covered by the Agreement and payment shall be made as a single lump sum at the end of the relevant Grass Cutting Season.

7. The Contractor must insure and maintain the following insurances at the following indemnity levels with a reputable insurance company:-
 - a. public liability insurance to a minimum of ten million pounds (£10,000,000);
 - b. employer's liability insurance to a minimum of ten million pounds (£10,000,000); and
 - c. any other insurances as may be required by Law.
8. The Contractor must produce the policies for inspection by the County Council on request.
9. The Contractor shall indemnify and keep indemnified the County Council, its servants or agents against all losses or claims of any nature whatsoever in respect of personal injury or damage to or loss of any property arising out of negligence on the part of the Contractor, its servants or agents in the performance of this Agreement.
10. The Contractor must undertake the cutting operations in an orderly manner complying with all relevant safety regulations, including signing for public safety. Please refer to Lincolnshire County Council Health and Safety Place Code of Practice – H3 'Grass cutting by Parishes' for further information.
[H3 Grass cutting by parishes \(lincolnshire.gov.uk\)](http://lincolnshire.gov.uk)
11. The Contractor shall not assign, sub-contract or in any other way dispose of this Contract or any part of it without prior written approval from the County Council.
12. The Contractor shall be responsible for the acts and omissions of its sub-contractors as though they are its own.
13. Any dispute or claim arising out of or in connection with this letter or its subject matter shall be governed by and construed in accordance with the laws of England and Wales.

We would be grateful if you could confirm your agreement of the content of this letter of agreement by signing a copy of this letter and returning it to us as soon as possible.

Yours sincerely

For Highways Asset Manager

We acknowledge receipt of the letter of agreement and confirm our agreement to the terms as set out in the letter.

For and on behalf of Caistor Parish Council

Signature:.....

by

Print Name:

Position:.....

Date:.....

HOW WE USE YOUR PERSONAL INFORMATION

We collect and use personal information about you in order to process this agreement; we do not collect any personal information that we do not need and we will only share information when it is necessary to do so and in accordance with the law.

For further information about how we use your information please see our privacy notice - <https://www.lincolnshire.gov.uk/privacy>



COUNCILLOR INSPECTION OF ASSETS 23.01.2025

Present – Cllrs Hodson, Clark(N), Milner, Bowman. Michelle Moss

Town Hall – It was noted that:

- there is damp in the boiler room with mould across the entire external wall;
- the external brick on High St side has recently been replaced and it is hoped this will resolve the damp issue in the corner of the main hall;
- on the High St side of the building, many areas require re-pointing, an increasing concern; the drainage channel in the car park seems to serve little purpose.
- Following the meeting the town hall committee also made the clerk aware of their growing concern about damp and mould in the side of the building adjacent to the co-op and behind the stage – most of the wall below the stage is damp and has fungus growing on the mortar between the bricks.

Recommended action –

- 1 - Damp inspection by qualified, independent consultant.

Old fire Station – It was noted that:

- The doors do not fit properly, have been forced and this has led to damage to the wood attached to the hinges;
- The roof is held up at the front by an RSJ, behind this the roof has started to give.
- There is a lot of 'rubbish' in the space. If this is cleared up, there would be room for CTC to use to store some equipment for the market.

Recommended action –

- 1 - Structural survey should be completed and the recommendations followed.
- 2 – Inside is cleared up and room made to store some of the essential market equipment

South St Park – It was noted that:

The wooden play equipment is starting to rot in places – there is a rotting support on the twin tower; section of the trim/adventure trail have started to rot; there was lots of tree debris and algae on the surfaces; trees have become overgrown and encroach on the play equipment; surfaces are damaged/shrunk; one of the benches has rotted through and needs removing; the picnic benches need re-staining; there are signs of chaffer grub infestation.

Recommended Action -

- 1 – Surface repairs
- 2 – Cutting back overhanging trees
- 3 – Regular councillor driven clean ups (wood treatment/algae/debris/painting/bin cleaning)

Millfields – It was noted that:

There was lots of tree debris and algae on the surfaces; trees adjacent to the play equipment have become overgrown and encroach on the play equipment; surfaces are damaged/shrunk; the entrance is eroded; the bins need cleaning.

Recommended Action -

- 1 – Surface repairs
- 2 – Cutting back overhanging trees
- 3 – Regular councillor driven clean ups (algae/debris/painting/bin cleaning)

Sports Ground – It was noted that:

There was lots of algae on the surfaces; surfaces are damaged/shrunk; the bins need cleaning; the 2 benches at the entrance are damaged, and need repairing; there was broken glass on the MUGA surface; graffiti is an issue; there are cracks/holes in the riding surface of the skate park equipment where rocks have been smashed on the surface; there is knife damage to the gym equipment soft surfaces; the exterior of the lock up needs painting; there are signs of chaffer grubs on the football and cricket pitches; cars are parking in the area outside the lock up preventing access (it is thought that most cars belong to the grammar school pupils and staff).

Recommended Action -

- 1 – Surface repairs
- 2 – Regular councillor driven clean ups (graffiti/algae/debris/painting)
- 3 – Repairs for equipment

CS&SC – It was noted that:

A section of the external wall has cracked on the corner; the low fence which prevents cars accessing the cricket pitch has rotted; there is a broken drain cover. All of these issues are being addressed via Estates committee.

Cemetery – It was noted that:

Headstone safety inspections have started. Of approx. 140 which have been inspected 17 were damaged and need repairing.



Draft Caistor Town Council Saturday Market Policy

1. Introduction

Caistor Town Council is committed to supporting local businesses, artisans, and traders by facilitating a vibrant and welcoming Saturday Market. This policy outlines the rules, responsibilities, and procedures for the Market Coordinator, town council officers and market stallholders to ensure the market operates smoothly and fairly. This policy should be used in conjunction with Market Terms and Conditions for stallholders.

2. Market Details

- The market is held every Saturday from 09.00 to 14.00 in the designated market area.
- Stallholders are required to arrive between 08.00 and 08.30 for setup and vacate the site by 15.00.
- The market operates in all weather conditions unless extreme circumstances arise, in which case the Town Council reserves the right to cancel the event. The Market Risk Assessment should be referred to when making decisions around bad weather.
- The Market Coordinator is appointed by the Town Council and is normally a Councillor or other Caistor Town Council representative.
- Market records should be available for inspection and are subject to GDPR and FOI rules.

3. Stallholder Booking Process

- All stallholders must submit a booking request in advance via the Town Council office or Market Coordinator.
- Bookings are accepted on a first-come, first-served basis, with priority given to local traders and returning stallholders.
- Payment for stalls must be made in advance via bank transfer or in person at the Council office.
- Any payments in cash should, where possible, be handled by two people for accounting purposes.
- The Market Coordinator will submit a weekly record of attendance to the Town Clerk or Deputy Town Clerk so that stallholder's payments can be reconciled and any non-payments dealt with.
- Cancellations must be notified at least 48 hours before the market day to be eligible for a refund or credit towards a future booking.
- Stallholders must provide proof of valid Public Liability Insurance covering a minimum of £5 million.
- Food vendors must comply with all relevant food safety regulations and provide proof of hygiene certification. In some circumstances charitable organisations are exempt from certification.

4. Policy for New Stallholders



Draft Caistor Town Council Saturday Market Policy

- New stallholders must submit an application form to the Town Clerk or Deputy Town Clerk detailing the products they intend to sell.
- A trial period of three markets will be given to assess the suitability and sustainability of the stall.
- New traders must adhere to all standard booking and payment procedures.
- First-time stallholders will be allocated a Town Council representative to assist with onboarding and understanding market policies and procedures.
- Feedback will be collected from customers and market organisers during the trial period, after which the stallholder will be evaluated for continued participation.
- Normal fees will apply during any trial period.

5. Stall Allocation and Setup

- The Town Council allocates stalls based on availability and product category to ensure a diverse market offering.
- Stall sizes will be predefined, and stallholders must not exceed their allocated space.
- Ideally traders must provide their own tables, chairs, and any other necessary equipment. The Town Council does have a limited number of tables and gazebos which may be borrowed by prior arrangement.
- Electricity supply is limited and must be requested in advance if required.
- The Market Coordinator or other Town Council representative ensures that road and parking signs are in place to facilitate traffic management on market day.

6. Fees and Charges

- A standard stall fee will apply, with rates reviewed annually by the Town Council.
- Additional charges may apply for stalls requiring electricity or larger spaces.
- Charitable organisations may be eligible for discounted or waived fees, subject to Town Council approval.
- Any discounts or waiving of fees must be approved by the Town Council and recorded. The Town Council risks claims of discrimination if there is not a fair and transparent basis for making these decisions.
- The Town Council may choose to offer block booking or regular trader incentives.

7. Stallholder Conduct and Responsibilities

- Stallholders must comply with all health and safety regulations and ensure their stalls are safe for visitors.
- Stallholders must agree to and comply with Market Terms and Conditions.
- Any accidents or injuries of customers or stallholders must be reported to the Town Council as soon as possible and entered into the accident book.
- Goods sold must be lawful and of acceptable quality. Counterfeit, illegal, or inappropriate items are strictly prohibited.



Draft Caistor Town Council Saturday Market Policy

- Stallholders must keep their area clean and dispose of waste responsibly.
- Respectful behaviour towards customers, fellow traders, and market staff is expected at all times.

8. Enforcement and Complaints

- The Town Council reserves the right to remove any stallholder found in breach of this policy.
- Any disputes or complaints must be submitted in writing to the Market Coordinator for resolution.

9. Amendments and Review This policy will be reviewed annually by Caistor Town Council and may be updated as necessary to reflect changes in market operations or local regulations.

Considerations:

1. Encourage regular attendance by offering block booking discounts to stallholders.
2. Some of the market equipment and signs need to be replaced.
3. The pitch fee is exceedingly low compared to other town markets. A slight increase would enable investment in new equipment, signs and marketing.
4. Explore ways of attracting new stall holders to drive revenue and increase variety of products.
5. Explore ways of increasing the profile of the market through social media and better signs on the A46.
6. Explore an on-line booking form for stallholders to remove a level of administration and make accounting for payments more straight forward.



1. Introduction

Caistor Town Council (CTC) owns and operates electrical feeder pillar units located in the Market Place and South Park. These power outlets are provided for the use of market stallholders, event organizers, and other users under the management and permission of CTC. The purpose of this policy is to ensure the safe, responsible, and accountable use of these power outlets, as well as to define the responsibilities of CTC, Authorised users, market stallholders, and event providers in maintaining and operating the electrical supply.

2. Scope

The scope of this policy includes:

- Safe use and management of electrical feeder pillar units in the Market Place and South Park.
- Regular maintenance and certification of feeder units.
- Access and use of electrical power supplies by market stallholders, event providers, and Authorised persons nominated by CTC.
- Record-keeping of the use of power outlets and the maintenance of accountability for each use.

3. Summary of Responsibilities

Caistor Town Council Responsibilities:

- CTC is responsible for the annual maintenance and certification of the feeder pillars to ensure they meet all required safety standards.
- All maintenance work and electrical certification must be carried out by suitably qualified electrical contractors.
- CTC will maintain a service schedule and ensure that regular inspections are conducted to ensure the safe operation of the power outlets.

Authorised Users (Persons Nominated by CTC):

- Authorised persons, as nominated by CTC, are responsible for overseeing access to the electrical power supply and ensuring compliance with this policy.
- Authorised persons must carry out a visual inspection of the power outlets before and after use to ensure that they are safe and secure. Any issues or faults identified must be immediately reported to the Town Clerk or Deputy Town Clerk.
- Authorised persons must ensure that access to the feeder units is properly controlled and that the units are securely closed and locked after use.

Market Stallholders, Event Providers, and Other End Users:

- Market stallholders and event providers wishing to use the electrical power supply must ensure that all electrical equipment and cables used are well-maintained, safe, and suitable for connection to the power supply.
- Where applicable, equipment must be regularly PAT tested to ensure it is safe for use.



Electrical Feeder Policy

- Market stallholders and event providers must log their use of the power supply in the provided record-keeping system. This ensures accountability, helps identify potential issues or damage, and assists with monitoring electricity usage and costs.
- Market stallholders and event providers must adhere to all safety standards set out in this policy and are responsible for ensuring their electrical equipment is used safely and correctly.

4. Access and Security

- Access to the electrical power supply should only be granted to persons Authorised by CTC who have been informed of their responsibilities and have read and understood this policy.
- To control access, the electrical feeder pillar boxes will be fitted with barrel locks. Only Authorised persons will be issued with keys or access to sign for keys at a central location.
- A logbook will be provided for Authorised users to record each use of the power supply, noting the time and date, and any issues encountered. This log will be kept within each feeder pillar box and monitored by CTC.

5. Service and Maintenance Schedule

- Caistor Town Council will appoint qualified electrical contractors annually to conduct visual and operational tests of the feeder pillar units. Any necessary maintenance or repairs will be carried out following these inspections.
- A detailed maintenance and inspection record will be retained for future reference to ensure continued safe operation of the electrical outlets.
- CTC staff will ensure that the service/certification schedule is adhered to, and all required documentation is maintained.

6. Use of Electrical Power Supply by Market Stallholders and Event Providers

Market stallholders and event providers wishing to use the electrical power outlets must adhere to the following guidelines:

- 1. Application and Approval:**
 - Market stallholders and event providers must submit a written request to Caistor Town Council for permission to use the power outlets. This request should include:
 - A description of the event or market activity.
 - Specific power requirements (e.g., total wattage, types of equipment).
 - A risk assessment for electrical use during the event or market.
- 2. Safety Standards and Equipment:**
 - All electrical equipment used must be in safe working order, suitable for connection to the feeder pillars, and meet all applicable safety standards.
 - Where applicable, equipment should be regularly PAT tested to ensure it is safe for use. Any faulty or unsafe equipment will not be permitted to connect to the power supply.
- 3. Responsibility and Supervision:**
 - A nominated person from the market stallholder or event provider should be responsible for overseeing electrical safety during the event or market. If the group is unable to provide this, CTC may require the presence of a qualified electrician.
- 4. Compliance with Policy:**



Electrical Feeder Policy

- All market stallholders and event providers must comply with the CTC Electrical Feeder Policy, including logging their use of the power outlets and reporting any faults or damage immediately to CTC.
- 5. Security:**
- After use, Authorised users must ensure that all access to the electrical feeder boxes is secured, and that the boxes are locked. The boxes must not be left open or unattended when the electrical supply is not in use.

7. Monitoring and Accountability

- To improve accountability, a record of use must be maintained for each use of the power supply. The log will include details such as the name of the user, time and date of access, equipment being used, and any faults or issues encountered. This log will help CTC track usage, identify damages, and monitor electricity costs.
- The log should be completed by the Authorised user when accessing the power supply and be checked periodically by CTC staff.

This policy will be reviewed periodically by Caistor Town Council to ensure it continues to meet safety standards, best practices, and operational needs. Updates and amendments will be made as necessary

Effective Date: [Insert Date]

Reviewed: [Insert Date]

Next Review Date: [Insert Date]



Caistor Town Council

SOCIAL MEDIA POLICY

The aim of this policy is to set out a Code of Practice to provide guidance to Town councillors, council staff and others who engage with the council using online communications, collectively referred to as social media.

Social media is a collective term used to describe methods of publishing on the internet.

This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Town Council Website
- Facebook, Myspace and other social networking sites
- Twitter, Snapchat and other micro blogging sites
- Youtube and other video clips and podcast sites
- LinkedIn
- Bloggs and discussion forums

The use of social media does not replace existing forms of communication.

The principles of this policy apply to Town councillors, council staff and to others communicating with the Town Council.

The policy sits alongside relevant existing policies which need to be taken into consideration. The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication. Individual Town councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties online as anyone else but failure to comply with the law may have more serious consequences.

Social media may be used to

- Publish information about the work of Caistor Town Council to a wider audience.
- **Distribute agendas, post minutes and dates of meetings**
- Advertise dates of meetings, events and activities
- Good news stories linked to website or press pages
- **Advertise** Job Vacancies ~~limited to advertisements only~~
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc
- Announcing new information
- Post or Share information from other Town related community groups such as hall users, schools, sports clubs, community groups and charities

When using social media (including email) Town councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative. Town councillors and council staff must not:

- hide their identity using false names or pseudonyms
- present personal opinions as those of the council
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating **to all protected characteristics including** race, sexuality, disability, gender re-assignment, age, marriage & civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages. This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillor's views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Predetermination or Bias and may require the individual to declare an interest at council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate Town councillors, council staff or residents should report them to the Clerk of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Council will appoint a nominated person as moderator of Town council social media output and be responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

The moderator will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature. This policy will be reviewed annually.

Request from Lincolnshire Cricket to use cricket pitches (2)

Good morning & a Happy New Year Michelle.

Following last night's Parish Council meeting, could you please confirm if the proposed dates to hold cricket festivals for local children & beyond, has been agreed to please.

I'm hoping that you will also be able to take to the next meeting on the 13th of February, another proposed date for a Girl's only competition, on Wednesday, May the 14th. Timings would be 09:00 - 14:30 & access to toilets is all that is required.

Warm Regards

Justin Owen **(He/Him)**

Head of Participation & Growth

Mobile Tel: 07554 432092

Office Tel: 01522 528838



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
CS&SC repairs and maintenance	Ref: 24321	Created: 10/08/2023
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
Paint the town hall ramp railings	Ref: 24471	Created: 29/05/2024
Play area surface replacements	Ref: 24524	Created: 11/07/2024
URGENT Handy person 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
Repair/replacement of rotting support on junior multiplay at South St park	Ref: 24721	Created: 24/10/2024
Health and safety review	Ref: 24771	Created: 05/11/2024
Damp and mould in the town hall boiler room and behind the stage area	Ref: 24868	Created: 20/12/2024
Discussions with WLDC to hand back bins	Ref: 24909	Created: 10/01/2025