



CAISTOR TOWN COUNCIL

Annual Report
2024/25

Your Town Council

Caistor Town Council represents the people of Caistor. It listens to concerns raised by residents and does everything it can to deal with them or liaise with West Lindsey District Council or Lincolnshire County Council on the issues that fall under their responsibility.

Chairmans report

It has been a great pleasure and honour to serve this council as Mayor and Chair for the last 12 months.

I would like to thank all my fellow councillors for the hard work and dedication they have shown, giving their time freely as volunteers and for helping to make the position of Chair and Mayor a pleasant and rewarding one.

I would also like to thank our Town Clerk Michelle, the new Deputy Clerk Mark and our Estates Operative for their excellent work in guiding and supporting the council in our duties and for the good of Caistor.

Last year we formed an estates committee to better manage the town council assets so that they can continue to be enjoyed by residents and visitors. The progress made by this committee is evident in this report and around the town, and this will continue into 2025/26.

I would like to thank the committee for their dedication to improving Caistor for everyone.

Caistor is extremely lucky to have an army of volunteers who foster community spirit and provide support for many different causes in the town and surrounding areas. Caistor would not be what it is today without the community groups, led by volunteers, who work tirelessly to make Caistor a better place to live, visit and thrive.

Caistor Town Council would like to extend thanks to each and everyone of you.

I have represented Caistor Town Council attending various Civic functions and events, I am proud as well as humbled to be in my role and believe the future is looking positive and bright for our town.

Cllr Jon Wright, Chairman and Mayor of Caistor Town Council

Town Councillors

The Town Council has 14 seats. The sad passing of Cllr Jacqui Hughes resulted in a casual vacancy. During the year there were 2 resignations.

Caistor Town Councillors during 2024/25:

- | | |
|--------------------------------------|---|
| - Jon Wright (Chairman/Mayor) | - Angela Clark (Vice Chair/Deputy Mayor) |
| - Jayne Bowman | - Neil Clark |
| - Johnathan Cox | - Stewart Davey |
| - Michael Galligan | - Stephen Hodson |
| - Ron Lyus | - Darren McKay |
| - Linda Milner | - Peter Morris |
| - Howard Priestley | - Alan Somerscales |
| - Jacqui Hughes (passed away Dec 24) | |
| - Aimee Finlay (Resigned October 24) | - Phil Richardson (Resigned Early April 24) |

All councillors volunteer their time for free and only claim travel expenses when attending courses or events relating to their role as a town councillor.

Over the past year the Council has been led by Councillor Jon Wright as Chairman and Mayor, with Councillor Angela Clark as his deputy. The Councillors have all worked hard to promote and improve the town, leading working groups and representing the Town Council on many of the Towns thriving community groups and organisations.

Council staff

The Council has been supported by the following staff:

Michelle Moss, Town Clerk (Part-time – 25 hours pw)

Mark Stevenson-Bramley, Deputy Clerk (Part-time – 15 hours pw) from November 2024

Kim Hodson, Estates Operative (Part-time – 25 hours pw) until December 2024

Mike Crookes, Estates Operative (Part-time – 25 hours pw) from March 2025

Bonny Smith, Cemetery Records Clerk (short term contract May - July - 7 hours pw)

The Town Council administration office is located Caistor Town Hall and is usually open Tuesdays and Thursdays between 9am and 4pm.

Caistor Town Hall address is 14 High St, Caistor, LN7 6TX.

Council responsibilities

The council owns the following assets:

- Cemetery - North Kelsey Rd. Over the past year there have been 4 burials, 6 internments of ashes, 5 grave reservations and 12 memorial permits granted.
- Allotments (14 -15 plots) - North Kelsey Rd. One additional plot was created this year by sub-dividing one large plot to make 15 plots. All 15 plots and all have been let throughout the year. The current waiting list is 5 residents and 3 non residents.
- Old Fire Station – Horse Market
- Town Hall - High St (managed by the Town Hall Management Group – registered charity)
- Town hall car park
- Sports Pavillion – Sports Field, Brigg Rd (Currently leased to Community Interest Committee)
- Football grounds – Sports Field, North Kelsey Rd
- Cricket grounds – Sports Field, North Kelsey Rd
- Tennis grounds – Sports Field, Brigg Rd
- Bowling grounds and hut - Sports Field, Brigg Rd (currently leased to Caistor Bowling Club)
- South St Park – South St
- Millfields Park – Hersey Rd
- Sports Ground, car park, stores, toilet, play areas and bottom field – North Kelsey Rd
- Market Place – Central area including Lion of Luck
- Cenotaph – Butter Market
- Various benches and bins throughout Caistor

The council is also responsible for:

- The maintenance of St Peters and St Pauls churchyard (excluding the building)
- The maintenance of the congregational churchyard
- The maintenance of the Syfer Spring
- Cutting grass verges, public rights of way and amenity grass. The Town Council has continued with the delegated responsibility from Lincolnshire County Council for cutting the grass verges, weed spraying highways adopted roads and pavements, and maintaining all public footpaths around the town.
- The Saturday market
- Delegated responsibility from West Lindsey District Council for street cleansing in the town centre
- The town clock
- Town signs

Council meetings

All Council and committee meetings are open to the public and there is a public participation session towards the start of each meeting at which the public can ask questions on any matters.

Town Council

These meetings include the full Council and take place on the second Thursday of each month, in the Town Hall. They deal with key decisions, changes to policy, planning consultations and budget setting. There have also been 3 extra ordinary meetings held this year.

The town council have considered and responded to 29 planning consultations this year.

Estates Management Committee

This Committee is made up of 5 councillors and has delegated responsibility from the Town Council to manage and maintain estates areas. It meets at least five times per year.

Over the last year the Committee has met on seven occasions and has been responsible for:

- Managing and maintaining the allotments;
- Managing and maintaining the cemetery;
- Overseeing the grass verge, PROW, churchyards, cemetery sports ground and parks cutting contracts;
- Managing the 3 parks and sports ground in the town, ensuring they are safe, approving and completing/organising any repairs required;
- Arranging for tree work to be done on all council owned land;
- Organising repairs on council owned land and buildings

Personnel and Finance Committee

This Committee is made up of 5 councillors and has delegated powers from the Town Council for financial planning and monitoring and reviewing some administrative functions and policies of the Council, and overseeing HR matters. It usually meets 4 times a year.

Over the last year the Committee has met on four occasions. It has been responsible for:

- Preparing the 2025/26 draft budget for agreement by the full Council;
- Overseeing the management the Council's staff;
- Appointing the internal auditor and approving risk management documents;
- Ensuring the Annual Governance and Accountability Return (AGAR) is completed and returned on time;
- Monitoring the spend of the annual budget;
- Monitoring the expenses claimed by the Town Council Chairman;
- Ensuring the asset register is up to date

Attendance

Attendance at the full council meetings this year has been 81%.

Committee members have been permitted to nominate substitute councillors for committees and this is reflected in attendance:

Attendance at Estates committee meetings has been 86%

Attendance at Personnel and Finance Meetings has been 100%

Overall attendance has been 83.1%

Key events/work in 2024/25

- Replaced the loft access at the sports and social club
- Replaced failing window units at the sports and social club
- Repaired the fencing on the North Kelsey Rd sports field
- Continued a program of repairs to the play area equipment
- Renovated the wooden play equipment at South St Park
- Replaced the soft play surfaces at South St Park
- Replaced the soft play surfaces at Millfields
- Replaced all the signage at the parks and play areas
- Refurbished the toilet at the Sports Ground
- Cleaned all the play soft surfaces
- Installed permanent festoon lights around the Market Place
- Purchased new Christmas decorations for the tree and Market Place
- Completed a tree inspection survey of all our trees
- Undertook tree maintenance works required by the arboriculturist report
- Renovated the railings to cenotaph
- Renovated the railings to Lucy's Lane
- Digitised the playground and play equipment inspections
- Digitised the cemetery records and digitally map the graves
- Completed safety inspections on the headstones at the cemetery
- Recruited an Estates Operative following retirement
- Recruited a Deputy Clerk
- Replaced the dying hedgerow at the allotments
- Continued grass cutting throughout the town, verges, PROW, play areas, sports ground, cemeteries and churchyards
- Maintained the hedges around the play areas and sports fields
- Maintained street cleansing and bin emptying before handing back responsibility to WLDC in February
- Responded to 8 Planning applications
- Negotiated with LCC to adopt and restore the road at Cornhill

Donations

Over the past year the Town Council has made the following donations:

- Caistor in Bloom - £10,000
- Caistor Twinning association - £100
- Caistor Lions - £2000
- Caistor Crusaders - £1000
- Caistor Cricket Club - £500
- Church - £468
- Caistor Heritage Trust - £500
- Caistor Goes - £2200 (£2000 funded by WLDC)
- Caistor foodbank - £250

Over the past year the Town Council has received the following grants:

- West Lindsey District Council - £6000 for the Christmas decorations and lights
- West Lindsey District Council - £2750 for the cenotaph railings

Into 2025/26

The priorities for the council this year are:

Replacing the fencing at the cricket ground and sports and social club

Implementing a health and safety culture in the town council and associated repairs

Improving sides of the cemetery car park

Tree maintenance at the parks and sports grounds

Financially supporting the Parking Group with their endeavours

Support the cost of repairing/resurfacing Cornhill

Summary of finances



Budget Forecast vs Actual 2024/25

INCOME

Details	2024/25 Budget	2024/25 Actual
Precept	124444	124444
Cemetery	4000	7740
Allotments	420	428
Market Rents	3000	2620
Caistor Sports & Social Club	2464	4981
WLDC Street Cleaning	2490	2091
Grass Cutting	1700	3708
Grants	0	10619
Town Hall	520	520
Magazine Advertising	0	0
CIL Income	0	2158
Miscellaneous Income	2000	2999
	141038	162308

EXPENDITURE

Salaries	35000	42029
PAYE & NI	16000	13644
Pension payments	5500	5118
Staff Travel & Benefits	100	19
Contractors	0	0
Other Staff Expenses	100	29
General Office	1000	1612
Hall Hire	500	427
Insurance	3600	3669
Audit	820	620
Subscriptions	685	1097
Training	500	1029
Election	0	0
Mayor Allowance	350	52
Professional fees	500	47
Legal Fees	500	0
Amenity and PROW grass	4500	4500
King Coronation	0	0
Parks grass	3200	3571
Sportsground	8300	10828
Cemetery/Church	6800	5088
Allotments	250	244
Market	250	18
Cemetery records management	280	613
Church trees	1500	1525
Community Events	1000	639
Telephone & Broadband	800	1277
Electricity-Market Place LN7 6TL	200	472
Electricity-South Street Park	600	692
Electricity-Market Place LN7 6TL	0	0
Electricity-Sports Ground	500	794
Water-Sports Ground	300	249
Water-Cemetery	100	92
Water-Allotments	150	141
Parks and Sports ground equip M	11000	5618
Caistor Sports & Social Club	3000	2687
Town Hall	2500	1630
Civic	3000	0
Estates Equipment	4500	663
Grants & Donations	7000	7218
Market Place	4000	3044
Gritting & Snow Clearance	450	0
CCTV	1500	0
WLDC	0	70
Contingency	0	0
Grant to Caistor in Bloom	10000	10000
Christmas Lights	2000	6848
Bins and Benches	3000	0
	145835	137913

Projected final bank balance as at 31/03/25

133446

2023/24
Reserve

Changes to
reserves

General Reserves (circa 4 months)

50000

62697

Election

3850

3850

Parks Equipment and Improvements

18000

18000

South St Park Millenium

500

0

Market Place Trading

500

0

Sports field fencing

1500

1500

Memorial Fixing

0

4000

Sports and Social Club

5500

5500

Other buildings

1500

1500

Town Hall

5000

5000

Fire Station

0

0

Tree Maintenance

3500

6500

Cornhill Resurfacing

0

5000

Water at South St Park

2250

0

Water at Market Place

0

0

Cemetery

1000

1000

New Cemetery

0

0

Church Ground trees

1500

0

Handyman Equipment

5500

5500

Bins and Benches

3000

3000

Civic

3000

3000

Christmas lights (steel wires)

1000

0

Total Reserves

107100

126047