



You are hereby summoned to attend the meeting of Annual Meeting of Caistor Town Council which will be held on Thursday 8 May 2025 commencing at 6:45pm at the Caistor Town Hall.

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

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

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

Michelle Moss
Clerk to the Council
01/05/2025

AGENDA

1. Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair
2. Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair
3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
4. 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
5. Public Session (10 minutes, during which the meeting is suspended)
6. Chairmans Report
7. To approve the draft minutes of 10th April 2025
8. To review the current WLDC Code of Conduct and resolve to continue to abide by it.
9. To review and approve the Standing Order regulations (recommended by P&F)
10. Election of committees, working groups and representatives on outside bodies and agree dates for the committees for forthcoming year
 - a) Election of members to the Personnel and Finance Committee
 - b) Election of members to the Estates Committee
 - c) Election of members to the Health and Safety working group. Also to consider whether to change to a committee
 - d) To consider whether to continue the sports group licence working group and elect members
 - e) To consider whether to continue the 2-4 build working group and elect members
 - f) To consider whether to continue the play areas working group and elect members
 - g) Review the representation of CTC representative on Town hall group
11. To consider the delegation arrangements and approve the terms of reference for the committees/H&S working group



- a) To consider the delegation arrangements and approve the Terms of Reference for the Personnel and Finance Committee
 - b) To consider the delegation arrangements and approve the Terms of Reference for the Estates Committee
 - c) To consider the delegation arrangements and approve the terms of reference for the Health and Safety working group
12. Finance
- a) To consider and approve the Accounting Statements, bank statements and bank reconciliation for period ending 30/04/2025
 - b) To approve the Schedule of Payments
 - c) Internal Audit and AGAR
 - ci) To receive the Annual Internal Audit report for 2023/24
 - cii) To complete and approve section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2024/25
 - ciii) To consider, approve and sign section 2 - Annual Accounting Statements for AGAR for 2024/25
 - civ) To consider and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2024/25
 - d) To review and approve the Financial Regulations (recommended by P&F)
 - e) Review and approve the standing orders, direct debit payments and subscriptions for the forthcoming year (as per standing orders)
 - f) To review the current inventory of land and other assets (as per Standing orders)
 - g) To receive the updated risk register and business continuity plan
 - h) To review the councils insurance arrangements and ensure they adequately cover the risks
 - i) To agree to move £13,000 from Ear Marked Reserves to this years budget for the play area resurfacing
 - j) To consider and approve the investment strategy as recommended by P&F
13. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
- a) Lincolnshire Police
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Community Groups
 - e) Town Hall Management Committee
 - f) Caistor in Bloom
 - g) CDCT - 2-4 Market Place
 - gi) Consider the proposal from the parking group for the contractors on 2-4 Market Place to use the town hall car park for extended periods
14. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision)
- a) Personnel and Finance Committee
 - ai) To receive the draft minutes of the P&F meeting held 22nd April 2025
 - a ii) To consider the new Sexual Harassment in the workplace policy and the training requirements (recommended by P&F)
 - a iii) To consider the issues with the CTC one drive and proposal for resolution including purchase a back up lap top



- b) Estates Committee
- bi) To consider purchasing a trailer for the Estates Operative and agree next steps
- bii) To consider moving £2500 from earmarked reserves to current budget for Estates Equipment
- c) Play area working group
- d) Health and Safety Working Group
- 15. Clerks Report & Parish Matters
 - a) To consider complaints received about the cars parked on the verges on Hersey Rd near the fire station
 - b) To consider the continued use of the town hall by Co-Op employees for over 4 hours
 - c) To consider marking out a parking space in the town hall car park for sole use by CTC
 - d) Consider the Cricket Clubs request to host the T20 Womens KO Cup Game (retrospective approval)
 - e) Review Tracking Report
- 16. Correspondence Received
 - a) To consider the overhanging tree works required letter from LCC and agree next steps
- 17. To note any planning decisions
 - a) WL/2025/00383 | 46 NETTLETON ROAD CAISTOR | 5 day notice under the 'dead or dangerous' exceptions to remove one dead Larch tree (T5) within W1 of Tree Preservation Order Caistor No1 2004 - Approved
- 18. To review the planning applications received and agree a response
 - a) None received
- 19. To agree the dates of this year's meetings full council and committee meetings and confirm date of next meeting