



Public Meeting Pack

8th May 2025



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 10 April 2025

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr R. Lyus, Cllr M. Galligan, Cllr S. Hodson,
Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner, Cllr A. Clark, Cllr H. Priestly, Cllr N. Clark,
Cllr D. McKay,

In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley, County Cllr Smith, Mark Stevenson-Bramley,
Members of public present: 5

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3831**
Apologies received from Cllr Morris for business reasons.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance with section 22 of the Localism Act 2011 - Ref: 3832**
Cllr Davey declared an interest in 9d and 11e; Cllr Bowman declared an interest in 9a; Cllrs Wright declared an interest in 9e and 6d; Cllr McKay declared an interest in 9e.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3833**
One member of the public spoke on behalf of Caistor Goes, summarising all the work that Caistor Goes does for Caistor.
One member of the public read out a statement out about perceived procurement/ procedural inconsistencies; he then caused a disturbance, was asked to leave, refused and the meeting was suspended whilst it was dealt with. Suspended 6.56pm; reopened 6.59pm
- 4. Chairmans Report - Ref: 3834**
Nothing to report.
- 5. To approve the draft minutes of 13th March 2025 - Ref: 3835**
RESOLVED that the draft minutes of the meeting of 13th March be approved as a true record of the meeting and signed by the Chair.
1 abstained
- 6. Finance - Ref: 3836**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/03/2025 - Ref: 3837**
The accounting statements, bank statements and bank reconciliation had been circulated to councillors prior to the meeting.
RESOLVED to approve the accounting statements and bank reconciliation as a true record.
All in favour
 - b) To approve the Schedule of Payments - Ref: 3838**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £9124.93
All in favour
 - c) Retrospectively agree to Move £13000 from play areas to reserves before end of March - Ref: 3839**
RESOLVED to approve the move of £13,000 from play areas to reserves.
All in favour
 - d) To consider the invoice for Apex services and agree whether the council should pay - Ref: 3840**
Cllr Wright left the meeting; Cllr Clark assumed the chair.
It was noted that Cllr Wright had engaged a contractor to spray the weeds in the town including curbs and pavements in June 2024 without following the correct protocols and the invoice had been forwarded to Cllr Wright as a personal liability. The invoice had only been forwarded to the RFO for payment in March. It was noted that Cllr Wright had offered to pay the invoice personally as he was aware he had breached CTC finance

Signature:



protocols.

RESOLVED that the town council would pay the invoice.

Cllr Wright re-joined the meeting and resumed the chair.

Majority vote

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3841

a) Lincolnshire Police - Ref: 3842

None received.

b) West Lindsey District Council. - Ref: 3843

District Cllr Bierley's report had been circulated prior to the meeting. Cllrs thanked Jim at WLDC for doing a great job with the bins; an issue was raised about the number of charity shops opening up in the town without consultation with the town council - District and County Cllrs noted that the town council will only be consulted where there is a planning requirement such as change of use.

c) Lincolnshire County Council - Ref: 3844

It was noted that the period of pre election has been invoked so Cllr Smith is unable to do/say anything at the moment which could be perceived as self promotion. It was noted that repair of the potholes around South St would be chased; there are some issues with the tarmac repair on Hersey Rd; LCC had done a good job around the doctors and repairing the wall by the White Hart.

ci) To consider LCC request to reseed verge where contractor had damaged - Ref: 3845

It was noted that: the contractors building the bungalows by the cemetery had damaged the verges around the site; Cllr Smith had been approached by a resident asking LCC to reinstate the verges; cllrs noted that LCC has responsibility for the verges and the contractors should be made to repair the damage they have caused. It was agreed that Cllr Wright would find out contacts for the contractors and both Cllr Wright and Cllr Smith would contact the contractors to ask for them to repair the damage.

d) Community Groups - Ref: 3846

It was noted the Caistor Goes Car event is on 4th May and the VE day event on 8th May.

di) To receive an update on an agreement with Caistor Goes to use the lock up - Ref: 3847

Cllr Bowman left the room.

It was noted that cllrs Milner and Davey had met with Rob Turner; Caistor Goes would like to continue to use the lock up at the sports ground to store equipment and have a documented agreement for future reference; some of the equipment stored is no longer used/needed and can be cleared out to make additional space for CTC Estates use. It was noted that whilst there doesn't need to be formal tennancy/lease agreement in place, there needs to be some documented agreement on how much space Caistor Goes may use, frequency for revisiting the agreement, key holders, insurance etc.

RESOLVED that Cllrs Davey, Wright, N.Clark and Somerscales would work with Rob Turner to clear out the lock up and agree what terms should go into the agreement (Cllr Davey to organise).

Cllr Bowman returned to the meeting.

All in favour

e) Town Hall Management Committee - Ref: 3848

No meeting.

f) Caistor in Bloom - Ref: 3849

Cllr Galligan noted that once the daffs have finished the planters will be moved; the team is ready to start the churchyards. Cllrs thanks Caistor in Bloom for the fantastic displays of spring flowers.

Cllr Gailligan left the room.

fi) To consider Caistor in Blooms request to use the council mower to cut the grass at the church and congregational churchyards - Ref: 3850

It was noted that: the volunteers cutting the churchyard grass are affiliated to Caistor in Bloom and are covered



by their insurance; the point of contact is Mike Galligan; a grass cutting agreement has been drafted for signing; a risk assessment has been done; Mike Galligan will complete the safety briefings; the council will periodically check adherence to safety requirements; CIB have purchased a new strimmer from donated money. RESOLVED that the council will donate up to £1000 to Caistor in Bloom for the purchase of equipment; the council will pay reasonable costs for the materials used (bags, fuel, etc) and some costs towards refreshments for the volunteers (amount to be set out in agreement).

Cllr Galligan returned to the meeting.

2 abstained

g) CDCT - 2-4 Market Place - Ref: 3851

It was noted that there is high contractor activity at the moment and several contractors vans are parked in the Market Place; businesses have complained that they are losing business and trade is falling as a result; public perception is that the town council is at fault. LCC noted that is is not within a town councils remit to manage the parking issues and that LCC should be emailed with the issues to help resolve. It was agreed that Cllr Wright would speak to Neil Castle about the issue.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3852

a) Personnel and Finance Committee - Ref: 3853

Next meeting 22nd April.

b) Estates Committee - Ref: 3854

Draft minutes and report had been circulated prior to the meeting.

bi) To consider the retrospective request from the football club to install new goal sockets - Ref: 3855

Several Cllrs and the clerk had met with the football group - the goal sockets which were installed earlier in the year was on the agenda. It was noted that: permission had not been given for the sockets; the sockets sit proud of the ground and have been back filled with soil; the club have been asked to reposition the sockets flush with the ground.

RESOLVED to give the club retrospective approval for the sockets subject to them being re-installed correctly.

All in favour

bii) To consider the Town Hall committee request to install replacement rollers/shutters in the town hall kitchen - Ref: 3856

The town hall management committee have requested replacement shutters for the kitchen area in the town hall; the replacement shutters are fire retardant and electrically powered; the committee would be grateful for a contribution for the cost of the shutters from the council.

RESOLVED to support the request to replace the shutters and defer the decision about possible funding support until the Clerk has heard back from LALC about the VAT.

It was also noted that WLDC may have some funding available for the project.

All in favour

biii) To consider appointing a specialist to undertake a damp and mould survey in the town hall - Ref: 3857

It was noted that Cllr Cox had been trying for several months to get reputable quotes for a survey of the damp issues in the town hall; despite contacting many companies, only one company in the area meet the required criteria; their quote was discussed at the last Estates committee meeting who have recommended a tier 3 survey is completed at a cost of £550.

RESOLVED to appoint the Damp Detectives to complete a tier 3 survey.

All in favour

c) Play area working group - Ref: 3858

No meeting held

d) To receive an update report on progress with market compliance and agree any next steps - Ref: 3859

It was noted that most TC's, PLI and RA documentation has been received from stall holders now; the DC has



engaged with stall holders regarding changes to the booking system; several IT solutions for managing the market have been considered; DC recommendation is to use EDGE IT Market package for all market related administration going forward - enabling stall holder on-boarding, POS user booking and payment, full transparency, reports, tracking etc. The solution is an add on to the current services used by EDGE IT and will cost iro £600 for set up costs and up to £157 per year (EDGE IT Director has verbally agreed to off-set an unused CTC licence of £134 against the cost).

Cllr Milner apologised and left the meeting before the resolution.

RESOLVED to purchase the EDGE IT market management package.

1 against; 1 abstained

e) Health and Safety Working Group - Ref: 3860

The clerk, Cllrs N.Clark and Davey met with Worknest H&S inspetor; Worknest have completed their H&S inspection - out of 180 areas, we passed 140; they will produce a report which will be circulated; the working group will need to meet to agree priorities and actions.

9. To consider the Grant applications - Ref: 3861

It was noted that the council budget for grants for the entire year is £5000. The cost of the submitted applications was circa £7000. Cllrs would need to prioritise which grants are supported.

Members of the public were asked to leave the meeting so that financial details of the applicants could be discussed freely.

Cllrs Wright, McKay, Bowman and Davey declared interests and left the meeting. Cllr A.Clark chaired.

The applications were discussed on their individual merits.

a) Application from Caistor Goes - Ref: 3862

A full application pack had been received with supporting statements. RESOLVED to grant Caistor Goes £2800 for costs associated with delivering events for the town.

All in favour

b) Application from Arts and Heritage Centre - Ref: 3863

It was noted that: there was no supporting documentation for the application, despite the application stating examples and bank statements were included.

RESOLVED not to award a grant for this project.

All in favour

c) Application from the church - Ref: 3864

It was noted that the service of the church clock used to be included in the town council budget, that there is money in the budget for the church/cemetery from which the service could be paid for.

RESOLVED not to offer a grant but to pay the invoice from the Church/cemetery budget.

All in favour

d) Application from Sports and social club - Ref: 3865

It was noted that the CS&SC have not applied to the council for permission to install new benches; they have a healthy bank balance.

RESOLVED not to award a grant for this project.

All in favour

e) Application from Caistor Crusaders - Ref: 3866

It was noted: the group were awarded £1000 grant last year for equipment.

RESOLVED to award the club £500 towards new training kit for the U12's and U13's with the proviso that the club include the town council logo on the kit as a 'sponsor'.

Cllrs Wright, McKay, Davey and Bowman returned to the meeting. Cllr Wright chaired the rest of the meeting. Council agreed to extend the meeting past 2 hours.

All in favour

10. To consider the draft vision statement and core values for Caistor Town Council and agree how to

Signature:



proceed - Ref: 3867

RESOLVED to adopt the first vision statement and the core values. (All were in favour of the vision and core values in principle but 3 councillor preferred the 2nd vision statement).

All in favour

11. Clerks Report & Parish Matters - Ref: 3868

a) To consider complaints received about the cars parked on the verges on Hersey Rd near the fire station - Ref: 3869

RESOLVED to defer the discussion about this until Cllr Morris is present.

All in favour

b) Policy Review: Abusive & Vexatious Policy - Ref: 3870

RESOLVED to adopt the revised policy.

All in favour

c) Policy Review: Communications Policy - Ref: 3871

RESOLVED to adopt the policy with the inclusion of a statement noting that any communications including on social media should not bring the council into disrepute.

All in favour

d) Review Tracking Report - Ref: 3872

Noted: Many issues on the tracking report have been discussed as agenda items; the cemetery safety inspections are complete - owners are trying to be identified for 43 failed memorials; CS&SC wall repair is completed; Play area surface replacements is complete; the replacement fencing at the cricket ground is being done 14th and 15th April; vegetation has been cleared from the sides of the cemetery car park ready for spraying; some estates committee have met with the clerk to agree which trees overhanging the play equipment need trimming.

e) Grammar school request to use cricket facilities - Ref: 3873

All the paper work has been received and the cricket club are aware of the request.

RESOLVED to support the request for use of the cricket facilities.

All in favour

12. Correspondence Received - Ref: 3874

a) To consider the request from Caistor Running Club to use South St Park for Caistor Sting 10k run event - Ref: 3875

RESOLVED to support the use of South St Park for the event.

All in favour

b) To consider a resident request for access via sports ground to pollard a tree in their garden - Ayscough Grove - Ref: 3876

RESOLVED to support the request for access via the park to pollard the tree, but the contractor must make good any damage and agree a date/time for the access.

All in favour

c) To consider the continued use of town hall car park in excess of 4 hours by Co-op employees - Ref: 3877

It was noted that there is no documented agreement for the employees to use the car park; the car park is sometimes full and CTC employees cannot get parked; a request was received from CDCT to allow contractors to park in the TH car park; the 4 hour time limit was introduced to prevent all day parking and ensure TH users could park. Agreed to defer the discussion until next month and have a full discussion about use of the town hall car park.

d) To receive an update on the Queens Jubilee Tree and Plaque (WLDC) - Ref: 3878

It was noted that District Cllr Lawrence still has the plaque but the tree was only a small whip, whereabouts unknown.



13. To note any planning decisions - Ref: 3879

a) None - Ref: 3880

None to note

14. To review the planning applications received and agree a response - Ref: 3881

a) WL/2025/00282 | Planning application for change of use from dwellinghouse (C3) to children's home (C2) | 12 SAXON WAY, CAISTOR - Ref: 3882

RESOLVED to not raise any objection to the change of use.

All in favour

15. Date of next meeting - 8th May 2025 - Ref: 3883

Noted.

Meeting closed at 9:15pm

Signature:

Members' and Co-opted Members Code of Conduct

Adopted by West Lindsey District Council

– 1 November 2021

Adopted by Caistor Town Council

– 10 March 2022

Date of last review – 9th May 2024

Date of next review – May 2025

West Lindsey District Council Members' Code of Conduct

Contents

Joint statement	2
Introduction	3
Definitions	3
Purpose of the Code of Conduct	3
General principles of councillor conduct	3
Application of the Code of Conduct	4
Standards of councillor conduct	5
General Conduct	5
1. Respect	5
2. Bullying, harassment and discrimination.....	5
3. Impartiality of officers of the council	6
4. Confidentiality and access to information	6
5. Disrepute.....	7
6. Use of position	7
7. Use of local authority resources and facilities	7
8. Complying with the Code of Conduct.....	8
9. Interests	8
10. Gifts and hospitality.....	8
Appendices	10
Appendix A – The Seven Principles of Public Life.....	10
Appendix B Registering interests	11
Appendix C – the Committee on Standards in Public Life	15

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

West Lindsey District Council resolved on 1 November 2021 to adopt the LGAs model Code in its entirety.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of their Model Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

West Lindsey District Council will consider any the recommendations from any such reviews and adopt any changes it considers appropriate through its governance processes.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- **I treat other councillors and members of the public with respect**
- **I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word.

Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

- **I do not bully any person**
- **I do not harass any person**
- **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It

can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- **I do not disclose information:**
 - a. **given to me in confidence by anyone**
 - b. **acquired by me which I believe, or ought reasonably to be aware, is of confidential nature, unless**
 - i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**
 - iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. **the disclosure is:**
 - 1. **reasonable and in the public interest; and**
 - 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. **I have consulted the Monitoring Officer prior to its release.**
- **I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- **I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other

information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

- **I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

- **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

- **I do not misuse council resources**
- **I will, when using the resources of the local authority or authorising their use by others:**
 - a. **act in accordance with the local authority's requirements; and**
 - b. **ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- **I undertake Code of Conduct training provided by my local authority.**
- **I cooperate with any Code of Conduct investigation and/or determination.**
- **I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- **I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- **I register and disclose my interests**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to**

real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

- **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the

matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects -

- 8.1. your own financial interest or well-being;
- 8.2. a financial interest or well-being of a relative or close associate; or a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being

- 9.1. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- 9.2. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) - (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where - (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - a. exercising functions of a public nature
 - b. directed to charitable purposes or
 - c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



STANDING ORDERS

Adopted 10th November 2022

CONTENTS

1	Rules of Debate At Meetings	3
2	Disorderly Conduct At Meetings	5
3	Meetings Generally	5
4	Committees and Sub Committees	8
5	Ordinary Council Meetings	9
6	Extraordinary Meetings of the Council, Committees and Sub-Committees	11
7	Previous Resolutions	11
8	Voting on Appointments	11
9	Motions For A Meeting That Require Written Notice To Be Given To The Proper Officer	12
10	Motions At A Meeting That Do Not Require Written Notice	13
11	Management of Information	14
12	Draft Minutes	14
13	Code Of Conduct And Dispensations	15
14	Code Of Conduct Complaints	17
15	Proper Officers	17
16	Responsible Financial Officer	19
17	Accounts And Accounting Statements	19
18	Financial Controls And Procurement	20
19	Handling Staff Matters	22
20	Responsibilities To Provide Information	22
21	Responsibilities Under Data Protection Legislation	23
22	Relations With The Media	23
23	Execution And Sealing Of legal Deeds	23
24	Communicating With District And County Or Unitary Councillors	24
25	Restrictions On Councillor Activities	24
26	Delegated powers of the clerk for planning responses	24
27	Standing Orders Generally	24

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairperson of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairperson of the meeting, is expressed in writing to the Chairperson.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.
- k One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairperson of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairperson of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	FC
Committee meetings	C
Sub-committee meetings	SC

- FC a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- FC b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- C c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- FC d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
 - e 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.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chairperson of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak ~~and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairperson of the meeting may at any time permit a person to be seated when speaking.~~
- j A person who speaks at a meeting shall direct his comments to the Chairperson of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.
- FC C **l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- FC C **m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place, without permission.**
- FC C **n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- FC **o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in his absence be done by, to or before the Vice-Chairperson of the Council (if there is one).**
- FC **p The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson of the Council (if there is one) if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the**

meeting.

FC q **Subject to a meeting being quorate, all questions at a meeting shall be**
C **decided by a majority of the councillors and non-councillors with voting**
SC **rights present and voting.**

FC r **The Chairperson of a meeting may give an original vote on any matter**
C **put to the vote, and in the case of an equality of votes may exercise his**
SC **casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairperson of the Council at the annual meeting of the Council.

FC s **Unless standing orders provide otherwise (see s(i) below), voting on a**
question shall be by a show of hands. At the request of a councillor, the
voting on any question shall be recorded so as to show whether each
councillor present and voting gave his vote for or against that question.
Such a request shall be made before moving on to the next item of business on the agenda.

s(i). At the request of the Chair or any 2 councillors, a vote may be by secret written ballot, in which case the proper officer shall collect and count the ballot papers and declare the result to the meeting.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

FC u **A councillor or a non-councillor with voting rights who has a disclosable**
C **pecuniary interest or another interest as set out in the Council's code of**
SC **conduct in a matter being considered at a meeting is subject to statutory**
limitations or restrictions under the code on his right to participate and
vote on that matter.

- FC v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- FC w **If a meeting is or becomes inquorate no business shall be transacted** and
C the meeting shall be closed. The business on the agenda for the meeting shall
SC be adjourned to another meeting.

- x A meeting shall not exceed a period of 2 hours. When a meeting reaches two hours a majority vote in favour of continuing is required for the meeting to continue. Otherwise any business on the agenda not discussed shall be held over to the next meeting.
- y A Chairperson of the Council or committee will be encouraged to undertake Chairperson training prior to appointment of within 6 months of appointment.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the

terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

- vi. may, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee, unless the council has already appointed a chairperson;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairperson and Vice-Chairperson (if there is one) of the Council.**
- f **The Chairperson of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until**

his successor is elected at the next annual meeting of the Council.

- g **The Vice-Chairperson of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairperson of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairperson of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairperson of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairperson of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairperson of the Council and Vice-Chairperson (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairperson of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairperson of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - x. Review of representation on or work with external bodies and arrangements for reporting back;

- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xii. Review of inventory of land and other assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiv. Review of the Council's and/or staff subscriptions to other bodies;
- xv. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xvi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairperson of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairperson of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chairperson of a committee may convene an extraordinary meeting of the committee at any time.
- d If the Chairperson of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee, any 3 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	FC
Committee meetings	C
Sub-committee meetings	SC

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them,

shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairperson of this meeting does not believe that the minutes of the meeting of the Great Coates Village Council held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- FC e If the Council's gross annual income or expenditure (whichever is higher) does
C not exceed £25,000, it shall publish draft minutes on a website which is
SC publicly accessible and free of charge not later than one month after the meeting has taken place.

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper

Officer and that decision is final.

- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
- i Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairperson of Council of this fact, and the Chairperson shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is**

signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- ~~xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;~~
- xv. refer a planning application received by the Council to the Chairperson or in his absence the Vice-Chairperson (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary

meeting of the Council;

- xvi. manage access to information about the Council via the publication scheme;
and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in any other manner that is appropriate;
 - iv. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. If appropriate the clerk will invite tenders by sealed bids. Where this happens, the invite must state that responses are to be send to the clerk only;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairperson of the personnel committee or, if he is not available, the vice-Chairperson (if there is one) of the personnel

committee of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.

- c The Chairperson of the personnel committee or in his absence, the vice-Chairperson shall upon a resolution conduct a review of the performance and annual appraisal of the work of each member of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the personnel committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chairperson of the personnel committee or in his absence, the vice-Chairperson of the personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chairperson or vice-Chairperson of the personnel committee, this shall be communicated to another member of the personnel committee, which shall be reported back and progressed by resolution of the personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s)

representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. DELEGATED POWERS OF THE CLERK FOR PLANNING RESPONSES

- a. There may be occasions where the Council choose not to use their full Council meeting, or there is insufficient time in between meetings, to respond to planning applications. In these situations the Council may use the delegated powers of the Clerk to collate responses from Council members, who do not have a prejudicial interest, and respond on their behalf. For the avoidance of any doubt with the electorate or planning authority, any comments submitted should make it clear that the submitted comments are a consensus of opinion rather than the result of a Council resolution.
- b. This does not preclude the Councillors responding to planning as individual members of the public.
- c. Under this delegation, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairperson of the Council/Planning Committee, may decide that an Extraordinary Meeting of the Council be called to consider the matter.

27. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chairperson of a meeting as to the application of standing orders at the meeting shall be final.

TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE

Overview

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year. The quorum will be 3 members
2. The Chairperson and Vice Chairperson (if required) will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet 3 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Personnel and Finance Committee meetings, and any councillor will have the right to attend meetings of the Personnel and Finance Committee if they choose, and may, with the Chairperson's consent address the Committee (but not vote) before it makes a decision.
5. Any councillors not on the employment and Personnel and Finance Committee must leave if the committee resolves to enter closed session.
6. The Committee shall function and operate in accordance with the Council's approved Standing Orders and Financial Regulations.
7. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.
8. The Chairperson of the council will not be an ex officio member of the Personnel and Finance committee, but may be invited to attend and take part in the meeting, including voting, at the discretion of the Chairperson of the Personnel and Finance Committee.
9. Committee members who are not able to attend the meeting may ask a fellow councillor to substitute for them at the meeting. The committee member is responsible for finding the stand in. The clerk must be advised before 5pm on the evening of the meeting for the substitute to take part in the meeting – no exceptions. The substitute is not obliged to vote in a line with the committee members wishes.

Responsibilities

The committee has delegated authority from Caistor Town Council to make decisions on the following areas of Town Council business:

Staff and office management

1. To be responsible for all staffing matters, including:
 - a) Recruitment and dismissal of Town Council staff as delegated by CTC
 - b) Line management of the Clerk *
 - c) Organising annual appraisals and receiving appraisal feedback**
 - d) To note the Clerk's sick leave and carry out a back to work interview (if applicable)
 - e) Authorising the Clerk's annual leave
 - f) Dealing with grievance and disciplinary matters
 - g) Dealing with the training requirements of the Town Clerk***

* Line management of other Town Council staff is delegated to the Clerk, i.e to approve annual leave and sick leave. All disciplinary matters will be dealt with by the Committee.

TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE

** The annual appraisal of the Town Clerk will be conducted by the Town Council Chairperson and the Chairperson of the Personnel & Personnel and Finance Committee and reported on to the Committee

*** Training requirements to estates staff will be dealt with by the estates committee.

2. To be responsible for all matters connected with the provision of office facilities for the Town Council.

Financial planning and monitoring

1. To produce a draft annual budget for consideration and approval by the Town Council.
2. To provide a recommendation to the Town Council on the level that the annual precept should be set.
3. To ensure that suitable accounting systems and internal controls are in place to safeguard the Town Council's finances.
4. To monitor actual spend with budgeted spend under the various budget headings.
5. To monitor and review the Council's bank accounts and investments to ensure that the Town Council's funds are invested in the most suitable place.
6. To appoint annually the internal auditor and review the internal audit system for the Town Council
7. To monitor the expenditure of the Mayor's / Chairperson's allowance.
8. To approve the Council's asset register and ensure that it is kept up to date.
9. To review the councils risk register and ensure appropriate steps are taken to mitigate or manage the key risks

Reviewing administrative functions and policies

1. To review and recommend for approval by the Town Council, the Financial Regulations and Standing Orders
2. To review and then agree any necessary changes to all personnel related policies
3. To work with other Council committees and Working Groups in setting future objectives for the Council.
4. To propose to Council the introduction of new policies as may be thought desirable.

Other functions

1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.

Delegated powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area and to report these to the Council.

TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE

The Chairperson shall have the following delegated powers:

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairperson of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval to the next meeting of the Committee.

The Town Clerk shall have the following delegated powers:

- To approve the wording of electronic publications and printed materials on behalf of the Council.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing Orders.

Committee Budget

The committee shall have authority to incur expenditure related to the exercise of any of the above powers within the annual budget headings set for the committee or up to £2000 whichever is the lower. Additional expenditure must be authorised by Council.



ESTATES MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Overview

1. The Committee will consist of at least 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year.
2. The Chairperson and Vice Chairperson (if required) will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet at least 4 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Estate Management Committee meetings, and any councillor will have the right to attend meetings of the Estates Management Committee if they choose, and may, with the Chairperson's consent address the Committee (but not vote) before it makes a decision.
5. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.
6. The Chairperson of the council shall be an ex officio member of the committee and shall have voting rights.
7. The town councillor appointed to attend the Town Hall Committee meetings should be present for the meeting to contribute to the issues/solutions for the town hall. The representative will not have voting rights unless they are a member of the Estates Committee.
- 6.8. The Estates Operative may be invited to the meeting to provide an update report and valuable insight into issues and resolutions but shall not have voting rights and may be asked to leave at the discretion of the Chairperson.
- 7.9. Committee members who are not able to attend the meeting may ask a fellow councillor to substitute for them at the meeting. The committee member is responsible for finding the stand in. The clerk must be advised before 5pm on the evening of the meeting for the substitute to take part in the meeting – no exceptions. The substitute is not obliged to vote in a line with the committee members wishes.

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Committee Budget

1. Each year the committee will provide feedback to the Town Council on expected expenditure required in the budget for areas within its responsibility so that this can be considered when setting the Council budget.
2. The committee (and any sub-committees) shall have authority to incur expenditure

without reference to the Town Council for the management of the areas of responsibility listed below, subject and up to the agreed limit set within the Council budget. Expenditure in excess of the budget must be authorised by Council.

Responsibilities

The committee has delegated authority from Caistor Town Council to make decisions, complete inspections and resolve issues on the following areas of Town Council business:

1. Cemetery

- a. To set the fees for all services relating to burials.
- b. To provide burial registers/computer software and to keep records of all burials, memorial applications and reservations for grave spaces.
- c. To maintain the trees, hedges, fences and pathways in the Cemetery.
- d. To arrange memorial inspections and testing
- e. To carry out annual risk inspections and keep a record of the findings

2. Allotments

- a. To set and review rents.
- b. To maintain un-let plots.
- c. To supply water.
- d. To maintain boundary fence, hedges, gate, and pathways
- e. To hold regular meetings with the allotment representatives (if appointed).
- f. To organise the best kept allotment competition (if required).
- g. To receive feedback from the inspections carried out by the Clerk and keep a record of the findings

3. Play areas: Millfields, South St Park, Sports Ground

- a. To maintain, repair and replace the equipment as necessary.
- b. To receive feedback from the monthly inspections and keep a record of the condition of the equipment.
- c. To arrange the annual RoSPA safety inspection.
- d. To cut and strim the grass.
- e. To maintain the trees, hedges, fences and signs

7. Churchyard and Congregational Churchyard

- a. To cut and strim the grass
- a. To maintain the pathways and boundaries (no other responsibility as property is not owned by CTC)

8. Open Spaces – Sports ground, South St Park

- a. To cut and strim the grass
- b. To maintain trees, hedges and fencing
- c. To carry out annual risk inspections and keep a record of the findings
- e.d. [To oversee any maintenance work completed by the licencess/leasees](#)

9. Parish Paths

- a. To cut and strim the grass' at least twice between April and September.
- b. To carry out quarterly inspections and keep a record of the findings

10. Council Property and Equipment

- a. To carry out an annual review of the benches, bins, notice boards, signs, and grit bins owned by the Town Council.
- b. To maintain, repair and replace the benches, bins, notice boards, signs, and grit bins as necessary.
- c. To provide, maintain, repair and replace maintenance equipment.
- d. To carry out an annual review of the Asset Register and update as necessary.
- e. Ensure that any new and existing property/equipment is adequately insured.

11. Town

- a. Cutting of the grass verges on behalf of Lincolnshire County Council.
- b. Weed treatment in the town on behalf of Lincolnshire County Council (if appropriate).
- c. Work to improve the appearance of the town by the Town Council staff and volunteers
- d. To decide whether to enter the Best Kept Small Towns competition or equivalent.

15. Estates Staff

- a. To organise/book places on courses to address any training needs.
- b. To advise the Personnel and Finance Committee on staffing requirements.
- c. To provide safety equipment.
- d. To comply with health and safety regulations
- e. To consult with council employees and consider their views

Other functions

- 1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.



HEALTH AND SAFETY WORKING GROUP

TERMS OF REFERENCE

1. Purpose

The Health and Safety Working Group (the "Group") is established by Caistor Town Council (the "Council") to review and assess the proposed Health and Safety Handbook and Health and Safety Policy and the implications of health and safety legislation for the council. The Group shall make recommendations to the full Council on health and safety strategy and operations to ensure compliance with legal requirements and best practices.

2. Objectives

The Group shall:

- Review and evaluate the proposed Health and Safety Handbook and Health and Safety Policy.
- Identify any necessary amendments or improvements to these documents.
- Ensure that the policies align with relevant health and safety legislation and best practices.
- Provide recommendations to the full council regarding the adoption, implementation, and ongoing monitoring of health and safety measures.
- Consider any health and safety concerns raised within the council's operations and suggest appropriate solutions.
- Support the development of a proactive health and safety culture within the council.

3. Membership

- The Group shall consist of a minimum of three (3) and a maximum of five (5) members, appointed by the council.
- Membership shall include at least one Town Councillor
- External members may be appointed based on relevant expertise and experience in health and safety matters at the direction of full council.
- The Group may invite external advisors or specialists as necessary, subject to Council approval.
- The clerk and deputy clerk will be considered additional members of the group.

4. Chairperson

- The Chairperson shall be elected from within the Group at the first meeting.
- The Chairperson will be responsible for facilitating discussions, and reporting to the Council.

5. Meetings

- The Group shall meet as required to complete its review and provide timely recommendations to the Council.
- Meetings shall be convened by the clerk, with notice given to all members.

- A quorum shall consist of at least three (3) members.
- Notes from each meeting shall be recorded and shared with the Council.

6. Reporting and Accountability

- The Group shall report its findings and recommendations to the full Council for consideration and approval.
- The Group does not have decision-making authority but serves as an advisory body.
- Any financial implications arising from recommendations must be referred to the Council for approval.

7. Review and Dissolution

- The effectiveness and necessity of the Group shall be reviewed by the Council annually.
- The Council reserves the right to amend these Terms of Reference or dissolve the Group as needed.

Adopted at a meeting of Caistor Town Council on 13/03/2025



Accounting Statements

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/04/2025



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/04/2025

End of year forecast auto calculated based on actual year to date averaged over 1 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
Income						
Income: General						
100	Precept	132558	132558	0	0	132558
140	Cemetery Income	0	4000	-4000	-100	4000
120	Allotment Income	90	450	-360	-80	450
130	Market Rents	276	2000	-1724	-86	2000
150	Sports ground	283	4400	-4117	-94	4400
160	WLDC Street Cleaning	0	0	0	100	0
170	Grass Cutting	0	1785	-1785	-100	3000
180	Grants	0	1000	-1000	-100	1000
350	VAT Reclaimable	0	0	0	100	0
199	Miscellaneous Income	248	2500	2252	-90	2500
185	Town Hall	0	520	-520	-100	520
186	Magazine Advertising	0	0	0	100	0
187	CIL income	0	1000	-1000	-100	1000
Income: General Totals		133455	150213	-12253	-11	151428
Income Totals		133455	150213	-12253	-11	151428

Expenditure

Expense: General

500	Salaries	4772	53000	48228	-91	53000
503	PAYE & NI	1443	15000	13557	-90	15000
501	Staff Travel & Benefits	0	250	250	-100	250
502	Contractors	0	0	0	100	0
509	Other Staff Expenses	0	250	250	-100	250
520	General Office	20	1500	1480	-99	1500
530	Hall Hire	85	500	415	-83	500
540	Insurance	0	4000	4000	-100	4000
550	Audit	0	700	700	-100	700
560	Subscriptions	0	1000	1000	-100	1000
570	Training	60	2500	2440	-98	2500
580	Election	0	0	0	100	0
581	Mayor Allowance	10	350	340	-97	350
555	Professional Fees	0	250	250	-100	250
556	Legal Fees	0	500	500	-100	500
590	PROW and Amenity Cut	0	4500	4500	-100	4500
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	0	3200	3200	-100	3200
593	Sportsground	923	8300	7378	-89	8300
594	Cemeteries/Church	0	10500	10500	-100	10500
595	Allotments	0	250	250	-100	250
610	Market	0	250	250	-100	250
750	Cemetery records management	0	650	650	-100	650
650	Community Events	0	500	500	-100	500
521	Telephone & Broadband	128	1350	1222	-91	1350
700	Electricity - Market Place LN7 6TU	31	400	369	-92	400
701	Electricity - South Street Park	0	600	600	-100	600
702	Electricity - Market Place LN7 6TL	0	0	0	100	0
703	Electricity - Sports Ground	38	1100	1062	-97	1100
800	Church/General trees	0	1500	1500	-100	1500
720	Water: Sports Ground	0	400	400	-100	400
721	Water: Cemetery	0	100	100	-100	100



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/04/2025

End of year forecast auto calculated based on actual year to date averaged over 1 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £	%	EOY Forecast
722	Water: Allotments	0	200	200	-100	200
765	Play Park Maint & Refurb	26084	15500	-10584	68	28500
597	Caistor Sports & Social Club	0	3000	3000	-100	3000
522	Town Hall	0	2500	2500	-100	2500
582	Civic	0	0	0	100	0
601	Equipment	1894	2000	106	-5	4500
598	Market Place	0	1000	1000	-100	1000
603	Gritting & Snow Clearance	0	300	300	-100	300
766	CCTV	0	500	500	-100	500
799	Projects	0	6100	6100	-100	6100
600	Grants & Donations	3300	5000	1700	-34	5000
762	Neighbourplan Review	0	0	0	100	0
504	Pension payments	461	5000	4539	-91	5000
801	Grant to Caistor in Bloom	0	0	0	100	0
802	Christmas Lights project	0	0	0	100	0
803	Bins and Benches	0	0	0	100	0
660	WLDC	0	0	0	100	0
804	Health and Safety	1975	4000	2025	-51	4000
Expense: General Totals		41225	158500	117275	-74	174000
Expenditure Totals		41225	158500	117275	-74	174000



Bank Reconciliation

Balances as per bank statements as at 01/05/2025

Natwest Current Account	8582.43	219655.91
Natwest Business Reserve Account	210950.72	
Equals Card	122.76	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
Nett balance as at 01/05/2025					219655.91

Cash Book

		Opening Balance Bank 1	7264.03	133446.01
Receipts in current year	133455.00	Opening Balance Bank 2	125702.97	
VAT to be claimed	6020.02	Opening Balance Bank 3	479.01	
Unallocated cash	0.00	Opening Balance Bank 4	0.00	
Payments in current	41225.08			
Cash Book Closing Balance				219655.91

General Reserves

62697.00

Earmarked Reserves

Subcontracting for grass,litter,bins etc	0.00	Computer	0.00
Elections	3850.00	Play area improvements	0.00
Parks equipment	18000.00	Parking	0.00
South Street Park Millenium Garden	0.00	Water (South St)	0.00
Market Place trading	0.00	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	0.00
Sports and Social Club Bldg Upgrade	5500.00	Handyman Equipment	5500.00
Other buildings	1500.00	Christmas Lights - steel wires	0.00
Town Hall	5000.00	Bins and Benches (tfr 11.10.24)	3000.00
Fire Station	0.00	Civic Service	3000.00
Cornhill Resurfacing	5000.00	Memorial fixing	4000.00
Tree Maintenance	6500.00	Budget remaining	93608.91
Tree Maint - Parks (combined above)	0.00		



Budget Report - Income

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/04/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
Details	Year 2024/25		Budget	Q1	Q2	Q3	Actual	YTD	Variation	
	Budget	Actual		Actual	Actual	Actual			£	%
Income: General										
Precept	109886	100000	132558	132558	0	0	0	132558	0	0.00
Cemetery Income	7200	3000	4000	0	0	0	0	0	-4000	?
Allotment Income	450	420	450	90	0	0	0	90	-360	-80.00
Market Rents	2735	3000	2000	276	0	0	0	276	-1724	-86.19
Sports ground	2404	2412	4400	283	0	0	0	283	-4117	-93.57
WLDC Street Cleaning	3597	1404	0	0	0	0	0	0	0	100.00
Grass Cutting	1733	1545	1785	0	0	0	0	0	-1785	?
Grants	6000	0	1000	0	0	0	0	0	-1000	?
VAT Reclaimable	3601	0	0	0	0	0	0	0	0	100.00
Miscellaneous Income	4961		2500	248	0	0	0	248	2252	-90.09
Town Hall	520	520	520	0	0	0	0	0	-520	?
Magazine Advertising	0	1000	0	0	0	0	0	0	0	100.00
CIL income	4456	0	1000	0	0	0	0	0	-1000	?
Income: General	Total		150213	133455	0	0	0	133455	-12253	-11
Total			150213	133455	0	0	0	133455	-12253	-11



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/04/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
	Year 2024/25			Q1	Q2	Q3			Variation	
Details	Budget	Actual	Budget	Actual	Actual	Actual	Actual	YTD	£	%
Expense: General										
Salaries	36062	29320	53000	4772	0	0	0	4772	48228	-91
PAYE & NI	14208	2400	15000	1443	0	0	0	1443	13557	-90
Staff Travel & Benefits	126	100	250	0	0	0	0	0	250	-100
Contractors	3888	15000	0	0	0	0	0	0	0	100
Other Staff Expenses	0	100	250	0	0	0	0	0	250	-100
General Office	1061	1000	1500	20	0	0	0	20	1480	-99
Hall Hire	394	720	500	85	0	0	0	85	415	-83
Insurance	3526	3500	4000	0	0	0	0	0	4000	-100
Audit	770	780	700	0	0	0	0	0	700	-100
Subscriptions	839	353	1000	0	0	0	0	0	1000	-100
Training	310	390	2500	60	0	0	0	60	2440	-98
Election	190	0	0	0	0	0	0	0	0	100
Mayor Allowance	126	350	350	10	0	0	0	10	340	-97
Professional Fees	290	500	250	0	0	0	0	0	250	-100
Legal Fees	900	500	500	0	0	0	0	0	500	-100
PROW and Amenity Cut	7229	5750	4500	0	0	0	0	0	4500	-100
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3321	3000	3200	0	0	0	0	0	3200	-100
Sportsground	4000	4000	8300	923	0	0	0	923	7378	-89
Cemeteries/Church	5634	2000	10500	0	0	0	0	0	10500	-100
Allotments	1595	250	250	0	0	0	0	0	250	-100
Market	284	250	250	0	0	0	0	0	250	-100
Cemetery records management	2538	2450	650	0	0	0	0	0	650	-100
Community Events	494	1500	500	0	0	0	0	0	500	-100
Telephone & Broadband	867	930	1350	128	0	0	0	128	1222	-91
Electricity - Market Place LN7 6TU	384	260	400	31	0	0	0	31	369	-92
Electricity - South Street Park	444	600	600	0	0	0	0	0	600	-100
Electricity - Market Place LN7 6TL	0	150	0	0	0	0	0	0	0	100
Electricity - Sports Ground	472	600	1100	38	0	0	0	38	1062	-97
	0	0	0	0	0	0	0	0	0	100
Church/General trees	780	780	1500	0	0	0	0	0	1500	-100
Water: Sports Ground	194	300	400	0	0	0	0	0	400	-100
Water: Cemetery	73	50	100	0	0	0	0	0	100	-100
Water: Allotments	159	75	200	0	0	0	0	0	200	-100
Play Park Maint & Refurb	2413	1000	15500	26084	0	0	0	26084	-10584	68
Caistor Sports & Social Club	6495	1000	3000	0	0	0	0	0	3000	-100
Town Hall	12114	6000	2500	0	0	0	0	0	2500	-100
Civic	0	500	0	0	0	0	0	0	0	100
Equipment	2115	750	2000	1894	0	0	0	1894	106	-5
Market Place	862	1000	1000	0	0	0	0	0	1000	-100
Gritting & Snow Clearance	0	450	300	0	0	0	0	0	300	-100
CCTV	0	1500	500	0	0	0	0	0	500	-100
Projects	0	0	6100	0	0	0	0	0	6100	-100
Grants & Donations	13926	15000	5000	3300	0	0	0	3300	1700	-34
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	4962	0	5000	461	0	0	0	461	4539	-91
Grant to Caistor in Bloom			0	0	0	0	0	0	0	100
Christmas Lights project			0	0	0	0	0	0	0	100
Bins and Benches			0	0	0	0	0	0	0	100
WLDC				0	0	0	0	0	0	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/04/2025

This report is based on Payment Date

Details			Financial Year Ending 31/03/2026								Variation	
			Year 2024/25		Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
			Budget	Actual								
Expense: General Total					158500	41225	0	0	0	41225	?	-74
Total					158500	41225	0	0	0	41225	?	-74



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/04/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
	Year 2024/25			Q1	Q2	Q3			Variation	
Details	Budget	Actual	Budget	Actual	Actual	Actual	Actual	YTD	£	%
Expense: General										
Salaries	36062	29320	53000	4772	0	0	0	4772	48228	-91
PAYE & NI	14208	2400	15000	1443	0	0	0	1443	13557	-90
Staff Travel & Benefits	126	100	250	0	0	0	0	0	250	-100
Contractors	3888	15000	0	0	0	0	0	0	0	100
Other Staff Expenses	0	100	250	0	0	0	0	0	250	-100
General Office	1061	1000	1500	20	0	0	0	20	1480	-99
Hall Hire	394	720	500	85	0	0	0	85	415	-83
Insurance	3526	3500	4000	0	0	0	0	0	4000	-100
Audit	770	780	700	0	0	0	0	0	700	-100
Subscriptions	839	353	1000	0	0	0	0	0	1000	-100
Training	310	390	2500	60	0	0	0	60	2440	-98
Election	190	0	0	0	0	0	0	0	0	100
Mayor Allowance	126	350	350	10	0	0	0	10	340	-97
Professional Fees	290	500	250	0	0	0	0	0	250	-100
Legal Fees	900	500	500	0	0	0	0	0	500	-100
PROW and Amenity Cut	7229	5750	4500	0	0	0	0	0	4500	-100
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3321	3000	3200	0	0	0	0	0	3200	-100
Sportsground	4000	4000	8300	923	0	0	0	923	7378	-89
Cemeteries/Church	5634	2000	10500	0	0	0	0	0	10500	-100
Allotments	1595	250	250	0	0	0	0	0	250	-100
Market	284	250	250	0	0	0	0	0	250	-100
Cemetery records management	2538	2450	650	0	0	0	0	0	650	-100
Community Events	494	1500	500	0	0	0	0	0	500	-100
Telephone & Broadband	867	930	1350	128	0	0	0	128	1222	-91
Electricity - Market Place LN7 6TU	384	260	400	31	0	0	0	31	369	-92
Electricity - South Street Park	444	600	600	0	0	0	0	0	600	-100
Electricity - Market Place LN7 6TL	0	150	0	0	0	0	0	0	0	100
Electricity - Sports Ground	472	600	1100	38	0	0	0	38	1062	-97
	0	0	0	0	0	0	0	0	0	100
Church/General trees	780	780	1500	0	0	0	0	0	1500	-100
Water: Sports Ground	194	300	400	0	0	0	0	0	400	-100
Water: Cemetery	73	50	100	0	0	0	0	0	100	-100
Water: Allotments	159	75	200	0	0	0	0	0	200	-100
Play Park Maint & Refurb	2413	1000	15500	26084	0	0	0	26084	-10584	68
Caistor Sports & Social Club	6495	1000	3000	0	0	0	0	0	3000	-100
Town Hall	12114	6000	2500	0	0	0	0	0	2500	-100
Civic	0	500	0	0	0	0	0	0	0	100
Equipment	2115	750	2000	1894	0	0	0	1894	106	-5
Market Place	862	1000	1000	0	0	0	0	0	1000	-100
Gritting & Snow Clearance	0	450	300	0	0	0	0	0	300	-100
CCTV	0	1500	500	0	0	0	0	0	500	-100
Projects	0	0	6100	0	0	0	0	0	6100	-100
Grants & Donations	13926	15000	5000	3300	0	0	0	3300	1700	-34
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	4962	0	5000	461	0	0	0	461	4539	-91
Grant to Caistor in Bloom			0	0	0	0	0	0	0	100
Christmas Lights project			0	0	0	0	0	0	0	100
Bins and Benches			0	0	0	0	0	0	0	100
WLDC				0	0	0	0	0	0	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/04/2025

This report is based on Payment Date

			Financial Year Ending 31/03/2026							
Details	Year 2024/25		Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation	
	Budget	Actual							£	%
Expense: General	Total		158500	41225	0	0	0	41225	?	-74
Total			158500	41225	0	0	0	41225	?	-74



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"/>
07/04/2025	1946	Jake Garden Care (Dyne Group)	Grass cutting Visit 1 - 1/4/25	184.50	1107.00	<input type="checkbox"/>	<input type="checkbox"/>
07/04/2025	1947	ICCM	ICCM membership	0.00	105.00	<input type="checkbox"/>	<input type="checkbox"/>
08/04/2025	1948	Online Playgrounds	Swing replacement parts - chains, hangers bushes	187.24	1123.44	<input type="checkbox"/>	<input type="checkbox"/>
10/04/2025	1949	Online Playgrounds	Play area surface replacement and repairs at South St Park	2643.98	15863.88	<input type="checkbox"/>	<input type="checkbox"/>
10/04/2025	1950	Online Playgrounds	Play area surface replacements at Millfields	2572.88	15437.28	<input type="checkbox"/>	<input type="checkbox"/>
14/04/2025	1960	Greystone Services	Cemetery grass cutting - visit 1	84.00	504.00	<input type="checkbox"/>	<input type="checkbox"/>
29/06/2024	1961	Apex Services	Weed spraying of curbs and pavements in Caistor in June 24	120.00	720.00	<input type="checkbox"/>	<input type="checkbox"/>
15/04/2025	1962	E-Quip (Rasen) Ltd	PPE and sundries for Estates Op	16.04	96.21	<input type="checkbox"/>	<input type="checkbox"/>
15/04/2025	1963	E-Quip (Rasen) Ltd	Tools for estates Op	36.15	216.87	<input type="checkbox"/>	<input type="checkbox"/>
15/04/2025	1964	E-Quip (Rasen) Ltd	Signs - contractors/parking/memorial	48.00	288.00	<input type="checkbox"/>	<input type="checkbox"/>
15/04/2025	1965	E-Quip (Rasen) Ltd	Zinc Spray	2.50	15.00	<input type="checkbox"/>	<input type="checkbox"/>
15/04/2025	1967	Screwfix - Ladders/grinder/discs	Bank Payment: Equipment	53.35	320.04	<input type="checkbox"/>	<input type="checkbox"/>
17/04/2025	1969	J Waterman Timber Services	Fencing at cricket ground	645.00	3870.00	<input type="checkbox"/>	<input type="checkbox"/>
17/04/2025	1970	Mike Crookes	Expense Claim		26.34	<input type="checkbox"/>	<input type="checkbox"/>
17/04/2025	1973	Caistor Goes	Bank Payment: Grants & Donations	0.00	2800.00	<input type="checkbox"/>	<input type="checkbox"/>
22/04/2025	1974	Jake Garden Care (Dyne Group)	Grass cutting visit 2 - 16.4.25	184.50	1107.00	<input type="checkbox"/>	<input type="checkbox"/>
22/04/2025	1975	Caistor Farm & Garden Machinery	Strim line and oil	9.40	56.40	<input type="checkbox"/>	<input type="checkbox"/>
22/04/2025	1976	EDF	Bank Payment: Electricity - Market Place LN7 6TU	1.47	30.85	<input type="checkbox"/>	<input type="checkbox"/>
22/04/2025	1977	EDF	Bank Payment: Electricity - Sports Ground	1.82	38.17	<input type="checkbox"/>	<input type="checkbox"/>
22/04/2025	1978	Amazon Locks for electric	Bank Payment: Equipment	6.16	36.95	<input type="checkbox"/>	<input type="checkbox"/>
28/04/2025	1979	Andy Hopkins (Audit services)	Internal audit services 24/25	0.00	200.00	<input type="checkbox"/>	<input type="checkbox"/>
28/04/2025	1980	TWB Electrical Ltd	Repairs to Market place Electric supply	19.87	119.21	<input type="checkbox"/>	<input type="checkbox"/>
28/04/2025	1981	TWB Electrical Ltd	Electrical repairs to sports ground supply	87.49	524.92	<input type="checkbox"/>	<input type="checkbox"/>
28/04/2025	1982	TWB Electrical Ltd	Remedial electrical work - Market Place feeder pillar	67.81	406.84	<input type="checkbox"/>	<input type="checkbox"/>
28/04/2025	1983	West Lindsey District Council	Premises licence fee (32UHB60010)	0.00	70.00	<input type="checkbox"/>	<input type="checkbox"/>
24/04/2025	1984	Tamar Telecom	Bank Payment: Telephone & Broadband	1.16	6.94	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
25/04/2025	1985	[REDACTED]	[REDACTED]	0.00	2133.54	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2025	1986	[REDACTED]	[REDACTED]	0.00	988.41	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2025	1987	[REDACTED]	[REDACTED]	0.00	1650.40	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2025	1988	HMRC	Bank Payment: PAYE & NI	0.00	1443.48	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2025	1989	NEST	Bank Payment: Pension payments	0.00	461.40	<input type="checkbox"/>	<input type="checkbox"/>
25/04/2025	1990	BT	Bank Payment: Telephone & Broadband	13.12	78.74	<input type="checkbox"/>	<input type="checkbox"/>
30/04/2025	1991	Caistor in Bloom	Re-inbursement of fuel costs CIB - Church yard grass (Min ref 3850)	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
30/04/2025	1992	Caistor in Bloom	Donation towards cost of equipment (min ref 3850)	0.00	1000.00	<input type="checkbox"/>	<input type="checkbox"/>
30/04/2025	1993	Viking	Stationery - Printer Ink	10.29	61.73	<input type="checkbox"/>	<input type="checkbox"/>
30/04/2025	1994	Three	Bank Payment: Telephone & Broadband	7.04	42.22	<input type="checkbox"/>	<input type="checkbox"/>
30/04/2025	1999	Caistor Crusaders	Bank Payment: Grants & Donations	0.00	500.00	<input type="checkbox"/>	<input type="checkbox"/>
30/04/2025	2000	Amazon - Laptop charger	Bank Payment: General Office	3.38	20.25	<input type="checkbox"/>	<input type="checkbox"/>
					TOTAL:	53495.52	

Authorised Signatory

Print Name

Date

Authorised Signatory

Print Name

Date

Minute Ref

Annual Internal Audit Report 2024/25

CAISTOR TOWN COUNCIL

<https://caistor.parish.lincolnshire.gov.uk/> FILED WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

19/04/2025

DD/MM/YYYY

21/04/2025

Andy Hopkins

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

Andy Hopkins

DATE REQUIRED

Date

21/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Caistor Town Council
Annual Governance and Accountability
Internal Audit Report 24/25

Generally, a really good audit showing that governance is high, with very good practices and policies in place.

There are a few recommendations below for the Council to consider:

It would be advisable that Councillors stated whether their interests, that they declare at meetings, are Personal or Pecuniary ones. These interests are treated differently, and it would be best to declare which it is for transparency in decision making process.

When recording decisions made by the Council make sure that the minutes are clear what is agreed, for what and to who.

TC 09.01.25 10. H as an example

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.

Review whether Council should approve recruitment of staff as this is delegated, in the Term of Reference, to the Personnel and Finance Committee.

Extra-ordinary meetings should not be called by the Clerk, but by the Chair or two other Councillors, if the Chair refuses to do when requested.

The Complaints Policy says that all Complaints should be dealt with by the Council. I would suggest that simple ones, that can be resolved informally by the Clerk, do not need to be referred to Council.

The “future meetings” link on the website does not give a list of dates, but an explanation of meetings. Perhaps meetings could be listed.

Andy Hopkins PSLCC

Internal Auditor

April 2025

NB

AGAR Internal Audit Form

F not covered – as there is no petty cash

K not covered – not declared except

Caistor Town Council

Annual Governance and Accountability Internal Audit Report 24/25

Item	Check	Notes/Findings
Minutes and Agendas	That they are kept correctly, numbered, initialled and signed by Chairman etc. as well as Committee meetings and that meetings are called lawfully.	<p>Meetings have been called correctly with the correct amount of time (see point in recommendations about Extra-ordinary meetings).</p> <p>Agendas and minutes have been uploaded onto the website.</p> <p>Minutes are signed off at the next meeting.</p> <p>A “meeting pack” is produced for Councillors and there is a secure section on the website for Councillors to access information.</p> <p>When recording decisions made by the Council make sure that the minutes are clear what is agreed. (See TC 09.01.25 10. H as an example).</p>
Purchase Invoices	Kept and VAT invoices where appropriate and marked with cheque numbers for reference.	All correctly accounted for and reported to Council at each meeting.
VAT	Where applicable correctly recorded and reclaimed for previous year.	<p>VAT is recorded appropriately on the Finance reports.</p> <p>A total of £7749.73 VAT was reclaimed during the year.</p>
Sales Invoices	Produced timely and correctly and supported by appropriate paperwork such as diaries/emails etc.	Sales invoices are recorded appropriately and reported to Council.

Credit Control/Debts	That any sales invoices are credit controlled and payments chased.	Outstanding amounts are reported to Council and policy in place to chase if required. This was reviewed 13.06.24.
Receipts and Payments	That payments are made properly by cheque/BACS/DD/SO and properly recorded and that receipts are also made properly and properly recorded and supported by paperwork trail.	<p>A payment schedule is produced for each meeting and signed off.</p> <p>Comprehensive Financial reports are kept by the Clerk.</p> <p>These have the correct detail and are not ambiguous.</p> <p>A banking card in the Clerks name has now been sourced to enable purchases to be made directly.</p>
Staffing/Personnel	That staff have appropriate contracts and procedures are in place for personnel management.	<p>There is a Personnel & Finance Committee Committee that oversees staffing matters.</p> <p>The Clerk has day to day management of the other staff in post.</p> <p>A Deputy Clerk was appointed in 2024/2025, and a Maintenance/Handyperson is being recruited.</p> <p>A Health and Safety Working Group has been established and WORKNEST have been appointed as the Council's Competent Person for Health and Safety.</p> <p>Appointments are resolved by the Council but the Terms of Reference state this is the responsibility of the Pers & Finance Committee, this should be reviewed as they have delegated power to make that decision.</p>
Payroll	That appropriate payroll system is in place and	Payment is made in accordance with hours worked.

	supporting information for pay rates/salary levels etc.	<p>This is authorised as part of the Payment Schedule and includes expenses and HMRC PAYE payments.</p> <p>The salary of the Clerk was reviewed by the Personnel & Finance Committee.</p>
Governance	That Standing Orders/Finance Regs/Insurance and all other policy documents are in place and that they are reviewed at least annually.	<p>The Council approved a number of Policies throughout the year including:</p> <p>Standing Orders Financial Regulations Risk Register Internal Control Complaints Procedure Disciplinary Procedure Reserves Cemetery Regulations Co-option</p> <p>The Council also reaffirmed its intention to abide to the WLDC Code of Conduct.</p> <p>Councillors declare interest at the meeting, but it is not stated whether these are Personal or Pecuniary interests, which should be treated differently.</p>
Cash handling	That all cash handled is subject to audit/security trail and this is adhered to.	There is no petty cash.
Budgets and Monitoring	That a budget is in place and adhered to, with monitoring.	<p>Budget monitoring took place during the year. With expected variances and pressures reported by the Clerk.</p> <p>Comprehensive budget setting took place, with a review stating at Personnel & Finance Committee and concluding with the final budget on 12.12.24</p>

Accounting/Finance	That at least quarterly account reconciliations are in place and presented to Council.	<p>Accounting statement, Bank Reconciliation and Schedule of Payments are presented at each Council meeting.</p> <p>Reconciliations and finance reports are presented to the Council at each meeting.</p> <p>Accounted for CIL income.</p>
Accountability	That Councillors sign cheque book stubs, initial and sign finance information presented and are presented with information to allow accountability.	<p>Internal controls are in place.</p> <p>Payments are paid online by the Clerk following approval by the Council of the Schedule of Payments.</p> <p>The required year-end documents and audit paperwork, were completed, signed off and put on the website:</p> <p>AGAR Internal Audit Accounting Statement Bank Reconciliation Explanation of Variances Notice of Public Rights Closure of External Audit</p>
Transparency		<p>More detail is being included in the Council's minutes to make it clearer for the reader what decisions are being made.</p> <p>More work is is being done on social media to report decision making and raise awareness of the work of Council.</p>
Audit	That internal audit is carried out with report presented to Council and that external audit paperwork is correctly completed and presented to Council	<p>The Internal Audit was reported to Council on 13.06.24 for consideration.</p> <p>The External Audit Closure of Audit was reported to Council on 10.10.24, with a note on 2023 asset value.</p>

	and followed up with any appropriate actions.	
Precept and grants	That precept level is officially set and communicated to local authority and correctly received.	The precept was reviewed from October 2024 and £132558 was agreed by Council in 12.12.24 and sent to WLDC.
Section 137	That it is separately recorded and cap adhered to.	S137 is not applicable as the General Power of Competence has been adopted. The Council approved a number of Community Grants and Donation totalling £7218.
Other notes		

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: **CAISTOR TOWN COUNCIL**

County area (local councils and parish meetings only): **LINCOLNSHIRE**

Financial year ending 31 March 2025

Prepared by (Name and Role): **MICHELLE MOSS Clerk/ RFO**

Date: **03/04/2025**

	£	£
Balance per bank statements as at 31/3/25:		
Current Account	7,264.03	
High Interest Account	125,702.97	
Equals Expense Card	479.01	
		133,446.01
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/2025 (normally only current account)		
Cheque number	0.00	
		0.00
Add: any un-banked cash as at 31/3/25 e.g Allotment rents banked 30/3/25 (but not credited until 2 April)	-	
		-
Net balances as at 31/3/25 (Box 8)		133,446.01

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the 'Practitioners' Guide'.

Please complete the pro forma template on the other tab for your smaller authority.

Explanation of variances – pro forma

Name of smaller authority: **Caistor Town Council**

County area (local councils and parish meetings only): Lincolnshire

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the **green boxes where relevant**:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards**: variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (<u>must include narrative and supporting figures</u>)
1 Balances Brought Forward	103,991	109,939				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	109,886	124,444	14,558	13.25%	NO		
3 Total Other Receipts	37,656	37,864	208	0.55%	NO		
4 Staff Costs	55,232	60,790	5,558	10.06%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	86,362	78,011	-8,351	9.67%	NO		
7 Balances Carried Forward	109,939	133,446				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	109,939	133,446				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,393,279	1,385,468	-7,811	0.56%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)



FINANCIAL REGULATIONS CAISTOR TOWN COUNCIL

Adopted 14th April 2022

Last review May 2024

Next Review May 2025

Updated May 2025 because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force 24th February 2025.

Bold text indicates legal requirements, which a council cannot change or suspend.

Contents

1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement	6
6. Banking and payments	8
7. Electronic payments.....	9
8. Cheque payments	10
9. Payment cards.....	11
10. Petty Cash.....	11
11. Payment of salaries and allowances	11
12. Loans and investments	12
13. Income.....	12
14. Payments under contracts for building or other construction works	13
15. Stores and equipment.....	13
16. Assets, properties and estates.....	13
17. Insurance	14
18. Suspension and revision of Financial Regulations.....	14
Appendix 1 - Tender process.....	15

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the Personnel and Finance Committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council or Finance committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council or finance committee not later than the end of November each year.

- 4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

- 5.8. For contracts greater than £5,000 excluding VAT the Clerk shall strive to secure at least 3 fixed-price quotes; **if not successful within 60 days the case will be referred back to the committee to make a decision**
- 5.9. where the value is between **£1000 and £5,000** excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below **£500** excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below **£2,000** excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under **£5,000** excluding VAT
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over **£5,000**;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or email shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with NatWest. The arrangements shall be reviewed periodically for security and efficiency. The council may also hold additional accounts with other organisations to ensure the security of funds.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. ~~Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.~~
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council. Once a year the precept payment may be transferred from the receiving account to the holding account.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the supporting documents of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. A minimum of two people will approve all payments. The Clerk may be an authorised signatory.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories presented each month at the CTC meeting for approval by 2 councillors.
- 7.5. In the prolonged absence of the Service Administrator a nominated councillor shall set up any payments due before the return of the Service Administrator.
- ~~7.6. Two councillors shall check the payment details against the invoices before approving each payment using the online banking system.~~

- 7.7. Evidence shall be retained showing which members approved the payment ~~online (and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes).~~
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting ~~and appended to the minutes.~~
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit. ~~, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.~~
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order ~~, provided that the instructions are signed (or approved online) by [two members],~~ evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~[two of] the Clerk/RFO and [the RFO] [a member].~~ This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by one member and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained

away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of **£500** unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to **£250** including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the council to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket

issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case

(including an adequate level of consultation with the electorate where required by law).

- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Standing orders and Direct Debits for pre approval 2025/26

The following payments are either standing payments, standing orders or direct debits which may be paid in advance of a council meeting and retrospectively approved at the next suitable meeting:

Salaries, HMRC and Pension contributions for employees

Tamer Telecom – voice call forwarding from land line number

BT – Phone line and broadband

EDF energy – Electricity for South St, Sports field, Market Place

Wave – Water for allotments, cemetery, sports ground

Three - Office mobiles

Dyne Group – Grass cutting contract (up to 16 cuts)

Greystone - Cemetery grass cutting (up to 16 cuts)

The following are a list of current subscriptions which may be pre approved:

LALC (Lincolnshire Association of Local Councils) – excluding Annual Training scheme

SLCC (Society of Local Council Clerks)

ICCM (Institute of cemetery and crematorium management)

ICO (Information commissioners office)



Asset register

Last Updated 20th April 2025

Details	Location	Fixed/ Mobile	Ref	Date purchased	Asset cost	Insurance Value If different	Date disposed	Asset cost (written off)	Notes
BUILDINGS	Town Hall	F	1	U/K	888000				
	Old Fire Station	F	2	U/K	20000				
	Sports Pavillion	F	3	U/K	300000				
	Storage Shed	F	4	U/K	4000				
	Toilet Block	F	6	U/K	0		Apr-24	5000	These confirmed as belonging to WLDC not CTC
	Shed	F	7	U/K	1000				
					1213000				
Land	Allotment Garden	F	158	U/K	1				
	Cemetery	F	159	U/K	1				
	Millfields park	F	178	2013	1				
	South St Park	F	179		1				
	Sports ground	F	180		1				
					5				
Investments	Shares in community building			15/07/2022 (added to register July 2023)	10000				
EXTERNAL ASSETS	Gate and Handrail	F	8		250				
	Steps	F	177	Sep-23	1500				
	Gates and railings	F	12		1250				
	Defibrillator	F	13		1200				
	Trailer (small)	M	14		0		Apr-24	100	Sold - £300
	Trailer (large) with 5 mesh sides	M	15		2640				
	Ride on mower (43")	M	16	Apr-21	1800				Stiga Tornado. Purchase price previously incorrectly stated
	Hand Mower (16")	M	19		0		May-24	460	No longer used. Sold for £350 - resolution at estates in 03.24
	Hand Mower (18")	M	20		600				
	Stihl Strimmer	M	21		200				
	Hand tools and brushes	M	22		60				
	Hedge Trimmer	M	27		100				
	Tool Box	M	28		50				
	Petrol Can x 3	M	32		15				
	Strimmer Harness (for stihl strimmer)	M	33		15				
	Generator	M	34		250				
	Loppers	M	36		15				
	Wheel barrow	M	198	Mar-25	85				
	Milwaukee Combi drill and driver	M	199	Apr-25	300				
	Worktop vice	M	200	Apr-25	65				
	Milwaukee Grinder	M	201	Apr-25	125				
	Werner combination Ladders	M	202	Apr-25	110				
	Gazebos x 10, incl weights	M	37		250				
	Tables x 16	M	38		250				Donated by WLDC
	Garden chairs x 90	M	169		0				Donated by WLDC
	8 Market Tables & Fittings	M	169		0				
	8 Market stall covers and clamps	M	170		0				
	12 Market stall weights	M	171		0				
	Various Christmas decorations	M	172		0				Star/baubles/3 reeks/lifting straps
	Christmas lights and baubles from Fizzco	M	196	Nov-24	2000				Baubles and lights
	Christmas nativity scene	M	173		0				
	Demountable Poles x 7	M	40		1000				Now permanently fixed in Market Sq
	5 Brooms	M	160	Feb-23	50				
	15 Hi vis Jerkins	M	161	Feb-23	100				
	COSHH cabinet	M	162	Jul-23	130				
	COSHH cabinet	M	193	Nov-24	100				
	Elephant trunk Harness	M	163	Nov-23	250				
	Stihl Long reach hedge trimmer	M	164	Oct-23	620				

	Pressure washer (Evo system)	Cemetery store	M	165	Feb-24	0				Donated from Caistor in Bloom
	12 Heras panels and feet	Cllr S Hodson home	M	174	Jul-24	490				
						15870				
PLAYGROUND	Skate Park	Sports ground	F	41		20000				
PARKS	MUGA	Sports ground	F	42		15000				
	Outdoor gym	Sports ground	F	43		10000				
	Childrens Park (equipment)	Sports ground	F	44		12000				
	Childrens Park (equipment)	Millfields	F	45		4015				
	Childrens Park (swings, roaundabout, slide)	South Street	F	46		6400				
	Childrens Park (wooden play items)	South Street	F	47		19000				
	Childrens Park (trim trail)	South Street	F	48		4000				
	Byelaws notice board	South Street park	F	49		0	Sep-24	250		Replaced
	Byelaws notice board	Sports field	F	50		0	Sep-24	250		Replaced
	Picnic table	South Street park	F	51		0	Jul-24	500		Duplicate entry
	Gate & Railings	South Street park	F	52		1250				
	Byelaw notice boards	Millfields	F	53		250	Sep-24	250		Replaced
	Byelaw notice boards	CS&SG	F	54		250	Sep-24	250		Replaced
	Picnic tables	South Street park	F	55		0	Jul-24	375		Duplicate entry
	Picnic tables	South Street park	F	56		0	Jul-24	375		Duplicate entry
	Car park sign	Mill Lane	F	57		150				
	Car park sign	Sports ground	F	58		150				
	Kissing gate	Sports ground	F	59		250				
	Park Entrance sign	Sports Ground - NKR	F	182	Aug-24	325				
	Park Entrance sign	Sports Ground - Brigg Rd	F	183	Aug-24	325				
	Park Entrance sign	South St Park	F	184	Aug-24	325				
	Park Entrance sign	Millfields	F	185	Aug-24	325				
	No overnight parking sign	Sports Ground	F	186	Aug-24	230				
	Slow Children Playing sign	Sports Ground	F	187	Aug-24	60				
	Multi Prohibition Signs x 4	Parks and sports ground	F	188	Aug-24	220				
	Allotment sign	Allotment	F	189	Aug-24	60				
						94585				
INTERNAL ASSETS	Dell Screen	Town Hall Office	M	62		100				
	HP Printer	Deputy clerks home	M	63		50				
	Brother printer	Town Hall Office	M	192	Sep-24	0				Donated
	Fellow paper shredder	Town Hall Office	M	64		30				
	A4 Laminator	Town Hall Office	M	65		30				
	Filing cabinet	Town Hall Office	M	66		25				
	Filing cabinet	Town Hall Office	M	67		25				
	Tall storage cupboard	Town Hall Office	M	191	Nov-24	300				
	Wooden shelving unit	Town Hall Office	M	68		0	Nov-24	50		Replaced with locable metal cupboard
	Wall safe	Town Hall Office	M	69		112				
	Key safe	Town Hall Office	M	70		15				
	External Post box	Town Hall Office	M	72		0	Sep-24	20		Replaced with door letter box
	Desk & Pedestal	Town Hall Office	M	75		310				
	Wooden desk with red top	Town Hall Office	M	190	Nov-24	0				Donated
	A3 laminator	Cllr Bowman has this	M	77	Dec-22	25				
	Desk chair	Town Hall Office	M	78		95				
	Desk chair (2)	Town Hall Office	M	197	Sep-23	25				
	Chair	Town Hall	M	84		0	Nov-24	20		Donated to Town hall
	Chair	Town Hall	M	82		0	Nov-24	20		Donated to Town hall
	Mayors chain/pendant	Mayors home	M	83		1841				
	Deputy Mayor chain/pendant	Deputy Mayors home	M	84		400				
	Mayoress's insignia	Mayors home	M	85		490				
	Speed indicating device	NKR lock up	M	86		2434				
	Hand held speed device	Cllr Bowman	M	181	U/K	0				
	Dell inspiron 15 laptop (black)	Town Hall Office	M	166	Sep-23	400				
	Dell inspiron 15 laptop (silver)	Town Hall Office	M	167	Jul-23	499				
	Coway Air Filter	Town Hall Office	M	194	Nov-24	100				
	Painting by Colin Carr	Town Hall	M	176		0				Donated to TC - in bar area of town hall
						7306				
STREET FURNITURE	Bench	North Kelsey Road	F	87		300				
	Bench	Cemetery	F	88		300				
	Litter Bin	Cemetery	F	89		100				
	Litter Bin	Cemetery	F	90		100				
	Bench	Cricket Outfield	F	91		285				

Bench	Cricket Outfield	F	92	285				
Bench	Cricket Outfield	F	93	285				
Bench	Cricket Outfield	F	94	285				
Bench	Cricket Outfield	F	95	285				
Bench	Cricket Outfield nr CS&SC	F	96	285				
Bench	Cricket Outfield nr CS&SC	F	97	285				
Rail & Gates	Gemetery	F	98	0		1000		Duplicate
Fencing (play equip)	Sports field	F	99	4000				
Lincolnshire fencing	Sports field	F	100	1000				
Wooden barrier fencing	Sports field/ Cricket	F	101	1050				
Litter bins	Sports field/ Cricket	F	102	100				
Litter bins	Sports field	F	103	100				
Litter bins	Sports field	F	104	100				
Litter bins	Sports field	F	105	100				
Benches	Cricket Outfield nr CS&SC	F	106	357				
Benches	Cricket Outfield nr CS&SC	F	107	357				
Benches	Adj North Kelsey Rd/The Meadow	F	108	357				
Benches	Nettleton Road	F	109	357				
Benches	Corner Hansard Crescent	F	111	357				
Benches	Jct Brigg Road/High Street/North Kelsey	F	112	357				
Dog control signs/posts	South Street park	F	117	100				
Dog control signs/posts	South St Park	F	120	100				
Post & mesh fencing	South St Park	F	121	1250				
Wooden perimeter fencing	South St Park	F	122	1250				
Picnic table x 5	South St Park x 5 & Sports ground x 1	F	123	400				
Litter bins	South St Park	F	124	250				
Litter bins	South St Park	F	125	250				
Cast iron litter bin	South Street park	F	60	600				
Fencing/gate	A46/Police	F	129	1000				
Litter bin	Corner brigg Rd/NKR	F	130	0		Jul-24	250	Confirmed that this belongs to WLDC
Cast iron litter bin	Market Place	F	131	1314				Is this ours or WLDC's
Gigarette bin x 2	Market Place	F	132	0		Jan-25	486	Confirmed as belonging to WLDC
Gaistor Town Sign	High Street	F	133	0		Aug-24	1166	Confirmed as belonging to LCC
Gaistor Town Sign	Horncastle Rd	F	134	0		Aug-24	1166	Confirmed as belonging to LCC
Gaistor Town Sign	Gaistor Top A46	F	135	0		Aug-24	1166	Confirmed as belonging to LCC
Gaistor Town Sign	Nettleton Rd	F	136	0		Aug-24	1166	Confirmed as belonging to LCC
Gaistor Town Sign	Brigg Rd	F	137	0		Aug-24	1166	Confirmed as belonging to LCC
Gaistor Town Sign	NKR	F	138	0		Aug-24	1166	Confirmed as belonging to LCC
Town Clock	Multi use centre	F	139	5000				
Lamp post	Market Place	F	140	1000				
Pump & Lion statue	Market Place	F	141	10000				
Finger post	Market Place	F	142	500				
Town map	Market Place	F	143	2000				
Electric feeder pillar	Market Place	F	144	666				
Electric feeder pillar	Market Place	F	145	666				
Electric feeder pillar	South Street park	F	146	666				
Bench	Market Place	F	147	400				
Notice board	Buttermarket	F	148	1000				
Notice board	Market Sq (outside Loco)	F	175	0				On loan to Heritage Society/ Arts and Heritage centre
Bench	South Street park Sports ground	F	149	250				
Bench	South Street park	F	150	250				
Bench	South Street park	F	151	250				
Bench	South Street park	F	152	250				
Cenotaph	Market Place	F	153	1000				
Cenotaph Railings	Market Place	F	154	1000				
Bench	Jct North Street/Brigg Road	F	155	1				
Bench	North Kelsey Road (alongside allotment)	F	156	1				
Bench	A46 Bypass/Nettleton Road	F	157	1				
Fixed Festoon lights	Market Place	F	195	2500	Nov-24			
				45302				
Total written off							16652	
TOTAL VALUE OF ALL ASSETS				1386068				

CAISTOR TOWN COUNCIL RISK MANAGEMENT

Adopted by Caistor Town Council on 14th April 2022

Last reviewed – 9th May 2024. Next review due May 2025

Risk Status Indications

The adopted risk management methodology uses a traffic light colour against each risk item to confirm its current status. The colour coding is defined as follows:

- This identified risk is being effectively managed with adequate reviews, processes and/or documentation as appropriate.

- *As applicable, either*

This identified risk is being managed. However, there are aspects of risk management, which ought to be improved to achieve a green status. It is recognised that sometimes improvements may be difficult to achieve and remedial work may take time (e.g. a need for Councillor training).

or

This identified risk is not under adequate management. However, if this risk arises, it will have a minimal impact upon the Council. Whilst attempts can be made over time to improve the management of this risk, there may be occasions where the cost of mitigation is not warranted (e.g. holding spare parts or equipment).

- This identified risk, which has a serious potential impact upon the Council is not under adequate management. This represents a key risk, which will be highlighted to meetings of the Council until such time that it is adequately managed or mitigated. Certain key risks with a low probability may be entirely beyond the management control capability of the Council – such risks may retain a red status upon the agreement of Council.

Aim ¹	Risk ²	Method used to Minimise Risk ³	Person(s) Responsible ⁴	Status ⁵ ● ● ●
1. To ensure compliance with Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.	a. Lack of knowledge of regulations and codes leading to actions by the council outside its powers.	Ensure that all Councillors have copies of or access to relevant Acts Members provided with the Code of Conduct, Financial Regulations and Standing Orders, and a copy of the latest edition of the Good Councillors Guide. Highlight essential parts and provide specific training where possible.	Chair Clerk / RFO All councillors LALC	●
	b. Absence of Standing Orders or standing orders not followed	Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.	Chair Clerk	●
	c. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.	Ensure that all councillors are aware of regulations regarding estimates and full tender procedures. Financial Regulations are complied with on all purchases.	Chair Clerk/RFO	●
	d. Payments made without prior approval and adequate control.	Ensure all payments are approved in accordance with the Financial Regulations and properly recorded.	Clerk/ RFO	●
	e. VAT not properly accounted for, resulting in over-claims and demands from HMRC.	Ensure appropriate publications held and that RFO has a good knowledge of regulations.	RFO	●
	f. Data protection regulations not properly followed	DP policy in place and regularly reviewed by council. Staff to undertake DPA training and training made available to councillors. Out of date information is confidentially disposed of annually. No information is kept unnecessarily. Registration with ICO for support	Councillors and Staff	●
2. To identify and regularly review the Council's priorities and risks.	a. Lack of knowledge of setting objectives, setting priorities, and identifying risks to their achievement.	All councillors to be made aware of need for objectives and identification of risk. Attend training sessions and refresher training if necessary.	Clerk/RFO All Councillors	●
	b. Steps not taken to combat risks	Add risk assessment to agenda at least annually, reviewing particular items, and results against those items. Allocate actions to Councillors as well as Clerk/RFO and follow up at meetings	Chair All Councillors Clerk/RFO	●
	c. No risk analysis carried out.	As at 2a above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission	All Councillors Clerk/RFO	●

	d. An inadequate complement of councillors to manage the business of the council	Ensure all councillor vacancies are filled promptly. All councillors to strive to work in a constructive manner in accordance with the Code of Conduct and to welcome and encourage new councillors. All councillors to cooperate to share the workload.	All Councillors Clerk	●
3. To influence others, such as Lincolnshire County Council, East Lindsey District Council and other Government organisations to recognise the requirements and interests of the local population.	a. Lack of effective lines of communication with other organisations.	Maintain good working relationships with officers from outside organisations, respect the work they do. Note all communication lines which are essential or beneficial and establish/maintain contacts by name and where possible face-to-face.	Chair Clerk	●
	b. Lack of preparation on subjects requiring influence.	Ensure all councillors are aware of need for careful research and are guided as to where to obtain relevant information.	All Councillors Clerk	●
	c. Lack of confidence of Town Councillors.	Experienced councillors and Clerk/RFO to assist newcomers to understand roles and responsibilities, to establish essential contacts and to gain procedural awareness.	All Councillors Clerk	●
	d. Lack of effective lines of communication with parishioners	Take every opportunity to publicise the role of the town council using notice boards, website, Facebook and Annual Town meeting. Use key issues to raise the profile.	All Councillors Clerk	●

4. To ensure that all councillors and staff are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	a. Lack of knowledge of possible culpability of councillors.	Creation of Standing Orders and Code of Conduct and familiarisation with those matters where greatest risk occurs. Social media policy in place. Libel and slander insurance in place. ⁶ Experienced councillors and Clerk/RFO to assist newcomers to understand culpability. To attend training courses and refresher training as available (see LALC annual training scheme).	Chair All Councillors Clerk	●
	b. Public or staff prosecution c. Risk or damage to third party property, or injury to members of the public d. Damage to council assets e. Loss due to dishonest or fraudulent acts by employees or Councillors	Review risk assessment by including on agenda at least annually. Clerk/RFO reviews insurance cover to ensure it is adequate and contacts insurance company when the Council carries out a new activity to ensure that the cover is adequate Council consider the insurance requirements at the renewal date, and review all the quotes before making decision Council reviews the insurance cover annually	Chair Clerk/RFO All councillors	●

		Insurance is arranged with a local government specialist company and includes Employers Liability Cover ⁷ , Public Liability Cover ⁸ , and covers loss or damage to appropriate assets ⁹ . References to be sought for all employees. Fidelity guarantee insurance ¹⁰ in place.		●
	f. Councillors fail to declare interests and participate in inappropriate decision making, which has a material impact upon the decisions taken and the public perception of the Council.	All councillors to be reminded to abide by the Code of Conduct and the register of interests and to be alert to potential breaches of both. As far as is possible, the Clerk to ensure the register of interests are complete and up to date. Declarations of interest on every agenda.	Clerk All Councillors	●
	g. Staff and councillors bringing the council into disrepute	Councillors understand and be offered training on the Code of Conduct. A professional approach is undertaken on all Town Council matters. Member officer protocol in place and reviewed regularly to ensure understanding	Clerk All councillors	●
5. To keep appropriate accounting records up-to-date throughout the financial year. To maintain secure banking facilities.	a. Lack of knowledge of accounting requirements	Ensure all councillors are familiar with current Financial Regulations. Regularly review Standing Orders and Financial Regulations. RFO to be suitable qualified or attend appropriate training	All Councillors Clerk/RFO	●
	b. Inaccuracies in recording amounts and totals in accounting records	Bank reconciliations to be presented for review least every quarter and compared to bank statements. Internal audit to be carried out annually.	All Councillors RFO Internal Auditor	●
	c. Internal controls not in place or not operated, leading to out of date accounting records, missed or delayed payments, unpaid invoices, or loss through theft or dishonesty.	Only nominated signatories, the Clerk and the RFO have access to the Council's bank accounts. Standing orders and DD's are kept to a minimum and are pre-authorized by council at the annual meeting. Internet banking used as practical. Payments are authorised by two councillors. Schedule of payments and bank reconciliation are presented for approval each month at the scheduled full council meeting. Pre payment card is used for purchases where no account is held. Where cash receipts are unavoidable, the cash is kept securely until it is passed to the Clerk/RFO to and/or banked.	Clerk/RFO All Councillors	●
	d. RFO taken ill or leaves without replacement	The bank signatories have access to the Council's bank accounts and are able to access bank statements through the on-line banking facility.	Clerk All councillors	●

	e. Potential investment loss	Ensure no more than £85000 is held with any bank; open additional accounts to manage reserves;	P&F / all councillors/Clerk	●
6. To ensure that payments made from Council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.	a. Lack of knowledge of wishes of residents.	Ensure residents and other stakeholders (i.e. local organisations) are consulted on major financial issues, which impact upon them. Item on the Annual Town Meeting agenda for the public to suggest items for the following year's budget.	All Councillors Clerk	●
	b. Use of funds or assts not giving value for money.	Effective budget planning processes and appropriate tendering. Creation of a rolling plan for projects and maintenance expenditure.	Clerk/ RFO All Councillors	●
	c. Fund raising not properly controlled or not in accordance with regulations.	All councillors to be aware of need to check regulations before commencing fund-raising activities. Effective financial management by RFO.	All Councillors Clerk	●
	d. Perceived lack of transparency regarding council finances and activities	Advertisement of Exercise of Electors rights carried out correctly per audit regulations All meetings open to the public with the exception of items of a sensitive nature (salaries, contract discussions etc). Publication of financial information on website per transparency code	All Councillors Clerk RFO	●
	Charges (e.g. for leases, cemetery & allotment) are inadequate or excessive	Comparisons made with other local councils. Internal audit checks.	Clek/RFO	●
7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; reserves are appropriate and adequate; financial records are maintained.	a. Lack of knowledge of or commitment to budgetary process, and of financial regulations.	Ensure financial regulations are issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Encourage councillor training. Delegate responsibility for managing the initial budgetary process to the RFO & the Clerk. Involve all councillors in budgetary process, not solely the Clerk/RFO. Encourage all councillors to actively participate in meetings when the budget is being discussed.	All Councillors RFO Clerk	●
	b. Inadequate consideration of requirements for annual precept.	Comparison against the previous year's actual income/expenditure, and this year's projected, to ensure that all items are included Town Council approves the annual budget and sets the precept at the December Council meeting Clerk/RFO aware of the deadline for the submission of the precept and ensure that the precept is received on time.	All Councillors Chair	●

	c. Reserves too low or too high	Checks by RFO and Internal Auditor. Financial and budget progress reported to Council on a quarterly basis. The general reserve (not earmarked) to be 3-6 months annual income or as otherwise advised by the RFO / Internal auditor. The general reserve (not earmarked) not to exceed 1x typical annual income or as otherwise advised by the RFO / Internal auditor.	All Councillors RFO Clerk	●
	d. Lack of funds to meet financial commitments	Actual spend compared to planned spend at least quarterly Proposed projects planned for when calculating the precept required Maintain appropriate levels of reserves	All Councillors RFO Clerk	●
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail and meet the AGAR requirements.	a. Lack of knowledge of Council regulations and procedures.	Compliance with Financial Regulations and Standing Orders. Attend training seminars where available.	Clerk/RFO All Councillors	●
	b. Late or non- submission of annual accounts.	Compliance with the instructions of the External auditor. RFO to monitor progress against timetable and report to councillors at meetings.	Clerk/RFO Internal auditor All Councillors	●
	c. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.	Checks by RFO. RFO to be suitably qualified or attend appropriate training Internal audit checks.	Clerk/RFO Internal auditor All Councillors	●
	d. Inadequate audit trail from records to final accounts.	As at 10c above.	Clerk/RFO Internal auditor All Councillors	●
	e. External audit not completed accurately or within timescales	RFO to follow JPGA regulations when completing AGAR and follow external auditor guidelines for completion and submission dates.	Clerk/RFO	●
	f. Exercise of public rights not completed correctly	See 10e above		●
11. To ensure that salaries paid to employees and amounts paid to contractors are paid in line with Council regulations and budget and statutory legislation.	a. Inappropriate rate of pay to employees, wrong hours paid, wrong rate of pay applied or NI/Tax incorrectly applied.	Ensure employee regulations are available and understood by Clerk and RFO. The Town Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid monthly by BACS. The payroll is administered using accredited payroll software.	RFO/Clerk Personnel & Finance Committee Internal audit	●

Ensure payments are adequately monitored.		All Tax and NI payments are submitted in the Inland Revenue in accordance with the Real Time Information (RTI) protocols. Internal audit checks.		
12. To identify, value, and maintain all the assets of the Town Council, and ensure that asset register is complete, accurate and properly maintained.	a. Lack of knowledge of assets of Town Council.	Ascertain and record all significant assets for which the Town council is responsible. Create and maintain a permanent asset register.	RFO/Clerk Councillors	●
	b. Assets lost or misappropriated	Regular monitoring of location and use of assets by councillors and any issues reported immediately to Clerk Adequate insurance provision in place to cover assets	Clerk/RFO	●
	c. Asset register not established or inadequately maintained.	Create asset register in accordance with Audit Commission requirements. Review register at least annually	Clerk/ RFO Councillors	●
	d. Lack of adequate programme of maintenance/regular safety checks for street furniture	Regular checks by the Clerk/Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works where appropriate.	Clerk Councillors	●
13. To minimise the risk of injury damage or liability on all buildings, land, property, equipment and street furniture which the council is responsible for. Buildings: Town Hall Land: Cemetery Allotments Millfield Park South St Park Sports ground Street Furniture:	a. Lack of information on council owned properties, buildings and equipment	Include in asset register all properties for which the Town Council is responsible. Lease agreements in place with all organisations leasing council owned property	Clerk/Cllrs	●
	b. Damage, equipment failure, potential injury due to lack of knowledge of safety requirements	Ensure that all current legislation and advice is held by the Clerk Place subject as item on Estates Management Committee meetings at regular intervals. Equipment to be inspected before use, any issues reported to the clerk, equipment serviced regularly and at least annually		●
	c. Lack of adequate programme of maintenance/regular safety checks	Regular checks by the Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works.		●
	d. Excessive utility bills caused by water leaks, excessive heating, electrical appliances unnecessarily left switched on. Property damage caused by leaks.	Regular property checks by Councillors and Officers. Regular monitoring of utility bills to assess consumption levels. Prompt attention to minor repairs and leaks.		●

<p>Town council owned litter bins, grit bins, signs, benches, notice boards etc</p> <p>Council owned equipment: Mowers, strimmers, tools, market equipment</p>	e. Theft from premises due to inadequate security measures	Regular checks by the Officers and Councillors.		●
	f. Criminal damage to buildings and property owned by town council	Regular checks by the Officers and Councillors. Use of CCTV where appropriate. Store building alarmed		●
	g. Damage caused by wear and tear to council owned buildings and property	Regular reviews of property and maintenance schedules implemented. Work carried out on property in a timely manner to minimise costs and further damage.		●
	h. Damage caused by trees to property and persons	Liability insurance to cover damage from trees falling on property/persons; tree inspection completed periodically by a qualified arborist; recommendations in tree survey/report adhered to		●
<p>14. To comply with legislation regarding the health and safety as appropriate for all council activities</p>	a. Lack of knowledge of applicable legislation	Clerk/RFO to have all appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings. Training to be attended as appropriate. Health and safety expert appointed to support CTC in all H&S activities	Councillors /Clerk	●
	b. Injury or death due to poorly maintained equipment/assets	Maintain a register of assets and complete at least annual test for health and safety. Where issue are identified, employ a suitable qualified contractor to repair or remove Maintain appropriate level of public liability and employers liability insurance	Councillors/Clerk	●
	c. Volume of work required to ensure adherence to H&S legislation	Appoint an external organisation to undertake a Risk assessment; form a Health and safety working group to progress H&S agenda (in progress)	Councillors/Clerk	●
	d. Health and safety considerations for events and external users of CTC property	Details of events submitted to CTC for approval; Individual risk assessments completed for every event; Conformation of adherence to CTC TC's completed for every casual user of sports ground; licence or lease agreements in place for all primary users of CTC property (in progress)	Councillors/Clerk	●
<p>15. To carry out adequate safety checks on the children's play areas operated by the Council.</p>	a. An inadequate programme of safety inspections and maintenance (or vandalism)	Regular safety inspections by Estates operative/other officers or councillors backed up by an annual inspection by an accredited playground inspector. Prompt attention to hazards/problems once	Councillors Clerk Estates Operative	●

	<p>results in an accident and/or an award of damages.</p> <p>b. The lack of or an inadequate programme of maintenance of the immediate surrounding area allows the persistence of a safety hazard (e.g. trip hazard, sharp object, faulty gate)</p>	<p>identified. Ongoing maintenance. Professional specification and installation of equipment. An ongoing programme of equipment replacement as necessary.</p> <p>Regular checks by the Estates operative, other Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works. Purchase of electronic play area software management program to better manage issues.</p>	Councillors Clerk Estates Operative	●
16. To ensure business continuity in the event of a disaster, or loss of Clerk/RFC or loss of computer records	a. Loss, fire or theft of council records (paper)	All paper documents to be stored in a lockable cabinet. Historic documents archived. Back up copies of Deeds and TPO's to be stored electronically. Cemetery records held in a fire proof facility	Clerk	●
	b. Loss or theft of council records (electronic)	Electronic records are stored on the Caistor TC one drive. Council laptop to be encrypted. Business one drive to be purchased Anti-virus software in place	Clerk	●
	c. Loss of clerks office due to fire/flood or other disaster	Business interruption insurance in place ¹¹ All paper files and records are kept in secure locked cabinet at the office. Electronic copies made of everything and stored on a shared drive.	Clerk RFO Clerk	●
	d. Council not being able to continue its business due to unexpected or tragic loss of Clerk/RFO	Council maintains at least 3 cheque signatories. Protocol in place for short term/long term illness or sudden loss of clerk/RFO	Councillors	●
	e. Clerk/RFO give notice to leave	Undertake regular reviews and annual appraisal with Clerk/RFO to identify and issues Ensure Clerk/RFO have all necessary tools to effectively complete the role expected of them. Notice period of at least 3 months (after probationary period) to allow time to recruit	Council	●
17. To maintain accurate and up to date cemetery burial and memorial records. To ensure the safety of all memorials.	a. Loss of, incorrect or lack of burial records	Records kept in fire proof bag and electronic back up. Records updated within 24 hours of an interment All interments must give 7 days' notice. Clerk checks plans against computer records upon receipt of interment request.	Clerk	●

	b. Unsafe memorials	<p>Clerk re-checks plan 48 hrs prior to interment to mark grave. Grave marked with spray paint including the plot number. Photo of marked grave sent to funeral director Clerk endeavours to make himself available on day of interment and checks grave on the morning. Clerk checks grave after interment.</p> <p>Memorial safety inspection testing completed for each memorial in line with current legislation. Policy in place and adhered to for handling unsafe memorials. Those undertaking safety checks have received the relevant training.</p>	Council/Clerk	●
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BUSINESS CONTINUITY PLAN

It's vital important that in the sudden incapacity of the Clerk that business can continue without hinderance. In addition, it's important that any new Clerk should be able to step into the role and take over pretty much instantly.

This document is a summary of the Business Continuity Plan and a folder will be made available, easily accessible, within the Clerk's Office at The Town Hall to enable anybody to quickly assume the role. The Council Handbook should also be referred to.

This document should be reviewed on a regular basis and forms part of the Risk Management / Register.

Administration

Paper files are kept for the following: -

- Minutes
- Sales & purchase invoices
- Deeds / Assets
- Annual audit paperwork
- Register of Interests
- Acceptance of Office Declarations
- Dispensations

In addition, the above paper files and all other documentation is stored electronically in a real time triple backup system.:-

- Clerks Laptop Computer (real time)
- Microsoft OneDrive cloud system for businesses (real time)
- Secure Portable Hard Drive (real time)

In the event of the Clerks immediate inability to work: -

- Laptop is always fully up to date and available in the Councils office at The Town Hall.
- Any Councillor can access the cloud directory on OneDrive using the log in provided to the Chairman.

Agenda, minutes and tracking information are administered using a computerised system. This system is available on the Councils one drive and the councillor portal accessed via the website.

Accounts

The Councils accounts is administered using a computerised system called CouncilMate written by the previous Clerk. This system can be access via the cloud system or council's laptop or dongle. A user guide is available.

The data can easily be exported into a spreadsheet so anybody could access on a spreadsheet if preferred.

In the event of the Clerks immediate inability to work: -

- CouncilMate can be accessed from the cloud or laptop computer.
- The spreadsheet can be accessed on the cloud system or laptop computer.

Banking

There are presently four signatories on the account: -

- Michelle Moss
- Jayne Bowman
- Jon Wright
- Ron Lyus

At present the following have access to online banking: -

- Michelle Moss
- Jayne Bowman

In the event of the Clerks immediate inability to work: -

- Either could access online banking.

Website Administration

The clerk has access to the website administration console.

In the event of the Clerks immediate inability to work: -

- Anybody can access the administration console using the username/password provided to the Chairman.
- Alternatively contact Lincolnshire County Council for advice. Alison Hickie, Information Officer
T: 01522 553406 alison.hickie@lincolnshire.gov.uk

Facebook

There are multiple administers of the Caistor Town Council Facebook page.

- Michelle Moss – Clerk
- Mark Stevenson Bramley - Deputy
- Jon Wright
- Jayne Bowman
- Johnathan Cox

Email

The Councillors and staff all have .gov.uk email addresses which are administered by the town clerk.

In the event of the Clerks immediate inability to work: -

- Anybody can access the email system by using the log in and password provided to the Chairman.

Notice Boards

A Notice board key is stored in the key cabinet in the Clerk's office at The Town Hall.

Letterbox

A Letterbox key is stored in the key cabinet in the Clerk's office at The Town Hall.

Defibrillators

The Council maintain one defibrillator at the Caistor Sports & Social Club. The code to access the box has been provided to the Chairman

Monthly Safety Checks

Visual and tests are completed monthly as follows: -

Defib	Every 3 months.
Notice Boards	Secure and no damage
Play Areas	Risk assessments undertaken (within Risk Assessment folder)
Cemetery	Risk assessments undertaken (within Risk Assessment folder)
Allotments	Risk assessments undertaken (within Risk Assessment folder)

Cemetery

All cemetery paper records are stored within the Clerk's Office at The Town Hall, the historic records are stored at Lincolnshire archives. Electronic copies of the documents will be made

A computerised system is operated together with a manual backup.

There is also a Cemetery Procedure Manual within the Councillors Handbook.

Allotments

Up to date allotment records are held both electronically and manually.

¹ The aim is what a good outcome/status should look like.

² The risks are the consequential actions of the aim being incorrectly managed

³ The method used to mitigate the risk lists the steps which are being taken to ensure the risk does not happen, or if it does, to minimise the impact.

⁴ The Council is ultimately responsible for the management of risk, but activities may be delegated to individuals to manage on a day to day basis

⁵ The status allows the council to determine whether additional action is required to mitigate, minimise or transfer the risk. A risk transfer mechanism would be, for example, to ensure adequate insurance cover is in place.

⁶ Libel and slander insurance covers the councils legal liability to pay compensation for verbal or written comments made by employees or councillors whilst carrying out their duties, which a member of the public considers incorrect, damaging or results in financial loss.

⁷ Employers Liability cover is compulsory if the council has employees, and covers the council for illness or injury claims by employees sustained whilst conducting council business

⁸ Public liability cover protects the council if someone suffers an injury or damage to their property which happens on land or assets which the council is responsible for

⁹ Property insurance provided replacement or reinstatement cover for council assets including street furniture, computer equipment and other equipment owned by the council. An asset register should list assets, and should record the cost, but insurance cover should record and cover the replacement value.

¹⁰ Fidelity guarantee insurance protects the council against loss due to fraud or dishonesty of staff, councillors or volunteers.

¹¹ Business interruption insurance covers the cost of alternative premises if the council office is unavailable due to fire or flood. It also covers loss of revenue, but this is less applicable to Asterby and Goulceby Parish Council.

Mrs Michelle Moss
Caistor Town Council
Town Hall
14 High Street
Caistor
Market Rasen
Lincolnshire
LN7 6TX

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720438353
Insured	Caistor Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st September 2024
To	31 st August 2025
and any other period for which cover has been agreed.	
Adjustment Premium	£ -262.55

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	139514228
Long term agreement active until	01 st September 2025
Preparation Date	21 st August 2024
Prepared by	Mr Robert Brown
Policy Form Reference	MLAACH09

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Large Pavilion, Address, Caistor Sports Ground, Brigg Road, Caistor, Market Rasen, Lincolnshire, LN7 6RX	£1,235,442.18	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. The Old Fire Station, Address, Horsemarket, Caistor, Market Rasen, Lincolnshire, LN7 6UP	£53,648.24	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Store Building & Toilet, Address, Caistor Sports & Social Club, Brigg Road, Caistor, Market Rasen, Lincolnshire, LN7 6RX	£135,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Town Hall, Address, High Street, Caistor, LN7 6QU	£2,115,273.21	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

Insured Perils applicable to Material Damage: 1-16**Excesses Applicable to Premises 1, 2 & 3**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Cemetery Shed	£3,000.00	£250
Street Furniture - gates/railings/signs/noticeboards	£100,000.00	£250
War Memorial	£7,356.78	£250
Play Equipment and surfaces	£100,000.00	£250
Regalia	£4,565.62	£100
Laptop x2	£1,000.00	£100
Garden Machinery and equipment	£6,000.00	£100
Office Equipment	£2,500.00	£100
Market Stalls incl covers, clamps, tables, weights, gazebos	£5,000.00	£100
Painting by Colin Carr	£2,942.71	£100
Cemetery Gates and Fences	£14,713.54	£100
Christmas decorations	£5,000.00	£100
Springer	£3,571.26	£100
Town Map	£2,857.00	£100
Electric Feeder Pillar x3	£3,000.00	£100
Speed Indicator Device x2	£5,000.00	£100
Skatepark	£27,737.84	£100
MUGA	£20,803.36	£100
Outdoor Gym	£13,868.92	£100
Defibrillator	£1,647.79	£100
Trailer & Assoc Equipment	£3,570.21	£100
Pump + Lion Statue (marketplace)	£15,000.00	£100
Park Fencing and Gates	£10,000.00	£100
Allotment fencing and gates	£10,000.00	£100
Heras Panels and Feet	£500.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part N – Fidelity guarantee

Persons Guaranteed:
All **members** and **employees**

Sum Guaranteed
£100,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£50,000.00	£50,000.00	£Nil	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£50,000.00	£50,000.00	£Nil	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£50,000.00	£50,000.00	£Nil	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£50,000.00	£50,000.00	£Nil	£Nil
5. Permanent Partial Disablement	See section	See section	See section	See section

	2.16	2.16	2.16	2.16
6. Paraplegia	£75,000	£75,000	£Nil	£Nil
7. Quadriplegia	£125,000	£125,000	£Nil	£Nil
8. Temporary Total Disablement	£200.00 per week	£200.00 per week	£Nil	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Inoperative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Motor Claims		
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Caistor Town Council - Investment Strategy Policy 2025–2026

1. Introduction

This Investment Strategy has been prepared in accordance with the Local Government Act 2003 and the Ministry of Housing, Communities and Local Government (MHCLG) Statutory Guidance on Local Government Investments (3rd Edition, 2018). It outlines how the council manages surplus funds, ensuring security, liquidity, and appropriate return.

2. Purpose and Scope

The purpose of this strategy is to:

- Set out how the council will invest its surplus funds responsibly.
- Confirm the types of investments permitted.
- Outline the council's risk management and governance framework.

This strategy applies to all financial investments held by the council and is reviewed annually as part of budget setting.

3. Council's Financial Position

At the start of the 2025–26 financial year, the council expects to hold:

- Operating costs (annual): approx. £158,500
- General reserves (target 40%): £63,000
- Earmarked reserves: £63,000
- Bank balance at year start: up to £260,000
- Additional income expected throughout the year: £17,500

4. Investment Objectives

The council's investment priorities are:

1. Security – Protecting the capital sum invested.
2. Liquidity – Ensuring funds are available when required.
3. Yield – Generating a modest return within acceptable risk levels.

The council does not engage in treasury management activities involving borrowing or high-risk investments.

5. Approved Investment Instruments

Only the following low-risk instruments may be used:

- UK Government-backed accounts (e.g. National Savings & Investments)

- Banks or building societies authorised by the Financial Services Compensation Scheme (FSCS)
- Local Authority short-term deposits
- AAA-rated Money Market Funds with daily access

7. Risk Management

- Diversify to spread risk and stay within FSCS limits.
- Monitor institutions' credit ratings annually.
- Avoid investments with high volatility or long-term illiquidity.
- Aim for no more than £85,000 to be held in any single institution (FSCS limit).
- Investments must be timed to match cash flow needs.

8. Monitoring and Review

- The strategy will be reviewed annually during the budget process.
- A quarterly investment report will be reviewed by the Finance Committee.
- Adjustments may be made in response to economic conditions or council needs.

9. Governance and Compliance

- Investments must be authorised by the Clerk/Responsible Financial Officer (RFO) under the direction of the Finance Committee.
- All investment activity must comply with relevant legislation and guidance, including:
 - Local Government Act 2003
 - MHCLG Statutory Investment Guidance (2018)



Minutes of the Personnel and Finance Committee held at 7.00pm at the Arts & Heritage Centre on 22 April 2025

Present: Cllr J. Bowman (Chair), Cllr J. Cox, Cllr L. Milner,

In Attendance: Cllr S. Davey, Michelle Moss,

Members of public present: 1

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3884**
None received. Cllrs Lyus and Galligan were not present for the meeting.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 3885**
None declared.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 3886**
One member of the public read a statement out in relation to the tree in Millfields which overhangs his property. He left the meeting after the public forum.
- 4. To review and approve the draft minutes from 26th November 2024 meeting - Ref: 3887**
The minutes had been circulated to councillors prior to the meeting. RESOLVED to approve the minutes of the meeting held on 26th November 2024.
All in favour
- 5. Finance - Ref: 3888**
 - a) To review the projected spend against budget forecast - Ref: 3889**
It was noted that as only 3 weeks into this financial year there are no projections yet. Last year ended with an under spend and a higher income than budgeted for resulting in a surplus of £12697. RESOLVED to increase general reserves by £12697.
All in favour
 - b) To consider the draft AGAR documents for 24/25 - Ref: 3890**
The accounting statements, bank rec and explanation of variances had been circulated to councillors prior to the meeting. It was noted that there were no significant variances reported and the statements balanced.
 - c) To consider an investment strategy policy - Ref: 3891**
It was noted that the council doesn't currently have an investment strategy. The draft document had been circulated to councillors prior to the meeting.
RESOLVED to recommend to full council that the strategy is adopted and reviewed at least bi-annually.
All in favour
 - d) To consider opening accounts with other providers to secure CTC funding above that covered under the FSCS - Ref: 3892**
It was noted that: the council currently holds all current operating expenditure and reserves in Natwest Bank; the level of funding guarantee for any one bank is £85,000. RESOLVED to open a 40 day notice account with Charity Bank and an instant access account with Unity Trust bank each with a deposit of £65,000.
All in favour
 - e) To monitor expenditure of the Chairpersons allowance - Ref: 3893**
It was noted that last year the chair of Caistor town council had only spent £52 out of their allocated £350 budget.
 - f) To review and update the asset register - Ref: 3894**
It was noted that: the asset register is up to date; new purchases for Estates operative have been included; a

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



question was raised about whether the magistrates clock belongs to CTC as it is not include on the register. Agreed to check with full council for opinion.

g) To consider the council insurance arrangements and agree to seek quotes - Ref: 3895

It was noted that: the current 3 year arrangement with Zurich ends 31st August; the cover arrangements had been reviewed fully last year and adjustments made; the fixed assets have not been valued for some time; agreed that it would be useful to get fixed assets revalued for insurance purposes ahead of the insurance renewal.

RESOLVED to get quotes for valuation of fixed assets by 31.5.25 for consideration at CTC meeting in June.
(Cllrs Bowman and Milner to progress)

All in favour

6. Policy - Ref: 3896

a) To review and update the Financial regulations - Ref: 3897

It was noted that NALC have published revised financial regulations.

RESOLVED to recommend the changes to full council for approval as detailed in financial regulation document appended to these minutes.

All in favour

b) To review the Standing orders and recommend any changes - Ref: 3898

The standing orders were reviewed.

RESOLVED to recommend the following changes to full council for approval:

3i - Remove the requirement for a person to stand when speaking;

4v - a committee member may confirm a substitute up to 5pm on the evening of the committee meeting;

15bxiv - remove the need to record every planning decision in a specific book.

All in favour

c) To review and update the risk register - Ref: 3899

It was noted that: the risk register had been updated to reflect the current health and safety requirements, these are being progressed and are gradually reducing the level of exposure; a couple of minor changes were made in readiness for consideration by full council at Mays meeting.

d) To consider the new sexual harassment in the workplace policy - Ref: 3900

Cllrs Bowman and Milner had drafted the policy and training requirements document. RESOLVED to recommend the policy for approval by full council at Mays meeting; Cllrs Bowman and Milner will take responsibility for ensuring all councillors are trained.

All in favour

e) To consider any updates required to the Terms of Reference - Personnel and Employment Committee - Ref: 3901

RESOLVED to recommend the TOR for approval at the May's meeting of CTC.

All in favour

7. To review the recent issues with CTC one drive and consider appropriate alternatives - Ref: 3902

It was noted that recent IT issues have highlighted the current arrangements are flawed.

RESOLVED that Cllr Cox will work with the clerk to agree and cost an alternative for consideration by full council in May's meeting.

All in favour

8. To resolve to go into closed session and to exclude all non-committee members (except the Clerk) for the remainder of the meeting - Ref: 3903

RESOLVED to go into closed session. Cllr Davey left the meeting.

RESOLVED to extend the meeting past 2 hours.

All in favour

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



9. Employment - Ref: 3904

a) To receive the summary of the clerks appraisal - Ref: 3905

A verbal summary of the appraisal was shared. Interim reviews have been scheduled.

b) To consider the deputy clerks performance throughout the probationary period and agree next steps - Ref: 3906

It was noted that the Deputy Clerks probationary period ends on 11th May. Agreed that the clerk will complete a review with the DC and sign the probationary period off.

10. To consider a vexatious complainant and agree action - Ref: 3907

It was noted that the council have spent a huge amount of time dealing with the issue; the council has met it's responsibilities in relation to the issue; and the complaint has now become habitual/vexatious. RESOLVED that Cllr Bowman would write to the resident and notify him that his complaint has now been designated as habitual/vexatious.

All in favour

11. To consider the volume of work and additional hours being worked by the clerk at the moment and agree a way forward - Ref: 3908

Noted. Agreed that the clerk should prioritise and wherever possible try to only work contracted hours; P&F would make other councillors aware of the current pressures.

Meeting closed at 9.30pm

Caistor Town Council Sexual and General Harassment Policy & Procedure Draft copy v2

Purpose Caistor Town Council is committed to providing a safe, respectful, and inclusive environment free from sexual and general harassment. This policy outlines the council's approach to preventing harassment, addressing complaints, and supporting employees and councillors.

Scope This policy applies to all employees, including the Clerk, Deputy Clerk, Handyman, councillors, and any contractors or volunteers engaged in council activities.

1. Policy Statement

- Harassment of any kind, including but not limited to sexual harassment, bullying, or discrimination, will not be tolerated.
- All individuals have the right to work in an environment where they are treated with dignity and respect.

2. Definitions

- **Harassment:** We recognise that harassment and victimisation is unlawful under the Equality Act 2010. Unwanted behaviour related to an individual's age, gender, race, disability, religion, sexual orientation, or other protected characteristics that violates dignity or creates an intimidating, hostile, or offensive environment.
- **Personal harassment:** Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include: insensitive jokes and pranks; lewd or abusive comments; deliberate exclusion from conversations; displaying abusive or offensive writing or material; abusive, threatening or insulting words or behaviour; name-calling; picking on someone or setting them up to fail; exclusion or victimisation; undermining their contribution/position; demanding a greater work output than is reasonably feasible; blocking promotion or other development / advancement.
- **Third party harassment:** Harassment perpetrated against one of its employees by a third party, such as a client/customer or visitor to the Organisation.
- **Sexual Harassment:** Unwelcome behaviour of a sexual nature, including inappropriate comments, gestures, advances, or physical contact. Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include: lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body; unwelcome touching of a sexual nature; displaying sexually suggestive or sexually offensive writing or material; asking questions of a sexual nature; sexual propositions or advances, whether made in writing or verbally.
- **Bullying** is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.

3. Responsibilities

- **Employees and Councillors:** Ensure respectful behaviour and report any concerns of harassment.

- **Management:** The Clerk and Deputy Clerk, with support from the council, are responsible for implementing this policy, investigating complaints, and ensuring a safe environment.

4. Preventive Measures

- All employees and councillors must complete harassment prevention training.
- Awareness materials will be provided to reinforce this policy.

5. Procedure for Reporting Harassment

- Complaints can be made verbally or in writing to the Clerk (or Deputy Clerk if the complaint involves the Clerk). If both the Clerk and Deputy Clerk are involved, complaints should be directed to the Council Chair.
- If the complainant, feels the complaint is of a personal/sensitive nature, they can approach any member of staff or Cllr who they feel comfortable talking to. The complaint will be escalated appropriately, with the involvement of WLDC / LALC / NALC as needed.
- The complainant should provide details of the incident, including dates, times, individuals involved, and any witnesses.

6. Investigation Process

- Complaints will be handled promptly, confidentially, and impartially.
- An investigation will be conducted by an impartial party, with findings presented to the council. External bodies maybe involved where necessary eg WLDC, LALC or NALC.
- Both the complainant and accused will be treated fairly, with the opportunity to provide their accounts, and be kept updated on the progress.

7. Outcomes and Actions

- If harassment is confirmed, appropriate actions may include verbal or written warnings, mandatory training, suspension, or, in severe cases, dismissal or removal from duties.
- False allegations made maliciously will be taken seriously and may result in disciplinary action.
- It may be necessary to ban the individual from Organisation premises or report the individual's actions to the police.
- The Organisation will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

8. Support for Complainants

- The council will provide support to anyone who experiences harassment, such as access to counselling services or adjustments to their working environment if needed.

9. Monitoring and Review

This policy will be reviewed annually to ensure its effectiveness and alignment with legal requirements.

Approval and Implementation Date of Approval: [Insert Date] **Approved by:** [Insert Name/Role] **Next Review Date:** [Insert Date]

Draft Reviewed: December 2024 v1, March v2

Caistor Town Council Training Policy on Sexual and General Harassment Draft copy V1

Purpose The Town Council is committed to fostering a workplace and council environment free from harassment. This training policy ensures that all employees and councillors are adequately trained to recognize, prevent, and address harassment in all its forms.

Scope

This policy applies to all employees of the town council (Clerk, Deputy Clerk, and Handyman), councillors, and any contractors or volunteers involved in council activities.

1. Training Objectives

The training program aims to:

- Educate individuals about what constitutes sexual and general harassment.
- Promote awareness of the impact of harassment on individuals and the work environment.
- Provide guidance on how to identify, prevent, and respond to harassment.
- Ensure all individuals understand the council's harassment policies and procedures.

2. Training Requirements

- **Mandatory Training:**
 - All employees and councillors must complete mandatory harassment prevention training within three months of commencing their role. The webinar relating to this training is located in the Policies section of the Online Caistor Town Council files.
 - Refresher training will be conducted as per the council's training policy.
- **Tailored Content:** Training content will be tailored to reflect the council's specific policy, relevant legislation, and scenarios applicable to small councils.
- **Delivery Method:** Training may be delivered through recorded webinar, workshops, online sessions, or external providers, as determined by the council.

3. Roles and Responsibilities

- **Clerk and Deputy Clerk:** Responsible for organizing and overseeing the implementation of the training program.
- **Employees and Councillors:** Required to actively participate in training sessions and apply their learning in daily interactions.

4. Training Content

The training program webinar will include, but not be limited to:

- Definitions and examples of harassment (including sexual harassment).
- Rights and responsibilities under the law.
- Steps to prevent and address harassment.
- Guidance on reporting harassment and supporting victims.

- Case studies and role-playing scenarios to encourage engagement and practical learning.
- The training webinar (Chris Moses Nov 2024) held in the Online Caistor Town Council files to be updated when necessary to the current version.

5. Monitoring and Evaluation

- Attendance at training sessions or completion of the webinar training will be recorded.
- Feedback will be collected from participants to assess the effectiveness of the training program and identify areas for improvement.
- Training outcomes will be reviewed annually, and updates will be made as necessary to reflect changes in legislation or council requirements.

6. Non-Compliance

Failure to attend or participate in mandatory training without a valid reason may result in disciplinary action or removal of privileges for councillors.

Approval and Review This policy will be reviewed annually to ensure its relevance and effectiveness.

Date of Issue: [Insert Date] **Approved by:** [Insert Name/Role] **Next Review Date:** [Insert Date]

CTC one drive issue

Currently CTC uses a personal one drive (cost £79.99pa). This is a breach to the terms of the licence for a business to use a personal one drive. Additionally a recent issue with the laptop highlighted that using the personal one drive and the lack of a back up computer as points of failure in business continuity.

Proposal:

Upgrade from Microsoft personal 365 to 3 user business standard at a cost of £345.60 (£9.60 per user per month).

Purchase an additional laptop as a backup. This will aid migration to business 365, be a backup in the event of clerk/deputy laptop fail and can be used by other staff in the office (Mike Crookes does not currently have a CTC laptop or tablet). Cost of laptop circa £600

Trailer

----- Forwarded Message -----

Subject:RE: Quotation

Date:Wed, 23 Apr 2025 08:19:40 +0000

From:Scott Trailers Ltd <michelle@scott-trailers.co.uk>

To:Stephen <mail@ltlandscaping.co.uk>

Good Morning

P6e Ifor Williams trailer

Ramp door

Mesh sides

Spare wheel

Prop stands

Jockey wheel

Bulb lights

750kg gross weight

For the discounted price of £1444 + vat

P7e Ifor Williams trailer

Ramp door

Mesh sides

Spare wheel

Prop stands

Jockey wheel

Bulb lights

750kg gross weight

For the discounted price of £1560 + vat



Both of these trailers are in stock at the moment.

Regards

Michelle Harper

Director for

SCOTT TRAILERS LTD

The Office

33 West End

Walcott

Lincoln

Lincolnshire

LN4 3ST

Tel: 01526 860317

Email: michelle@scott-trailers.co.uk

www.scott-trailers.co.uk

15d. Cricket club approval for T20

Subject: T20 Game - 5th May

Hi Michelle,

The club is planning to host a T20 Women's KO Cup game on Monday, May 5th - Lincolnshire vs Cheshire (start time 1pm)

Martyn Hill (Women and Girls Pathway Lead, Lincolnshire Cricket Ltd) will be arriving at 11am, followed by the players at 11:30 ish. Representatives from Caistor CC will always be present on the ground (before, during and after the match), thereby ensuring that the ground is not adversely affected in any way.

I trust that this is ok. Feel free to revert if we need to do anything in advance of hosting this prestigious event in the Lincolnshire women's cricket calendar.

Hosting Requirements, as listed by Martyn

I wanted to provide you with the requirements necessary for the day. Please see below:

Access to ground and changing rooms from 11am on the day of the game

1. Toilets throughout and up to end of play (showers ideal but not essential)
2. Access to drinking water and ideally to a kettle/tea and coffee making facilities
3. A club contact available during the day (ideally a member of your grounds team)
4. Access to covers. (Lincs Cricket/players can pull onto pitch if required, but do need them accessible)
5. Scoreboard
6. Space suitable for scorers (ideally with access to power) including table and chairs

Team	Pitch Length	Formats	Recommended Boundary Size (From centre of the pitch)	Inner Circle Size
Women	22 Yards	T20 and 50 overs	50-65m	25 Yards

Kind regards

Mark Gowshall

CCC



Public Tracking Report

Memorial management and safety inspection testing	Ref: 21340	Created: 15/03/2023
Ownership of market place and Cornhill /Land registry search	Ref: 24361	Created: 05/12/2023
Repair/replacement of rotting support on junior multiplay at South St park	Ref: 24721	Created: 24/10/2024
Project to tidy up the sides of the cemetery car park	Ref: 24724	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
Trees in play areas overhanging play equipment cut/ lifted	Ref: 24953	Created: 29/01/2025
Mark - Implement new Market Policy - plan and execute	Ref: 24993	Created: 17/02/2025

On agenda
8/3/25

Caistor Town Council
14 High Street
Caistor
LN7 6TX

Andy Parry
Lincolnshire County Council
Lincolnshire Highways
County Offices
Newland
Lincoln LN1 1YL

Ref: AP/LG/A1084BriggRoad

Tel: 01522 782070

Email: streetlighting@lincolnshire.gov.uk

Date: 17/04/2025

Dear Sir/Madam

SUBJECT: LOCATION – A1084 BRIGG ROAD, CAISTOR, COLUMN NUMBER 010 & 011 - OVERHANGING TREE FOLIAGE

I am writing to let you know that trees located on your property are obscuring **column number 011 and preventing the safe reinstallation of missing column 010**. Not only do the trees present a safety issue in terms of reducing the light reaching the footway and / or road, but it is also prevents our engineers from re installing the missing column 010 and accessing the lamp on column 011.

Although the ownership of the sports ground is unregistered at the Land Registry, our Legal team have considered the boundaries to the land and are of the opinion that the hedge including the trees fully belongs to you. It is also likely that the dyke also forms part of your ownership, with the public highway only extending to the top edge of the dyke on the roadside. The Council's arboriculturist is also of the same opinion regarding the ownership of the hedge and trees. Whilst we understand that your finances are limited, the safety of the public using the highway is paramount. If you are still of the opinion that the trees do not belong to you, then we can only suggest you take your own legal advice; our Legal team will be happy to consider any documentation you can provide which shows that a third party owns half the hedge and the trees.

Section 154 of the Highways Act 1980 gives Lincolnshire County Council as the Highway Authority the power to require landowners to cut back any tree which obstructs the light from a public streetlight. We would be grateful if you could please cut back the tree within the next 14 days, taking into account the following:

- If you are receiving this letter between 1 March and 31 August this is formally recognised as the "nesting season". Nesting activity is protected in law under the Wildlife and Countryside Act 1981. Therefore, before proceeding we suggest you

satisfy yourself that there is no nesting activity, which may require you to seek professional advice, such as from a tree consultant or an ecologist.

- Before carrying out any works, you should also ensure that the foliage does not have a Tree Protection Order; if this is the case, please seek advice from the relevant District Council.

To help you identify the extent of cutting back required, we enclose two photographs showing examples of 1) another tree obstruction of a lamp post and 2) the acceptable standard of cut back to the tree overgrowth.

Please note that failure to comply with this request may result in the Highway Authority considering service of a Notice upon you under section 154 of the Highways Act 1980, which if not complied with could result in the County Council undertaking the works ourselves and recovering the costs from you. However, this is a last resort, and it is hoped that such actions will not prove necessary.

Using the contact details at the top of this letter, we respectfully request that you acknowledge receipt of this letter as well as inform us when the works are complete, preferably with a photograph of completed works to verify this. Should we not receive a response within 14 days, we shall follow up with a second letter.

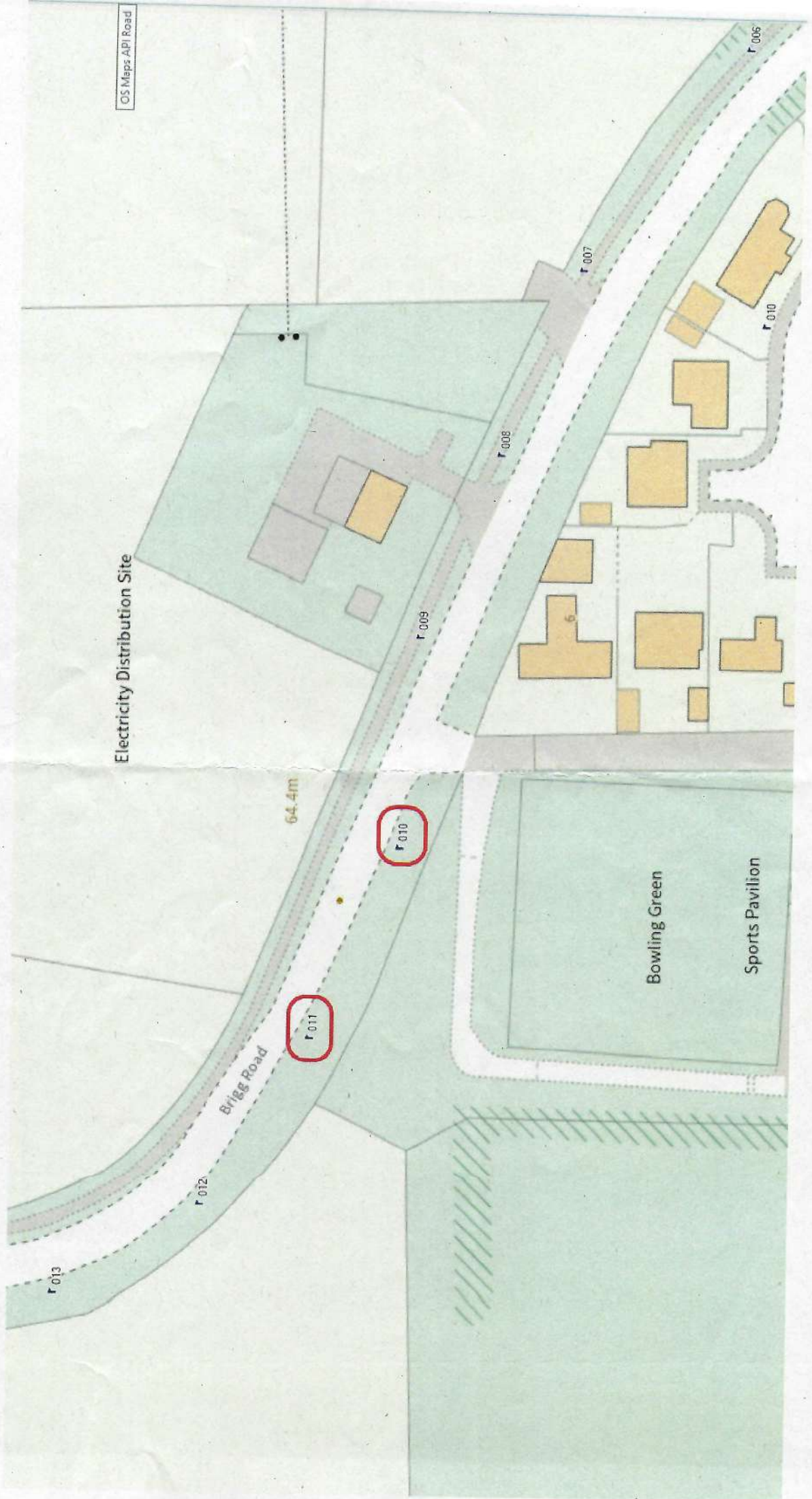
If you require any further information, please do not hesitate to contact me as above.

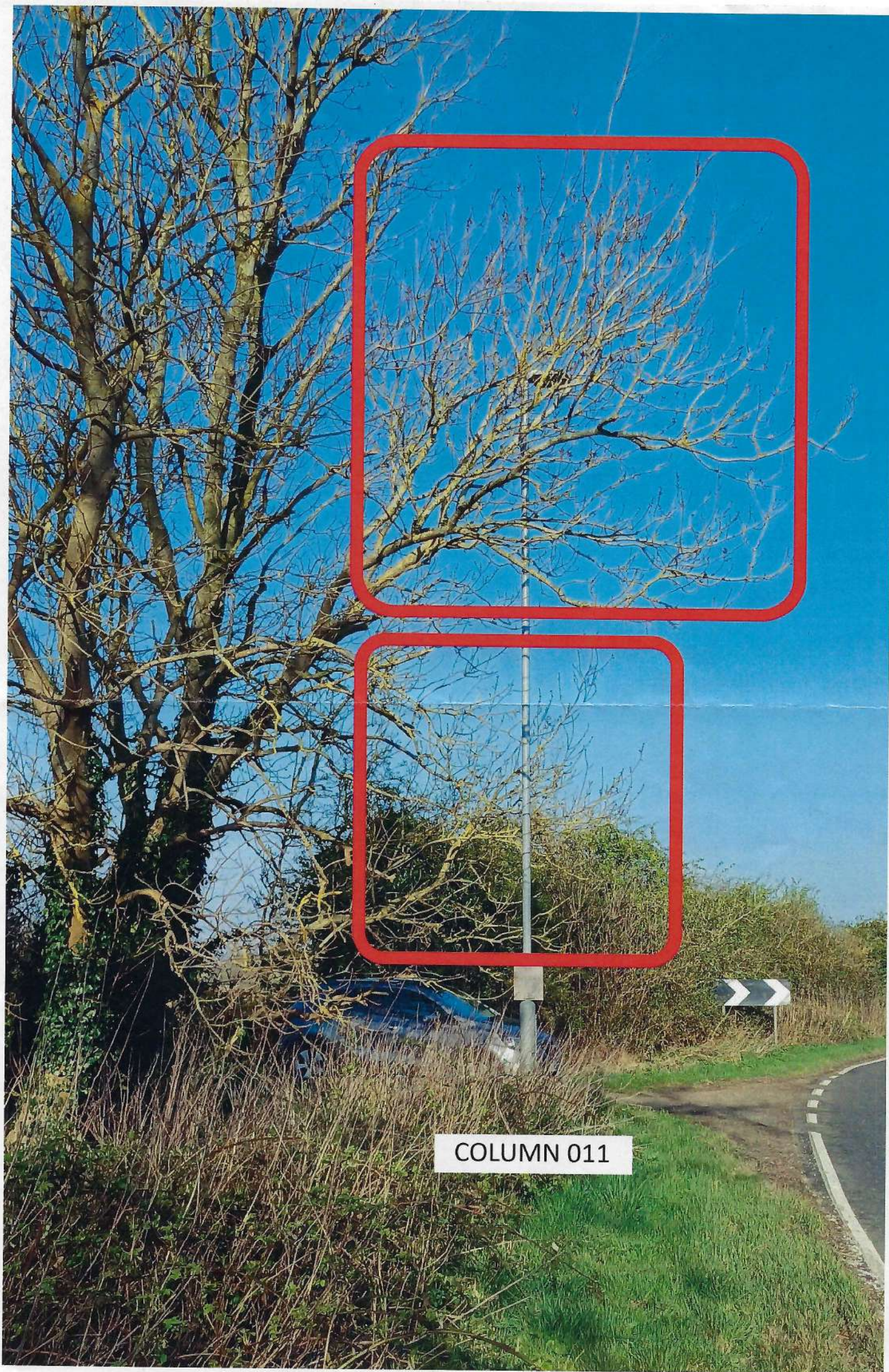
Yours faithfully



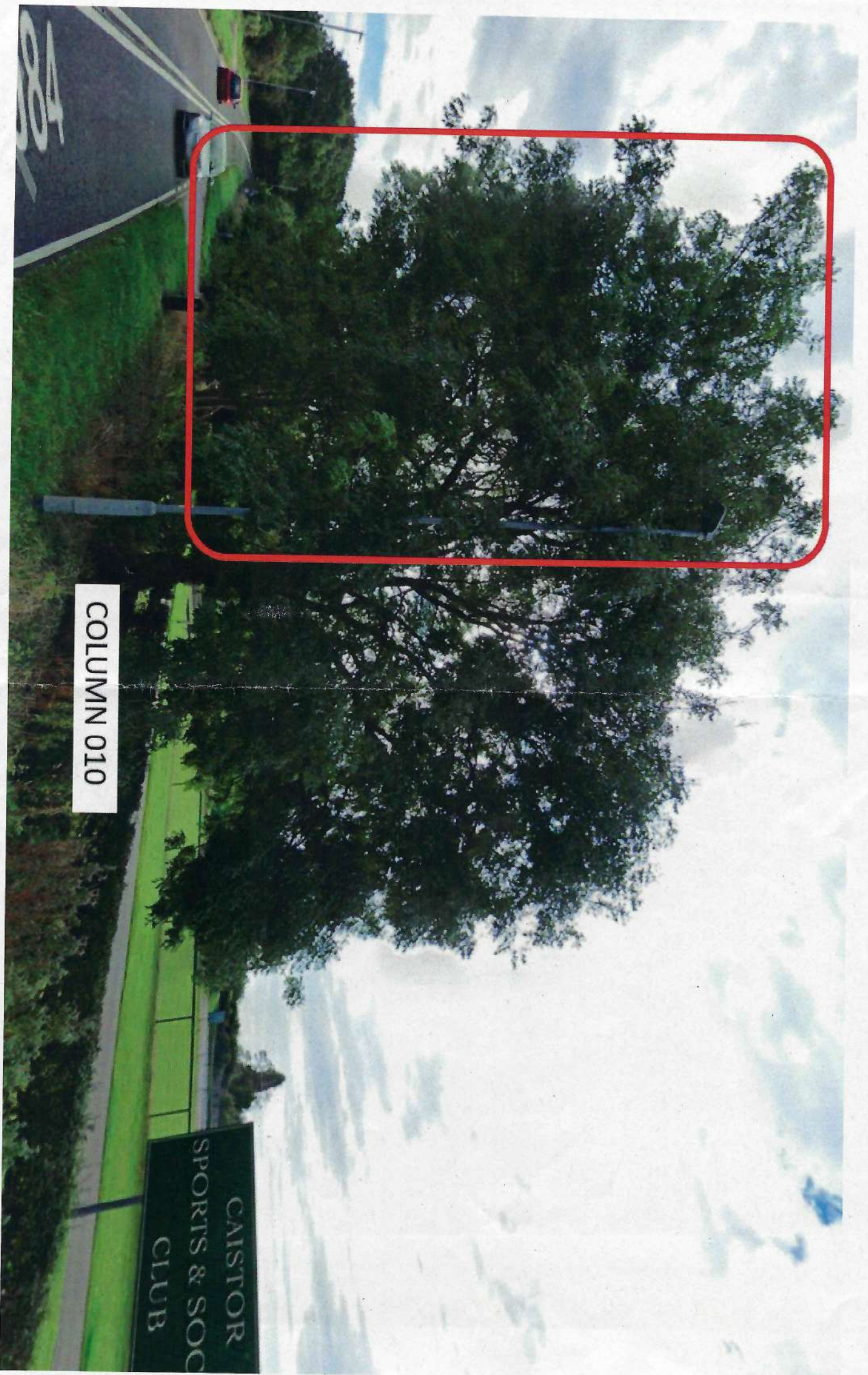
Andy Parry
for Head of Highways Design

Enc. Colour Photograph x 2
 Map x 1





COLUMN 011



COLUMN 010

2025/2026 meetings

Full council meetings – 6:45pm, Caistor town hall

9th Jan 2025
13th Feb 2025
13th March 2025
10th April 2025
8th May 2025
12th June 2025
10th July 2025
14th August 2025
11th September 2025
9th October 2025
13th November 2025
11th December 2025
8th January 2026
12th February 2026
12th March 2026

Committee meetings, 7pm, Arts and Heritage centre

28 th Jan 25	– Estates
25 th March 25	– Estates
22 nd April 25	– P&F
27th May 25	– Estates
17 th June 2025	- Estates
22 nd July 25	- Estates
26 th Aug 25	– P&F
23 rd Sept 25	- Estates
28 th Oct 25	– P&F
25 th Nov 25	- Estates
23 rd Dec 25	– P&F
27 th Jan 26	- Estates
24 th March 26	- Estates