



Minutes of the Annual Town Meeting held at 6:15pm at the Caistor Town Hall on 8 May 2025

Present: Cllr J. Wright (Chair),

In Attendance: Cllr S. Davey, Cllr J. Bowman, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox,
Michelle Moss, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestly, District Cllr O. Bierley, Cllr.N.Clark,

Members of public present: 6

1 Welcome from the Chairman - Ref: 3984

Cllr Jon Wright, the current Chair of Caistor town council opened the meeting and welcomed residents and councillors.

2 Approval of minutes from the Annual Parish Meeting held on 16/05/2024 - Ref: 3985

The minutes of the annual town meeting held on 16th May 2024 were approved as a correct record of the meeting.

3 To receive the Chairmans report and the annual town report for the year to 31/03/2025 - Ref: 3986

Council Chairman's Report – 2025

I am pleased to present Caistor Town Council Chairman's Report for 2025, reflecting on a year marked with highs and some lows, by progress, resilience, and community spirit.

Our council has remained steadfast, implementing adaptive strategies and securing grants to support vital projects.

I extend my heartfelt gratitude to the council members, our Clerk Michelle, Vice Clerk Mark and most importantly our residents and volunteers for their unwavering support and active participation.

Also a huge thank you to Caistor Lions, Caistor In Bloom, Caistor Goes, Lincs/Caistor cares etc for the fantastic events, displays and work within our town and beyond.

Caistor continues to evolve thanks to all these various groups.

I would also like to express how much of a loss Cllr Jacqui Hughes was, over thirty years of service and dedication, she is sorely missed by us all.

This last year has been an honour to serve as Mayor and Chairman, a role I take great pride in.

Together our Council and residents will continue to build a thriving, resilient community.

4. To receive any Caistor Town Council committee reports for the year to 31/03/2025 - Ref: 3987

Annual report: Estates Committee.

The current members of the Estates committee are Stewart Davey, Angela Clark, Alan Somerscales and Jonathan Cox . I would like to thank all the current members of the committee and our clerk Michelle Moss for the hard work and effort they have given to this committee over the past 12 months. During that period we have held 7 full meetings, members have attended training days for play area inspection, memorial inspection and health and safety training. Some members of the committee were also part of the process to recruit an estates employee following Kims retirement in Dec 2024. During the 2024-25 period there has been a lot of progress in key areas around the town here are some highlights from the monthly reports I provide for the full council meetings:

June 2024, The Inspect Edge software and tablet purchased by CTC to enable formal recording of play area inspections and play area management.

Allotment plots numbered, management policy & records reviewed and updated.

All sports clubs licences reviewed and updated.

All park signs have been replaced and updated with current contact details, with a sign installed at the allotments.

Burial records have been transferred to the Epitaph software management system, this provides an on-line record that is available for all to access. Following this huge step forward in council records, all memorials at the cemetery have now been inspected, measured, photographed and topple-tested.

Inspections were completed on all town council trees and work completed on those identified as moderate risk.

Early 2025 the toilet down at the sportsground was completely refurbished and re-decorated.

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



March / April 2025, 5 of the play surfaces at South Street Park and Millfields were replaced.

March 18th Mike Crookes started his new job as the estates operative for CTC.

Over the past 12 months numerous repairs & maintenance visits have been made to the play equipment and play areas, some by contractors and others by council members. Huge improvements have been made in managing and keeping records of the play areas, cemetery, allotment and other council assets.

The council and estates committee have had a very busy and productive year, thank you all for being part of this.

CLlr Stephen Hodson

Chair - Estates Committee

Caistor Town Council – Personnel and Finance Committee Report

The Personnel and Finance Committee thank Michelle Moss, our clerk for safely managing us through another year, and welcome our new Deputy Clerk, Mark Stevenson-Bramley.

Income & Expenditure Summary:

- Total revenue generated: £167,308. £124,444 comes from the precept, an increase of £14,558. Non-precept income was higher than expected by £21,270, mainly from grants, CIL income and higher than anticipated income from the cemetery.
- Total expenditure: £137,913
- Surplus/(Deficit): £29,395 – Most of this was the play area replacements which ran into 25/26 financial year and will be spent in 25/26
- Community projects and maintenance: £48,310
- Staffing and payroll: £60,791
- Administrative costs: £11,594
- Grants and external funding: £17,218

Staffing Updates:

- Current number of council employees: 3
- New hires: Deputy Clerk: Mark Stevenson-Bramley, Estates operative Mike Crookes

The decision was taken last year to employ a Deputy clerk to help ease the work load of our clerk. Mark is responsible for the Cemetery (Burials, Memorials and Reservations, Allotments (managing the 15 plots), the Market (managing the administration and setting up an online audit and booking system), some project work, and general duties supporting the clerk.

Financial challenges facing the Council including eradicating damp from the Town Hall and the on-going tasks that go hand-in-hand with preserving and maintaining the functionality of our historic Town Hall. Tree maintenance, and ensuring the green spaces within the town are kept both safe and well maintained continues as a priority.

Major projects identified for the coming year include the updating and improvement of the play equipment and facilities for the younger elements of our community. The toilet block was updated earlier in the year, making this a much nicer and better lit facility for the benefit of players and their supporters.

Jayne Bowman

Chair - Personnel and Finance Committee

5. To receive the Caistor Town Council Mission statement - Ref: 3988

"To make Caistor a great place to live, work, and visit by delivering high-quality local services, supporting economic growth, and preserving our town's unique character. We will act with integrity, transparency, and efficiency to serve the best interests of our community."

6. To receive any reports from community groups - Ref: 3989

Caistor Goes...

Caistor Goes Events Committee thank Caistor Town Council for the grant received in April for the year ahead. This will help us put together our programme of events (Classic Cars, Party in the Park, Proms in the Park and the Christmas Lights Switch-On), as well as being able to continue to support other community groups in Caistor with: road closures, equipment and volunteers, and enable their events to take place. This year, Caistor Goes...are proud to put together the celebrations in Caistor supporting 80 years since the war ended today! Earlier today wreathes were laid by the Council and British Legion, and the Proclamation read by our Town

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Crier, Mr William Smith. This evening at 9pm, we hope you will all join us in South Street Park, where there will be a blessing (Ian Robinson), a few words (Lewis King and the Mayor), the VE-Day Choir will sing "I vow to thee my country" and the beacon will be lit. Thank you to Caistor District Lions for your support.

Caistor Community Cinema

Caistor Community Cinema thank Caistor Town Council for the privilege to using the wonderful Town Hall for the monthly cinema screening. We would also like to extend our thanks to the Town Hall Committee who ensure the hall and facilities are in such good condition and for their improvement to the acoustics in the hall. We eagerly anticipate the installation of the new hatch and hope it will be a little better noise insulated.

Caistor Twinning Association

The Twinning Association hosted our guests from Savigne L'Eveque in October, and this year it will be the turn of Caistor to visit France

7. To invite members of the public to raise any matters - Ref: 3990

One member of the public raised the possibility of reworking the orchard in the land adjacent to the sports fields for fruit and veg to support the Caistor food bank. It was agreed to add this as an agenda item at a future meeting of Caistor Town Council - June or July.

One member of the public read out a statement complaining about a council email notifying him that he had been identified as a vexatious complainant, the statement outlined his perceived procurement/ procedural inconsistencies and noted that he will not stop and will report the council to all escalatory bodies.

Cllr Wright thanked members of the public for their contribution.

District Cllr Bierley thanked the town council for the work they do keeping the town looking great, giving their time freely and being a pleasure to work with. He also thanked all the community groups in Caistor for the tremendous efforts they put in to support the town.

Meeting closed at 6:30pm

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