



## Minutes of the Annual Meeting of Caistor Town Council held at 6:45pm at the Caistor Town Hall on 8 May 2025

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr M. Galligan, Cllr S. Hodson, Cllr A. Somerscales,  
Cllr J. Cox, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestly, Cllr N. Clark,  
In Attendance: Michelle Moss, District Cllr O. Bierley,  
Members of public present: 5

**1. Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair - Ref: 3915**

Councillor Jon Wright was proposed/seconded to be Chair of the council and was duly elected following a unanimous vote.

All in favour

**2. Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair - Ref: 3916**

Councillors Bowman and A. Clark were proposed and seconded to be the Vice Chair of the council. Following a vote, Cllr A. Clark was duly elected as the Vice Chair to the council.

Majority vote

**3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 3917**

Apologies received from Cllr Lyus and Cllr McKay.

**4. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance of section 22 of the Localism Act 2011 - Ref: 3918**

None declared.

**5. Public Session (10 minutes, during which the meeting is suspended) - Ref: 3919**

None.

**6. Chairmans Report - Ref: 3920**

The Chair thanked the council for their continued confidence in him.

**7. To approve the draft minutes of 10th April 2025 - Ref: 3921**

RESOLVED that the draft minutes of the meeting held on 10th April 2025 be approved as a true record of the meeting and signed by the Chair.

**8. To review the current WLDC Code of Conduct and resolve to continue to abide by it. - Ref: 3922**

It was noted that all councillors had received the most recent version of the WLDC code of conduct.

RESOLVED to continue to abide by the code.

All in favour

**9. To review and approve the Standing Order regulations (recommended by P&F) - Ref: 3923**

It was noted that following a review at the Personnel and Finance meeting in April the committee had recommended to remove the wording in 3i requesting that councillors stand when addressing the council. It was also agreed to amend section 4dv to permit councillors to advise the clerk of committee substitutes by 5pm on the day of the meeting; and the removal of the requirement for the clerk to record and retain planning decisions in a specific book

RESOLVED to accept the standing orders with the suggested changes.

All in favour

**10. Election of committees, working groups and representatives on outside bodies and agree dates for the committees for forthcoming year - Ref: 3924**

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**a) Election of members to the Personnel and Finance Committee - Ref: 3925**

RESOLVED to appoint cllrs Bowman, Milner, Cox and Morris to the P&F committee with one vacancy.  
All in favour

**b) Election of members to the Estates Committee - Ref: 3926**

RESOLVED to appoint Cllrs A.Clark; Davey, Hodson, Cox and N.Clark to the Estates committee with the Chair of the council as an ex officio member with voting rights.  
All in favour

**c) Election of members to the Health and Safety working group. Also to consider whether to change to a committee - Ref: 3927**

RESOLVED to continue with the Health and Safety working group as a working group and appoint cllrs Davey, N.Clark, Bowman, Cox and Priestley as members.  
All in favour

**d) To consider whether to continue the sports group licence working group and elect members - Ref: 3928**

RESOLVED to dis-band the sports group licence working group and include the work under the terms of reference of the estates committee.  
All in favour

**e) To consider whether to continue the 2-4 build working group and elect members - Ref: 3929**

RESOLVED to disband the 2-4 Build working group.  
All in favour

**f) To consider whether to continue the play areas working group and elect members - Ref: 3930**

RESOLVED to continue the play area working group and appoint Cllrs Bowman, Milner, A.Clark, Davey, N. Clark and Hodson to the group.  
All in favour

**g) Review the representation of CTC representative on Town hall group - Ref: 3931**

RESOLVED that Cllr Johnathan Cox will continue to be the representative on the town hall group.  
All in favour

**11. To consider the delegation arrangements and approve the terms of reference for the committees/H&S working group - Ref: 3932**

**a) To consider the delegation arrangements and approve the Terms of Reference for the Personnel and Finance Committee - Ref: 3933**

RESOLVED to approve the terms of reference with no changes.  
All in favour

**b) To consider the delegation arrangements and approve the Terms of Reference for the Estates Committee - Ref: 3934**

RESOLVED to approve the terms of reference with the addition of the delegated responsibility for the sports group licences.  
All in favour

**c) To consider the delegation arrangements and approve the terms of reference for the Health and Safety working group - Ref: 3935**

RESOLVED to approve the terms of reference with no changes to the delegated powers.  
All in favour

**12. Finance - Ref: 3936**

**a) To consider and approve the Accounting Statements, bank statements and bank reconciliation for period ending 30/04/2025 - Ref: 3937**

The accounting statements, bank statements and bank reconciliation had been circulated to all councillors prior

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to the meeting.

RESOLVED to approve the accounting statements for the period ending 30.04.24 as a true record.

All in favour

**b) To approve the Schedule of Payments - Ref: 3938**

The schedule of payments had been circulated to all councillors prior to the meeting.

RESOLVED to approve the schedule of payments which totalled £53495.52.

All in favour

**c) Internal Audit and AGAR - Ref: 3939**

It was noted that Caistor had been randomly selected for an enhanced external audit this year.

**ci) To receive the Annual Internal Audit report for 2023/24 - Ref: 3940**

The Internal Auditor noted a good audit with high level of governance. A couple of points were raised: cllrs noting interests at meetings should state whether they are personal or pecuniary interests; extra-ordinary meetings should not be called by the clerk. A couple of suggestions were made: the complaints policy states all complaints are to be dealt with by the council - the council should consider resolving that simple complaints may be dealt with by the clerk; clarification on whether full council should approve recruitment of staff, or whether it is delegated to P&F; include future meeting dates on website.

RESOLVED to accept the end of year internal audit report and look to address some of the key issues in the near future.

All in favour

**cii) To complete and approve section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for 2024/25 - Ref: 3941**

All statements of the annual governance statement were read out and the council RESOLVED that it met the requirements in all areas and to approve the report.

All in favour

**ciii) To consider, approve and sign section 2 - Annual Accounting Statements for AGAR for 2024/25 - Ref: 3942**

RESOLVED to approve the annual accounting statements for 24/25.

All in favour

**civ) To consider and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2024/25 - Ref: 3943**

Both reports had been circulated to the council prior to the meeting.

RESOLVED to accept the annual bank reconciliation and the explanation of variances for 24/25.

All in favour

**d) To review and approve the Financial Regulations (recommended by P&F) - Ref: 3944**

The financial regulations had been reviewed and updated at the finance meeting in April and circulated to all councillors in advance of the meeting.

RESOLVED to approve the financial regulations.

All in favour

**e) Review and approve the standing orders, direct debit payments and subscriptions for the forthcoming year (as per standing orders) - Ref: 3945**

The list of pre-approved payments had been circulated to councillors in advance of the meeting.

RESOLVED to approve the payments for the forthcoming year.

All in favour

**f) To review the current inventory of land and other assets (as per Standing orders) - Ref: 3946**

A copy of the current asset register had been circulated to councillors prior to the meeting. It was noted that the asset register has been reviewed by both Estates and P&F over the last year for accuracy. A question was

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raised about whether the town clock is a CTC asset - it was agreed to add a discussion about this to a future agenda.

RESOLVED to accept the register as a true record of the council assets

All in favour

**g) To receive the updated risk register and business continuity plan - Ref: 3947**

A copy of the current risk register had been circulated to councillors prior to the meeting. It was noted that: the register has been reviewed by both Estates and P&F over the last year for accuracy: the level of risk has generally reduced since last year; additional categories of risk have been identified in relation to the health and safety arrangements of the council - these are being addressed but may take some time before they are considered completely managed/mitigated.

RESOLVED to accept the register as a true record of the council risk.

All in favour

**h) To review the councils insurance arrangements and ensure they adequately cover the risks - Ref: 3948**

A copy of the councils insurance schedule had been circulated to councillors prior to the meeting. The schedule had been reviewed by P&F committee in April who considered the arrangements to be sufficient, but noted that: the 3 year tie in with Zurich ends in August this year; the councils property portfolio has not been valued for several years and should be completed prior to arranging new cover (Cllrs Bowman and Milner are progressing quotes this and will present to full council in due course); and arrangements for quotes from other providers will be sought once the valuations have been completed.

RESOLVED that the council has sufficient insurance arrangements in place.

All in favour

**i) To agree to move £13,000 from Ear Marked Reserves to this years budget for the play area resurfacing - Ref: 3949**

RESOLVED to move £13000 from ear marked reserves to this years budget for the play area re-surfacing.

All in favour

**j) To consider and approve the investment strategy as recommended by P&F - Ref: 3950**

It was noted that the investment strategy had been reviewed and approved by personnel and finance. As part of the review the clerk has progressed opening 2 new low risk deposit accounts, each will have £65,000 deposited to minimise the risk of impact of a bank failure.

RESOLVED to approve the investment strategy.

All in favour

**13. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 3951**

**a) Lincolnshire Police - Ref: 3952**

None received.

**b) West Lindsey District Council. - Ref: 3953**

Cllrs Beirleys report had been circulated to councillors prior to the meeting. Cllr Bierley was thanked for this ongoing support and kind works of support at the annual meeting.

**c) Lincolnshire County Council - Ref: 3954**

It was noted that following the local elections James Bean was elected as the Ward Councillor.

Caistor Councillors welcomed the new County councillor, and expressed their heartfelt thanks to Tom Smith, formerly the ward councillor, for his support, advice and assistance over that last few years.

**d) Community Groups - Ref: 3955**

**e) Town Hall Management Committee - Ref: 3956**

Cllr Cox noted that the damp inspector had been out this week and is in the process of compiling a report which will be circulated in due course.

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**f) Caistor in Bloom - Ref: 3957**

It was noted that some of the planters have become damaged over time and have been removed; the daffodils were magnificent - thanks were extended to Market Rasen rotary club for the bulbs; the town council grant was used to buy a mower and leaf blower.

**g) CDCT - 2-4 Market Place - Ref: 3958**

The following report was received from CDCT:

**2-4 Market Place, Caistor – May 2025**

Since the Spring Update event, things have been busy on-site. We are pleased to share the latest developments in the ongoing restoration of 2-4 Market Place, Caistor. The project continues to make significant strides, uncovering both challenges and opportunities as we work to rejuvenate these historic buildings.

**Construction progress**

- **Strip-out and demolition:** The initial phase of strip-out and demolition is largely complete, revealing areas requiring additional attention.
- **Granary building at No. 13 High Street:** The roof's poor condition necessitates the replacement of roof trusses and supports. Additionally, the rear wall requires extra support and remedial work to ensure structural integrity.
- **No. 9 Market Place:** An unexpected void was discovered beneath the building, prompting further assessment and necessary remedial actions.
- **Shopfronts:** Despite delays, the first shopfronts were delivered at the end of March 2025. Off-site construction by joiners is progressing, with installation set to commence within the next two weeks. Temporary steel supports have been installed to maintain structural integrity due to the poor condition of existing shopfronts.
- **Rendering and windows:** The rendering and installation of replacement windows on the upper floors of No. 2 Market Place are underway, enhancing the building's façade.
- **Internal works:** Ground floor internal works are advancing well. Internal walls defining the shop units at No. 2 and No. 4 Market Place, as well as the middle unit at No. 3, are now in place, providing a clearer sense of the future layout.
- **Structural steels:** The majority of steel installations are complete, providing essential structural support throughout the buildings.
- **Tiling delays:** Completion of tiling at No. 2 and No. 4 has been delayed, with an expected completion now set for April 2025.

**Community engagement**

A well-attended public meeting was held at Caistor Town Hall on March 12th, where we discussed project progress, challenges, and financial considerations.

**Financial overview**

The project has encountered increased costs, leading to funding uplifts being requested from our funders:

- **Phase 1a:** Completion of the Market Place shops, site waterproofing, and structural works, including installing services for the entire site. Total cost: £3,544,253 (Repair and conservation work: £2,901,628). Uplift requested: £457,294.
- **Phase 1a+1b:** Includes Phase 1a plus the addition of a community room and holiday let at the front of the site. Total cost: £4,320,923 (Repair and conservation work: £3,599,722). Uplift requested: £1,233,964.
- **Phase 1a+1b+2:** Full project completion. Total cost: £5,910,735 (Repair and conservation work: £5,158,524). Uplift requested: £2,823,776.

**Fundraising initiatives**

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To support these financial needs, the Trust is engaging in further fundraising activities, including:

- **Community shares:** A second community share offering will launch after Easter 2025, with an initial target of £25,000. This offers both new and existing shareholders an opportunity to invest in the project's future.
- **Grant applications:** With support from West Lindsey District Council, we are applying for a share of the UK Shared Prosperity Fund allocated to our area.

We remain committed to preserving and revitalising 2-4 Market Place as a cornerstone of our community. Your continued support and involvement are invaluable as we navigate these challenges and work towards a vibrant future for Caistor.

For more information and updates, please visit website: [2-4 Market Place Caistor](#)

**gi) Consider the proposal from the parking group for the contractors on 2-4 Market Place to use the town hall car park for extended periods - Ref: 3959**

It was noted that: there are differing numbers of contractors working at 2-4 at any one time; if they could be permitted to park in the town hall car park it will alleviate an issue for the town centre; users of the town hall should be given priority; the co-op employees use the car park and a broader discussion is needed to consider all the town hall parking issues; the clerk and deputy are sometimes unable to park.; the contractors for 2-4 could contact ACIS about using Mill Lane land; circa 10 residents permanently park in the town hall car park. It was proposed and seconded that the contractors are given 6 (temporary) permits to park in the town hall car park - the vote was 2 for and 10 against - motion not carried.

Majority vote

**14. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 3960**

**a) Personnel and Finance Committee - Ref: 3961**

**ai) To receive the draft minutes of the P&F meeting held 22nd April 2025 - Ref: 3962**

Circulated prior to the meeting.

**aii) To consider the new Sexual Harassment in the workplace policy and the training requirements (recommended by P&F) - Ref: 3963**

It was noted that the new policy had been approved by P&F, and a link placed on the councillor portal to the training webinar - all councillors are encouraged to watch the webinar.

RESOLVED to adopt the new policy.

All in favour

**aiii) To consider the issues with the CTC one drive and proposal for resolution including purchase a back up lap top - Ref: 3964**

It was noted that CTC currently uses a personal one drive account; a recent IT failure highlighted that this is a risk and needs to be addressed. The business licence will cost £345.60 and the additional laptop iro £600. RESOLVED to purchase a 365 business licence for 3 users and a back up laptop up to £600.

All in favour

**b) Estates Committee - Ref: 3965**

**bi) To consider purchasing a trailer for the Estates Operative and agree next steps - Ref: 3966**

It was noted that the estates op needs a trailer to move equipment, waste and machinery. The proposal would be for the trailer to be kept in the sports ground lock up.

RESOLVED to allocate £1560 to purchase the trailer. (Cllr Hodson to discuss suitability with Estates Op before going ahead with purchase)

All in favour

**bii) To consider moving £2500 from earmarked reserves to current budget for Estates Equipment - Ref: 3967**

RESOLVED to move £2500 from EMR to the current budget for the trailer and other necessary equipment.

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All in favour

**c) Play area working group - Ref: 3968**

No meeting.

**d) Health and Safety Working Group - Ref: 3969**

Meeting held 1st May, handbook and policy finalised and will be shared to approval, work has started on the lost of actions raised as part of the general risk assessment.

All in favour

**15 Clerks Report & Parish Matters - Ref: 3970**

**a) To consider complaints received about the cars parked on the verges on Hersey Rd near the fire station - Ref: 3971**

RESOLVED to defer this discussion until a later meeting

All in favour

**b) To consider the continued use of the town hall by Co-Op employees for over 4 hours - Ref: 3972**

RESOLVED to defer this discussion until a later meeting

All in favour

**c) To consider marking out a parking space in the town hall car park for sole use by CTC - Ref: 3973**

RESOLVED mark out a space for sole use of CTC in the town hall car park.

All in favour

**d) Consider the Cricket Clubs request to host the T20 Womens KO Cup Game (retrospective approval) - Ref: 3974**

RESOLVED to approved the request for the cricket club to host the T20 Womens KO cup game in May 25

All in favour

**e) Review Tracking Report - Ref: 3975**

The report had been circulated to councillors prior to the meeting. Reviewed and noted.

**16. Correspondence Received - Ref: 3976**

**a) To consider the overhanging tree works required letter from LCC and agree next steps - Ref: 3977**

It was noted that: following several emails, LCC are insisting that the vergeside trees beside the sports ground on Brigg Rd are the responsibility of Caistor town council and that we need to arrange for them to be cut to allow work on the column lighting to take place. The clerk noted that quotes for the work were iro £250 ex VAT. RESOLVED to appoint Lincolnshire tree services to completed the work trimming the 2 trees at a cost of £250.

All in favour

**17. To note any planning decisions - Ref: 3978**

**a) WL/2025/00383 | 46 NETTLETON ROAD CAISTOR | 5 day notice under the 'dead or dangerous' exceptions to remove one dead Larch tree (T5) within W1 of Tree Preservation Order Caistor No1 2004 - Approved - Ref: 3979**

Noted

**18. To review the planning applications received and agree a response - Ref: 3980**

**a) None received - Ref: 3981**

Noted

**19 To agree the dates of this year's meetings full council and committee meetings and confirm date of next meeting - Ref: 3982**

The dates of the meetings scheduled for 24/25 had been circulated prior to the meeting.

It was agreed that the dates should be shared on the website.

Date of next meeting 12th June 2025.

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Minutes of the Annual Meeting of Caistor Town Council held at 6:45pm  
at the Caistor Town Hall on 8 May 2025

Meeting closed at 8:35pm

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