



# **Public Meeting Pack**

**11<sup>th</sup> September 2025**



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on  
Thursday 11 September 2025 commencing at 6:45pm at the Caistor Town Hall.

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

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

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

Michelle Moss  
Clerk to the Council  
04/09/2025

## **AGENDA**

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
2. 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
3. Public Session (10 minutes, during which the meeting is suspended)
4. Chairmans Report
5. To approve the draft minutes of 14th August 2025
6. Finance
  - a) To approve the Accounting Statements and bank reconciliation for period ending 31/08/2025
  - b) To approve the Schedule of Payments
  - c) To approve the recommendation from P&F to take out the Gallageher insurance with inclusive property re-valuations
  - d) To consider and prioritise the project proposal documents for next year
  - e) To consider the first draft Budget for 26/27 reviewed by P&F committee 26th August 2025
7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
  - a) Lincolnshire Police
  - b) West Lindsey District Council.
  - bi) To consider whether CTC still wish WLDC to progress the Wayfinding report if they can identify a suitable budget for it
  - bii) To consider the current situation with CCTV at the sports ground and agree any action
  - c) Lincolnshire County Council
  - ci) Results of the Speed/Archer survey along North Kelsey Rd
  - d) Community Groups
  - e) Town Hall Management Committee
  - ei) To receive an update on the shutters for the town hall following the fire risk assessment



- f) Caistor in Bloom - To receive an update on, and agree any further action for: the memorial in the churchyard and to request to vacate the old fire station
- g) CDCT - 2-4 Market Place - To consider letter sent and response
- 8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision)
  - a) Personnel and Finance Committee
    - ai) To receive the draft minutes of the P&F committee meeting 26th August
  - b) Estates Committee
  - c) Play area working group
  - d) Health and Safety Working Group
    - di) To receive the draft minutes of the HSWG meeting 2nd September 2025
    - dii) To receive the results of the asbestos surveys for council owned property and agree any next steps
    - diii) To received the fire risk assessment update for council owned property and agree any next steps
    - div) To consider the quotes for the structural survey for the old fire station
    - dv) To consider the HSWG request to allocate an additional £1000 to this years H&S budget
- 9. Policy review - Lone worker policy - Approved by HSWG 2.9.25
- 10. Policy review - Equality and Diversity policy
- 11. To consider new policy proposal: Community facilities management policy
- 12. Clerks Report & Parish Matters
  - a) Review Tracking Report
  - b) To receive information from 'Your Lincolnshire' with a proposal for local government re-organisation
- 13. To note any planning decisions
  - a) None
- 14. To review the planning applications received and agree a response
  - a) None
- 15. Date of next meeting - 9th October 2025 (Methodist Centre)



## Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 14 August 2025

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox,  
Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestley, Cllr N. Clark, Cllr P. Laverack,  
Cllr P. Laverack,

In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley, County Cllr J. Bean,  
Members of public present: 7

1. **To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4262**  
Apologies received from Cllr Bowman.
2. **To consider the applications for Co-option to fill the councillor vacancy - Ref: 4263**  
Cllr Wright noted an interest and left the room. Cllr A. Clark chaired. The clerk noted that 2 councillors had asked for a ballot.  
Following a majority vote Mr Paul Laverack was appointed to fill the vacancy. Mr Laverack completed the acceptance of office and joined the meeting.  
Cllr Wright returned to the meeting and chaired.  
Majority vote
3. **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: 4264**  
None.
4. **Public Session (10 minutes, during which the meeting is suspended) - Ref: 4265**  
None.
5. **Chairmans Report - Ref: 4266**  
None.
6. **To approve the draft minutes of 10th July 2025 - Ref: 4267**  
RESOLVED that the draft minutes of the meeting of 10th July 2025 be approved as a true record of the meeting.
7. **Finance - Ref: 4268**
  - a) **To approve the Accounting Statements and bank reconciliation for period ending 31/07/2025 - Ref: 4269**  
The accounting statements, bank statements and bank reconciliation had been circulated to councillors prior to the meeting.  
RESOLVED to approve the accounting statement and bank reconciliation as a true record.  
All in favour
  - b) **To approve the Schedule of Payments - Ref: 4270**  
The schedule of payments had been circulated to councillors prior to the meeting.  
RESOLVED to approve the schedule of payments totalling £12917.66  
All in favour
8. **Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4271**
  - a) **Lincolnshire Police - Ref: 4272**  
It was noted that the report was for June and not report had been received yet for July.
  - b) **West Lindsey District Council. - Ref: 4273**  
District Cllr Bierley's report had been circulated prior to the meeting. An issue was raised about the frontage of the new vape shop in the Market Place not being appropriate for a conservation area. Cllr Bierley took an

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action to report it to the conservation officer.

**bi) To consider the issues with WLDC not emptying bins at the cemetery and south st park and what to do when there are events on. - Ref: 4274**

It was noted that: the bins at the cemetery and South St Park are not all being emptied; when there are events on in the park the organisers do not organise rubbish collections and much of the rubbish is left in black bags by the bins; the black bags left by organisers are ripped open by vermin and always need to be rebagged; WLDC has said that crews have recently been reminded to stick to their waste policy which is to only empty one black, 1 purple lidded and 1 blue lidded per property; WLDC could provide a 360l bin for ££19.07 per month or 2 x 240l bins for £28.60 per month for each site.

RESOLVED 1. to pay for an additional 2 x 240l bins at the cemetery for £28.60 per month; 2. to pay for 2 additional 240l bins at South St Park for £28.50 per month; 3. to let the community groups using South St Park that they will need to organise removal of their own rubbish to help tackle the issue; 4. include an amendment in the food market licence next year when it is reviewed relating to removing their own rubbish.

All in favour

**c) Lincolnshire County Council - Ref: 4275**

Cllr Bean noted that: LCC assuming responsibility for Cornhill is definitely going ahead but no timelines yet; a roundabout at Caistor Top is still being pursued; the survey about the local government re-organisation is open for comments.

**ci) LCC consultation for TRO for South St and Mill Lane - Ref: 4276**

It was noted that LCC had proposed a revised layout as the previous proposal to change the waiting restrictions at South St park had received quite a lot of feedback. Councillors had received the revised layout proposals.

RESOLVED to suggest to LCC that they move the bus stop further up South St, nearer to the park gates.

All in favour

**cii) LCC request to extend the 4 hour parking limit at the town hall car park for their wellbeing event - Ref: 4277**

It was noted that the event is being held in the town hall, and will be an all day event.

RESOLVED that the 4 hour limit would be suspended for the event on 25th September.

All in favour

**ciii) To consider issues for inclusion in the LCC/Cllr walkabout planned for 1st September - Ref: 4278**

It was noted that there are several potholes on Bank Lane, broken gullies on the corner of Chapel Lane/Bank Lane, broken gullies on North Kelsey Rd. The councillors were asked to email the clerk with issues in prep for the walkabout.

**d) Community Groups - Ref: 4279**

No reports had been received from the community groups.

**di) To retrospectively approve the community cinema use of South St Park on 6th Sept - Ref: 4280**

RESOLVED to approve the community cinema use of South St Park on 6th Sept.

All in favour

**dii) To retrospectively approve the revised date for the proms in the park to 7th Sept - Ref: 4281**

RESOLVED to approve the revised date for proms in the park to 7th Sept.

All in favour

**diii) To consider the feedback from Residents in relation to Caistor Goes Sporty (13th July) and agree any action - Ref: 4282**

Cllr Laverack left the room.

The residents complaints were noted. Caistor Goes had been contacted and were very sympathetic to the complaints. Several councillors noted that the morning running event was far too loud and the noise started very early with loud music, compere and many runners. It was noted that: the running event should go back to the Market Place next year as the hoarding should have been removed by then and the noise is more contained there; the event should not start before 10am and the group should be asked to keep the noise at a reasonable



level.

RESOLVED to write to the running group explaining the residents concerns and ask for any future events to preferably move back to the market place, or for the noise to be kept to a minimum before 10am and at a more reasonable level throughout the event.

Cllr Laverack returned to the room.

All in favour

**e) Town Hall Management Committee - Ref: 4283**

No meeting had been held.

**ei) To consider the need for a formal agreement between the town hall management group and Caistor town council and how to progress - Ref: 4284**

It was noted that: there is no documented agreement in place between the council and the group who manage the town hall; the issues with this include uncertainties on who is responsible for repairs, liability risks, lack of future certainty. RESOLVED that Cllr Cox and the Clerk would work with the town hall committee to progress an agreement based on current operations and present the draft agreement to council in due course.

Majority vote

**f) Caistor in Bloom - To consider the recent damage in the Churchyard and agree next steps, including costs if available - Ref: 4285**

It was noted that: Caistor in Bloom do a fantastic job but the agreement for the churchyards with the town council is for grass cutting only and CIB (or any other member of the public/group) must not undertake work, including digging and disturbing graves and headstones in the churchyard, without permission of the Church/Diocese and town council; the council decided not to report the matter to the police as CIB were working in the cemetery with good intentions; we are waiting for written quotes to repair the damage, but initial indications are that it will cost iro £500 - £1000 for a suitably qualified memorial mason to reset the memorial and make it safe.

Cllr N.Clark asked for his comment to be minuted: Caistor in Bloom should be invoiced for the repairs.

RESOLVED to 1 - formally write to CIB to advise that they must not undertake any work at the churchyards other than grass cutting (as per the agreement) without the express permission of the church and the town council - this includes digging, planting, resetting headstones, removing flowers/mementos from ashes plots; 2 - delegate authority to the clerk to spend up to allocate £1000 to pay memorial mason to rectify the damage.

1 abstained

**g) CDCT - 2-4 Market Place - Ref: 4286**

It was noted that businesses and residents have raised concerns about the lack of information regarding the revised timelines for the development and when the hoarding will be removed. Councillors raised concerns that the council is not receiving information about the build dates and that rumours are that the hoarding will now be in place until August 2026.

RESOLVED that Cllr Wright would call Neil Castle for an update and that the clerk would write to Neil Castle expressing concern of council and businesses about the lack of accurate information.

All in favour

**9 To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4287**

**a) Personnel and Finance Committee - Ref: 4288**

Next meeting on 26th August.

**ai) To consider and agree the proposed changes to the P&F terms of reference - Ref: 4289**

RESOLVED to accept the proposed changes to the P&F terms of reference.

All in favour

**b) Estates Committee - Ref: 4290**

The Estates report had been circulated to councillors prior to the meeting. No comments received.

**bi) To consider the proposal from Estates committee to formally ask CIB to vacate the old fire station given**



**that it is awaiting a structural engineers report - Ref: 4291**

It was noted that: the Old Fire Station has a damaged roof and has an acrow in place across the entrance; the damage to the roof was thought to have been worsened by over tightening when the acrow was originally sited; there are no records of when the acrow was installed/last inspected; it has recently been raised as an issue following the external health and safety inspection and the council have been advised that it should not be used until a qualified inspector has certified it as safe to use; the space is currently being used by Caistor in Bloom to store equipment and materials; the councils insurance for the building may be compromised without a formal inspection; Cllr Bowman had been tasked with getting quotes for the inspection but has not yet progressed this. RESOLVED to formally ask Caistor in Bloom to vacate the old fire station per Estate Committee recommendation.

All in favour

**c) Play area working group - Ref: 4292**

No meeting scheduled yet.

**d) Health and Safety Working Group - Ref: 4293**

Next meeting scheduled for 2nd September.

It was noted that Cllr Priestly had resigned from the working group, so there is a vacancy.

**e) Town Hall Damp working group - to receive the notes and recommendations from meeting and agree further action - Ref: 4294**

The working group had met and assessed the damp report. The issues had been grouped and allocated for further investigation/quotes to repair: points of water ingress, paint issues, sub floor issues, cracked waste pipe, areas needing a dehumidifier. It was noted that money would need to be set aside for the repairs and/or grants applied for; current initial estimates are iro £10k - £15k but these could be much higher depending on the issues found.

**10. To consider the PDD for the cemetery survey to ID where the workhouse bodies are buried and agree next steps - Ref: 4295**

It was noted that: there is uncertainty whether workhouse burials took place in unmarked graves in Caistor cemetery; the burials are believed to have been in the top right hand side of the cemetery and as such it is not possible to offer any plots in the area for interments; the rest of the cemetery is full; there is a need to conclusively identify whether there are unmarked graves and their location; three quotes have been obtained for a ground penetrating survey of the area, the costs range from £1650 to £2650 ex VAT. Cllr Bean noted that LCC may have the equipment and expertise to do this for us with no charge and agreed to investigate. RESOLVED that the GPR survey should be completed, ideally at no cost by LCC but if this is not possible the council accept the quote for £1650.

All in favour

**11. To consider the requirements for the Christmas tree for this year and agree next steps - Ref: 4296**

It was noted that there is £500 in the budget for a Christmas tree. RESOLVED that Cllr Somerscales would organise the tree this year with the help of Cllr Wright.

All in favour

**12. To receive an update on the community orchard project - Ref: 4297**

It was noted that the group had sent an updated proposal and completed a Project Proposal Document. The clerk had circulated an assessment of the proposal including an action plan; the council needs to consider a licence or lease for that project; other considerations include liability insurance, risk assessments/health and safety, governance, precedence, exit plan, operational costs.

RESOLVED that Cllrs Hodson, A.Clark, Milner and Bowman would continue to work with the group to consider the issues and present a more complete proposal to the council.

All in favour

**13. To receive and update on the Mural project and agree next steps - Ref: 4298**

It was noted that the discussion would be deferred to the next meeting when more information may be

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available.

- 14. To consider the need for replacement flags in the town centre and agree next steps - Ref: 4299**  
Cllr Wright noted that he had put up flags last year but they are looking tatty and now need replacing.  
RESOLVED to replace the tatty flags, to purchase a mixture of Union flags and Lincolnshire flags, 1 yard, and allocate a budget of £150 to them (Cllr Wright to progress)  
All in favour
- 15. To consider the need for a project prioritisation meeting to prioritise projects for next years budget - Ref: 4300**  
RESOLVED to include the prioritisation of projects as part of the September meeting.  
All in favour
- 16. Clerks Report & Parish Matters - Ref: 4301**
- a) To receive the presentation from A greater Lincolnshire for all - Ref: 4302**  
It was noted that the Greater Lincolnshire for all proposal is just one option. The final solution has not been agreed upon.
- b) Review Tracking Report - Ref: 4303**  
Noted.
- c) To consider the Scheme of publication - Ref: 4304**  
RESOLVED to approve the scheme of publication and review in another 2 years.  
All in favour
- 17. Correspondence Received - Ref: 4305**
- a) To consider resident Concerns regarding Cornhill/South St - Ref: 4306**  
The residents concerns were considered and noted.
- b) To consider residents request to park their disability vehicle in the town hall car park for more than 4 hours at a time - Ref: 4307**  
As the resident had mentioned that there is a clause in her deeds that permits her to use the car park, the council RESOLVED to ask the resident for the copy of her deeds to verify this information prior to making a decision.  
All in favour
- c) Messenger request from a resident asking for the seat in the Market Place to be re-installed given that it would not block pedestrian access whilst 2-4 is being completed - Ref: 4308**  
It was noted that the town council did not remove the bench. The bench is currently located at Cllr Davey's home. RESOLVED that the bench could be re-instated providing it does not obstruct the pedestrian access to the Market Place whilst 2-4 hoarding is up.  
All in favour
- 18. To note any planning decisions - Ref: 4309**
- a) None received - Ref: 4310**  
None.
- 19. To review the planning applications received and agree a response - Ref: 4311**
- a) WL/2025/00745 | Listed building consent for works to ceilings | 2-4 MARKET PLACE - Ref: 4312**  
RESOLVED to support the application.  
All in favour
- 20. Date of next meeting - 11/9/25 - Ref: 4313**  
Noted.





Minutes of the Caistor Town Council held at 6:45pm  
at the Caistor Town Hall on 14 August 2025

Meeting closed at 8:55pm

Signature: .....



## **Accounting Statements**

Current Financial Year Ending 31/03/2026

Financial Period 01/08/2025 to 31/08/2025



# Bank Reconciliation

## Balances as per bank statements as at 01/09/2025

Natwest Current Account	3408.11	175059.96
Natwest Business Reserve Account	56278.18	
Equals Card	290.45	
Charity Bank 40 day notice	65000.00	
Unity Trust Instant Access	50083.22	

## Unrepresented Payments & Receipts

Date	Invoice Ref Type	Description	Credit	Debit
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**Nett balance as at 01/09/2025** **175059.96**

### Cash Book

		Opening Balance Bank 1	7264.03	133446.01
Receipts in current year	143146.88	Opening Balance Bank 2	125702.97	
VAT to be claimed	10097.77	Opening Balance Bank 3	479.01	
Unallocated cash	0.00	Opening Balance Bank 4	0.00	
Payments in current	91435.16			
		<b>Cash Book Closing Balance</b>		<b>175059.96</b>

### 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	5000.00	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	3000.00
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	64512.96
Tree Maint - Parks (combined above)	0.00		



# Budget Report - Income

Current Financial Year Ending 31/03/2026

Financial Period 01/08/2025 to 31/08/2025

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 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation	
	Budget	Actual							£	%
Income: General										
Precept	124444	124444	132558	132558	0	0	0	132558	0	0.00
Cemetery Income	4000	7740	4000	2805	3960	0	0	6765	2765	69.13
Allotment Income	420	428	450	90	0	0	0	90	-360	-80.00
Market Rents	3000	2620	2000	695	393	0	0	1088	-912	-45.58
Sports ground	2464	4981	4400	849	618	0	0	1467	-2933	-66.66
WLDC Street Cleaning	2490	2091	0	0	0	0	0	0	0	100.00
Grass Cutting	1700	3708	1785	0	0	0	0	0	-1785	?
Grants	0	10619	1000	0	0	0	0	0	-1000	?
VAT Reclaimable	0	0	0	0	0	0	0	0	0	100.00
Miscellaneous Income	2000	2999	2500	551	107	0	0	658	1842	-73.66
Town Hall	520	520	520	0	520	0	0	520	0	0.01
Magazine Advertising	0	0	0	0	0	0	0	0	0	100.00
CIL income	0	2158	1000	0	0	0	0	0	-1000	?
Income: General	Total		150213	137549	5598	0	0	143147	-3383	-5
Total			150213	137549	5598	0	0	143147	-3383	-5



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/08/2025 to 31/08/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
	Year 2024/25								Variation	
Details	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries	35000	42029	53000	13415	7451	0	0	20866	32134	-61
PAYE & NI	16000	13644	15000	4317	2734	0	0	7051	7949	-53
Staff Travel & Benefits	100	19	250	45	20	0	0	65	185	-74
Contractors	0	0	0	0	0	0	0	0	0	100
Other Staff Expenses	100	29	250	36	0	0	0	36	214	-86
General Office	1000	1612	1500	222	233	0	0	455	1045	-70
Hall Hire	500	427	500	110	50	0	0	160	340	-68
Insurance	3600	3669	4000	0	0	0	0	0	4000	-100
Audit	820	620	700	200	420	0	0	620	80	-11
Subscriptions	685	1097	1000	0	0	0	0	0	1000	-100
Training	500	1029	2500	315	155	0	0	470	2030	-81
Election	0	0	0	0	0	0	0	0	0	100
Mayor Allowance	350	52	350	10	0	0	0	10	340	-97
Professional Fees	500	47	250	175	0	0	0	175	75	-30
Legal Fees	500	0	500	0	0	0	0	0	500	-100
PROW and Amenity Cut	4500	4500	4500	923	935	0	0	1858	2642	-59
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3571	3200	923	938	0	0	1860	1340	-42
Sportsground	10300	10828	8300	1879	1682	0	0	3561	4739	-57
Cemeteries/Church	6800	5088	10500	3871	1710	0	0	5580	4920	-47
Allotments	250	244	250	0	0	0	0	0	250	-100
Market	250	17	250	0	0	0	0	0	250	-100
Cemetery records management	280	613	650	0	0	0	0	0	650	-100
Community Events	1000	639	500	0	0	0	0	0	500	-100
Telephone & Broadband	800	1277	1350	384	214	0	0	598	752	-56
Electricity - Market Place LN7 6TU	200	472	400	167	39	0	0	206	194	-49
Electricity - South Street Park	600	692	600	45	5	0	0	50	550	-92
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	157	0	0	702	398	-36
	0	0	0	0	0	0	0	0	0	100
Tree maintenance	1500	1525	1500	0	250	0	0	250	1250	-83
Water: Sports Ground	300	249	400	37	52	0	0	88	312	-78
Water: Cemetery	100	92	100	20	24	0	0	43	57	-57
Water: Allotments	150	141	200	25	142	0	0	167	33	-17
Play Park Maint & Refurb	4000	5618	28500	27089	12	0	0	27101	1399	-5
Caistor Sports & Social Club	3000	2687	3000	30	683	0	0	713	2287	-76
Town Hall	2500	1630	2500	661	0	0	0	661	1839	-74
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3088	952	0	0	4040	460	-10
Market Place	4000	3044	1000	600	44	0	0	644	356	-36
Gritting & Snow Clearance	450	0	300	0	0	0	0	0	300	-100
CCTV	1500	0	500	0	0	0	0	0	500	-100
Grants & Donations	7000	7218	5000	3300	0	0	0	3300	1700	-34
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	5500	5118	5000	1333	1052	0	0	2384	2616	-52
Grant to Caistor in Bloom	10000	10000	0	0	0	0	0	0	0	100
Christmas Lights project	2000	6848	0	0	0	0	0	0	0	100
Bins and Benches	0	0	0	0	0	0	0	0	0	100
WLDC		70		0	0	0	0	0	0	
Health and Safety			4000	1975	2180	0	0	4155	-155	4



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/08/2025 to 31/08/2025

This report is based on Payment Date

Details		Financial Year Ending 31/03/2026								
		Year 2024/25		Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation £ %
		Budget	Actual							
Expense: General Total				174000	69301	22134	0	0	91435	82565 -47
Total				174000	69301	22134	0	0	91435	82565 -47



# Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/08/2025 to 31/08/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
	Year 2024/25								Variation	
Details	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Expense: General										
Salaries	35000	42029	53000	13415	7451	0	0	20866	32134	-61
PAYE & NI	16000	13644	15000	4317	2734	0	0	7051	7949	-53
Staff Travel & Benefits	100	19	250	45	20	0	0	65	185	-74
Contractors	0	0	0	0	0	0	0	0	0	100
Other Staff Expenses	100	29	250	36	0	0	0	36	214	-86
General Office	1000	1612	1500	222	233	0	0	455	1045	-70
Hall Hire	500	427	500	110	50	0	0	160	340	-68
Insurance	3600	3669	4000	0	0	0	0	0	4000	-100
Audit	820	620	700	200	420	0	0	620	80	-11
Subscriptions	685	1097	1000	0	0	0	0	0	1000	-100
Training	500	1029	2500	315	155	0	0	470	2030	-81
Election	0	0	0	0	0	0	0	0	0	100
Mayor Allowance	350	52	350	10	0	0	0	10	340	-97
Professional Fees	500	47	250	175	0	0	0	175	75	-30
Legal Fees	500	0	500	0	0	0	0	0	500	-100
PROW and Amenity Cut	4500	4500	4500	923	935	0	0	1858	2642	-59
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3571	3200	923	938	0	0	1860	1340	-42
Sportsground	10300	10828	8300	1879	1682	0	0	3561	4739	-57
Cemeteries/Church	6800	5088	10500	3871	1710	0	0	5580	4920	-47
Allotments	250	244	250	0	0	0	0	0	250	-100
Market	250	17	250	0	0	0	0	0	250	-100
Cemetery records management	280	613	650	0	0	0	0	0	650	-100
Community Events	1000	639	500	0	0	0	0	0	500	-100
Telephone & Broadband	800	1277	1350	384	214	0	0	598	752	-56
Electricity - Market Place LN7 6TU	200	472	400	167	39	0	0	206	194	-49
Electricity - South Street Park	600	692	600	45	5	0	0	50	550	-92
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	157	0	0	702	398	-36
	0	0	0	0	0	0	0	0	0	100
Tree maintenance	1500	1525	1500	0	250	0	0	250	1250	-83
Water: Sports Ground	300	249	400	37	52	0	0	88	312	-78
Water: Cemetery	100	92	100	20	24	0	0	43	57	-57
Water: Allotments	150	141	200	25	142	0	0	167	33	-17
Play Park Maint & Refurb	4000	5618	28500	27089	12	0	0	27101	1399	-5
Caistor Sports & Social Club	3000	2687	3000	30	683	0	0	713	2287	-76
Town Hall	2500	1630	2500	661	0	0	0	661	1839	-74
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3088	952	0	0	4040	460	-10
Market Place	4000	3044	1000	600	44	0	0	644	356	-36
Gritting & Snow Clearance	450	0	300	0	0	0	0	0	300	-100
CCTV	1500	0	500	0	0	0	0	0	500	-100
Grants & Donations	7000	7218	5000	3300	0	0	0	3300	1700	-34
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	5500	5118	5000	1333	1052	0	0	2384	2616	-52
Grant to Caistor in Bloom	10000	10000	0	0	0	0	0	0	0	100
Christmas Lights project	2000	6848	0	0	0	0	0	0	0	100
Bins and Benches	0	0	0	0	0	0	0	0	0	100
WLDC		70		0	0	0	0	0	0	
Health and Safety			4000	1975	2180	0	0	4155	-155	4



This report is based on Payment Date			Financial Year Ending 31/03/2026								
			Year 2024/25							Variation	
Details	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
Expense: General Total			174000	69301	22134	0	0	91435	82565	-47	
Total			174000	69301	22134	0	0	91435	82565	-47	



# 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"/>
12/08/2025	2146	Greystone Services	Grass cutting - cemetery	168.00	1008.00	<input type="checkbox"/>	<input type="checkbox"/>
06/08/2025	2147	Jake Garden Care (Dyne Group)	Grass cutting visit 7 6th August	187.05	1122.30	<input type="checkbox"/>	<input type="checkbox"/>
30/07/2025	2148	Caistor Farm & Garden Machinery	Strim line and auto cut	13.25	79.50	<input type="checkbox"/>	<input type="checkbox"/>
18/08/2025	2158	Wave	Bank Payment: Water: Cemetery	0.00	23.53	<input type="checkbox"/>	<input type="checkbox"/>
18/08/2025	2159	Wave	Bank Payment: Water: Sports Ground	0.00	51.54	<input type="checkbox"/>	<input type="checkbox"/>
18/08/2025	2160	Wave	Bank Payment: Water: Allotments	0.00	142.10	<input type="checkbox"/>	<input type="checkbox"/>
18/08/2025	2161		Bank Payment: Salaries	0.00		<input type="checkbox"/>	<input type="checkbox"/>
18/08/2025	2162		Bank Payment: Salaries	0.00		<input type="checkbox"/>	<input type="checkbox"/>
19/08/2025	2165	EDF	Bank Payment: Electricity - Market Place LN7 6TU	0.96	20.26	<input type="checkbox"/>	<input type="checkbox"/>
19/08/2025	2166	EDF	Bank Payment: Electricity - Sports Ground	1.43	30.09	<input type="checkbox"/>	<input type="checkbox"/>
19/08/2025	2167	EDF	Bank Payment: Electricity - South Street Park	0.00	4.82	<input type="checkbox"/>	<input type="checkbox"/>
18/08/2025	2168	Moneysoft	Bank Payment: General Office	18.00	108.00	<input type="checkbox"/>	<input type="checkbox"/>
26/08/2025	2169	HMRC	Bank Payment: PAYE & NI	0.00	1370.37	<input type="checkbox"/>	<input type="checkbox"/>
26/08/2025	2170	NEST	Bank Payment: Pension payments	0.00	526.64	<input type="checkbox"/>	<input type="checkbox"/>
26/08/2025	2171	Tamar Telecom	Bank Payment: Telephone & Broadband	1.20	7.20	<input type="checkbox"/>	<input type="checkbox"/>
26/08/2025	2172	E-Quip (Rasen) Ltd / Equip Global	Safety sign, oil and gloves	5.84	35.05	<input type="checkbox"/>	<input type="checkbox"/>
26/08/2025	2173	E-Quip (Rasen) Ltd / Equip Global	Washers, bolts, hinges, nuts	1.45	8.69	<input type="checkbox"/>	<input type="checkbox"/>
26/08/2025	2174	Lincolnshire Tree services	Parks tree work	217.00	1302.00	<input type="checkbox"/>	<input type="checkbox"/>
26/08/2025	2175	Jake Garden Care (Dyne Group)	Grass cutting visit 9 (20-22/8/25)	374.10	2244.60	<input type="checkbox"/>	<input type="checkbox"/>
26/08/2025	2176	E-Quip (Rasen) Ltd / Equip Global	Zinc spray, safety signs, misc	5.80	34.78	<input type="checkbox"/>	<input type="checkbox"/>
27/08/2025	2177	BT	Bank Payment: Telephone & Broadband	13.12	78.74	<input type="checkbox"/>	<input type="checkbox"/>
29/08/2025	2181	Caistor Town Hall	Hire of hall - Aug	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
29/08/2025	2182	Gallagher Insurance	Insurance Premium	0.00	6399.09	<input type="checkbox"/>	<input type="checkbox"/>
01/09/2025	2183	Greystone Services	Cemetery Grass Cutting 6/8 and 20/8	168.00	1008.00	<input type="checkbox"/>	<input type="checkbox"/>
01/09/2025	2184	Three	Bank Payment: Telephone & Broadband	7.04	42.22	<input type="checkbox"/>	<input type="checkbox"/>
02/09/2025	2185	SP Davis Memorials	Restoration of stone in churchyard	95.00	570.00	<input type="checkbox"/>	<input type="checkbox"/>
03/09/2025	2186	Viking	Printer ink and paper, tape, tipex	20.29	121.74	<input type="checkbox"/>	<input type="checkbox"/>
04/09/2025	2187	Mike Crookes	Expense Claim		131.30	<input type="checkbox"/>	<input type="checkbox"/>
04/09/2025	2188	Mike Crookes	Expense Claim		19.95	<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
					TOTAL: 20244.52

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

# Project Proposal Document



Project title	Noticeboard for Allotment	
Proposed by	M.Stevenson-Bramley	
Date	22/04/25	
<p><u>What the need/issue is</u></p> <p>The Allotment Association recommends the use of a noticeboard for the following reasons:  Allotment rules are not always being followed and it would be good to have a central point where information and regulations can be found.  A way of conveying reminders and information to tenants about specific issues.</p>		
<p><u>What is the proposed solution</u></p> <p>A noticeboard placed near the entrance to the allotment, where regulations, a map and notices can be displayed in one place.</p>		
<p><u>What are the benefits to Caistor</u></p> <p>To meet best practice and ensure the smooth running of the allotment.</p>		
<p><u>Cost estimate</u></p> <p>£525 for a noticeboard attached to fencing. Consideration to maintenance of the fence needs to be given.</p> <p>£825 for a noticeboard on legs.</p>		
<p><u>Resource estimate</u></p> <p>Could be installed by CTC Estates Operative at no financial cost.</p>		
Date of review		
Outcome of review	Support / Reject / Defer	

# Project Proposal Document



Caistor Town Council

<b>Project title</b>	Caistor Jubilee Orchard Yield Scheme C.J.O.Y.S
<b>Proposed by</b>	Nigel Corser
<b>Date</b>	28.04.2025
<u>What the need/issue is</u>  Food stability in uncertain times.	
<u>What is the proposed solution</u>  Rework the Jubilee Orchard so that it provides nutrient rich organic fruit, vegetables and herbs for the local community.	
<u>What are the benefits to Caistor</u>  Spreading of knowledge to enable people to grow their own food.  Initially a small amount of food produced and stored in case of emergency hopefully growing over time as more people get involved and realise the health benefits of 'real' food.  Promoting mental health and well-being through contact with/working in nature.  Provide a quiet, safe space to meet friends and for reflection.	
<u>Cost estimate</u>  Initial costs;  Stock Fence 50m = £60.60 (Moles) Compost 18 bags = £90.	
<u>Resource estimate</u>  A source of water nearby for watering plants needs to be discussed. I.e using the tap at the Cricket Pavilion or obtaining the use of a bowser.	
<b>Date of review</b>	
<b>Outcome of review</b>	Support / Reject / Defer


# Project Proposal Document



<b>Project title</b>	Ashes section extension at the cemetery
<b>Proposed by</b>	Michelle Moss/Estates
<b>Date</b>	August 2025
<b><u>What the need/issue is</u></b>	<p>The cemetery is running out of space in the ashes section. There is no suitable land available in Caistor to purchase for additional cemetery land. Over the last several years Caistor has sold between 6 and 12 ashes plots a year. We now only have 24 ashes plots left. Of these 24 some may not be available due to historical interments not being done accurately and encroaching on other plots.</p> <p>This means that Caistor cemetery will potentially run out of ashes plots in the next 24-36 months. At which point we can either close the ashes section and not accept any more interments, or we will have to make additional land available in the cemetery for ashes interments.</p>
<b><u>What is the proposed solution</u></b>	<p>There is a small piece of land at the top of the cemetery, on the left hand side which does not have any interments and is not set aside for full burials. There is also a small piece of land on the opposite side of the cemetery, but this is currently inaccessible to a large pile of excess earth which has been deposited there over many years (excess soil from full burials).</p> <p>These pieces of land are adjacent to the current ashes section and lend themselves very well to converting to additional ashes sections.</p>
<b><u>What are the benefits to Caistor</u></b>	<p>The ashes of Caistor residents (and others) could continue to be interred in Caistor cemetery.</p>
<b><u>Cost estimate</u></b>	<p>Construct a small retaining/surrounding wall (similar to the current ashes section) - £2000 - £3000</p> <p>Pear Mapping for the new section - £250</p> <p>Bench - £500 (optional)</p> <p>Total cost – iro £3000</p>
<b><u>Resource estimate</u></b>	<p>Small, outsourced project - contractors</p>
<b>Date of review</b>	
<b>Outcome of review</b>	Support / Reject / Defer

# Project Proposal Document



Project title	Noticeboard for Cemetery
Proposed by	Michelle Moss/Estates
Date	22/04/25
<p><u>What the need/issue is</u></p> <p>We need to communicate with visitors to the cemetery but do not have a database to send out electronic communications.</p> <p>Cemetery rules are not always being followed and it would be good to have a central point where information and regulations can be found.</p> <p>A way of conveying reminders to cemetery visitors about specific issues, especially at Christmas about wreaths and grave ornaments.</p> <p>Currently there are a number of signs on the railings, which are not always in keeping with the dignity and appearance of the cemetery.</p>	
<p><u>What is the proposed solution</u></p> <p>A noticeboard placed near the entrance to the cemetery, where regulations, a map and notices can be displayed in one place</p> 	
<p><u>What are the benefits to Caistor</u></p> <p>To assist visitors to the cemetery and enforce regulations, which helps promote the dignity and appearance of the cemetery.</p> <p>Having a map at the cemetery would help visitors, gravediggers and contractors locate graves, cutting down on enquiries to the CTC office.</p> <p>We can combine the noticeboard with the use of the online interactive map by utilising a QR code making it easy for visitors to navigate around.</p>	
<p><u>Cost estimate</u></p> <p>£1000 - £1500 for a noticeboard with posts, recycled plastic made to look like wood. Consideration to the position needs to be given as there are graves immediately inside the gateway.</p>	
<p><u>Resource estimate</u></p> <p>Small project.</p> <p>Could be installed by CTC Estates Operative at no financial cost.</p>	
Date of review	
Outcome of review	Support / Reject / Defer

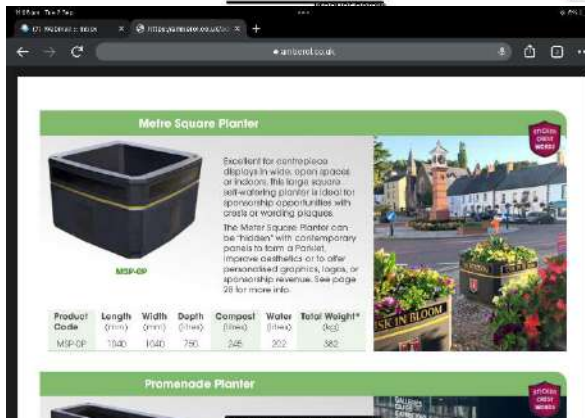
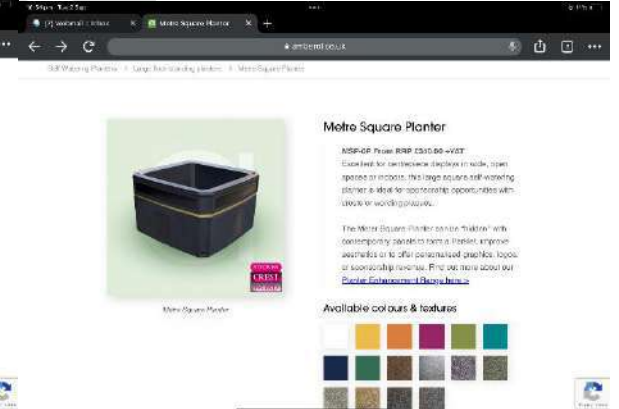
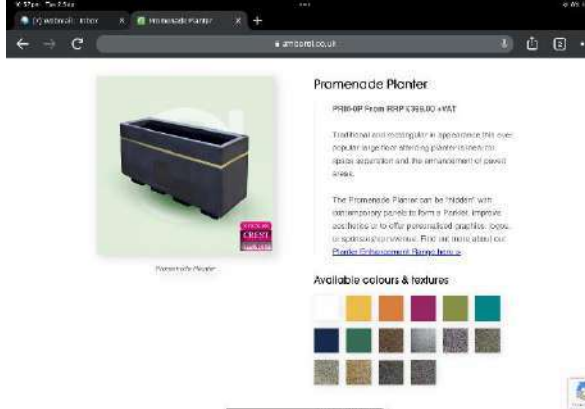
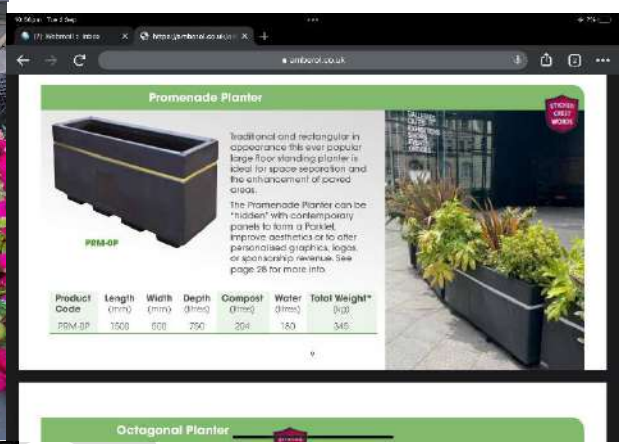


# Project Proposal Document



Project title	Flowers and containers for Caistor Market Place 2026
Proposed by	Linda Milner
Date	28/08/2025
<p><u>What the need/issue is</u></p> <p>Flowers around the Town have been greatly missed this year.</p> <p>We don't want to be in the position we were this year when it was too late to buy and plant the flowers. As a Council we should take measures to ensure we have flowers in the Market Place next year.</p>	
<p><u>What is the proposed solution</u></p> <p>Purchase planters and put aside funds to buy compost and flowers for Summer 2026.</p> <p>Planters can be filled with a mixture of perennials and bedding plants or fruit, herbs and vegetables, see example photos taken of Grimsby Town centre planters. They have really enhanced the area.</p>	
<p><u>Resources</u></p> <p>Volunteers made up of councillors/residents - to carry out the tasks of planting, water and maintenance.</p>	
<p><u>Cost estimate</u></p> <p><u>See attached brochure and price list.</u></p> <p>2 metre square self watering planters (1040 x 1040mm Depth 750mm) - £340each + VAT x 2 = £816 inc VAT (Optional enhanced planter £361 x2 = £722).</p> <p>2 promenade self watering planters (1500 x 500mm depth 750mm) £399 + VAT x 2 = £957 inc VAT (optional 361 x 2 = £722).</p> <p>Compost £159 plus £20 delivery</p> <p>Flowers - estimate of £1000</p> <p>Total spend £2952 (optional enhancer £4396)</p> <p>Initial costs are high due to the purchase of planters.</p>	
Date of review	
Outcome of review	Support / Reject / Defer

# Project Proposal Document



# Project Proposal Document



## Your cart

[View cart](#) 

Online Garden Supplies

### Multi Purpose Compost Bulk Bag

£79.95 ~~£114.21~~

Choose Bag Size: Standard Bulk Bag  
520Litres

- 2 +

Subtotal

£159.90 ~~£228.42~~

[Add order note](#)[Estimate shipping](#)

Tax included, shipping and discounts calculated at checkout.

Checkout - £159.90 GBP

PayPal

Google Pay

Planterware				Product Specification				End User			
Image	Product Code (with weblink)	Product Name	Product Description	Height (mm)	Length (mm)	Width (mm)	Water/Capacity (litres)	RRP £ Soft Wood	RRP £ Hard Wood	RRP £ Recycled Plastic	RRP £ Stainless Steel
	<a href="#">PE-SQ-1</a>	Enhanced Square (without seat)	Planter Enhancement 4x Posts and 4x Surrounds for Metre Square Planter (MSP-OP planter not included)	820	1220	1220	202	£314	POA	£361	POA
	<a href="#">PE-SQ-2</a>	Enhanced Square (with seat)	Planter Enhancement 4x Posts, 4x Surrounds and wraparound seat for Metre Square Planter (MSP-OP planter not included)	820	2020	2020	202	£546	POA	£628	POA
	<a href="#">PE-REC-1</a>	Enhanced Rectangle (without seat)	Planter Enhancement 4x Posts and 4x Surrounds for Promenade Planter (PRM-OP planter not included)	820	1700	700	180	£314	POA	£361	POA
Waiting Image	<a href="#">PE-REC-1.5</a>	Enhanced Rectangle (with one seat)	Planter Enhancement 4x Posts, 4x Surrounds and 1x long seats for Promenade Planter (PRM-OP planter not included)	820	1700	1100	180	£419	POA	POA	POA
	<a href="#">PE-REC-2</a>	Enhanced Rectangle (with seat)	Planter Enhancement 4x Posts, 4x Surrounds and 2x long seats for Promenade Planter (PRM-OP planter not included)	820	1700	1500	180	£524	POA	£603	POA
	<a href="#">PE-JET-2</a>	Standard Parklet (with seat)	Standard Parklet 6x Posts, 4x T-Posts, 6x Square Surrounds, 2x Long Surrounds and 1x nestled seat for 1x Promenade Planter and 2x Metre Square Planter (PRM-OP and MSP-OP planters not included)	820	3910	1220	584	£1,255	POA	£1,443	POA
N/A	<a href="#">PE-SPECIAL</a>	Planter Enhancement - Special Request	Planter Enhancement - Special Request : Please state specification to include configuration and materials (planters not included)	N/A	N/A	N/A	N/A	POA	POA	POA	POA



# Project Proposal Document



<b>Project title</b>	Sports storage block – community project
<b>Proposed by</b>	Howard Priestley
<b>Date</b>	02/07/2025
<u>What the need/issue is</u>	
<p>I am suggesting quite an ambitious project, but one that is very achievable. The issue is the storage and toilet building at the town's main sports field. I propose the unit would benefit from a visual makeover.</p>	
<u>What is the proposed solution</u>	
<p>The idea is for us as 'Caistor Town Council' to apply for grant funding from a community grants scheme from the 'Lincolnshire Community Foundation', or the possibility of an application to the 'District Council Community Grant Scheme'. These grants offer availability for up to £25000 for their borough's; the 'Community Foundation' deadline was 30th June 2025 and with a potential further round should funds be available. The plan is to lead a group of budding, artists and volunteers of all ages, to take part in a scheme to liven up the storage block; potentially designed and painted as a local group in the name of community projects, in this case modern 'Street Art'.</p>	
<u>What are the benefits to Caistor</u>	
<p>We can probably all agree that the building does look rather tired. I see our community benefitting by having a more attractive building, visually improved at no financial cost to Caistor, also an opportunity of members of the community coming together. It could involve local designers and budding artist and enthusiasts and anyone willing to have a go. It would essentially be sports themed (skate park, football, tennis, cricket), and painted with and by locals, open paint days could even be held with free refreshments.</p>	
<u>Cost estimate</u>	
<p>The high end product costs are been below:</p> <p>Rawlins HYDRON PROTECTIVE COATINGS Ltd          Base coat – white £1500 ex.VAT          Colour coat – range of 150 colours £1500 ex.VAT          Final clear coat/graffiti proof - £1500 ex.VAT          Brushes – rollers - £500          Open days for refreshments - £200</p>	
<u>Resource estimate</u>	
<p>It cannot be easily defined without understanding the potential of community interest or involvement. The listed prices are for one of the top end dedicated suppliers on the UK market that provide sustainable quality of finish, for years to come. The scope of the work is really quite simple; its goals are to start the project and to have completed the project by 31 December 2025. An exact management plan is yet to be defined. But bottom-up estimating: 5-10 people – 10-20 people, it should be achieved at zero cost, should we be successful in a grant application.</p>	
<b>Date of review</b>	
<b>Outcome of review</b>	Support / Reject / Defer

# Project Proposal Document



Project title	PICNIC TABLES RECYCLED PLASTIC.	
Proposed by	ANGELA CLARK.	
Date	25 AUG 2025.	
What the need/issue is	Additional - Replacement.  OBLONG TABLE 1500 x 1460	
What is the proposed solution	PARKS. MILLFIELD. 1 Sports Ground 1 South Street 2 + replacement 2	
What are the benefits to Cairns	Extra Seating in the 3. Parks.	
Cost estimate	6 Tables £2,160.00 + vat £2,592.. Free delivery. 25 year gaurantee. NBB RECYCED FURNITURE	
Resource estimate		
Date of review		
Outcome of review	Support / Reject / Defer	

# Project Proposal Document



Caistor Town Council

Project title	CEMETERY SOIL HEAD REMOVAL
Proposed by	STEPHEN HODSON.
Date	31/08/2025.
What the need/issue is	APPROX 110 TONS OF SOIL FROM GRAVES STORED IN THE CEMETERY, LIMITING SPACE, POTENTIAL FOR FURTHER GRAVE PLOTS.
What is the proposed solution	EXCAVATE SOIL - DIGGER & DUMPER TO REMOVE, DUMPODE OF VIA GRAB TRUCK, MAY BE USED TO LEVEL KELSWAY FIELD
What are the benefits to Caistor	INCREASED CEMETERY SPACE ( $100m^2$ ) CURRENTLY UNAVAILABLE. ( $9.5m \times 10.5m$ )
Cost estimate	estimate \$6000+VAT, depending on logistics of soil removal, possible re-use of soil elsewhere
Resource estimate	Plant hire, Labour, fuel, protective Boards.
Date of review	
Outcome of review	Support / Reject / Defer

# Project Proposal Document



<b>Project title</b>	Town Hall Damp resolution
<b>Proposed by</b>	Town Hall Damp Working Group
<b>Date</b>	Aug 2025
<p><u>What the need/issue is</u></p> <p>In May, the town council commissioned a damp survey of the town hall given the increasing levels of damp in the boiler room, the effervescence on the walls in the basement, and the various other patches of damp in the building. The damp survey has been completed by an independent damp specialist – appendix 1.</p> <p>A working group was formed to review the report and make recommendations for action by the town council. The working group analysis and recommendations are attached as appendix 2.</p> <p>The working group concluded 5 main areas of concern:</p> <p>A. Points of water ingress – observations/photos: 4, 9, 11, 12, 13, 14 (part), 15, 16, 17 This included the issues with guttering and down pipes, gaps around the windows, missing flashing on the ramp, vegetation and water ingress on the front parapet.</p> <p>B. Plastic type paint covering the walls in the basement: 20.</p> <p>C. Sub floor issues in the boiler room: 5, 6.</p> <p>D. Cracked waste pipe: 21.</p> <p>E. Areas requiring a desiccant dehumidifier to remove the moisture and reduce the general, ongoing damp issues: 1, 22.</p>	
<p><u>What is the proposed solution</u></p> <p>A. repair guttering and down pipe, fill/seal the windows on the co-op side, flashing along the ramp and seal the leak along the parapet</p> <p>B. The paint needs to be removed/stripped along the hall side in the basement</p> <p>C. Repair the bouncy section by the hearth and at the same time get a quote for checking the rest of the floor joists and supports and repairing as necessary.</p> <p>D. Organise a camera survey of the cracked pipe to identify where it goes, if it is still in use and how damaged the pipework is. Further recommendations will be made once we understand where the pipe goes to/from and how extensive the damage is.</p> <p>E. Install 2 desiccant dehumidifier systems to address the ongoing damp issues stage side and boiler room side.</p>	
<p><u>What are the benefits to Caistor</u></p> <p>The town hall is a well used and valued community building. The damp issue is ongoing. If steps are not taken to address the issues then the hall will fall into disrepair and will become unusable.</p>	
<p><u>Cost estimate</u></p> <p>A – Approx £2500</p> <p>B – Approx £1000</p> <p>C – Approx £500. If further work is required it could be in the region £5000 - £7000</p> <p>D – Approx £500 - If further work is required it could be a significant cost.</p> <p>E – Approx £10,000</p> <p>All figures are illustrative at this time.</p>	



**Resource estimate**

This project is likely to be ongoing for 12-18 months and will have a significant impact on town council resources, particularly the Clerks time.

Date of review	
Outcome of review	Support / Reject / Defer

**Appendix 1**

Caister Town Hall  
report.pdf

**Appendix 2**

Town Hall Damp  
Working Group agenda

# Project Proposal Document






<b>Project title</b>	Sports ground play surfaces repair and replacement
<b>Proposed by</b>	Estates Committee
<b>Date</b>	Aug 2025
<p><u>What the need/issue is</u></p> <p>The surfaces for the play equipment in the sports ground play area were not replaced when the rest of the play area surfaces were replaced/repared earlier this year. Most of the play equipment surfaces at the sports ground play area are deteriorating, have holes or have shrunk away from the edges leaving them unfit for purpose, potentially dangerous for users and leaving the council exposed to compensation claims and our insurers will not cover claims where we can be found to have been neglectful.</p> <p>The surfaces have also been raised as issues on all of the play inspection surveys for the last 3 years. If nothing is done the situation will continue to deteriorate and will result in the need to permanently de-commission the equipment.</p> <p>The play surfaces at the sports ground play area were also raised as an issue on the recent health and safety inspection, noting the considerable risk to the council of their current state.</p>	
<p><u>What is the proposed solution</u></p> <p>The surfaces at the Sports ground all now need repair or replacement.</p>	
<p><u>What are the benefits to Caistor</u></p> <p>This project proposal is an investment in the younger generation within Caistor Without the surface replacement and repairs, the town council will not be able to continue to support the play areas and the equipment will need to be removed.</p>	
<p><u>Cost estimate</u></p> <p>2 quotes received in Sept 2024 for the repair or replacement of the surfaces at the sports ground play area:</p> <p>RTC quoted £12500 in Sept 2024</p> <p>OLP quoted £13090 in Sept 2024 plus up to an additional £1400 for travel/accom/heras etc.</p> <p>Any quote would need to be updated to reflect current prices, but it is estimated that a budget of £15,000 would be required.</p> <p>All prices are ex VAT.</p>	
<p><u>Resource estimate</u></p> <p>Small impact on the CTC resources.</p>	
<b>Date of review</b>	
<b>Outcome of review</b>	Support / Reject / Defer

Appendix 1  
OLP Quote from Sept 2024

Product Image	SKU Code	Product	Qty	Each GBP	Total GBP
Sports Ground Cradle Swings replacement surfacing					
	BASE07	Remove Wetpour / Tiles / Carpet or Rubber Mulch per m2. (Excluding disposal of waste)	21.00	£20.00	£420.00
	BASE25-M	To dispose of rubber waste from preparation of wetpour repairs. All waste is transferred to a registered recycling for further processing.	21.00	£17.00	£357.00
	WET03FLP	50mm Black Wetpour consisting of a 30mm SBR impact base layer and a 20mm EPDM wearing course providing a 1.4m critical fall height.	21.00	£88.00	£1,848.00

**Subtotal £2,625.00**

Product Image	SKU Code	Product	Qty	Each GBP	Total GBP
Roundabout replacement surfacing					
	BASE07	Remove Wetpour / Tiles / Carpet or Rubber Mulch per m2. (Excluding disposal of waste)	40.00	£20.00	£800.00
	BASE25-M	To dispose of rubber waste from preparation of wetpour repairs. All waste is transferred to a registered recycling for further processing.	40.00	£17.00	£680.00
	WET02FLP	40mm Black Wetpour consisting of a 20mm SBR impact base layer and a 20mm EPDM wearing course providing a 1.3m critical fall height.	40.00	£84.00	£3,360.00

**Subtotal £4,840.00**

Product Image	SKU Code	Product	Qty	Each GBP	Total GBP
<b>Seesaw replacement wetpour</b>					
	BASE07	Remove Wetpour / Tiles / Carpet or Rubber Mulch per m2. (Excluding disposal of waste)	25.00	£20.00	£500.00
	BASE25-M	To dispose of rubber waste from preparation of wetpour repairs. All waste is transferred to a registered recycling for further processing.	25.00	£17.00	£425.00
	WET02FLP	40mm Black Wetpour consisting of a 20mm SBR impact base layer and a 20mm EPDM wearing course providing a 1.3m critical fall height.	25.00	£84.00	£2,100.00

**Subtotal £3,025.00**

Product Image	SKU Code	Product	Qty	Each GBP	Total GBP
<b>Igloo Climber replacement surfacing</b>					
	BASE07	Remove Wetpour / Tiles / Carpet or Rubber Mulch per m2. (Excluding disposal of waste)	24.00	£20.00	£480.00
	BASE25-M	To dispose of rubber waste from preparation of wetpour repairs. All waste is transferred to a registered recycling for further processing.	24.00	£17.00	£408.00
	WET03FLP	50mm Black Wetpour consisting of a 30mm SBR impact base layer and a 20mm EPDM wearing course providing a 1.4m critical fall height.	24.00	£88.00	£2,112.00

**Subtotal £3,000.00**

Product Image	SKU Code	Product	Qty	Each GBP	Total GBP
Slide replacement surfacing					
	BASE07	Remove Wetpour / Tiles / Carpet or Rubber Mulch per m2. (Excluding disposal of waste)	21.00	£20.00	£420.00
	BASE25-M	To dispose of rubber waste from preparation of wetpour repairs. All waste is transferred to a registered recycling for further processing.	21.00	£17.00	£357.00

	WET03FLP	50mm Black Wetpour consisting of a 30mm SBR impact base layer and a 20mm EPDM wearing course providing a 1.4m critical fall height.	21.00	£88.00	£1,848.00
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**Subtotal £2,625.00**

Prelim/travel/accom/heras etc - **Subtotal £1,474.40**





RTC Safety Surfaces Ltd  
Woodland House  
Chestnut Business Park  
Smallshaw Lane  
Burnley  
BB11 5SQ

Tel: 01282 414 131  
Email: [Daniel.Jones@rtcsafety.co.uk](mailto:Daniel.Jones@rtcsafety.co.uk)  
Website: [www.rtcsafety.co.uk](http://www.rtcsafety.co.uk)

## ESTIMATE: 2409109

<b>To:</b>	Caistor Town Council	<b>From:</b>	Daniel Jones
<b>Attn:</b>	Stephen Hodson	<b>Date:</b>	06.09.2024
<b>Phone:</b>	07775 666396	<b>Page:</b>	1
<b>Email:</b>	<a href="mailto:cllr.s.hodson@caistortowncouncil.gov.uk">cllr.s.hodson@caistortowncouncil.gov.uk</a>		

**Site:** Sport Fields PA, Caistor  
**Access:** Moffett Delivery Over Grass - Dry Conditions Required - No Re-Instatement  
**Base works:** Utilise Existing Base  
**Works:** Full Rip Up And Re-Lay Of Surfacing In The Area  
**Graphics:** Black Throughout  
**Retention:** 0%  
**Edges:** Utilise Existing Edges

Please note that polyurethane binder is subject to yellowing upon UV exposure.  
This can cause certain colours to alter in appearance. Please refer to our UV information sheet.

Site	Blk	Col	CFH (m)	Depth (mm)	Colours	Units (m2)	Price (£)
Caistor	x		1.8	60	BLK	143	£ 12,239.00
Sub Total (£)							£ 12,239.00
Total (£)							£ 12,239.00

**Summary Terms and conditions (see attached for detail)**

Estimates are exclusive of VAT and valid for a 30-day period from date of quotation

**Please Note Only Surfacing Laid up to PCC Edges Are Guaranteed, Cut & Chase is Not Covered  
Surface Repairs and Overlays are also not Covered under our Guarantee - Please Contact RTC  
For Further Information**

Please provide any Asbestos Register or Survey as this may impact our works and subsequently affect the price

Yours sincerely,

Daniel Jones



## Budget Forecast 2026/27

### Forecast of Income

Category	YTD @ 19.08.25	2025/26 Budget	EOY Forecast	YTD and EPY Forecast Notes
Precept	132558	132558	132558	
Cemetery	6765	4000	8000	
Allotments	90	450	450	
Market Rents	983	2000	2000	
Sports Ground	1467	4400	4400	
WLDC Street Cleaning	0	0	0	
Grass Cutting	0	1785	3000	
Grants	0	1000	1000	
Town Hall	520	520	520	
CIL Income	0	1000	1000	
Miscellaneous Income	612	2500	2500	
	<b>142995</b>	<b>150213</b>	<b>155428</b>	

2026/27 Budget	2026/27 Budget Notes
141417	
6000	
450	
2000	
4400	
0	
3000	
1000	
520	
1000	
2500	
<b>162287</b>	





## Budget Forecast 2026/27

### Forecast of Expenditure

	Category	YTD @ 19.08.25	2025/26 Budget	EOY Forecast	YTD and EPY Forecast Notes	2026/27 Budget	2026/27 Budget Notes
Staff costs	Salaries	20866	53000	47000		48000	
	PAYE & NI	5681	15000	15000		15000	
	Staff Travel & Benefits	65	250	250		250	
	Pension payments	1858	5000	5500		4000	
	Other Staff Expenses	36	250	250		250	
Office/admin	Training	470	2500	2500		1000	
	General Office	455	1500	1500		1700	MS Business / Stationery/PAT testing
	Telephone & Broadband	512	1350	1350		1350	
	Hall Hire	160	500	500		500	
	Insurance	0	4000	8000	incl valuation of assets	5000	
	Audit	620	700	620		700	
	Subscriptions	0	1000	1000		1000	
	Professional fees	175	250	250		250	
	Legal Fees	0	500	500		0	
	Cemetery and Parks records management	0	650	650		700	
	Civic	0	0	0		0	
	Mayor Allowance	10	350	350		250	
Estates	Amenity and PROW grass	1858	4500	4500		4500	
	Parks grass	925	3200	3200		3200	
	Sportsground	3561	8300	8300		8300	
	Cemetery/Church	4740	10500	10500	If we include ground scan	13500	Cemetery £6k; Churches £6.5k; green bins £540; black bins £400
	Allotments	0	250	250		250	£250 misc;
	Market	0	250	250		250	
	Tree work	250	1500	1500		500	
	Community Events	0	500	500		250	
	Electricity-Market Place LN7 6TU	206	400	650		400	
	Electricity-South Street Park	50	600	600		400	
	Electricity-Market Place LN7 6TL	339	0	340		0	
	Electricity-Sports Ground	702	1100	1600		1250	
	Water-Sports Ground	88	400	400		400	
	Water-Cemetery	43	100	100		100	
	Water-Allotments	167	200	250		200	
	Parks and Sports Ground Equip Maintenance	27101	28500	28500		17500	Resurfacing Sports ground £15000; inspection; ongoing repairs; black bins
	Caistor Sports & Social Club	713	3000	3000		2000	
	Town Hall	661	2500	2500		13000	Damp resolution£12500; gutters £500
	Works Vehicle	0	0	0		0	
	Estates Equipment	3974	4500	6500		3500	
	Gritting & Snow Clearance	0	300	300		100	
Other/projects	CCTV	0	500	500		0	No payment for 3 years??
	Market Place	644	1000	1000		1000	christmas tree/donation for lion clearance
	Contingency	0	0	0		0	
	Grants & Donations	3300	5000	5000		7000	increase of £2000??
	Grant to Caistor in Bloom	0	0	0		0	Remove??
	Projects various (separate when approved)	3225	6100	6100		0	
	Health and Safety	4155	4000	5200		4000	FRA £1k/Worknest £2k/action £1k
		87610	174000	176760		161550	



# Budget Forecast 2026/27

## Reserves

Projected final balance as at 31/03/2025	102384
Less current reserves	107850
Final Projected Balance	-5466

### 25/26 reserves:

<b>General</b>	<b>60000</b>
**Need to aim for General reserves of 3-6 months operating costs.	
Earmarked Election	3850
Earmarked Park equipment and improvements	5000
Earmarked Sports Field Fencing	1500
Earmarked Sports and Social Club	5500
Earmarked Other Buildings	1500
Earmarked Town Hall	5000
Earmarked Fire Station	0
Earmarked Tree maintenance	6500
Earmarked Cornhill re-surfacing	5000
Earmarked Water at South Street park	0
Earmarked Cemetery	1000
Earmarked Handyman Equipment	3000
Earmarked Memorial Fixing	4000
Earmarked Bins and benches project	3000
Earmarked Civic	3000
	<b>107850</b>

### Suggested Movement in Funds

	+/-	Revised	**Target is between:
<b>General Reserves (4 months min )</b>	<b>0.00</b>	<b>60000.00</b>	<b>53850.00</b> <b>80775.00</b>
Election	0	3850	
Park equipment and improvements	0	5000	
Sports Field Fencing	0	1500	
Sports and Social Club	0	5500	
Other Buildings	0	1500	
Town Hall	0	5000	
Fire Station	5000	5000	
Tree maintenance	0	6500	
Cornhill re-surfacing	0	5000	
Water at South Street park	0	0	
Cemetery	0	1000	
Handyman Equipment	0	3000	
Memorial fixing	0	4000	
Bins and benches project	0	3000	
Civic	0	3000	
	<b>5000</b>	<b>112850.0</b>	
End of previous year surplus/deficit	<b>-10466</b>	Target is 0. If negative transferred to Project Expenses	

<b>2025/27 Forecast Income</b>	<b>162287</b>	based on precept of	141417	
<b>2026/27 Forecast Expenditure</b>	<b>161550</b>	<b>REQUIRED PRECEPT</b>	<b>141417</b>	<b>Increase in precept</b> <b>6.68%</b>
<b>End of previous year surplus/deficit</b>	<b>-10466.0</b>			
<b>VAT outstanding</b>	<b>9729</b>			
<b>BALANCE</b>	<b>0</b>	Balance should be 0		

<b>Based on the revisions the proposed precept will be £141417, an increase of 6.68%.</b>
This includes:
MS Business/PAT testing/
Revaluation of assets completed in 25/26 as part of insurance renewal
Cemetery and church grass to be cut by <b>contractors not volunteers</b>
PPD - Resurfacing of sports ground play area
PPD -Damp resolution in Town hall of £12500 = could apply for a grant to pay for some of this
BUT no other PPD included
Grants and donation of £7000 (increase from £5000)
£5000 placed in reserves for Old Fire Station
BUT_ there may be additional action needed from FRA in Sept
ASSUMES Ground penetrating survey for cemetery is done in 25/26
ASSUMES - CIB will not ask for a grant this year

# Report of District Councillor Owen Bierley to Caistor Town Council,

11<sup>th</sup> September 2025

(Prepared Monday, 1<sup>st</sup> September)

## Community

The District Council has received new allocations from the Rural England Prosperity Fund and the UK Shared Prosperity Fund and these, together with supplements from our reserves, have enabled us to reopen our highly successful Flagship Community Grant Scheme for a further year, on a broadly similar basis to before. Please visit the Grants and Funding pages on our website for full details of the various funds we have available, together with the relevant Application Forms and Guidance Notes. In view of the anticipated high demand organisations are again asked to begin the process by completing an 'Expression of Interest' form as soon as possible via: <https://www.west-lindsey.gov.uk/communities-safety/grants-funding> Doing so will not only assist applicants, but also engage the advice and guidance of Communities Team officers. Separately, the UKSPF award has enabled the extension of the Council's fully funded business support scheme that offers free one-to-one sessions with Clare Bailey 'The Retail Champion'.

It is pleasing to report that the new round of the Household Support Fund (HSF 7) opened for applications on Monday, 7<sup>th</sup> July. Disbursements to those most in need, for example, to help with food or utility costs, are being made by third sector partners on our behalf, either in the form of vouchers or food parcels, with no cash alternative. Experience gained in previous rounds has proven this method to be highly effective and efficient. The Lincolnshire Community Foundation is once again our lead partner, please visit their website at: <https://lincolnshirecf.co.uk> for the latest information. This scheme, funded by the Department for Work and Pensions (DWP), will close when it has been fully allocated, or on Friday, 26<sup>th</sup> September 2025. Separately, our Local Council Tax Support Scheme Consultation 2025 is now open (until Monday, 6<sup>th</sup> October) and the link for it is: <https://online1.snapsurveys.com/Interview/7cf3875b-cddf-41c3-b8e7-f229a6a7db6e> This scheme helps people under state pension age and on a low income to pay their Council Tax.

The Lincolnshire Community Foundation also seeks to raise awareness of the various other grant funding schemes they administer (including the Michael Cornish Core Grants Programme) a number of which may be of interest and value to organisations active within and around Caistor?

Our popular and highly successful Councillor Local Initiative Fund, specifically designed to assist in bringing forward and delivering small-scale community projects remains open, with each member having an allocation of £4,000.00 for the four-year term of the Council. Please would anyone considering applying to this fund contact either Angela or me in the first instance?

The Council publishes a highly valuable, monthly, Business E-Brief and the link to subscribe is: <https://www.west-lindsey.gov.uk/business-services-support/business-support-advice/business-e-brief>

Related to this, residents are invited to sign up to receive a digital copy of West Lindsey News using: <https://public.govdelivery.com/accounts/UKWESTLINDSEY/subscriber/new?preferences=true>

Almost one hundred and fifty businesses participate in West Lindsey's Think Local campaign, including eleven in and around Caistor. This opportunity is offered completely without charge. Please see the list at: <https://www.west-lindsey.gov.uk/my-services/my-community/think-local>

Organisers are invited to publicise their forthcoming events and functions through the Council's website at: <https://www.west-lindsey.gov.uk/events> This service, too, is offered free of charge. Events may also be featured on Visit Lincolnshire's website, ensuring even greater awareness and wider promotion. For example: <https://www.visitlincolnshire.com/events/keelby-summer-gala>

As always, I'm pleased to advise that those Good Causes registered with the West Lindsey Lottery

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN

☎ 01469 560865    [owen@bierley.com](mailto:owen@bierley.com)

continue to benefit from significant and sustainable additional income from this opportunity. Draws take place at 8.00 every Saturday evening with many prizes to be won up to a jackpot of £25,000.00, with monthly promotional 'add-ons' too. For example, supporters have the chance to win a £1,000.00 Aldi Gift Card, or to take that amount in cash, in the forthcoming Super Draw, to be held on Saturday, 27<sup>th</sup> September. Alongside this the Referral Prize Draw enables existing supporters to recommend the lottery to their family and friends and gives each party an entry into an exclusive monthly £200.00 draw to win an Amazon Gift Card upon any sign up. For more information, to purchase tickets, or to register your own Good Cause, please visit our dedicated website at: <https://www.westlindseylottery.co.uk> Each ticket has a one in fifty chance of a prize and every pound raised for a Good Cause also generates twenty pence for the Community Fund!

The District Council's annual budget consultation began on Monday, 4<sup>th</sup> August and this year we are running one on Local Government Reorganisation (LGR) alongside it. Both will remain open until Monday, 15<sup>th</sup> September. LGR will involve the replacement of the ten existing Councils in 'Greater Lincolnshire' by new, much larger, unitary authorities. Government's current intentions are for the new arrangements to be in place by 2028. There is even less clarity about the intended role of Parish and Town Councils, though there is circumstantial evidence to suggest that they may acquire additional powers and responsibilities for service delivery in their area in future. For example, the English Devolution and Community Empowerment Bill, introduced on Thursday, 10<sup>th</sup> July, includes a new 'Community Right to Buy' in place of the 'Community Right to Bid'.

## Environment

The Environment Act 2021 mandated the introduction of separate weekly food waste collections with effect from 1<sup>st</sup> April 2025 for commercial premises and from 1<sup>st</sup> April 2026 for households. Our food waste collection service for businesses is already available and those that do not currently subscribe to West Lindsey's commercial waste offer are warmly invited to do so, the team will be delighted to offer advice, guidance and support! Households will receive a five-litre indoor caddy (approximately 20x20x25 centimetres) together with a supply of liners and a twenty-three litre outdoor caddy (approximately 30x40x38 centimetres) and a detailed welcome pack in February or March next year in time for the start of the new service. Alternatives, for example bread bags, can also be used in place of caddy liners if preferred. Please be assured that caddies are 'lockable' to obviate any concerns around birds or rodents. Food waste is taken to the anaerobic digestion facility at Hemswell Cliff where it is processed to generate electricity, produce gas, and to yield other resources such as a nutrient rich biofertiliser. Our stand at the Keelby Summer Gala was busy throughout, gaining an entirely positive and supportive response and we are now working to arrange a similar engagement event on Caistor market in due course.

May I also take this opportunity to confirm that the Big Bin Hire service, designed to help those households having a clear out, or moving home, remains available? This offer, which has been taken up by residents in our area, provides a choice of sizes (either 660 or 1100 litres) for a week, at a cost of £50.00 or £60.00 respectively. For reference, the capacity of a black bin is 180 litres.

A total of 451 fly-tipping incidents were reported in the district in the final quarter of 2024-25, an increase of 40% compared with the 320 reported in same quarter in 2023-24, with the most significant increases being in either single item or small to medium sized van loads. This closely reflects those within our area and the Enforcement Team is working with their Street Cleansing colleagues to identify those responsible for dumping items and material with a view to issuing fixed penalty notices as a deterrent wherever possible. Of the 451 incidents reported our Enforcement Team officers investigated 34, resulting in ten Fixed Penalty Notices being issued. Please don't hesitate to report any new fly-tips (or any suspicious activity) you see to the Council.

**Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN**

**☎ 01469 560865   [owen@bierley.com](mailto:owen@bierley.com)**

Archer Analysis

## North Kelsey Road, Caistor

Site Ref: 25062609

Speed Limit:

30

Survey Date:

27/06/2025 to 03/07/2025

## Channel: Towards Sandbraes Lane

	Weekdays (Mon-Fri)		Weekend (Sat & Sun)		Full Week	
Daily Average Flow	1043.2		730.0		953.7	
Average Speed	30.8		30.2		30.6	
85th %ile	37.8		37.7		37.8	
Number Over Limit	477.2	45.7%	319.0	43.7%	432.0	45.3%
SAW	202.6	19.4%	135.0	18.5%	183.3	19.2%
1-4mph Above	217.6	20.9%	142.5	19.5%	196.1	20.6%
5-9mph Above	158.0	15.1%	107.5	14.7%	143.6	15.1%
10-19mph Above	87.8	8.4%	60.5	8.3%	80.0	8.4%
20-29mph Above	11.0	1.1%	7.0	1.0%	9.9	1.0%
30 mph + Above	2.8	0.3%	1.5		2.4	0.3%

## Channel: Towards Hadrian Way

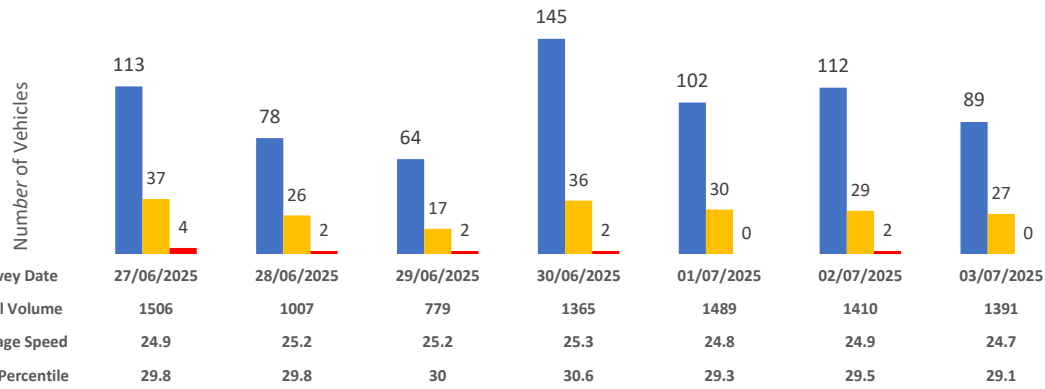
	Weekdays (Mon-Fri)		Weekend (Sat & Sun)		Full Week	
Daily Average Flow	1052.0		772.0		972.0	
Average Speed	30.7		30.5		30.6	
85th %ile	37.2		37.5		37.3	
Number Over Limit	479.2	45.6%	356.5	46.2%	444.1	45.7%
SAW (35-42)	195.8	18.6%	141.0	18.3%	180.1	18.5%
1-4mph Above	237.2	22.5%	175.5	22.7%	219.6	22.6%
5-9mph Above	154.6	14.7%	111.5	14.4%	142.3	14.6%
10-19mph Above	80.6	7.7%	61.5	8.0%	75.1	7.7%
20-29mph Above	6.2	0.6%	7.5	1.0%	6.6	0.7%
30 mph + Above	0.6	0.1%	0.5	0.1%	0.6	0.1%

## Combined Channels

Survey Date	Speed Limit	Daily Flow	Average Speed	85th Percentile	% Above Limit	% SAW	% 10 - 19mph over limit	% 20mph - 29mph over limit	% 30mph+ Above Limit
27/06/2025 to 03/07/2025	30	1925.7	30.6	37.5	45.5%	18.9%	8.1%	0.9%	0.2%

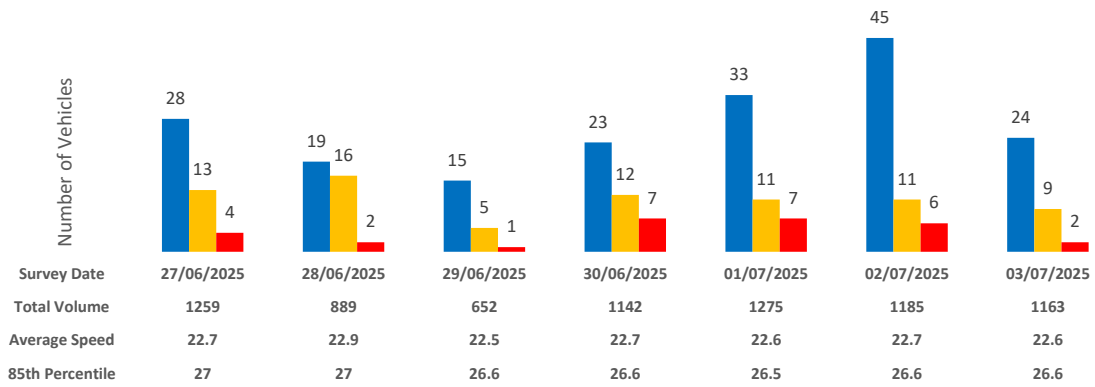
### Towards Brigg Road

■ (No Police Action) ■ Speed Awareness Workshop ■ Prosecution



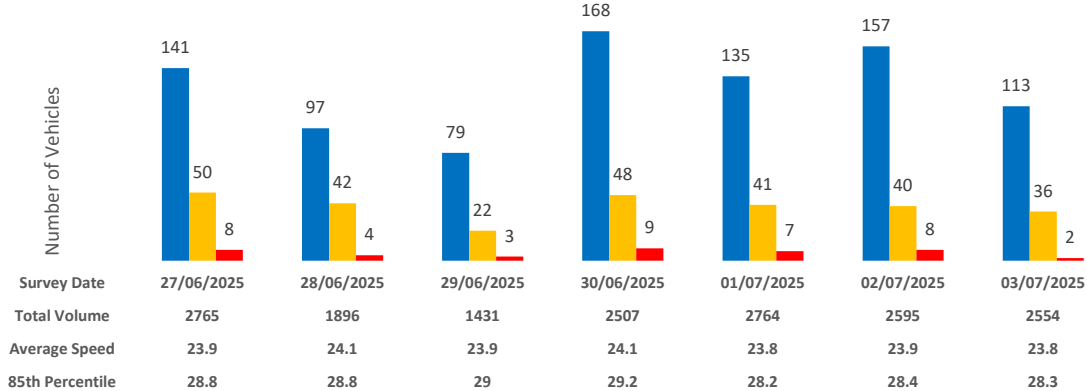
### Towards Sandbraes Lane

■ (No Police Action) ■ Speed Awareness Workshop ■ Prosecution



### Combined Total Flow

■ (No Police Action) ■ Speed Awareness Workshop ■ Prosecution



Archer Analysis

## North Kelsey Road, Caistor

Site Ref: 25062606

Speed Limit:

30

Survey Date:

27/06/2025 to 03/07/2025

## Channel: Towards Brigg Road

	Weekdays (Mon-Fri)		Weekend (Sat & Sun)		Full Week	
Daily Average Flow	1432.2		893.0		1278.1	
Average Speed	24.9		25.2		25.0	
85th %ile	29.8		29.9		29.8	
Number Over Limit	145.6	10.2%	94.5	10.6%	131.0	10.2%
SAW	31.8	2.2%	21.5	2.4%	28.9	2.3%
1-4mph Above	112.2	7.8%	71.0	8.0%	100.4	7.9%
5-9mph Above	28.6	2.0%	20.0	2.2%	26.1	2.0%
10-19mph Above	4.4	0.3%	3.5	0.4%	4.1	0.3%
20-29mph Above	0.4	0.0%	0.0	0.0%	0.3	0.0%
30 mph + Above	0.0	0.0%	0.0	0.0%	0.0	0.0%

## Channel: Towards Sandbraes Lane

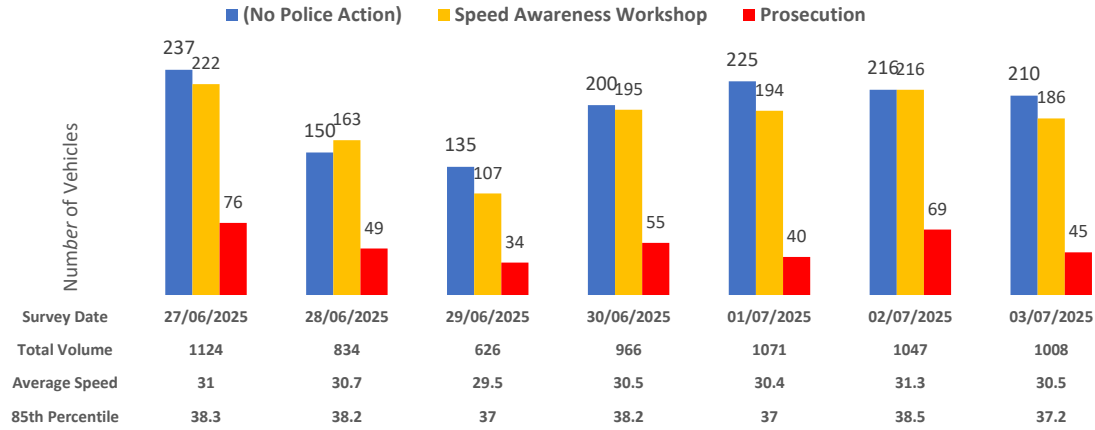
	Weekdays (Mon-Fri)		Weekend (Sat & Sun)		Full Week	
Daily Average Flow	1204.8		770.5		1080.7	
Average Speed	22.7		22.7		22.7	
85th %ile	26.7		26.8		26.7	
Number Over Limit	47.0	3.9%	29.0	3.8%	41.9	3.9%
SAW (35-42)	11.2	0.9%	10.5	1.4%	11.0	1.0%
1-4mph Above	30.6	2.5%	17.0	2.2%	26.7	2.5%
5-9mph Above	9.6	0.8%	7.5	1.0%	9.0	0.8%
10-19mph Above	5.4	0.4%	4.5	0.6%	5.1	0.5%
20-29mph Above	1.0	0.1%	0.0	0.0%	0.7	0.1%
30 mph + Above	0.4	0.0%	0.0	0.0%	0.3	0.0%

## Combined Channels

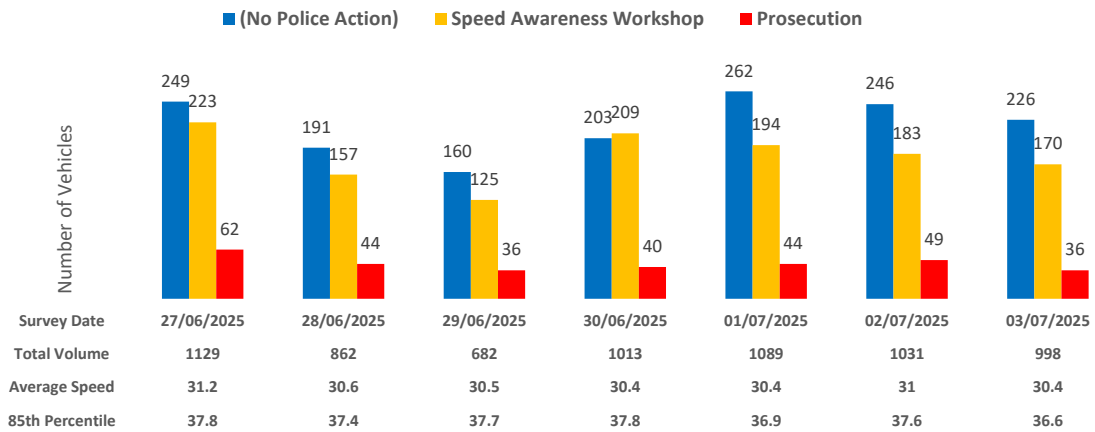
Survey Date	Speed Limit	Daily Flow	Average Speed	85th Percentile	% Above Limit	% SAW	% 10 - 19mph over limit	% 20mph - 29mph over limit	% 30mph+ Above Limit
27/06/2025 to 03/07/2025	30	2358.9	23.9	28.4	7.3%	1.7%	0.4%	0.0%	0.0%



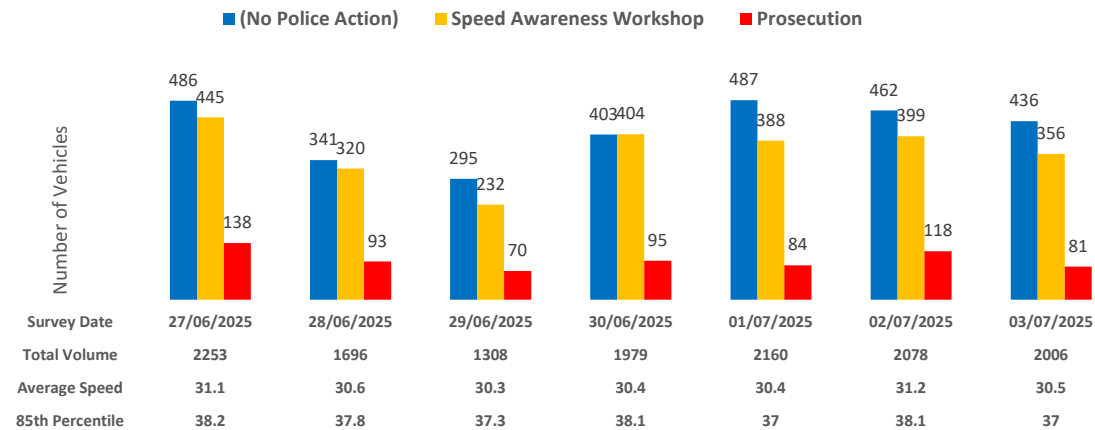
### Towards Sandbraes Lane



### Towards Hadrian Way



### Combined Total Flow



# **Reports from other groups – CTC September 2025**

## **1. Personnel and Finance committee**

The committee met on August 26<sup>th</sup>. The minutes are included in the pack.

## **2. Caistor Saturday Market:**

The weekly stalls (Fruit and Veg, and Farm Fresh Meat) offer high quality locally sourced produce, and the Hobbyist stalls offer a variety of crafts, cards, jams, antiques and beautifully scented candles. Fish is trading on the last Saturday of the month. There have been a couple of new enquiries for the market. There have been a few occasions over the last weeks where cars have been parked in the space reserved for the Saturday trading by the vendors who have booked in. The two regular food traders have been most affected and asked again if the market signage could be put out on the Friday night again; the hobbyist traders on the raised area by the Lion that cars cannot access are not affected.

## **3. Caistor Community Cinema's:**

The Cinema team hold an outdoor screening twice a year, weather permitting.

Saturday September 6<sup>th</sup>, "Wicked" (a musical fantasy film) will start as soon as it is dusk. Entry is free to South Street Park, donations of £5 recommended to cover the cost of the film licence. Hot dogs, hot drinks and Tuckers Ice Cream will all be available. Bring your own chair and a warm rug!

*Wicked* (2024), a musical fantasy film, follows Elphaba, a green-skinned outcast, and Glinda, a privileged socialite, as they forge an unlikely friendship at Shiz University. Their paths diverge after meeting the Wizard of Oz, leading Elphaba to be labeled "wicked." The film explores identity, power, and the true meaning of good and evil.

The next film will be October 25<sup>th</sup> – *Penguin Lessons* (2025). The film follows Tom Michell, a disillusioned British teacher in 1970s Argentina, who rescues an oil-slicked penguin and smuggles it into his boarding school. As political unrest grows, the penguin—named Juan Salvador—helps Tom rediscover compassion, purpose, and connection in a divided country. Based on a true story.

Thank you to those who attend often and our sponsors, we appreciate you greatly.

## **4. Caistor Goes... :**

Caistor Goes have been very active in the community over the summer and thank Caistor Town Council and Cllrs Briery and Lawrence, WLDC, without whose support Caistor Goes Events Committee would not be able to put on these free-to-all events for the town's residents and visitors.

The Party in the Park took place on Sunday July 13<sup>th</sup> and for the first time in 3 years there were no heavy rain or gale warnings but lots of glorious sunshine. This year the theme was Caistor Goes... Sporty. The team started the day supporting the return of the 10k Sting. The main event, a fun filled afternoon children and family focused event with funfair rides, bouncy castle and of course children's races! The evening event featured new music groups and our very own DJ Wilkie rounded off the evening in his own inimitable style!

The Proms in the Park takes place on Sunday September 7<sup>th</sup>, weather permitting in South Street Park, from 2 – 5pm. Should it rain, we will relocate to the Town Hall. The Market Rasen Brass Band will be entertaining us. The Choowee Cookie Company and Tuckers Ice Cream serving refreshments. A bucket collection and raffle with superior prizes given with the generosity of local companies.

The next event will be the Christmas Lights Switch On event on Sunday November 30<sup>th</sup> 2025.

Thank you to those who attend often and our sponsors, we appreciate you greatly.

## **5. 2 – 4 Market Place**

### **2–4 Market Place launches exclusive hard hat tours for Heritage Open Days 2025**

*Caistor's hidden gem opens to the public for the first time in decades*

For the first time since restoration work began, the doors of one of Caistor's most iconic collections of historic buildings will open to visitors this September.

2–4 Market Place - a major heritage regeneration project underway in the heart of the Lincolnshire Wolds - will open its doors to the public on Saturday 13th September 2025 as part of the Heritage Open Days national festival.

This exclusive opportunity will give residents and heritage enthusiasts a first glimpse inside the transformation of five interconnected grade-listed buildings, which are being sensitively restored into a new hub for community and commerce.

Free hard hat tours will begin at 1pm, on 13th September, running on the hour (the last one beginning at 4pm), offering a rare behind-the-scenes look at the project in progress. Visitors will explore a warren of characterful spaces, from what will soon house new business tenants to the floors above that comprise holiday lets and community areas — including a peek inside The Old Granary.

In addition to these four public tours, two special business-focused tours will take place on Sunday 14th September at 10.30am and 11.30am, aimed at local businesses and interested parties looking to find out more about the commercial spaces available to rent within the development. More tours will be offered if demand requires it!

These informal tours will offer a guided walkthrough of the units, giving potential tenants the opportunity to visualise the space and ask questions about the plans — no formal talk will be given.

Thanks to support from local sponsor 1st Select, every attendee on the public tours will receive a £5 voucher to spend at participating Caistor cafés and eateries on the day, encouraging exploration and support for the town's thriving independent scene.

“Heritage Open Days is the perfect moment to begin welcoming people into 2–4 Market Place,” said Neil Castle, one of the directors at 2–4 Market Place, Caistor. “It's about more than looking back - it's about opening up the doors to this stunning collection of buildings to look ahead at the town's future. These tours offer the first step on that journey.”

Tours are free to attend, but spaces are limited and booking is essential\*. PPE (hard hat and high-vis vest) will be provided, and safety guidelines must be followed at all times, as the site remains under active construction. Visitors must wear suitable clothing (no loose or floaty items) and sturdy footwear (no open-toed shoes).

The site includes uneven floors, low beams, loose boards, scaffold, and stairs — please be aware of these risks. Accessibility is limited in some areas; visitors with mobility requirements are encouraged to contact the team in advance to discuss whether this event is suitable.

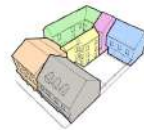
To book your place on one of the tours, visit:

<https://www.2-4marketplacecaistor.co.uk/2025/07/28/celebrate-heritage-open-days-2025-at-2-4-market-place-be-the-first-to-step-inside/>

The old fire station contents 2/9/25







Caistor and District Community Trust Ltd  
14 Marris Way  
Caistor  
Market Rasen  
LN7 6JJ  
Email: canddctltd@gmail.com

19 August 2025

**FAO The Town Clerk**

**Caistor Town Council**

Dear Michelle

Many thanks for your letter of the 19<sup>th</sup> August. The Mayor, Jon Wright called me on Friday 15<sup>th</sup> August asking me about these points and I was able to answer directly with him the questions that you have also raised again in your letter today.

As discussed with Jon, the current estimated timescale for completion of Phase One works is summer 2026 with occupation expected shortly afterwards. Addressing concerns raised by the presence of compound, we are working with our contract partners to completely or partially remove the compound as early as possible. Every day the compound is in place, it means a not insignificant cost to the Trust so it also in our interests to have removed it as quickly as possible. Our contractors are aware of what we would like to achieve but regrettably are unable to confirm if this will be possible at this stage.

With regard to Phase 2 works, these have not yet been scheduled, but these are not expected to incur any significant disruption to the Market Place.

Our web site at

[www.2-4marketplacecaistor.co.uk/](http://www.2-4marketplacecaistor.co.uk/)

has up to date timeline in formation which is also linked to our Facebook page at

[www.facebook.com/24marketplacecaistor](https://www.facebook.com/24marketplacecaistor)

If there are local business owners who get in touch with the Town Council with any specific concerns, Trust board members are always happy to talk to them directly and where possible see what we can do to help – for example the recent erection of boards showing where shops etc can be found. Please do not hesitate to forward anything raised by local businesses directly to our official email address: [canddctltd@gmail.com](mailto:canddctltd@gmail.com)

I trust this letter addresses the concerns that have been raised, but please do not hesitate to let us know if we can be of any further help

Yours sincerely

Neil Castle

Chairman

on behalf of Caistor and District Community Trust Ltd



## Caistor Town Council

The Town Hall  
14 High Street  
Caistor  
LN7 6TX

19<sup>th</sup> August 2025

**FAO Mr Neil Castle**

### **Caistor & District Community Trust (CDCT)**

Dear Neil,

The Town Council recognises and appreciates the significant work that the Caistor & District Community Trust has undertaken in the renovation of 2–4 Market Place. This is an important historic building within our conservation area and we commend the commitment and vision shown in taking on such a challenging project.

That said, the Council is increasingly concerned by the disruption being caused by the extended timescales of the works and the impact on businesses and residents in the town centre. The hoardings, which necessarily encroach upon scarce town-centre parking, are a particular source of frustration. Local business owners have reported reduced footfall and falling takings as a direct result, and the lack of clear communication about the project's progress is fuelling rising concern in the community.

The Council understands that large renovation projects are complex and that unforeseen challenges may arise. However, it is vital that the community is kept informed. The original projected completion date for the project was Spring 2025 (CDCT website), later amended to Phase 1 in November 2025, and later revised to spring 2026. We now understand there are further delays, with suggestions that Phase 1 may not be completed until August 2026. The 2-4 website notes that the principal contractor will be on site until Nov 2025, but commercial tenants are expected to move in in early 2026.

At present, neither the Council, local businesses nor the public have received any official confirmation of the revised timeline. This lack of transparency is unacceptable and undermines the goodwill of local residents and businesses who have, to date, shown patience and support for the project.

We therefore request that CDCT:

1. Provide the Council with the current, accurate timeline for completion of Phase 1 and 2 of the works, what is included in each phase and when the hoarding will come down.
2. Commit to notifying the Council (and the wider community, via suitable channels) promptly of any future changes to that timeline.

**Telephone:** 01472 476122 / 07578 422667

**Email:** [clerk@caistortowncouncil.gov.uk](mailto:clerk@caistortowncouncil.gov.uk)

**Website:** <https://caistortowncouncil.gov.uk>



## Caistor Town Council

The Town Hall  
14 High Street  
Caistor  
LN7 6TX

Clear and regular communication will go a long way to addressing concerns and restoring confidence that the project is being progressed effectively.

The Council wishes the project every success, but we must also stand up for the legitimate concerns of local businesses and residents. We look forward to receiving clarification from you as soon as possible so that we can share accurate information with our community.

Yours sincerely

Michelle Moss

On behalf of Caistor Town Council



## **Minutes of the Personnel and Finance Committee held at 7:00pm at the Arts & Heritage Centre on 26 August 2025**

Present: Cllr J. Bowman (Chair), Cllr S. Hodson, Cllr J. Cox, Cllr L. Milner, Cllr P. Morris,

In Attendance: Michelle Moss,

Members of public present: 0

- 1. To appoint the Chair of the Personnel and Finance Committee - Ref: 4314**  
Cllr Bowman and Cllr Cox were nominated to be Chair of P&F. Following a vote it was RESOLVED to appoint Cllr Bowman as Chair of the Personnel and Finance committee.  
Majority vote
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 4315**  
None.
- 3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4316**  
Apologies received from Cllr Lyus - Cllr Hodson was present at substitute for Cllr Lyus.  
Cllr Wright (ex-officio member) had also sent apologies.
- 4. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 4317**  
None.
- 5. To review and approve the draft minutes from 22.04.2025 meeting - Ref: 4318**  
The draft minutes had been circulated to the committee prior to the meeting.  
RESOLVED to approve the minutes of the meeting of 22nd April 2025 as a true record of the meeting.  
2 abstained
- 6. To review the latest version of the asset register - Ref: 4319**  
It was noted that the asset register had been updated with all purchases since last reviewed and that it now correctly reflects the councils current assets.
- 7. Consider the budget forecast/review and make recommendations to full council to move unspent funds to reserves - Ref: 4320**  
The summary of income and expenditure, including EOY forecasts had been circulated prior to the meeting. It was noted that: we are only 5 months into this financial year; the income for the cemetery is likely to be over projected budget; there may be overspends on equipment, play areas and town hall. RESOLVED that no budgets need to be moved to reserves at this time.  
All in favour
- 8. To consider the first draft of the budget for 2026/27 and make any initial recommendations to full council - Ref: 4321**  
The first draft of the budget for 2026/27 had been circulated prior to the meeting. It was noted that: the standing operating costs were included with an inflationary uplift; income projected to be similar to this year, but with a slight increase expectation from the cemetery in line with this year; expenditure included provision for MS business, PAT testing, churchyards cut by contractors and not volunteers, notice board for allotments, resurfacing of sports field play area, damp correction work in the town hall, an increased grant budget of £7000, £5000 to be held in reserves for the old fire station; it also assumes that the revaluation of assets, the cemetery notice board, ground penetrating survey in the cemetery are done this financial year; it does not include any other projects at this time - PPD's will be prioritised by council at the full council meeting in September.  
RESOLVED to proposed the budget to full council as a first draft.  
All in favour

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





- 9. To review the expenditure of the Mayors allowance - Ref: 4322**  
It was noted that only £10 out of the £350 budget has been spent - this was for a repair to the vice chairs chain of office.
- 10. To consider changing the date of the December meeting to 16th December - Ref: 4323**  
RESOLVED to amend the date of the December meeting to 16th December.  
All in favour
- 11. To review the insurance renewal and make recommendation to full council - Ref: 4324**  
It was noted that: 3 quotes had been obtained for insurance renewal - Clear councils, Zurich and Gallaghers; the quote from Gallaghers was more expensive than the other quotes, but offered an inclusive property insurance revaluation for much cheaper than the quotes obtained for this. The combined quote for insurance and property re-valuation amounted to £8090, a combined saving of £900 compared to the cheapest quote. RESOLVED to recommend to full council to take out the insurance renewal with Gallaghers and include the property revaluation.  
All in favour
- 12. To note the date of the next meeting - 28th October - Ref: 4325**  
Noted.
- 13. To resolve to go into closed session - Ref: 4326**  
RESOLVED to move into closed session.  
All in favour
- 14. To consider and agree the inflationary pay increase for council employees per the industry recommendations and check the back pay calculations - Ref: 4327**  
The inflationary increases, back pay and projections had been circulated prior to the meeting. It was noted that the increase was backdated to the start of the financial year. RESOLVED to approve the inflationary increase for all staff wef 1.4.25 and pay the back pay as calculated.  
All in favour
- 15. To note the resignation and departure of the Deputy Clerk and agree a date for review of the post - Ref: 4328**  
It was noted that the deputy clerk had left in June. RESOLVED that the post would remain unfilled for the time being and this would be reviewed again in October meeting.  
All in favour
- 16. To receive the clerks holiday sheet and time sheet. - Ref: 4329**  
Received and noted.

Meeting closed at 8:10pm



## Minutes of the H&S Working Group held at 3.00pm at the Caistor Town Hall on 2 September 2025

Present: Cllr S. Davey (Chair), Cllr J. Bowman, Cllr J. Cox, Michelle Moss, Cllr.N.Clark,

In Attendance:

Members of public present: 0

**1. Apologies for absence - Ref: 4330**

None

**2. To note the resignation of Cllr Priestly from the working group - Ref: 4331**

Noted

**3. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 4332**

None

**4. To approve the minutes from the last meeting on 1st July 2025 - Ref: 4333**

Approved.

**5. To receive an update on the high priority items - Ref: 4334**

**a) Update and next steps for the fire risk assessments for the CTC buildings - Ref: 4335**

It was noted that the FRA was completed 26th August and we are just awaiting the report. The assessor has put some comments on the Worknest portal, one of which is a high priority - to purchase suitable fire extinguisher for the sports lock up. It was agreed that MM should progress this asap.

It was noted that the H&S budget has now been spent, but there will be some expenditure as a result of the FRA recommendations. Agreed to ask Full council to allocate another £1000 to the health and safety budget.

**b) Update and next steps for the asbestos survey and management for CTC buildings - Ref: 4336**

It was noted that the asbestos survey had been completed and the report received. The lock up, old fire station and CS&SC have no asbestos. The town hall has some traces of asbestos in the floor tile grout used in the basement corridor and the cemetery shed has asbestos in the roof. The report noted a low and acceptable risk providing the asbestos is not disturbed.

**c) Update and next steps for the structural survey of the old fire station - Ref: 4337**

It was noted that 6 structural surveyors have been contacted, only 1 has so far agreed to come to quote for a survey. JB is progressing getting quotes for the survey as a priority.

**6. Update on other assigned actions:**

**- Ref: 4338**

- Risk assessment for working near water - Completed , reviewed and approved.
- Contractor Management - Generate a list of preferred contractors - List being reviewed by Estates committee on 16th September - Carried forward for completion NC.
- First Aid Kits - Take charge of kits and ensure up to date and fully stocked - Completed and diarised for annual check
- Grounds maintenance - noise and vibration (assessment of equipment) - Risk assessment has been done. Assessment of equipment carried forward - SD (MM to send copy of asset register to SD to enable completion)
- Grounds maintenance - noise and vibration (ensure employees receive training on assessment) - Carried forward SD
- Lone work - establish monitoring systems - JB - Several systems researched. JB to complete side by side comparison of functionality, pros/cons and cost to enable decision.
- Lone work - Complete a risk assessment - Completed- just a minor amendment required.
- Lone work - Define which activities can be undertaken alone - JB - Incorporated in to the councils

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



current policy for lone working. Completed, reviewed and approved. by HSWG, added to CTC agenda for review and approval.

It was also agreed that the Handyman must have a work mobile - MM to organise (no cost to CTC as Mike can have the phone which was the deputy clerks).

It was also agreed that the town hall office should have a camera system to ensure control over who is permitted to enter the office - JC to investigate options.

It was agreed that MM and MC should add several councillors to their quick dial contacts on work mobiles.

It was agreed to ask Grant White (WLDC) for a meeting about the CCTV at the sports field (MM)

- Outside work near water - Complete a risk assessment for working near water (Parks and open spaces) - Completed reviewed and approved.

- Stress management controls - Complete a RA in line with HSA recommendations - HP - JB agreed to action

- Stress management - Training for councillors in relation to the management of stress - HP - JB agreed to action

- Cleanliness and Waste - Town Hall - Damp and mould - JC - Town hall committee formed to action this. Agreed to remove it from agenda for HSWG as it is being progressed by another working group.

- Cemetery Safety Controls - Map the churchyard and congregational churchyard memorials to enable inspections - JC - Completed - historic maps found. JC just needs to recheck to make sure they are fully fit for purpose.

**7. Risk assessment for the CS&SC and Town Hall - to receive an update and agree next steps - Ref: 4339**

It was noted that the RA's underway are for the groups who lease/manage the buildings. CTC also need a RA for the building. It was agreed that SD and NC would take this forward.

**8. To review the outstanding H&S actions and assign actions (if appropriate and depending on capacity) - Ref: 4340**

It was agreed that all members have enough to progress at this time and to defer this action until November's meeting.

**9. To agree any recommendations to full council - Ref: 4341**

Recommendations:

1 - To approve the revised Lone worker policy

2 - To allocate an additional £1000 to this year's H&S budget

**10. Time and date of next meeting - Ref: 4342**

3pm, Tuesday 4th November

Meeting closed at 5:00pm

M G Byrne  
Trading as: Amber Asbestos Services  
Phone: 01724 628001  
Mobile: 07949 142257  
Email: [amberasbestos@aol.com](mailto:amberasbestos@aol.com)  
Web: [www.amberasbestosservices.co.uk](http://www.amberasbestosservices.co.uk)



## MANAGEMENT ASBESTOS SURVEYS FOR:

Caistor Town Council  
Town Hall  
14 High Street  
Caistor  
LN7 6TX



Survey Date:	24 <sup>th</sup> July 2025
Surveyor:	Mike Byrne, Proprietor of Amber Asbestos Services
Prepared for:	Michelle Moss, Town Clerk, Caistor Town Council

## EXECUTIVE SUMMARY

Amber Asbestos Services received an email instruction on 14<sup>th</sup> July 2025 from Michelle Moss, Town Clerk of Caistor Town Council to carry out asbestos surveys of the following properties:

- Caistor Town Hall
- Sports & Social Club
- Sports Field Workshop
- Cemetery Lock Up
- Old Fire Station

Mike Byrne carried out Management Asbestos Surveys of these properties, as detailed in the HSE book 'Asbestos: The survey guide', reference HSG264 published 2010.

### Qualifications

All our surveyors have the following qualifications:

- P402 Proficiency Certificate in Building Surveys & Bulk Sampling for Asbestos
- P405 Proficiency Certificate in Management of Asbestos in Buildings

Awarded by the British Occupational Hygiene Society Faculty of Occupational Hygiene

The table below summarises the key findings of the investigation and highlights those areas where materials were identified as containing asbestos or presumed to contain asbestos.

<b>Property</b>	<b>Sampled/Presumed</b>	<b>Location</b>	<b>Type of Asbestos</b>
Caistor Town Hall	Floor Tiles & Adhesive Sampled	Basement Corridor & Storeroom	Chrysotile (White) Asbestos – in adhesive (not in floor tiles)
Cemetery Lock Up	Roof Sheets Presumed	Roof	Chrysotile (White) Asbestos

### NOTE 1: Re. Sampled locations where no asbestos was detected.

In Caistor Town Hall the textured coating (Artex) to the ceilings in the toilets, entrance and kitchen was sampled and no asbestos was detected.

In the Sports & Social Club the textured coating (Artex) to the ceilings in the main hall & bar area was sampled and no asbestos was detected.

The 'Analysis of Bulk Materials for Asbestos' from East Riding Laboratories of Anlaby, Hull is attached with this report.

#### NOTE 2: Re. Properties with no suspect materials

These two properties had no materials that were suspected of containing asbestos and are classed as 'asbestos free'

- Sports Field Workshop
- Old Fire Station

The above is a summary only. Reference must be made to the full report about the exact location, nature and extent of the materials. Furthermore, the full report details the scope and limitations of the survey upon which these findings are based.

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- 1.1 Managing Asbestos
- 1.2 Aim, Purpose & Type of Survey
- 1.3 Sampling & Survey Strategy
- 1.4 Access Factors
- 1.5 Analytical Techniques
- 1.6 Health & Safety Statement

#### 2.0 SITE DETAILS

#### 3.0 SUMMARY

- 3.1 Recommendations

#### 4.0 REPORT LIMITATIONS

#### 5.0 MATERIAL ASSESSMENT

#### 6.0 SURVEY AUTHORISATION

### **Appendices**

- Survey Inspection Sheets 01 & 02
- Property Identification Photographs

## **1.0 INTRODUCTION**

### **1.1 Managing Asbestos**

Under the Health & Safety at Work etc Act 1974 it is the duty of an employer to provide a safe workplace. Work with asbestos is covered by The Control of Asbestos Regulations 2012, which requires a specific duty to manage the risk from asbestos containing materials in premises.

There are duties to prepare a risk assessment and to make written arrangements to protect those at risk in the Management of Health & Safety at Work Regulations 1999 and to maintain workplace buildings/premises to protect occupants and workers under the Workplace (Health, Safety & Welfare) Regulations 1992. Arrangements to deal with asbestos during demolition and refurbishment may also be required by the Construction (Design and Management) Regulations 2015.

The regulations specify an explicit duty to assess and manage the risks in non-domestic properties. The Duty Holders are currently both the owner and the occupier. Unoccupied buildings and common areas will be the responsibility of the owner. Tenancy agreements will have to be referred to in order to define specific duties.

Assessing the risk and producing a management plan will require the employer to:

- Take reasonable steps to find out if asbestos is present, the extent and its condition.
- Presume that materials contain asbestos unless there is strong evidence that they do not.
- Make and maintain an up-to-date written record of the location of asbestos containing materials (ACM'S) or presumed ACM's.
- Assess the risks from the material.
- Prepare a management plan that sets out how you will manage the risk.
- Take the steps needed to put the plan into action.
- Review and monitor the plan and the arrangements made to put it in place.
- Provide information on the location and condition of the material to anyone who is liable to work on it or disturb it.



## **1.2 Aim, Purpose and Type of Survey**

### **Aim and Purpose**

The aim of the asbestos survey is to locate, as far as is reasonably practicable, and assess all the asbestos containing materials present in a particular building. The purpose is to present the employer with the information collected in a way that will allow them to manage the risk.

The type of survey will be determined at the planning stage and will depend upon the circumstances i.e., pre-demolition or major refurbishment, repair or normal occupation.

### **Type of Survey**

There are two types of asbestos survey described in the HSE book 'Asbestos: The survey guide', reference HSG264 published 2010. This replaces and expands on MDHS 100, Surveying, sampling and assessment of asbestos containing materials.

### **Management Surveys**

The purpose of a Management Survey (previously Types 1 and 2 of MDHS 100) is to locate, as far as reasonably practicable the presence and extent of any suspected asbestos containing materials in the premises which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation and to assess their condition.

Management surveys will often involve minor intrusive work and some disturbance.

Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present. An assessment of the condition of the asbestos containing materials and their ability to release fibres if disturbed will be included with this survey.

### **Refurbishment & Demolition Surveys**

This type of survey (previously Type 3 of MDHS 100) is used to locate and describe, as far as reasonably practicable, all asbestos containing materials in the area/s where refurbishment or demolition is due to take place.

This type of survey is used to locate and describe, as far as reasonably practicable, all asbestos containing materials in the building or site and may involve destructive inspection, as necessary, to gain access to all areas, including those which may be difficult to reach. A full sampling programme is undertaken. This type of survey does not assess the condition of the asbestos, other than to note areas of damage or where additional asbestos debris may be expected to be present.

It is possible that a mixture of survey types may be used, particularly in larger buildings or where certain areas may be subject to refurbishment.

**This Report is based on Management Asbestos Surveys.**

### **1.3 Sampling and Survey Strategy: Where Required**

The asbestos survey was conducted by means of visual inspection of all accessible areas of the site as defined. Where the surveyor suspected that a material on the site contained asbestos, a bulk sample was taken for analysis.

Samples were taken using a variety of tools including a chisel, sharp knife, core sampler or screwdriver where appropriate. In all cases of sampling, care was taken to ensure that the samples were representative of the material involved and that sufficient quantity of material was sampled.

In areas of the site where there were substantial quantities of visually uniform material, then a small number of samples were taken and should be considered as being representative of the whole area. Therefore, visually similar materials in the same areas should be assumed to contain asbestos fibres.

Where there are a large number of identical items distributed throughout the site, e.g., asbestos cement flue pipes, a single or few analyses will have been carried out by the surveyor. In such cases the client should assume that identical items on the site would have the same composition as the one element sampled.

Information supplied on the Survey Inspection Sheets is based upon a visual assessment of the material at the time of the survey.

Photographs were taken at all the sample/inspection locations (unless otherwise stated).

### **1.4 Access Factors**

This report is based upon a destructive inspection of an unfamiliar site. During the survey all reasonable efforts were made to inspect all accessible areas to identify the physical presence of materials containing asbestos.

- Those areas, to which access was not possible due to safety considerations, lack of authorised entry or keys are stated within the report summary.
- The level of intrusion adopted for this survey is restricted by safe working practices. It must always remain a possibility that further asbestos containing materials may be found during other activities. For reasons set out in this report, the report cannot give an assurance that all asbestos materials have been found and must not be thought to do so.

### **1.5 Analytical Techniques: Where Required**

If samples are taken then these are sent to a UKAS accredited Laboratory for analysis.

All analytical work is carried out in accordance with the HSE publication 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures' reference HSG 248 published 2005.

## 1.6 Health and Safety Statement

All sampling was undertaken causing the minimum possible nuisance and potential risk to the health and safety of site visitors. As required under the Control of Asbestos Regulations 2012 dust release during sampling was reduced to as low as reasonably practicable and an assessment in respect of likely dust release dictated the need for precautionary measures to be taken.

Where applicable this included the following measures:

- Isolation of the sampling area
- Damping of the material by an atomiser spray to suppress dust release
- Appropriate cleaning and removal of any fallen debris
- Use of personal protective equipment
- After sampling any broken or unsealed material with potential to cause airborne dust was sealed with tape and any remaining dust or debris was removed by wet wiping or by using an approved Type H vacuum cleaner. Immediately after collection, all samples were double-sealed in self-seal plastic bags.
- Great care was taken to prevent cross-contamination between samples. Any disposable material used in sampling or dust created whilst sampling was treated as if contaminated by asbestos and was taken away in sealed plastic bags and stored as asbestos waste awaiting disposal.

All sampling did not impair the structural integrity of the building or plant. All high-level location sampling that requires the use of an extension ladder was undertaken when the ladder was secured either by ties or by an additional member of staff.

## 2.0 SITE DETAILS

<u>Client</u>	<u>Client's Address</u>	<u>Surveyed Sites</u>
Caistor Town Council	Town Hall 14 High Street Caistor LN7 6TX	<ul style="list-style-type: none"><li>• Caistor Town Hall</li><li>• Sports &amp; Social Club</li><li>• Sports Field Workshop</li><li>• Cemetery Lock Up</li><li>• Old Fire Station</li></ul>

### Specific Reason for Survey

To compile a register of asbestos containing materials, to meet the requirements of clause four "Duty to manage asbestos in non-domestic premises" of the Control of Asbestos Regulations 2012.

### Brief Site Descriptions:

As above under 'Surveyed Sites'

## 3.0 SUMMARY

The location, extent and material assessment, along with any recommendations for action, are recorded on the Survey Inspection Sheets in Appendix I (including photographs).

### **3.1 Recommendations**

#### Caistor Town Hall – Floor Tiles

Chrysotile (White) asbestos is present in the adhesive (not in the floor tiles). The floor tiles are in good condition and we do not recommend removal at this time. However, if the floor tiles are removed at a future date then the presence of asbestos in the adhesive must be accounted for.

#### Cemetery Lock Up

Chrysotile (White) asbestos is present in the roof sheets. These are in good condition and we do not recommend removal at this time. However, if the roof sheets are removed at a future date then the presence of asbestos in the must be accounted for and dealt with accordingly.

Please contact Amber Asbestos Services if further guidance is required.

### **4.0 REPORT LIMITATIONS**

This Asbestos Survey was carried out in conjunction with our in-house methodology and as detailed in the HSE book 'Asbestos: The survey guide', reference HSG264 published 2010. This replaces and expands on MDHS 100, Surveying, sampling and assessment of asbestos containing materials.

Every effort has been made to identify all asbestos materials so far, as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involve trained and experienced surveyors using the combined approach about visual examination and necessary bulk sampling. It is always remains a possibility after a survey that asbestos-based materials of may remain in the property or area covered by that survey.

If any suspicious materials thought to contain asbestos are found and not included in this report, they should be sampled and analysed by a specialist laboratory. Work is not to continue until a result is obtained and appropriate actions are taken.

This report has been written with reference to the various Guidance Notes etc., issued, and current at the date of this report and describes circumstances at the site on the date the investigation took place.

Any person undertaking work within the buildings should be told of the presence of asbestos. This briefing also applies to any person associated with the site, including staff, sub-contractors and others.

This report was prepared by Amber for our client. Any third party using this report does so entirely at their own risk. Amber makes no warranty or representation whatsoever, either expressed or implied, with respect to the use of a third party of any information contained in this report or its suitability for any purpose. Amber assumes no responsibility for any costs, claims, damages or expenses (including any consequential damages) resulting from the use of this report or any information contained within this report by a third party.

## 5.0 MATERIAL ASSESSMENT

The Material Assessment identifies the high-risk materials, that is, those that will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for a remedial action. Management priority must be determined by carrying out a risk assessment, which will take into account factors such as:

- The location of the material
- The extent
- The use to which the location is put
- The occupancy of the area
- The activities carried on in area
- The likelihood/frequency with which maintenance activities are likely to take place.

The risk assessment can only be carried out with detailed knowledge of all the above points. Although we have some of the information that contributes to the risk assessment, under the Control of Asbestos Regulations 2012 it is the Duty Holder that is required to carry out the risk assessment using this survey and their detailed knowledge of activities carried out within premises. The risk assessment will form the basis for the management plan.

For each sample/inspection, a material assessment has been compiled using an algorithm. A point score (weighting) is allocated based on the examination of several parameters as detailed over the page. The value assigned to each of these parameters is added together to give a total score, the highest scores indicating high-risk materials.

Materials with assessment scores of **10 or more** are regarded as having a **high potential to release fibres if disturbed**.

Scores of between **7 and 9** are regarded as having **medium potential**

Scores of between **5 and 6** are regarded as having a **low potential**.

Scores of **4 or less** have a **very low potential** to release fibres

Non-asbestos materials are not scored.

This system is based on Appendix 4 of the HSE publication 'Asbestos: the survey guide' published 2010.

<i>Sample Variable</i>	<i>Score</i>	<i>Examples of Scores</i>
<b>Product Type</b> (Or debris from product)	<b>1</b>	<b>Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement)</b>
	<b>2</b>	<b>Asbestos Insulation board, millboards, other low-density insulation boards, gaskets, ropes and woven textiles, asbestos paper and felt.</b>
	<b>3</b>	<b>Thermal insulation (e.g., pipe and boiler lagging) sprayed asbestos, loose asbestos, asbestos mattresses and packing.</b>
<b>Condition</b>	<b>0</b>	<b>Good condition: no visible damage</b>
	<b>1</b>	<b>Low damage: a few scratches or surface marks; broken edges on boards, tiles etc.</b>
	<b>2</b>	<b>Medium damage: significant breakages of materials or several small areas where material has been damaged revealing loose asbestos fibres</b>
	<b>3</b>	<b>High damage or delimitation of materials, sprays and thermal insulation. Visible asbestos debris</b>
<b>Surface Treatment</b>	<b>0</b>	<b>Composite materials containing asbestos: reinforced plastics, resins, and vinyl tiles.</b>
	<b>1</b>	<b>Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc.</b>
	<b>2</b>	<b>Unsealed AIB, or encapsulated lagging and sprays.</b>
	<b>3</b>	<b>Unsealed sprays and laggings</b>
<b>Asbestos type</b>	<b>1</b>	<b>Chrysotile.</b>
	<b>2</b>	<b>Amphibole asbestos excluding crocidolite</b>
	<b>3</b>	<b>Crocidolite</b>
<b>Total</b>		

## **6.0 ASBESTOS SURVEY AUTHORISATION**

### **Authorisation**

This Asbestos Survey has been carried out in accordance with the HSE publication 'Asbestos: The survey guide', reference HSG264 published 2010.

### **MANAGEMENT ASBESTOS SURVEYS OF:**

Caistor Town Hall  
Sports & Social Club  
Sports Field Workshop  
Cemetery Lock Up  
Old Fire Station

### **REPORT COMPILED BY:**

M G Byrne  
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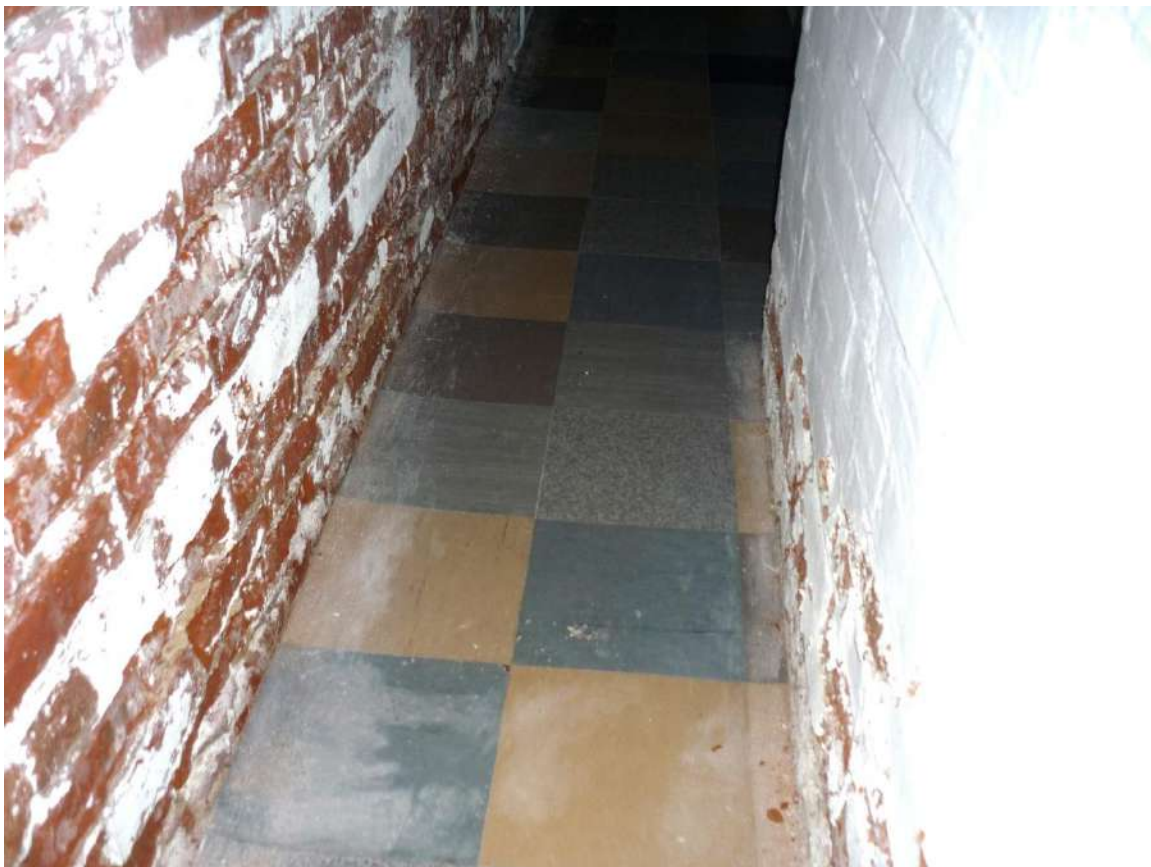


29<sup>th</sup> JULY 2025



## Site Survey Inspection Sheet 01

Client	Caistor Town Council
Site	Caistor Town Hall
Material	Adhesive to Floor Tiles
Locations	Basement & Store Room
Level of Identification	Sampled
Asbestos Detected	Chrysotile (White) asbestos
Accessibility	Good
Product Type Score	1
Extent of Damage/Deterioration	1
Surface Treatment Score	0
Asbestos Type Score	1
Total Material Assessment Score	3
Recommendations	See Clause 3.1



## Site Survey Inspection Sheet 02

Client	Caistor Town Council
Site	Cemetery Lock Up
Material	Roof Sheets
Locations	Roof
Level of Identification	Presumed
Asbestos Detected	Chrysotile (White) asbestos
Accessibility	Good
Product Type Score	1
Extent of Damage/Deterioration	1
Surface Treatment Score	1
Asbestos Type Score	1
Total Material Assessment Score	4
Recommendations	See Clause 3.1



## Property Identification Photographs

Caistor Town Hall – Asbestos present in floor tile adhesive in basement corridor & store room



Sports & Social Club – No asbestos







Old Fire Station – No asbestos present



**END OF REPORT**



# **Caistor Town Council Lone Working Policy**



## **1. Purpose**

This policy outlines the procedures and responsibilities for staff who work alone, ensuring their safety and wellbeing while carrying out duties for Caistor Town Council. It applies to all lone working situations, including office-based, remote, and outdoor tasks, night working or low light working, vulnerable groups (young workers, women, new/expectant mothers, disabled individuals) and environments with potential for violence or criminal activity.

## **2. Scope**

This policy applies to:

- The Town Clerk, who works alone in the Town Hall office and from home.
- The Estates Based Staff, who performs maintenance and repair tasks around the town, unsupervised but as directed by the Town Clerk.

## **3. Definition of Lone Working**

Lone working refers to any situation where a staff member carries out duties without direct supervision or immediate support from colleagues. This includes:

- Working alone in the Town Hall office.
- Working from home.
- Performing outdoor or maintenance tasks alone.

## **4. Risk Assessment**

Caistor Town Council will conduct regular risk assessments for lone working roles. These assessments will:

- Identify potential hazards (e.g. use of tools, working at height, isolation).
- Evaluate the likelihood and severity of risks.
- Recommend control measures to reduce risks.

## **5. Risk Evaluation for Vulnerable Groups**

Vulnerable groups would include young workers, women, new/expectant mothers, disabled individuals and might be subject to additional risks:

- Young workers – inexperience and poor hazard recognition could benefit from enhanced supervision, training, buddy systems.
- Women - increased risk of harassment or assault could benefit from GPS tracking, lone worker alarms.

- New/Expectant Mothers - fatigue, mobility issues, health complications could benefit from adjusted duties, regular health checks.
- Disabled Workers - accessibility, communication barriers could benefit from assistive tech, tailored emergency protocols.

## 6. Hazard Identification

Lone working maybe exposed to hazard whilst carrying out their contractual duties. These might include:

- Environmental hazards (poor lighting, slippery surfaces, remote locations).
- Health & Medical (Sudden illness, lack of first aid access)
- Violence & Crime (Aggressive individuals, theft, assault risks)
- Psychological (Isolation, stress, anxiety)
- Equipment & Manual Handling (Heavy lifting, machinery use without assistance)
- Travel & Transport (Vehicle breakdowns, accidents, poor mobile signal).

## 7. Activities that can and CANNOT be Undertaken Alone:

These are typically low-risk, routine, or well-documented tasks:

- **Administrative duties:** Filing, data entry, scheduling, email correspondence
- **Routine inspections:** Visual checks of equipment or facilities (if no hazards are present)
- **Remote work:** Tasks performed from home or a safe, controlled environment
- **Training modules:** Online or self-paced learning programs
- **Basic maintenance:** Changing light bulbs, cleaning, restocking supplies
- **Travel:** Commuting to and from work (unless otherwise specified by company policy)
- **Creative work:** Writing, designing, planning, or brainstorming sessions

## Activities That *Cannot* Be Undertaken Alone

These involve elevated risk, legal oversight, or require collaboration:

- **Working at height:** Use of ladders, scaffolding, or elevated platforms
- **Confined space entry:** Any task involving restricted or enclosed environments
- **Heavy machinery operation:** Forklifts, industrial equipment (currently not applicable)
- **Hazardous material handling:** Chemicals, biohazards, or flammable substances other than those whose risk assessment permits lone use.
- **Emergency response:** Fire drills, evacuations, or first aid situations
- **Client-facing conflict resolution:** Disputes, complaints, or sensitive negotiations



## **8. Night-Time / Low-Light Working**

Night-time or low-light working environments pose unique risks that can significantly impact the safety and wellbeing of workers, and avoided when reasonably possible. Inadequate lighting can make it difficult to operate tools or machinery safely.

## **9. Responsibilities**

### **Clerk**

- Ensure the office is secure during lone working hours.
- Keep a mobile phone charged and accessible.
- Inform a designated contact when working alone in the office or from home.
- Report any concerns or incidents to the Council Chair or designated Councillor.
- Maintain an up to date emergency number contact information.

### **Estates Based Staff**

- Keep a charged mobile phone accessible at all times.
- Ensure you have access to emergency contact numbers.
- Follow safe working practices when using tools, ladders, and machinery.
- Wear appropriate PPE (e.g. gloves, goggles, ear protection).
- Maintain regular contact with the Clerk regarding location and tasks.
- Report any incidents, concerns, or near misses to the Clerk or Council Chair.
- Avoid hazardous tasks (e.g. working at height or with electricity) unless risk-assessed and approved. Review and follow the latest risk assessment relevant to your role.
- Avoid working alone after dark unless essential and pre-approved.

### **Council**

- Provide training and guidance on lone working safety.
- Maintain emergency contact procedures.
- Ensure equipment used by the Handyman is regularly inspected and maintained.
- Monitor compliance and review the policy annually.

## **10. Control Measures**

### **For the Clerk**

- Install a Lone Worker App and carry a charged work mobile phone at all times.
- Ensure visibility from public areas is limited to prevent unwanted attention.
- Avoid inviting visitors into the office without prior arrangement.
- Keep external doors locked when alone.

- Maintain confidentiality and secure sensitive documents when working from home.
- Avoid working late hours and overtime unless necessary and pre-approved. Take regular breaks and avoid extended periods of isolation.
- Complete basic first aid training and have suitable first aid kit readily available.

#### **For Estates Based Staff**

- Install a Lone Worker App
- Use What3Words to identify location on daily task list.
- Mobile or in person check in with the Clerk before starting work and after finishing.
- Wear appropriate PPE (gloves, goggles, ear protection, etc.), inspect tools and equipment before use.
- Carry a charged work mobile phone at all times.
- Avoid lone working in remote or poorly lit areas after dark.
- Use signage when working in public areas to alert passers-by.
- Ensure generator is used in a well-ventilated area to prevent carbon monoxide buildup.
- Complete basic first aid training and have suitable first aid kit readily available.

#### **11. Emergency Procedures**

- In case of emergency, staff should contact emergency services immediately.
- A list of CTC emergency contacts will be provided and updated regularly by the Clerk.
- All incidents must be reported to the Clerk and recorded in the incident log.

#### **12. Mental & Emotional Wellbeing**

- Take regular breaks to avoid fatigue or isolation.
- Schedule occasional check-ins with colleagues or supervisors.
- Keep a comfortable and ergonomic working setup (especially when working from home).
- Know how to access mental health support services if needed.

#### **13. Documentation & Reporting**

- Complete a brief log of daily tasks and locations, all records to be kept by line manager.
- Record any maintenance issues or hazards encountered
- Update risk assessments if new tasks or equipment are introduced
- Review and sign off on safety training annually

#### **14. Monitoring and Review**

- This policy will be reviewed annually or following any incident.
- Staff feedback to be considered in improving lone working practices and to be an agenda item for both the Estates and P&F Committee meetings.
- Risk assessments will be updated as roles or working environments change.

Assessors: Chairs of Personnel & Finance and Estates Committees

Review Date: 2<sup>nd</sup> September 2025

Next Review Due: 2<sup>nd</sup> September 2026

Version: 1.2



# EQUALITY AND DIVERSITY POLICY

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## Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

## The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

## Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

### **Equal opportunities in employment**

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

#### Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

#### Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

#### Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

### **People not employed by the council**

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

### **Training and prevention**

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

We will take active steps to try to prevent third-party harassment of staff. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.

### **Your responsibilities**

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure.

Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

### **Grievances**

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

### **Monitoring and review**

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.





# Caistor Town Council – Community Facilities Management Policy

## 1. Purpose

This policy sets out how Caistor Town Council manages its community assets in partnership with local organisations. It aims to ensure consistency, fairness, and sustainability while maximising community benefit.

## 2. Principles

- **Fairness & Transparency** – Agreements will be clear, consistent, and proportionate to the benefit derived.
- **Community Benefit** – Facilities are primarily for the benefit of Caistor residents and local groups.
- **Shared Responsibility** – Day-to-day management is delegated to community organisations where appropriate, while the Council retains responsibility for the long-term fabric of buildings.
- **Sustainability** – Arrangements will support the long-term viability of both facilities and user groups.

## 3. Types of Agreement

The Council will use one of the following arrangements depending on the facility:

1. **Management Agreement** – for facilities operated by a charity or community group on behalf of the town council (e.g. Town Hall).
2. **Lease** – for facilities operated by a separate entity on an exclusive basis (e.g. Sports & Social Club).
3. **Licence** – for shared, seasonal use of facilities, or where the land is open to the public (e.g. sports clubs using pitches).

The Council will apply a consistent approach to setting rents, licence fees, or contributions.

Charges will take account of: (a) the scale and exclusivity of use, (b) the financial capacity of the organisation, and (c) the cost of maintaining the facility. This ensures transparency and proportionality across all facilities.

## 4. Responsibilities

### 4.1 Council Responsibilities

The Council will normally retain responsibility for:

- Structural fabric of buildings (roof, walls, foundations, major capital repairs).
- Statutory compliance relating to building ownership (e.g. asbestos register, fire safety of fabric).
- Insurance of the building structure.
- Provision of a budget for long-term building upkeep.

### 4.2 Community Organisation Responsibilities

Community organisations managing facilities will normally be responsible for:

- Day-to-day running and management of the building/facility.
- Utilities, cleaning, caretaking.
- Routine maintenance and minor repairs.
- Public liability insurance and insurance of contents.

- Health & safety in relation to their activities and users.
- Annual reporting to the Council (accounts, usage data, maintenance undertaken).

Where responsibility for insurance may overlap (e.g. damage arising from both user activity and building structure), the respective liabilities will be clarified in the individual agreement to avoid ambiguity. Organisations must promptly notify the Council of any incident likely to give rise to a claim.

## 5. Specific Facility Arrangements

### 5.1 Town Hall (Charity Community Group)

- The Town Hall is operated under a Management Agreement with the charity group.
- The charity is responsible for: daily operation, bookings, utilities, routine maintenance, contents insurance, and public liability insurance.
- The Council retains responsibility for: the building fabric and structural works.

#### Council Office Use

- The Council retains use of one room within the Town Hall for office purposes at no cost.
- This office space will be assigned a **notional rental value**, based on local market rates for comparable premises.
- The notional rental value will be reviewed at the same 3-year interval as the Management Agreement.

#### Offsetting Arrangement

- The notional rental value of the Council's office will be treated as an **in-kind contribution** by the Council towards the running costs of the Town Hall.
- This contribution will be recorded in the charity's annual report to the Council to ensure transparency.
- Any financial contributions otherwise expected from the charity will be adjusted to take account of this in-kind support, with the aim of making the arrangement cost-neutral.

#### Agreement Terms

- A peppercorn rent may be applied to formalise the arrangement.
- The Management Agreement will be reviewed every 3 years, alongside a reassessment of responsibilities, financial contributions, and the office use valuation.

### 5.2 Sports & Social Club (CIC)

- Operated under a **Lease Agreement**.
- Current rent: charged per lease agreement.
- Tenant responsible for day-to-day running, internal repairs, insurance, and utilities.
- Council retains responsibility for building fabric unless specified otherwise in lease.
- Rent reviewed periodically to ensure fairness and sustainability.

### 5.3 Sports Facilities (Football, Cricket, etc.)

- Operated under **Licence Agreements**.
- Seasonal or (multi) annual licences grant use of pitches/facilities.
- Clubs responsible for pitch upkeep to playing standard and for public liability insurance.
- Council responsible for major infrastructure (drainage, boundary fences, pavilion fabric).
- Licence fees set to contribute towards grounds maintenance.

Unless otherwise specified, all leases, licences, and management agreements will be subject to a formal review at least once every three years, in line with the review period of this policy.

## 6. Fee-Setting Framework

When setting rents, licence fees, or financial contributions, the Council will apply a consistent framework to ensure fairness and transparency. The following factors will be considered:

1. **Exclusivity of Use** – whether the facility is used solely by one organisation or shared with others.
2. **Size & Scale of Facility** – the physical size of the facility (e.g. football pitch, cricket field, tennis courts) and the associated cost of upkeep, with larger or higher-maintenance facilities attracting proportionately higher contributions.
3. **Scale of Benefit** – the extent to which the facility is available to and benefits the wider community.
4. **Financial Capacity** – the turnover and reserves of the organisation, to ensure charges are proportionate and do not undermine viability.
5. **Level of Responsibility** – the extent of maintenance, management, and operational costs borne by the organisation compared to the Council.
6. **Market Value** – local rental or usage benchmarks will be used to establish a notional value, ensuring contributions are realistic and evidence-based.
7. **In-kind Contributions** – where the Council provides in-kind support (e.g. office use, utilities, or capital works), the value will be recognised and offset transparently.

### **Review Process**

- All charges will be reviewed at least every three years, in line with the review period of the underlying agreement.
- Any changes to rents, fees, or contributions will be supported by a short written statement setting out the rationale, to ensure transparency and accountability.

### **7. Governance**

- The Town Council will receive an **annual report** from each managing group, covering:
  - Financial accounts.
  - Facility usage statistics.
  - Maintenance undertaken.
- Agreements will include clear dispute resolution and termination clauses. The dispute resolution process will normally follow these stages: (a) informal discussion between the parties, (b) mediation facilitated by an independent third party, and (c) final determination by the Town Council. This framework ensures disputes are handled fairly, transparently, and consistently.
- A register of all agreements will be maintained and reviewed annually.

### **8. Review of Policy**

This policy will be reviewed every 3 years or sooner if required.



# Public Tracking Report

<b>Memorial management and safety inspection testing</b>	<b>Ref:</b> 21340	<b>Created:</b> 15/03/2023
<b>Ownership of market place and Cornhill /Land registry search</b>	<b>Ref:</b> 24361	<b>Created:</b> 05/12/2023
<b>Repair/replacement of rotting support on junior multiplay at South St park</b>	<b>Ref:</b> 24721	<b>Created:</b> 24/10/2024
<b>Project to tidy up the sides of the cemetery car park</b>	<b>Ref:</b> 24724	<b>Created:</b> 24/10/2024
<b>Damp and mould in the town hall boiler room and behind the stage area</b>	<b>Ref:</b> 24868	<b>Created:</b> 20/12/2024
<b>Implement new Market Policy - plan and execute</b>	<b>Ref:</b> 24993	<b>Created:</b> 17/02/2025
<b>Digital scanning of burial records</b>	<b>Ref:</b> 24994	<b>Created:</b> 17/02/2025
<b>Progress an agreement with Caistor Goes to use the lock up.</b>	<b>Ref:</b> 25102	<b>Created:</b> 17/03/2025
<b>Insurance renewal quotes 01/09/25</b>	<b>Ref:</b> 25190	<b>Created:</b> 23/04/2025
<b>Purchase 365 business licneces and new laptop up to £600</b>	<b>Ref:</b> 25228	<b>Created:</b> 09/05/2025
<b>Fire safety risk assessment</b>	<b>Ref:</b> 25293	<b>Created:</b> 12/06/2025
<b>Old Fire Station - H&amp;S inspection action</b>	<b>Ref:</b> 25452	<b>Created:</b> 18/06/2025
<b>Asbestos surveyys for property owned by CTC</b>	<b>Ref:</b> 25482	<b>Created:</b> 03/07/2025
<b>Complete a PDD for the cemetery survey to ID where the workhouse bodies</b>	<b>Ref:</b> 25531	<b>Created:</b> 23/07/2025
<b>Vandalised skate park ramp</b>	<b>Ref:</b> 25612	<b>Created:</b> 02/09/2025

Hello,

The government has invited proposals for 'local government reorganisation' across Lincolnshire, aiming to replace the current two-tier council system.

Lincolnshire County Council's 'Your Lincolnshire' proposal would see the county council and seven district councils replaced by one new local authority, keeping Lincolnshire together.

We'd like as many people as possible to have their say on the proposal by promoting the opportunity and encouraging responses is a huge part of that.

We'd be very grateful if you could display the poster on your noticeboard until 29 September 2025.

Public events are being held to discuss the proposals at:

- Boston Library – 3 September 2025 (10am - 2pm)
- Sleaford Library – 9 September 2025 (10am - 2pm)
- Louth Library – 11 September 2025 (10am - 2pm)
- Grantham Library – 15 September 2025 (9:30am - 12:30pm)
- Caistor Community Library - 19 September 2025 (10am - 12pm)
- Gainsborough Library – 19 September 2025 (2pm - 5pm)
- Lincoln Castle – 20 September 2025 (11am - 2pm)
- Lincoln Library – 23 September 2025 (11am - 3pm)
- Spalding Library – 24 September 2025 (10am - 2pm)
- Stamford Library – 24 September 2025 (9:30am – 11am)

You can find out more about the proposal and take part in the online survey by visiting [www.lincolnshire.gov.uk/yourlincolnshire](http://www.lincolnshire.gov.uk/yourlincolnshire) or click on the QR code on the poster.

The survey is open until 29 September 2025.

Yours sincerely

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Your

**Lincolnshire**

Strengthen. Simplify. Save.

**Local Government Reorganisation  
is reshaping your Lincolnshire for  
the better**

**Strengthen**

- our services
- our financial position
- our economy

**Simplify**

- contacting your council
- accessing services
- the decision-making process

**Save**

- taxpayers' money to reinvest in services
- on bureaucracy
- through more joined up services

**Scan to have your say on the future of**

