



You are hereby summoned to attend the meeting of Caistor Town Council Estates Committee which will be held on Tuesday 16 September 2025 commencing at 7:00pm at the Arts & Heritage Centre.

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
09/09/2025

AGENDA

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations
3. Public participation - 10 minutes during which time the meeting is suspended - items raised which are not on the agenda will be referred to a later meeting, if appropriate
4. To approve the draft minutes of the Estates Committee meeting on 22nd July 2025
5. **Play Areas / Sports Ground**
 - a) To consider proposals and quotes for repairing the skate park equipment
 - b) To consider what to do about the see saw at the play area on the sports ground
 - c) Consider what to do about the eroding earth at the skate park/muga
 - d) To consider the maintenance needs of the Millennium Garden in South St Park and agree action
 - e) To receive the most recent play equipment inspection summary and consider the work still outstanding from the last full risk assessment
6. **Cemetery / Churchyards**
 - a) To review the Cemetery Manual and Regulations
 - b) To review the Memorial Inspection policy v1.1
 - c) To consider the proposal and prices for family ashes plot and agree next steps
 - d) To consider to cemetery fees and agree any changes
 - e) To consider starting the project for a notice board at the cemetery and agree next steps
 - f) To consider the holly tree which has been planted graveside at the cemetery and trees/flowers planted on left hand side and agree next steps
 - g) To consider whether to attend the ICCM course 'Establishing and managing gardens of remembrance'
7. **Allotments**
 - a) To receive the most recent allotment report and agree any action



8. **Town Hall**
 - a) To receive an update on the town hall damp issue
 - b) To receive an update on marking out a parking space for the sole use of CTC in CTH car park
9. **Sports and Social Club**
 - a) To consider the damaged gutter alongside car park and agree next steps
 - b) To consider CS&SC request to move the light on the roof at the sports and social club
 - c) To receive the report for the pump service and agree next steps
10. **Other buildings/ Property**
 - a) To receive an update on the old fire station and agree next steps for Estates Committee
 - b) To receive an update on resiting the bench in the Market Place and agree next steps
 - c) To note the damage to the bench at pigeon spring and agree action
11. **Estates employee Update**
 - a) To receive the report from Estates and agree any next steps
 - b) To consider Estates winter tasks
12. To consider preferred contractors list
13. To review the project proposals documents for 26/27
14. To note the date of the next Estates Committee meeting - 25th November 2025