



Public Meeting Pack

9th October 2025



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on
Thursday 9 October 2025 commencing at 7:00pm at the Methodist Chapel.

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
02/10/2025

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 11th September 2025 and 25th September 2025
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 30/09/2025
 - b) To approve the Schedule of Payments
 - c) Review and prioritise the project proposal documents for 26/27 budget
 - d) To consider the draft Budget for 26/27
7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
 - a) Lincolnshire Police
 - ai) To receive a summary of the presentation from the police titles Lincoln and West Lindsey Local Policing Overview
 - b) West Lindsey District Council.
 - bi) To consider the issues with town bins overflowing and /or not being emptied
 - c) Lincolnshire County Council
 - ci) Update on Cornhill
 - d) Community Groups
 - di) To consider implementing a policy for the use and storage of CTC equipment by community groups (Cllr Bowman)
 - e) Town Hall Management Committee
 - f) Caistor in Bloom



- fi) To consider a Special Motion under Standing Order 7(a): To rescind the resolution passed by the Council on 11 September 2025 regarding reimbursement of £475 for memorial repair costs and to resolve instead that Caistor in Bloom shall not be required to reimburse the Council, and that the expenditure of £475 shall be met from Council funds. (Deferred from EOM 25th September 2025)
- g) CDCT - 2-4 Market Place
- 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
 - b) Estates Committee
 - bi) To receive the draft minutes from the estates committee meeting 16th September 2025
 - bii) To consider the recommendation from Estates on how to address the issue of trees planted in the cemetery
 - c) Play area working group
 - d) Health and Safety Working Group
- 9. To consider the grant applications
 - a) Application from Caistor Lions
- 10. To consider new policy proposal: Community facilities management policy
- 11. Clerks Report & Parish Matters
 - a) To consider the final survey quote analysis and recommendation for ground penetrating radar surveys of the cemetery and appoint a contractor (additional information received)
 - b) Review Tracking Report
- 12. To note any planning decisions
 - a) WL/2025/00951 | Request for confirmation of compliance with conditions 3(drainage) & 6(energy) of planning permission 147531 granted 12 January 2024 | LAND TO REAR OF 132 NORTH KELSEY ROAD CAISTOR | Condition discharged.
- 13. To review the planning applications received and agree a response
 - a) LCC Ref: PL/0044/25 | For Retrospective Application For Three New Social Sheds, Toilet Block And Soil Bund |
WEST MOOR FARM FISHERY, NORTH KELSEY ROAD, CAISTOR
 - b) WL/2025/00963 | Planning application for extension to existing industrial unit | UNIT 6A, ENTERPRISE ROAD, CAISTOR
- 14. To consider requesting WLDC take enforcement action against the vape shop/mini market 10 Market Place
- 15. Date of next meeting - 13th November 2025



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 11 September 2025

Present: Cllr S. Davey, Cllr J. Bowman, Cllr R. Lyus, Cllr L. Milner, Cllr A. Clark (Chair), Cllr.N.Clark,
Cllr P.Laverack,
In Attendance: Michelle Moss, District Cllr A. Lawrence, County Cllr J. Bean,
Members of public present: 1

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4343**
Apologies received from Cllrs Wright, Hodson, Cox, Morris and Priestley. Apologies also received from District Councillor Bierley.
- 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 - Ref: 4344**
None.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4345**
None.
- 4. Chairmans Report - Ref: 4346**
It was noted that Cllr Jon Wright has purchased the replacement flags and will be putting them up shortly.
- 5. To approve the draft minutes of 14th August 2025 - Ref: 4347**
It was noted that Cllr Laverack had been mentioned twice as attending - the minutes were noted to remove one entry. RESOLVED that the minutes of the meeting of 14th August be approved as a true record of the meeting.
1 abstained
- 6. Finance - Ref: 4348**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/08/2025 - Ref: 4349**
The accounting statements, bank statements and bank reconciliation had been circulated to councillors prior to the meeting.
RESOLVED to approve the accounting statements and bank reconciliation as a true record.
All in favour
 - b) To approve the Schedule of Payments - Ref: 4350**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £20244.52
All in favour
 - c) To approve the recommendation from P&F to take out the Gallageher insurance with inclusive property re-valuations - Ref: 4351**
The final cost of the insurance, excluding the property valuations was £6399.09. RESOLVED to approve the recommendation from P&F to take out the annual insurance with Gallagher.
All in favour
 - d) To consider and prioritise the project proposal documents for next year - Ref: 4352**
It was noted that only 7 councillors were present for the meeting and this was not considered enough to vote on the priorities for next year. It was therefore RESOLVED to defer the discussion until October's meeting.
All in favour
 - e) To consider the first draft Budget for 26/27 reviewed by P&F committee 26th August 2025 - Ref: 4353**
The first draft budget had been circulated to councillors prior to the meeting. It was noted that it includes operational costs for 26/27, church and cem grass by contractors, resurfacing for play equipment sports field, damp resolution for town hall, grant funding of £7k, £5k for old fire station in reserves but does not include any

Signature:



of the projects yet to be prioritised. This first draft would result in 6.68% precept increase and £141417 precept. First draft budget was noted and agreed to review again in October following the prioritisation of the projects for 26/27.

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4354

a) Lincolnshire Police - Ref: 4355

It was noted that the police report had been received today and would be shared with councillors.

b) West Lindsey District Council. - Ref: 4356

Cllr Bierley's report had been circulated prior to the meeting. Issues with litter the amount of litter in the town centre from overflowing bins was noted - this has been reported to WLDC several times.

bi) To consider whether CTC still wish WLDC to progress the Wayfinding report if they can identify a suitable budget for it - Ref: 4357

The wayfinding report had been circulated to councillors prior to the meeting. RESOLVED that the wayfinding project should go ahead if WLDC can find funding for it.

All in favour

bii) To consider the current situation with CCTV at the sports ground and agree any action - Ref: 4358

It was noted that there have been several more incidents of vandalism at the sports ground, all have been reported to WLDC to check the CCTV footage, but WLDC have noted that the CCTV footage did not pick up the incidents; CCTV footage has rarely been useful in the sports ground.

RESOLVED to request a meeting with Grant White (WLDC) to find out what the current state of the cameras is, to ask for access to the footage/control on where they point, and what can be done to improve the footage and CTC control. (Cllrs Clark, Davey and Bowman requested to be at the meeting and agreed to put a report/proposal together ahead of the meeting)

All in favour

c) Lincolnshire County Council - Ref: 4359

It was noted that the councillor walkabout had been very productive - CTC cllrs, Cllr Bean and Highways representatives had been in attendance. Priorities include: A46 footpath, trees at Ayscough Grove, gulleys and road maintenance at South Dale.

It was noted that: the consultation regarding the proposed restriction on South St and Mill Lane are going for public consultation from 17th September until 15th October; since Richard Fenwick has left Highways there has been some back pedalling from Highways on Cornhill, but Cllr Bean assured he will pursue this; re GPR survey for the cemetery - LCC do not have the equipment and the Professor given as an alternative contact had been un-contactable - Cllr Bean will provide alternative contact details; there is a public consultation in the Arts and Heritage centre on 19th Sept from 10-12 about the local government reorganisation.

ci) Results of the Speed/Archer survey along North Kelsey Rd - Ref: 4360

The surveys showed an average daily flow rate of 1925 and 0.2% showed speeds in excess of 30mph - LCC and the road safety partnership propose no action as a result of this survey.

d) Community Groups - Ref: 4361

The report from Community Cinema and Caistor Goes had been circulated to councillors prior to the meeting. Caistor Goes noted that they have been busy and held Proms and Party in the park recently. They extended thanks for CTC and WLDC for support and use of the space.

e) Town Hall Management Committee - Ref: 4362

Next meeting in October

ei) To receive an update on the shutters for the town hall following the fire risk assessment - Ref: 4363

It was noted that the fire risk assessor had advised that the proposed new shutters would not negatively impact the fire effectiveness of the kitchen area and it was therefore RESOLVED to give permission the town hall management executive to replace the shutters as per their proposal and quote from System shutters.

All in favour



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 - Ref: 4364

Memorial - It was noted that the work to reset the memorial has now been completed by a suitably qualified memorial mason; the invoice for £475 plus VAT has been paid by Caistor Town Council; CTC have now reseeded the area and have coned off to allow time for the grass to grow. A proposal was made (by a councillor) that CIB should be asked to pay for the costs of the memorial mason to reset the memorial; following a lengthy discussion it was RESOLVED that the clerk write and ask CIB to pay the memorial masons charges of £475 (majority vote).

Old fire station - It was noted that Cllr Wright spoke with CIB and gave them the letter advising of the structural safety issues with the old fire station and asking CIB to move their equipment out of the building; CIB have not yet vacated the building. RESOLVED to write to CIB again, giving them 2 weeks to vacate the old fire station.

Majority vote

g) CDCT - 2-4 Market Place - To consider letter sent and response - Ref: 4365

Cllr Bowman left the room.

The letters sent to CDCT and received back from them were circulated as part of the meeting pack. It was noted that cllr Wright had also spoken with Neil castle about the issues raised by residents and local businesses. It was noted that the response from CDCT lacked any detail and did not answer the questions raised, updates are very vague; the build is affecting the town, parking is an increasing issue and businesses would like clarity, as would the town council; LCC gave CDCT permission for the compound until November 2025, CTC have not received any extension notice; the website is not kept up to date with accurate timings/costs and is only intermittently updated; there is no information about phase 2; there must be a detailed project plan for the build with projected dates, costs and a schedule of works; CDCT seem reluctant to share any accurate and detailed information with the town council, despite the town council having invested £10,000 in the project.

RESOLVED to ask Jane Bowman to provide a detailed update with full timescales, costs, a copy of the project plan, and a full schedule of the works.

Cllr Bowman returned to the room and was asked to provide the information for the next CTC meeting

All in favour

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4366

a) Personnel and Finance Committee - Ref: 4367

ai) To receive the draft minutes of the P&F committee meeting 26th August - Ref: 4368

Draft minutes circulated prior to the meeting. No questions.

b) Estates Committee - Ref: 4369

The next Estates meeting is 16th November.

c) Play area working group - Ref: 4370

No meeting held.

d) Health and Safety Working Group - Ref: 4371

dii) To receive the draft minutes of the HSWG meeting 2nd September 2025 - Ref: 4372

The draft minutes were circulated prior to the meeting.

Cllr Davey noted that the group are working through the issues raised by the H&S risk assessment and will now also start to work through the issues raised as part of the Fire Risk Assessments for all CTC buildings. Positive progress is being made.

diii) To receive the results of the asbestos surveys for council owned property and agree any next steps - Ref: 4373

It was noted that the asbestos survey report has now been received and was circulated with the meeting pack.

Signature:



There are only 2 areas where asbestos was detected - the roof of the cemetery lock up and the adhesive on the floor tiles in the basement at the town hall. The advice given is that there is an acceptable risk, but that neither area of asbestos should be disturbed.

diii) To received the fire risk assessment update for council owned property and agree any next steps - Ref: 4374

It was noted that the FRA's have now been completed, and the reports are being compiled. Once received the HSWG will continue to prioritise the issues and work through them to resolution.

div) To consider the quotes for the structural survey for the old fire station - Ref: 4375

It was noted that despite Cllr Bowman contacting 6 structural engineers, only one has so far provided a quote. It was noted that getting a structural survey for the fire station is an urgent issue and Cllr Bowman agreed to follow up the other quotes. It was also noted that a historic report had been found from 2014 which made recommendations for action regarding the structure and the supports installed, but it is unclear whether the recommended actions were ever completed.

dv) To consider the HSWG request to allocate an additional £1000 to this years H&S budget - Ref: 4376

It was noted that: the 25/26 H&S budget of £4000 has already been spent and there will be continual additional costs to get on top of all of the issues; the HSWG would have like to ask for an additional £5000 budget to cover rectifying the ongoing issues, but currently £1150 is required for the structural survey for the old fire station. RESOLVED to allocate additional funds to the H&S budget to cover the cost of the structural survey for the old fire station.

All in favour

9. Policy review - Lone worker policy - Approved by HSWG 2.9.25 - Ref: 4377

It was noted that the Estates Operative has not yet had any input into the document. RESOLVED to defer the final approval of the Lone Worker policy until it has been agreed by staff.

All in favour

10. Policy review - Equality and Diversity policy - Ref: 4378

RESOLVED to approve the E&D policy with no changes.

All in favour

11. To consider new policy proposal: Community facilities management policy - Ref: 4379

RESOLVED to defer the discussion about the facilities management policy until more councillors are present to contribute.

All in favour

12. Clerks Report & Parish Matters - Ref: 4380

a) Review Tracking Report - Ref: 4381

The tracking report had been circulated to councillors in advance of the meeting. There is a lot going on, but some key updates include: the wooden play equipment has now been repaired; the burial records have now been scanned and we are just waiting for them to be returned to re-archive them; the market software integration is complete and we are ready to roll out the training; quotes for the repairs to the the vandalised skate park will be discussed at the estates meeting on 16th Sept; quotes are being sought for the damp issues at the town hall.

b) To receive information from 'Your Lincolnshire' with a proposal for local government re-organisation - Ref: 4382

It was noted that LCC have proposed 'Your Lincolnshire' to meet the local government reorganisation guidelines, one of 6 proposals produced for Lincolnshire. They have organised a drop in consultation for Caistor on 19th September 10-12 at the Arts and Heritage centre to provide more information on Your Lincolnshire proposal.

13. To note any planning decisions - Ref: 4383

Signature:



a) None - Ref: 4384

Noted.

14. To review the planning applications received and agree a response - Ref: 4385

a) None - Ref: 4386

Noted.

15. Date of next meeting - 9th October 2025 (Methodist Centre) - Ref: 4387

Noted.

Meeting closed at 8:48pm

Signature:



Minutes of the Caistor Town Council held at 6:30pm at the Caistor Town Hall on 25 September 2025

Present: Cllr J. Wright (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner, Cllr A. Clark, Cllr H. Priestley,
Cllr.N.Clark,

In Attendance:

Members of public present: 1

1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4425

Apologies received from Cllrs Davey, Laverack, Bowman, Hodson and Morris.

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 - Ref: 4426

None declared.

3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4427

One of the public noted that she was very interested in the community especially CIB who do a wonderful job around the town.

The chairman thanked her and confirmed that we all agreed with that.

Councillor A Clark agreed but stated that it would be nice to think that CIB were giving something back with the £60k in grants that they had received over the years from council.

4. To consider a Special Motion under Standing Order 7(a): To rescind the resolution passed by the Council on 11 September 2025 regarding reimbursement of £475 for memorial repair costs and to resolve instead that Caistor in Bloom shall not be required to reimburse the Council, and that the expenditure of £475 shall be met from Council funds. - Ref: 4428

Following a lengthy discussion it was RESOLVED to defer till next council meeting as only 6 out of the 7 councillors could vote. (Cllr Priestley unable to vote as he was responsible for the damage acting as part of Caistor in Bloom).

Majority vote

5. To consider Estates request to move £1500 from ear marked reserved for the play equipment maintenance to this years budget for the repair of the skate park equipment - Ref: 4429

Councillor Milner had concerns that with the camera's not picking up damage caused previously this would happen again.

The chairman did inform everyone that a meeting was being arranged with Grant White from WLDC in the very near future so hopefully it will be resolved.

RESOLVED to move £1500 from earmarked reserves to repair the vandalism to the skate park equipment.

All in favour

6. Date and time of next meeting - 9th October 2025 - Ref: 4430

Noted.

Meeting closed at 6:50pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/09/2025

Explanation of Variances

Insurance

Actual Total: 6399.09 **Budget:** 3999.96 **Variation:** -2399.13 / 59.98

Includes asset valuations

Cemetery records management

Actual Total: 0.00 **Budget:** 650.04 **Variation:** 650.04 / -100

Includes Edge IT costs for Market/parks/cem

Electricity - Market Place LN7 6TL

Actual Total: 339.03 **Budget:** 0.00 **Variation:** -339.03 / 100

Repairs completed in April



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/09/2025

End of year forecast auto calculated based on actual year to date averaged over 6 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £ %		EOY Forecast	to date averaged over 6 months manually adjusted where appropriate.
Income							
Income: General							
100	Precept	132558	132558	0	0	132558	
140	Cemetery Income	7765	4000	3765	94	10000	
120	Allotment Income	90	450	-360	-80	450	
130	Market Rents	1268	2000	-732	-37	2000	
150	Sports ground	1750	4400	-2650	-60	4400	
160	WLDC Street Cleaning	0	0	0	100	0	
170	Grass Cutting	0	1785	-1785	-100	3000	
180	Grants	0	1000	-1000	-100	1000	
350	VAT Reclaimable	0	0	0	100		
199	Miscellaneous Income	990	2500	1510	-60	2500	
185	Town Hall	520	520	0	0	520	
186	Magazine Advertising	0	0	0	100	0	
187	CIL income	0	1000	-1000	-100	1000	
Income: General		Totals	144941	150213	-2252	-4	157428
Income		Totals	144941	150213	-2252	-4	157428

Expenditure

Expense: General

500	Salaries	25266	53000	27734	-52	47000
503	PAYE & NI	8896	15000	6104	-41	15000
501	Staff Travel & Benefits	85	250	165	-66	250
502	Contractors	0	0	0	100	0
509	Other Staff Expenses	36	250	214	-86	250
520	General Office	574	1500	926	-62	1500
530	Hall Hire	185	500	315	-63	500
540	Insurance	6399	4000	-2399	60	8000
550	Audit	620	700	80	-11	620
560	Subscriptions	0	1000	1000	-100	1000
570	Training	470	2500	2030	-81	2000
580	Election	0	0	0	100	0
581	Mayor Allowance	10	350	340	-97	150
555	Professional Fees	175	250	75	-30	250
556	Legal Fees	0	500	500	-100	500
590	PROW and Amenity Cut	2793	4500	1707	-38	4500
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	1889	3200	1311	-41	3200
593	Sportsground	4550	8300	3750	-45	8300
594	Cemeteries/Church	6895	10500	3605	-34	10500
595	Allotments	0	250	250	-100	250
610	Market	0	250	250	-100	250
750	Cemetery records management	0	650	650	-100	930
650	Community Events	0	500	500	-100	500
521	Telephone & Broadband	769	1350	581	-43	1350
700	Electricity - Market Place LN7 6TU	226	400	174	-44	550
701	Electricity - South Street Park	72	600	528	-88	600
702	Electricity - Market Place LN7 6TL	339	0	-339	100	340
703	Electricity - Sports Ground	738	1100	362	-33	1600
800	Tree maintenance	1335	1500	165	-11	1500
720	Water: Sports Ground	88	400	312	-78	400
721	Water: Cemetery	43	100	57	-57	100

Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/09/2025

End of year forecast auto
calculated based on actual year
to date averaged over 6
months manually adjusted
where appropriate.

		Actual YTD	Budget	Variance £ %		EOY Forecast	to date month where
722	Water: Allotments	167	200	33	-17	250	
765	Play Park Maint & Refurb	27101	30000	2899	-10	30000	
597	Caistor Sports & Social Club	713	3000	2287	-76	3000	
522	Town Hall	661	2500	1839	-74	2500	
582	Civic	0	0	0	100	0	
601	Equipment	4267	4500	234	-5	6500	
598	Market Place	644	1000	356	-36	1000	
603	Gritting & Snow Clearance	0	300	300	-100	300	
766	CCTV	0	500	500	-100	500	
600	Grants & Donations	3300	5000	1700	-34	5000	
762	Neighbourplan Review	0	0	0	100	0	
504	Pension payments	3027	5000	1973	-39	5500	
801	Grant to Caistor in Bloom	0	0	0	100	0	
802	Christmas Lights project	0	0	0	100	0	
803	Bins and Benches	0	0	0	100	0	
660	WLDC	0		0		0	
804	Health and Safety	4155	5150	995	-19	5200	
760	Projects	3225	6100	2875	-47	6100	
Expense: General		Totals	109714	176650	66936	-38	177740
Expenditure		Totals	109714	176650	66936	-38	177740



Bank Reconciliation

Balances as per bank statements as at 01/10/2025

Natwest Current Account	5808.17	167661.71
Natwest Business Reserve Account	46325.96	
Equals Card	160.33	
Charity Bank 40 day notice	65000.00	
Unity Trust Instant Access	50367.25	

Unrepresented Payments & Receipts

Date	Invoice Ref Type	Description	Credit	Debit
------	------------------	-------------	--------	-------

Nett balance as at 01/10/2025 **167661.71**

Cash Book

		Opening Balance Bank 1	7264.03	133446.01
Receipts in current year	144941.19	Opening Balance Bank 2	125702.97	
VAT to be claimed	1011.47	Opening Balance Bank 3	479.01	
Unallocated cash	0.00	Opening Balance Bank 4	0.00	
Payments in current	109714.02			
		Cash Book Closing Balance		167661.71

General Reserves

60000.00

Earmarked Reserves

Subcontracting for grass,litter,bins etc	0.00	Computer	0.00
Elections	3850.00	Play area improvements	0.00
Parks equipment	3500.00	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	350.00	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	62461.71
Tree Maint - Parks (combined above)	0.00		



Budget Report - Income

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/09/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
Details	Year 2024/25		Budget	Q1	Q2	Q3	Actual	YTD	Variation	
	Budget	Actual		Actual	Actual	Actual			£	%
Income: General										
Precept	124444	124444	132558	132558	0	0	0	132558	0	0.00
Cemetery Income	4000	7740	4000	2805	4960	0	0	7765	3765	94.13
Allotment Income	420	428	450	90	0	0	0	90	-360	-80.00
Market Rents	3000	2620	2000	695	573	0	0	1268	-732	-36.60
Sports ground	2464	4981	4400	849	901	0	0	1750	-2650	-60.23
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	439	0	0	990	1510	-60.39
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	7393	0	0	144941	-2252	-4
Total			150213	137549	7393	0	0	144941	-2252	-4



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/09/2025

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	11851	0	0	25266	27734	-52
PAYE & NI	16000	13644	15000	4317	4579	0	0	8896	6104	-41
Staff Travel & Benefits	100	19	250	45	40	0	0	85	165	-66
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	353	0	0	574	926	-62
Hall Hire	500	427	500	110	75	0	0	185	315	-63
Insurance	3600	3669	4000	0	6399	0	0	6399	-2399	60
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	1871	0	0	2793	1707	-38
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3571	3200	923	967	0	0	1889	1311	-41
Sportsground	10300	10828	8300	1869	2681	0	0	4550	3750	-45
Cemeteries/Church	6800	5088	10500	3871	3025	0	0	6895	3605	-34
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	384	0	0	769	581	-43
Electricity - Market Place LN7 6TU	200	472	400	167	59	0	0	226	174	-44
Electricity - South Street Park	600	692	600	45	27	0	0	72	528	-88
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	192	0	0	738	362	-33
	0	0	0	0	0	0	0	0	0	100
Tree maintenance	1500	1525	1500	0	1335	0	0	1335	165	-11
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	30000	27089	12	0	0	27101	2899	-10
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	3072	1195	0	0	4267	234	-5
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	1694	0	0	3027	1973	-39
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			5150	1975	2180	0	0	4155	995	-19



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 30/09/2025

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				176650	69275	40439	0	0	109714	66936 -38
Total				176650	69275	40439	0	0	109714	66936 -38



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"/>
09/09/2025	2193	Safelincs	Bank Payment: Equipment	11.40	68.39	<input type="checkbox"/>	<input type="checkbox"/>
09/09/2025	2194	Caistor Farm & Garden Machinery	Spring for Stihl strimmer	1.20	7.20	<input type="checkbox"/>	<input type="checkbox"/>
09/09/2025	2195	Toolstation	Bank Payment: Equipment - sikaflex and CO alarm	10.29	61.73	<input type="checkbox"/>	<input type="checkbox"/>
11/09/2025	2196	J Waterman Timber Services	SSP junior multiplay posts and trim trail balance beam	132.00	792.00	<input type="checkbox"/>	<input type="checkbox"/>
16/09/2025	2205	EDF	Bank Payment: Electricity - South Street Park	1.06	22.18	<input type="checkbox"/>	<input type="checkbox"/>
16/09/2025	2206	EDF	Bank Payment: Electricity - Sports Ground	1.70	35.74	<input type="checkbox"/>	<input type="checkbox"/>
16/09/2025	2207	EDF	Bank Payment: Electricity - Market Place LN7 6TU	0.95	19.91	<input type="checkbox"/>	<input type="checkbox"/>
18/09/2025	2208	EDGE IT Systems	Advantedge and Epitaph	154.38	926.28	<input type="checkbox"/>	<input type="checkbox"/>
18/09/2025	2209	Jake Garden Care (Dyne Group)	Grass Cutting visit 10 16.9.25	187.05	1122.30	<input type="checkbox"/>	<input type="checkbox"/>
24/09/2025	2210	Tamar Telecom	Bank Payment: Telephone & Broadband	1.20	7.20	<input type="checkbox"/>	<input type="checkbox"/>
25/09/2025	2211	HMRC	Bank Payment: PAYE & NI	0.00	1845.01	<input type="checkbox"/>	<input type="checkbox"/>
25/09/2025	2213	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
25/09/2025	2214	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
25/09/2025	2215	NEST	Bank Payment: Pension payments	0.00	642.50	<input type="checkbox"/>	<input type="checkbox"/>
25/09/2025	2216	BT	Bank Payment: Telephone & Broadband	13.12	78.74	<input type="checkbox"/>	<input type="checkbox"/>
29/09/2025	2217	Jake Garden Care (Dyne Group)	Grass cutting visit 11 - 24.09.2025	187.05	1122.30	<input type="checkbox"/>	<input type="checkbox"/>
29/09/2025	2218	Greystone Services	Cemetery Grass - Cut 12 - 5.9; cut 13 - 18.9	168.00	1008.00	<input type="checkbox"/>	<input type="checkbox"/>
29/09/2025	2219	Huws Gray	ACO ground Guard	1.54	9.26	<input type="checkbox"/>	<input type="checkbox"/>
29/09/2025	2220	MR Roach	Bank Payment: Refund of money sent in error by WI	0.00	100.00	<input type="checkbox"/>	<input type="checkbox"/>
30/09/2025	2221	Three	Bank Payment: Telephone & Broadband	7.04	42.22	<input type="checkbox"/>	<input type="checkbox"/>
01/10/2025	2222	WLDC	Bank Payment: Extra bins	0.00	73.46	<input type="checkbox"/>	<input type="checkbox"/>
01/10/2025	2223	C R Hansard Ltd	Fuel - September	4.08	24.46	<input type="checkbox"/>	<input type="checkbox"/>
01/10/2025	2224	Brigg and Humber Roofing services	Annual gutters and roof maintenance - Town Hall	118.00	708.00	<input type="checkbox"/>	<input type="checkbox"/>
02/10/2025	2229	Jake Garden Care (Dyne Group)	Grass cutting visit 12 01/10/2025	187.05	1122.30	<input type="checkbox"/>	<input type="checkbox"/>
02/10/2025	2231	Blockfree Services	CS&SC pump service	34.00	204.00	<input type="checkbox"/>	<input type="checkbox"/>
02/10/2025	2232	EDGE IT Systems	Epitaph band increase 0+ to 1	28.80	172.80	<input type="checkbox"/>	<input type="checkbox"/>

Authorised Signatory
Print Name
Date

Authorised Signatory
Print Name
Date

Minute Ref



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
02/10/2025	2233	Amazon - 5 x folding tables and	Bank Payment: Projects - community equipment	33.35	199.95	<input type="checkbox"/>	<input type="checkbox"/>
02/10/2025	2234	Amazon - 2 x Gazebos	Bank Payment: Projects - Community events	69.60	439.98	<input type="checkbox"/>	<input type="checkbox"/>
					TOTAL:	15256.22	

Authorised Signatory

Print Name

Date

Authorised Signatory

Print Name

Date

Minute Ref

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

Project title	Caistor Jubilee Orchard Yield Scheme C.J.O.Y.S
Proposed by	Nigel Corser
Date	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.	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document




Caistor Town Council

Project title	Ashes section extension at the cemetery
Proposed by	Michelle Moss/Estates
Date	August 2025
<u>What the need/issue is</u>	<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>
<u>What is the proposed solution</u>	<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>
<u>What are the benefits to Caistor</u>	<p>The ashes of Caistor residents (and others) could continue to be interred in Caistor cemetery.</p>
<u>Cost estimate</u>	<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>
<u>Resource estimate</u>	<p>Small, outsourced project - contractors</p>
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



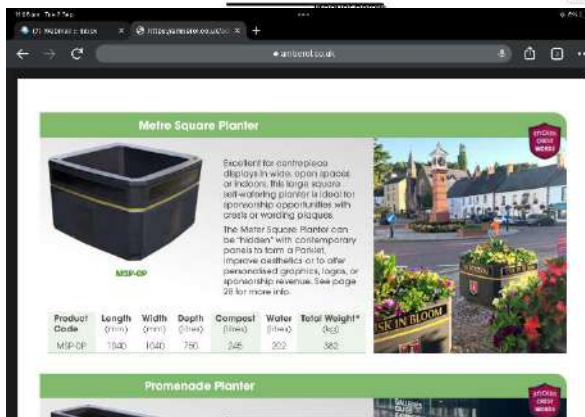
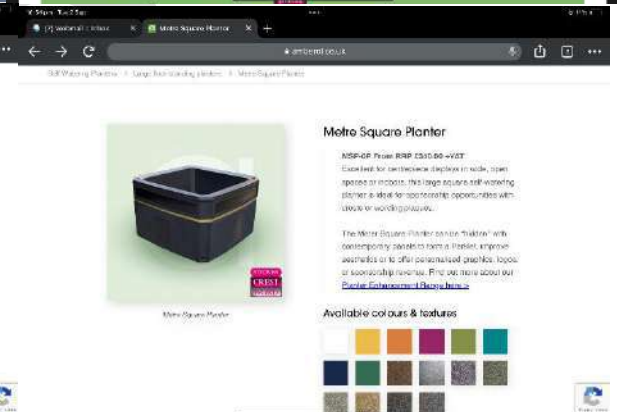
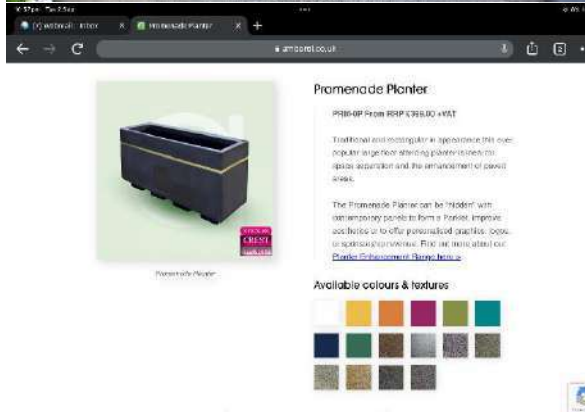
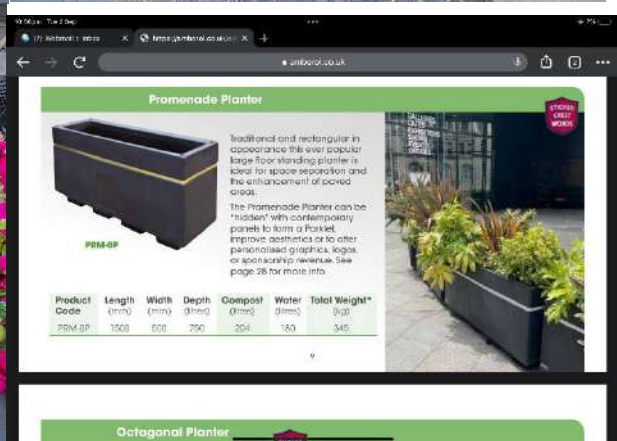
Project title	Noticeboard for Cemetery
Proposed by	Michelle Moss/Estates
Date	22/04/25
<p><u>What the need/issue is</u></p> <p>We need to communicate with visitors to the cemetery but do not have a database to send out electronic communications.</p> <p>Cemetery rules are not always being followed and 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
	PE-SQ-1	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
	PE-SQ-2	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
	PE-REC-1	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	PE-REC-1.5	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
	PE-REC-2	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
	PE-JET-2	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	PE-SPECIAL	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



Project title	Sports storage block – community project
Proposed by	Howard Priestley
Date	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>	
Date of review	
Outcome of review	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	<p>Additional + Replacement.</p> <p>OBlong TABLE 1.500 x 1.460</p>									
What is the proposed solution	<p>PARKS.</p> <table border="0"> <tr> <td>MILLFIELD.</td> <td>1</td> </tr> <tr> <td>Sport's Ground</td> <td>1</td> </tr> <tr> <td>South Street</td> <td>2</td> </tr> <tr> <td>+ Replacement</td> <td>2</td> </tr> </table>		MILLFIELD.	1	Sport's Ground	1	South Street	2	+ Replacement	2
MILLFIELD.	1									
Sport's Ground	1									
South Street	2									
+ Replacement	2									
What are the benefits to Cairns	<p>Extra Seating in the 3. Parks.</p>									
Cost estimate	<p>6 Tables £2,160.00 + vat £2,592..</p> <p>Free delivery.</p> <p>25 year gaurantee.</p> <p>NBB RECYCED FURNITURE</p>									
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.		
<u>What the need/issue is</u>			
APPROX 110 TONS OF SOIL FROM GRAVES STORED IN THE CEMETERY, LIMITING SPACE, POTENTIAL FOR FURTHER GRAVE PLOTS.			
<u>What is the proposed solution</u>			
EXCAVATE SOIL - DIGGER & DUMPER TO REMOVE, DUMPODE OF VIA GRAB TRUCK, MAY BE USED TO LEVEL KELSWAY FIELD			
<u>What are the benefits to Caistor</u>			
INCREASED CEMETERY SPACE ($100m^2$) CURRENTLY UNAVAILABLE. ($9.5m \times 10.5m$)			
<u>Cost estimate</u>			
estimate \$6000+VAT, depending on logistics of soil removal, possible re-use of soil elsewhere			
<u>Resource estimate</u>			
Plant hire, Labour, fuel, protective Boards.			
Date of review			
Outcome of review	Support / Reject / Defer		

Project Proposal Document



Project title	Town Hall Damp resolution
Proposed by	Town Hall Damp Working Group
Date	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 agenc

Project Proposal Document






Project title	Sports ground play surfaces repair and replacement
Proposed by	Estates Committee
Date	Aug 2025
<u>What the need/issue is</u>	<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>
<u>What is the proposed solution</u>	<p>The surfaces at the Sports ground all now need repair or replacement.</p>
<u>What are the benefits to Caistor</u>	<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>
<u>Cost estimate</u>	<p>2 quotes received in Sept 2024 for the repair or replacement of the surfaces at the sports ground play area: RTC quoted £12500 in Sept 2024 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. All prices are ex VAT.</p>
<u>Resource estimate</u>	<p>Small impact on the CTC resources.</p>
Date of review	
Outcome of review	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
Seesaw replacement wetpour					
	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
Igloo Climber replacement surfacing					
	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
---	----------	---	-------	--------	-----------

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
Website: www.rtcsafety.co.uk

ESTIMATE: 2409109

To:	Caistor Town Council	From:	Daniel Jones
Attn:	Stephen Hodson	Date:	06.09.2024
Phone:	07775 666396	Page:	1
Email:	cllr.s.hodson@caistortowncouncil.gov.uk		

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	10000	
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	
	142995	150213	157428	

2026/27 Budget	2026/27 Budget Notes
143196	
6000	
450	
2000	
4400	
0	
3000	
1000	
520	
1000	
2500	
164066	



Budget Forecast 2026/27

Forecast of Expenditure

	Category	YTD @ 19.08.25	2025/26 Budget	EOY Forecast	YTD and EPY Forecast Notes
Staff costs	Salaries	20866	53000	47000	
	PAYE & NI	5681	15000	15000	
	Staff Travel & Benefits	65	250	250	
	Pension payments	1858	5000	5500	
	Other Staff Expenses	36	250	250	
Office/admin	Training	470	2500	2000	
	General Office	455	1500	1500	
	Telephone & Broadband	512	1350	1350	
	Hall Hire	160	500	500	
	Insurance	0	4000	8000	incl valuation of assets
	Audit	620	700	620	
	Subscriptions	0	1000	1000	
	Professional fees	175	250	250	
	Legal Fees	0	500	500	
	Cemetery, Market and Parks records management	0	650	930	
	Civic	0	0	0	
	Mayor Allowance	10	350	150	
	Amenity and PROW grass	1858	4500	4500	
	Parks grass	925	3200	3200	
	Sportsground	3561	8300	8300	
Estates	Cemetery/Church	4740	10500	10500	If we include ground scan
	Allotments	0	250	250	
	Market	0	250	250	
	Tree work	250	1500	1500	
	Community Events	0	500	500	
	Electricity-Market Place LN7 6TU	206	400	550	
	Electricity-South Street Park	50	600	600	
	Electricity-Market Place LN7 6TL	339	0	340	
	Electricity-Sports Ground	702	1100	1600	
	Water-Sports Ground	88	400	400	
	Water-Cemetery	43	100	100	
	Water-Allotments	167	200	250	
	Parks and Sports Ground Equip Maintenance	27101	28500	30000	
	Caistor Sports & Social Club	713	3000	3000	
	Town Hall	661	2500	2500	
	Works Vehicle	0	0	0	
	Estates Equipment	3974	4500	6500	
	Gritting & Snow Clearance	0	300	300	
	CCTV	0	500	500	
	Market Place	644	1000	1000	
	Contingency	0	0	0	
	Grants & Donations	3300	5000	5000	
	Grant to Caistor in Bloom	0	0	0	
	Projects various (separate when approved)	3225	6100	6100	
	Health and Safety	4155	4000	5200	
		87610	174000	177740	

2026/27 Budget	2026/27 Budget Notes
48000	
15500	
250	
4500	
250	
1000	
1700	MS Business / Stationery/PAT testing
1350	
500	
5000	
700	
1000	
250	
0	
950	
0	
250	
4500	
3200	
8300	
13500	Cemetery £6k; Churches £6.5k; green bins £540; black bins £400
250	£250 misc;
250	
500	
250	
400	
400	
0	
1250	
400	
100	
250	
18500	Resurfacing Sports ground £15000; inspection; ongoing repairs; black bins
2000	
13000	Damp resolution£12000; gutters £500/FRA??/ Gas safety insp??/
0	
3500	
100	
500	No payment for 3 years??
1000	christmas tree/donation for lion clearance
0	
7000	Increase of £2000??
0	Remove??
0	
4000	FRA £1k/Worknest £2k/action £1k
164350	



Budget Forecast 2026/27

Reserves

Projected final balance as at 31/03/2025	112123
Less current reserves	105200
Final Projected Balance	6923

25/26 reserves:

General	60000
**Need to aim for General reserves of 3-6 months operating costs.	
Earmarked Election	3850
Earmarked Park equipment and improve	3500
Earmarked Sports Field Fencing	1500
Earmarked Sports and Social Club	5500
Earmarked Other Buildings	350
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
	105200

Suggested Movement in Funds

	+/-	Revised	**Target is between: 54783.33 82175.00
General Reserves (4 months min)	0.00	60000.00	
Election	0	3850	
Park equipment and improvements	1500	5000	
Sports Field Fencing	0	1500	
Sports and Social Club	0	5500	
Other Buildings	1150	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	
	7650	112850.0	
End of previous year surplus/deficit	-727		

2025/27 Forecast Income	164066	based on precept of	143196	
2026/27 Forecast Expenditure	164350	REQUIRED PRECEPT	143196	Increase in precept 8.03%
End of previous year surplus/deficit	-727.0			
VAT outstanding	1011			
BALANCE	0	Balance should be 0		

Based on the revisions the proposed precept will be £143196, an increase of 8.03%.
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 contractors not volunteers
PPD - Resurfacing of sports ground play area
PPD -Damp resolution in Town hall of £12000 = 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

Police report received 11.9.25

Date: Thu, 11 Sept 2025 at 10:31
Subject: RE: Email specific to NC09

Good morning all,

Firstly sorry for being a bit lax in providing these monthly updates around crime stats however I have been heavily committed operationally. For a considerable period of time the Neighbourhood Policing Team have been operating at reduced levels due to sickness, restrictions and resignations leaving just 1 Sgt to cover the whole of West Lindsey along with 3 full time Community Beat Managers and 1 part time Community Beat Manager as well as 4 PCSOs.

I am now in the fortunate position to announce that we have had some extra members of staff join the team:

Police Sergeant Mark Pearson – Mark is a very experienced police sergeant, is very proactive and will be very much looking forward to join the team. He officially starts with us on the 22nd of September.

PC Katie Clare – Is a very experienced officer and has recently been in post at the Lincoln City Centre team focusing on High Harm individuals. She has a wealth of partnership experience and will very much become a key member of the team.

PC Sam Key – Sam again is a very experienced officer and we were fortunate enough to have her on the team for a temporary period whilst she covered sickness before returning to response. She loved the role that much she jumped at the chance of coming back to the role permanently. She officially starts the role on the 22nd of September however we will lose her shortly after as she goes onto maternity leave but I am hopeful of having an officer cover here temporarily to keep staffing levels consistent.

Gainsborough has also benefited from an additional 2 officers – PC Jack Ellerton and PC Henry Cawte as a high harm team focusing on those that are causing the most harm to the community. They have been in post for around a month and have hit the ground running obtaining a number of charges of serial shoplifters and successfully obtaining a number of criminal behaviour orders to further limit their offending.

Due to the extra officers joining the team it has been identified as the best time to have a bit of a restructure. In a previous meeting with the senior leadership team it was suggested we would be moving to 'Superbeats', in essence this is something the area already does with the CBMs and PCSOs checking all incidents for the area and attending as required by actually formalising this it will provide additional officer names for the area which should hopefully provide better reassurance. This move will now mean I have 2 Sgts covering the whole area not half of West Lindsey each and we will have 2 separate 'Super beats':

Super beat 1 NC01 – NC05

PC Brandwood
PC Clare
PC Postles
PCSO Bagley
PCSO Brumby
PCSO Patchett

Super beat 2 NC06 – NC09

PC Key
PC Toyn
PC Turner
PCSO Cowling

High harm team
PC Cawte

Regarding the priorities for the areas it is key to have members of the public engage with us and complete the priority surveys each 3 month. Please can you push this and share this on any social media sites that you have access to. The link is <https://forms.office.com/e/4Vj3348uBu>.

I have also attached the QR code where the survey can also be completed.

There are no significant incidents to bring to the attention of the area.

Data regarding traffic issued from August 2025:

OFFENCE DATETIME	NOTICE TYPE	CCCJS OFFENCE DESC	VEHICLE MAKE	Street	Town
02/08/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	FORD	A46	DUNHOLME
07/08/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without reasonable consideration to other users	JAGUAR	A46, Holton Road	NETTLETON TOP
09/08/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	BMW	A1500, Till Bridge Lane	SCAMPTON
10/08/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	SEAT	A57, Gainsborough Road	SAXILBY
10/08/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	FORD	A57, Gainsborough Road	SAXILBY
	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	FORD	A57, Dunham Road	NEWTON ON TRENT
14/08/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without reasonable consideration to other users	AUDI	B1398, Middle Street	BURTON
15/08/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	YAMAHA	A15, Bourne Road, (outside of Millfield Farm)	LAUGHTON

16/08/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without reasonable consideration to other users	VOLVO	A52	BURTON WATERS
25/08/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	FORD	Church Lane	SAXILBY
29/08/2025	Endorsable Notice	Drive a mechanically propelled vehicle on a road / in a public place without due care and attention	MERCEDES	A158, Wragby Road East	NETTLEHAM
14/08/2025	Endorsable Notice	Driver not in position to have proper control - endorsable offence	HONDA	A631, Corringham Road	GAINSBOROUGH
	Endorsable Notice	Driver not in position to have proper control - endorsable offence	HONDA	A631, Corringham Road	GAINSBOROUGH
02/08/2025	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance	VOLKSWAGEN	MORTON TERRACE	GAINSBOROUGH
13/08/2025	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance	PEUGEOT	TILLBRIDGE LANE	STURTON BY STOW
19/08/2025	Endorsable Notice	Use a motor vehicle on a road / public place without third party insurance	SEAT	FAWCETT STREET	GAINSBOROUGH
03/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	KTM	BEECHERS WAY	MARKET RASEN
03/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HONDA	BEECHERS WAY	MARKET RASEN
04/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	AUDI	HIGH STREET	FALDINGWORTH
05/08/2025	Non Endorsable Notice	Keep a vehicle when registration mark fails to conform with the regulations	VOLKSWAGEN	GAINSBOROUGH ROAD	SAXILBY
10/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	TRIUMPH	A631	MARKET RASEN
10/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	BMW	A631	MARKET RASEN
10/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HONDA	A631	MARKET RASEN
10/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HONDA	A631	MARKET RASEN
10/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	LAND ROVER	A631	MARKET RASEN

14/08/2025	VDRS Notice	Drive vehicle no front registration plate - registered after 30/09/38	MERCEDES BENZ	TRINITY STREET	GAINSBOROUGH
	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	MERCEDES BENZ	MYRTLE STREET	RETFORD
16/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	VOLKSWAGEN	A631	MIDDLE RASEN
16/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	LAND ROVER	A631	CAENBY CORNER
17/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	KAWASAKI	A631	WEST RASEN
17/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	KAWASAKI	A631	MIDDLE RASEN
17/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	HONDA	A631	WEST RASEN
17/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	DUCATI	A631	WEST RASEN
24/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	KAWASAKI	A631	MARKET RASEN
24/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	VOLKSWAGEN	A631	NORTH WILLINGHAM
25/08/2025	Non Endorsable Notice	Drive a vehicle when the registration mark fails to conform with regulations	TRIUMPH	A631	HEMSWELL
02/08/2025	Non Endorsable Notice	Use a motor vehicle on a road without a valid test certificate	TOYOTA	A1500	MARTON
27/08/2025	Non Endorsable Notice	Use a motor vehicle on a road without a valid test certificate	RENAULT	B1205	WADDINGHAM
03/08/2025	Non Endorsable Notice	Use a motor vehicle on a road when there was insufficient transmission of light through the vehicle glass	LAND ROVER	A631	CORRINGHAM
22/08/2025	Non Endorsable Notice	Use a motor vehicle on a road when there was insufficient transmission of light through the vehicle glass	FORD	DEEPDALE LANE	NETTLEHAM
01/08/2025	Endorsable Notice	Drive on road other than motorway, fail comply with red / green arrow / lane closure light signals	MERCEDES	Ropery Road	GAINSBOROUGH
05/08/2025	Endorsable Notice	Drive on road other than motorway, fail comply with red / green arrow / lane closure light signals	VOLKSWAGEN	Ropery Road	GAINSBOROUGH
05/08/2025	Endorsable Notice	Drive on road other than motorway, fail comply with red / green arrow / lane closure light signals	FORD	A631, Willingham Road	MARKET RASEN
07/08/2025	Endorsable Notice	Drive on road other than motorway, fail comply with red / green arrow / lane closure light signals	FORD	B1202, Wragby Road	BARDNEY

	Non Endorsable Notice	Use a vehicle / cycle on a road and contravene a local traffic order other than parking - outside Greater London	YAMAHA	RIPON STREET	LINCOLN
04/08/2025	Endorsable Notice	Motor vehicle fail to comply with solid white line road markings - manned equipment	RENAULT	A15	NORMANBY CLIFF
07/08/2025	Endorsable Notice	Motor vehicle fail to comply with solid white line road markings - manned equipment	HYUNDAI	A159	LAUGHTON
26/08/2025	VDRS Notice	Use a motor vehicle on a road fail to maintain lamps / reflectors / rear markings / devices in working order / clean	FIAT	CAISTOR ROAD	MARKET RASEN
10/08/2025	Non Endorsable Notice	Use a vehicle on a road with an exhaust system / silencer not maintained in a good and efficient working order	APRILIA	B1202	MARKET RASEN
10/08/2025	Non Endorsable Notice	Use a vehicle on a road with an exhaust system / silencer not maintained in a good and efficient working order	KAWASAKI	A631	WEST RASEN
17/08/2025	Non Endorsable Notice	Use a vehicle on a road with an exhaust system / silencer not maintained in a good and efficient working order	BMW	A631	MARKET RASEN
25/08/2025	Non Endorsable Notice	Use a motor vehicle on a road with silencer / exhaust system altered to increased the noise made	DUCATI	A631	MIDDLE RASEN
01/08/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	JOHN DEERE	HACKTHORN ROAD	WELTON
05/08/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	ISUZU TRUCKS	A46	FALDINGWORTH
26/08/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	KIA	BROADWAY	MORTON
29/08/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	AUDI	LEA ROAD	GAINSBOROUGH
29/08/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle on a road - endorsable offence	MERCEDES BENZ	LEA ROAD	GAINSBOROUGH
29/08/2025	Endorsable Notice	Use a handheld mobile phone / device while driving a motor vehicle	FORD	LEA ROAD	GAINSBOROUGH

		on a road - endorsable offence			
02/08/2025	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	TOYOTA	A1500	MARTON
10/08/2025	Non Endorsable Notice	Drive on a road a motor vehicle whilst not wearing a seat belt	FORD	HAWTHORN AVENUE	GAINSBOROUGH
02/08/2025	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	TOYOTA	LINCOLN ROAD	MARKET RASEN
03/08/2025	Endorsable Notice	Speeding - exceed 30 mph on restricted road in England - manned equipment	HONDA	GAINSBOROUGH ROAD	MARKET RASEN
20/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	BMW	B1398 MIDDLE STREET	BURTON BY LINCOLN
23/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	LAND ROVER	MIDDLE STREET	BURTON
23/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	LEVC TX	MIDDLE STREET	BURTON
23/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	VOLKSWAGEN	MIDDLE STREET	BURTON
23/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	SKODA	MIDDLE STREET	BURTON
24/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	LAND ROVER	MIDDLE STREET	BURTON
24/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	YAMAHA	MIDDLE STREET	BURTON
24/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	FORD	MIDDLE STREET	BURTON
24/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	TOYOTA	MIDDLE STREET	BURTON
24/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	VAUXHALL	MIDDLE STREET	BURTON
24/08/2025	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	VAUXHALL	MIDDLE STREET	BURTON
	Endorsable Notice	Exceed 40 mph speed limit in contravention of a Local Traffic Order - manned equipment	VAUXHALL	MIDDLE STREET	BURTON

28/08/2025	Endorsable Notice	Motor vehicle exceed 60 mph on single carriageway - manned equipment	BMW	B1500 TILLBRIDGE LANE	STURTON BY STOW
------------	----------------------	---	-----	-----------------------------	--------------------

Kind regards

Inspector 1144 Mike Head

Gainsborough Police Station

Neighbourhood Policing

Lincoln & West Lindsey Local Policing Overview

Superintendent Phil Baker

September 2025



Keeping Lincolnshire Safe



STOP CRIME AND ASB



- We will have sustained success in reducing overall crime and anti-social behaviour over the next 5 years
- We will see sustained reductions in offending
- We will have a workforce who are knowledgeable, confident, skilled & equipped in investigating crime & ASB and the causes of each

PROTECT FROM HARM



- We will have communities who feel safe and protected from harm
- We will have a sustained reduction in repeat victimisation, abuse and exploitation
- We will have a workforce who are knowledgeable, confident, skilled and equipped in problem solving and harm prevention

HELP THOSE IN NEED



- We will be people focused and offer the highest standard of care with sustained reductions in repeat calls for service
- We will have strong partnerships with common goals and clearly defined support pathways for those in most need
- We will have a workforce who are knowledgeable, confident, skilled & equipped in working with people with complex needs and/or who are vulnerable



Local Policing



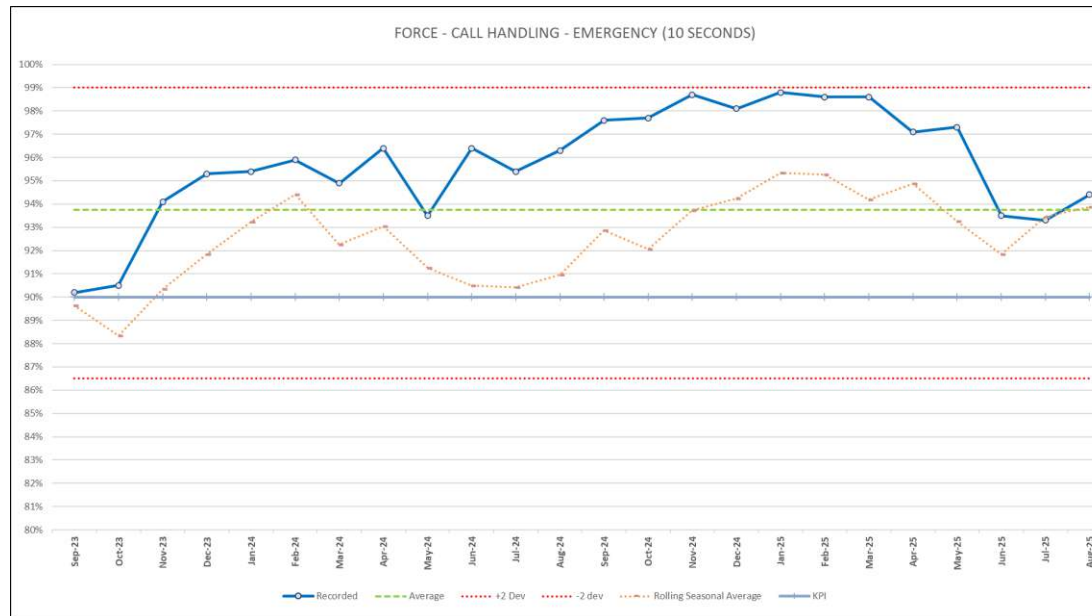
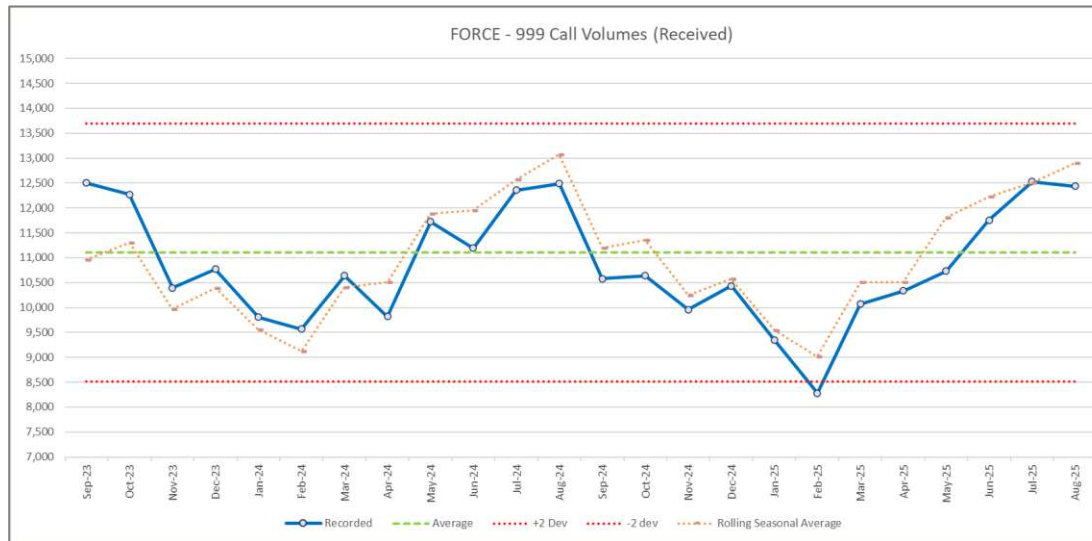
The Statistical Process Charts (SPC) are graphs used to study how a process changes over time. The main aims of using SPC charts are to understand what is 'different' and what is 'normal'.

SPC charts require a minimum of 10 data points in order to create a valid chart, although there is increased reliability when using 20 or more data points. Data should also be plotted chronologically in date or process order, usually shown as distinct data points. The following are then calculated:

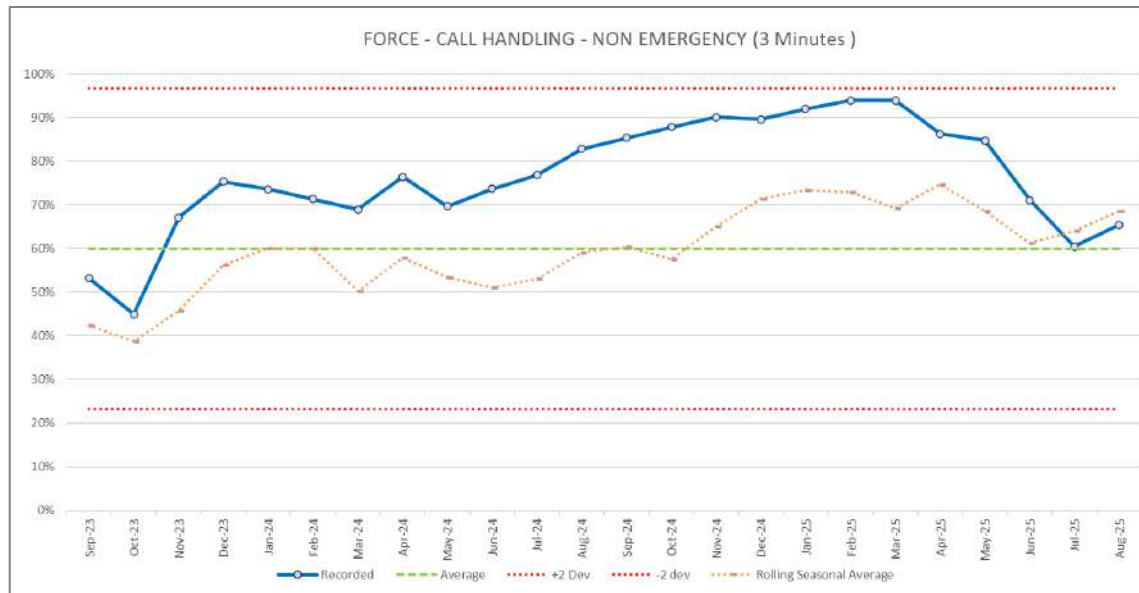
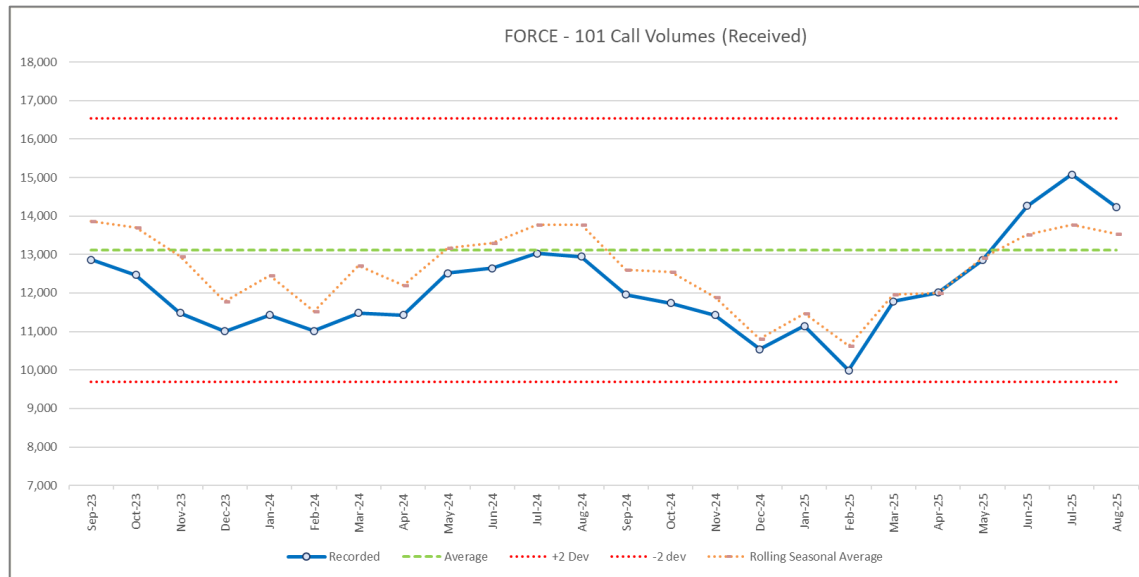
- 1) Average (mean) based on the previous rolling 36 months to end of the current / most recent reporting month. Any data sets that do not have a full 36 months, use the entire available data set, until a full 3 years are available.
- 2) Standard Deviations used to determine how far a value is from the mean. The SPC charts are set to two standard deviations.
- 3) Seasonal averages are based on the same month for the last 3 years, including the most recent year. For example, the seasonal average for August 2025 is calculated from the average of August 2023 , August 2024 and August 2025.



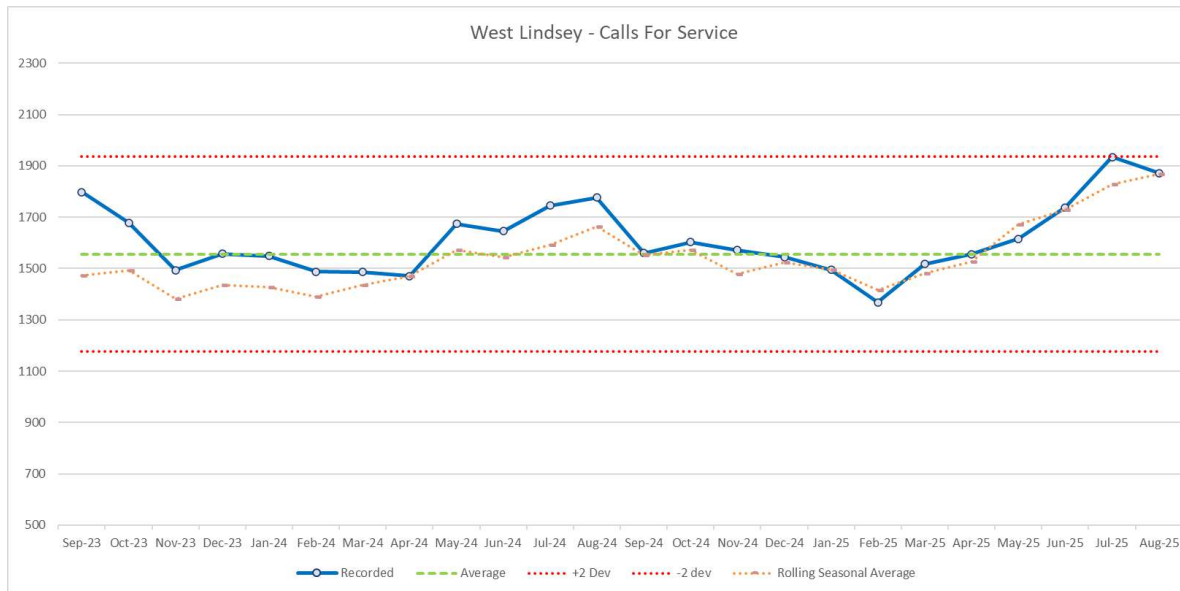
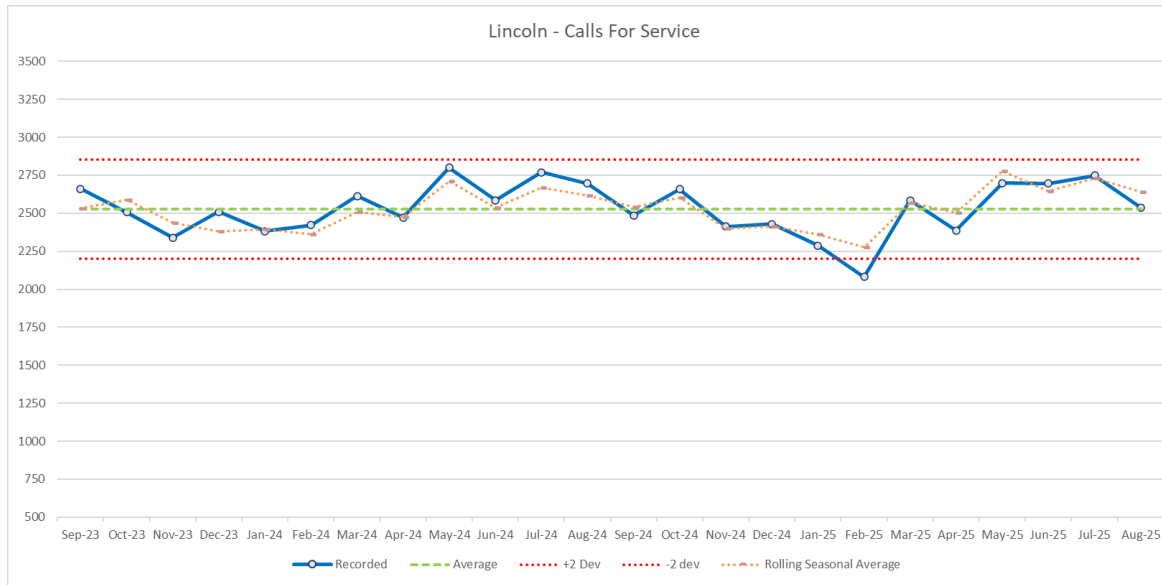
Force Call Handling - 999



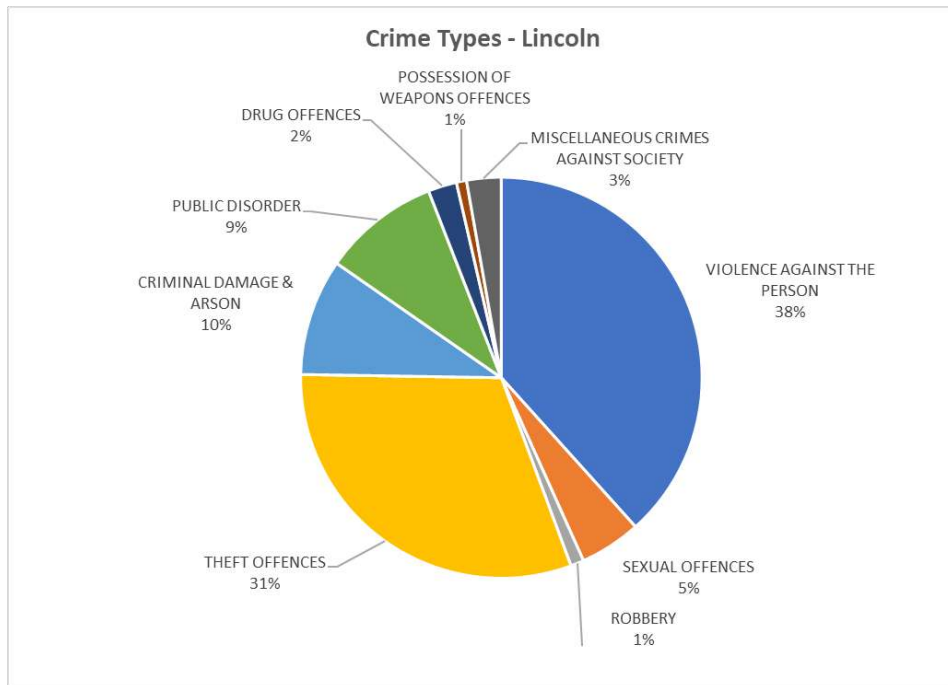
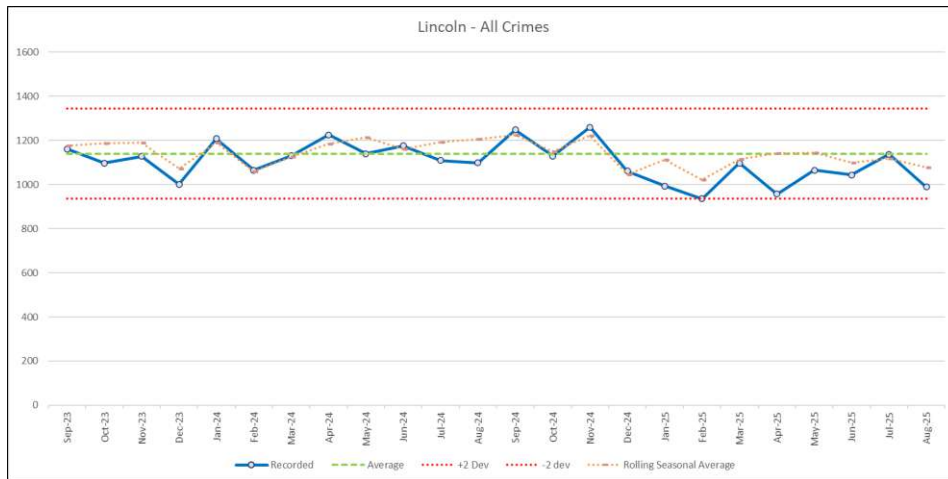
Force Call Handling - 101



Calls for Service – Lincoln & West Lindsey



All Crime – Lincoln



Breakdown of offences in the top 3 crime groups over the last 12 months
= Sept 24 to Aug 25

CRIME GROUP	CRIME TYPE	TOTAL
VIOLENCE AGAINST THE PERSON	HOMICIDE	1
	VIOLENCE WITH INJURY	1411
	VIOLENCE WITHOUT INJURY	2280
	STALKING AND HARASSMENT	1254
	DEATH OR SERIOUS INJURY UNLAWFUL DRIVING	1
	Sum:	4947

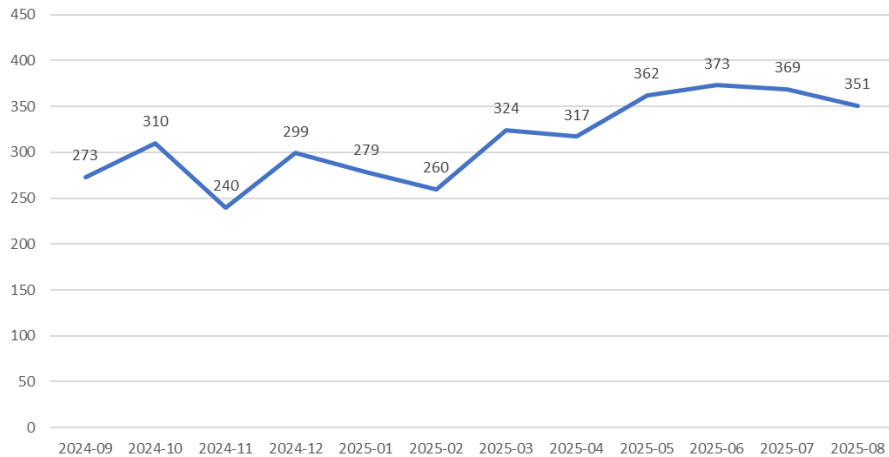
CRIME GROUP	CRIME TYPE	TOTAL
THEFT OFFENCES	BURGLARY - BUSINESS/COMMUNITY	121
	BURGLARY - RESIDENTIAL	222
	THEFT OF MOTOR VEHICLE	109
	THEFT FROM MOTOR VEHICLE	130
	VEHICLE INTERFERENCE	48
	SHOPLIFTING	2397
	BICYCLE THEFT	195
	THEFT FROM THE PERSON	45
	ALL OTHER THEFT OFFENCES	719
	Sum:	3986

CRIME GROUP	CRIME TYPE	TOTAL
CRIMINAL DAMAGE & ARSON	CRIMINAL DAMAGE	1092
	ARSON	123
	Sum:	1215

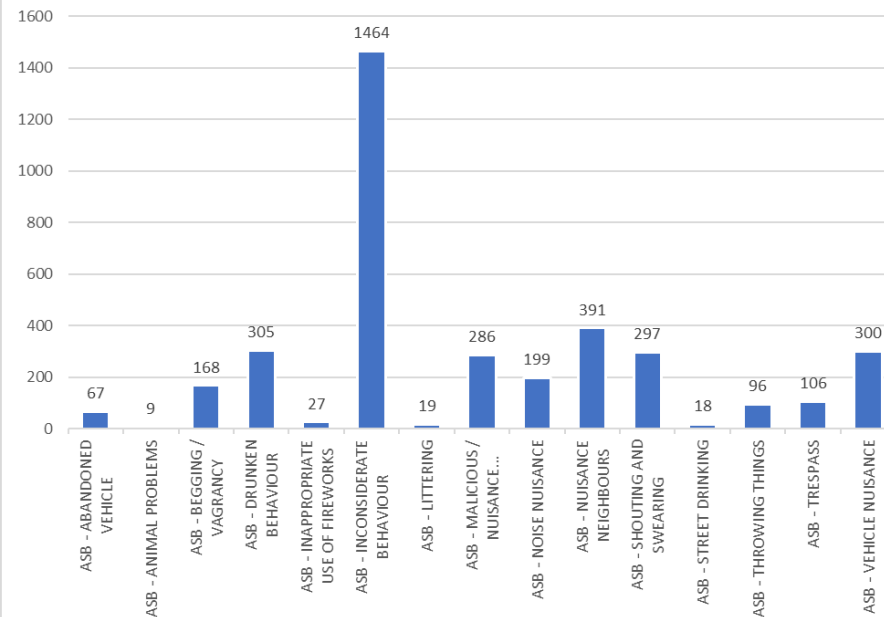


Anti-Social Behaviour – Lincoln

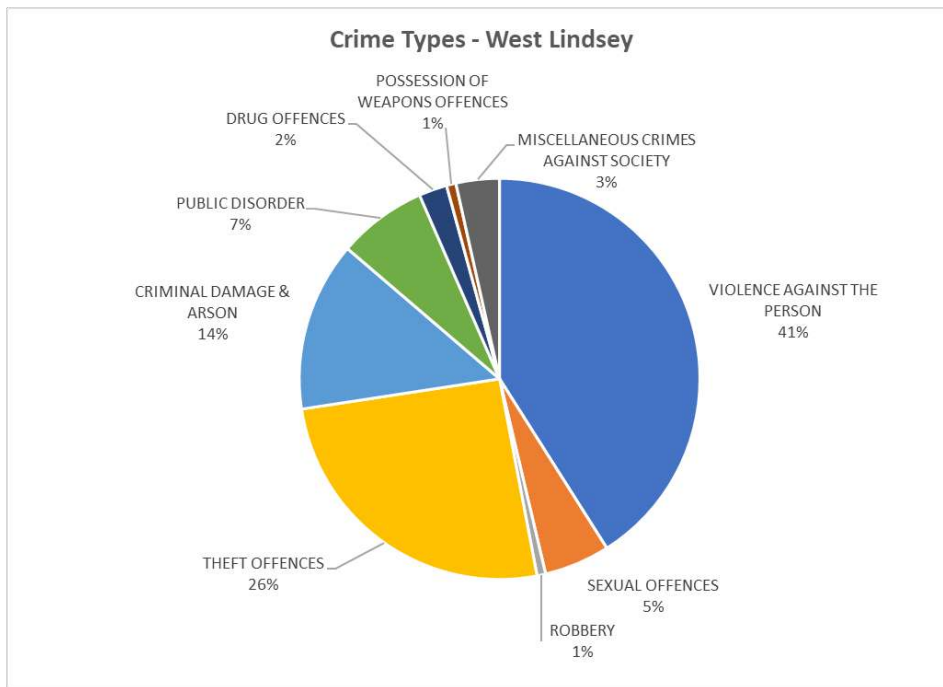
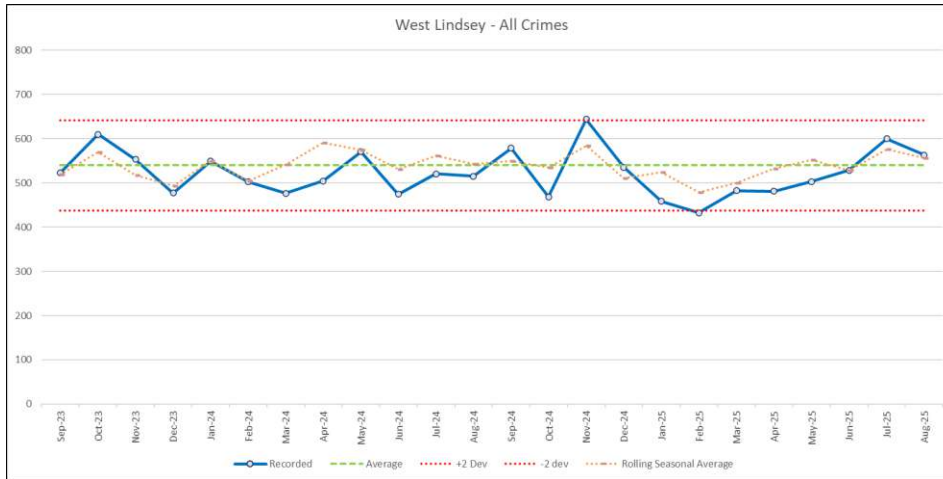
Anti-Social Behaviour - Lincoln



Last 12mths breakdown of Anti-Social Behaviour incidents - Lincoln



All Crime – West Lindsey



Breakdown of offences in the top 3 crime groups over the last 12 months
= Sept 24 to Aug 25

CRIME GROUP	CRIME TYPE	TOTAL
VIOLENCE AGAINST THE PERSON	HOMICIDE	1
	VIOLENCE WITH INJURY	714
	VIOLENCE WITHOUT INJURY	952
	STALKING AND HARASSMENT	868
	DEATH OR SERIOUS INJURY UNLAWFUL DRIVING	2
	Sum:	2537

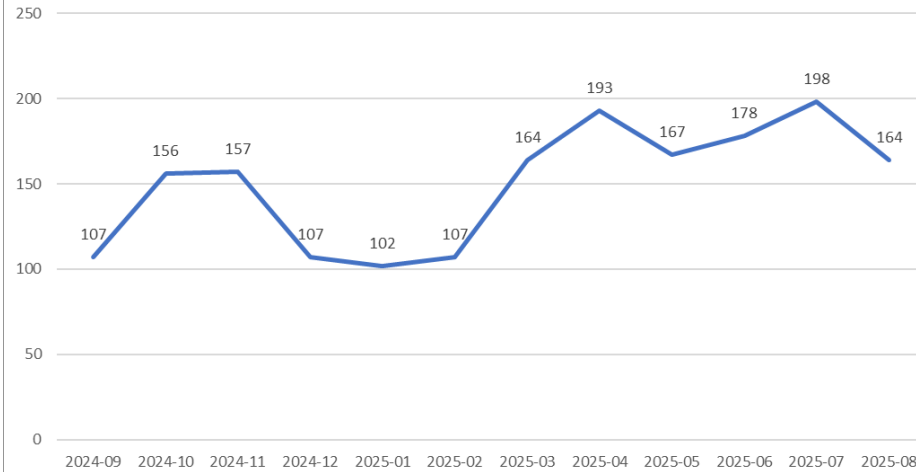
CRIME GROUP	CRIME TYPE	TOTAL
THEFT OFFENCES	BURGLARY - BUSINESS/COMMUNITY	117
	BURGLARY - RESIDENTIAL	275
	THEFT OF MOTOR VEHICLE	101
	THEFT FROM MOTOR VEHICLE	71
	VEHICLE INTERFERENCE	30
	SHOPLIFTING	538
	BICYCLE THEFT	33
	THEFT FROM THE PERSON	10
	ALL OTHER THEFT OFFENCES	408
	Sum:	1583

CRIME GROUP	CRIME TYPE	TOTAL
CRIMINAL DAMAGE & ARSON	CRIMINAL DAMAGE	710
	ARSON	136
	Sum:	846

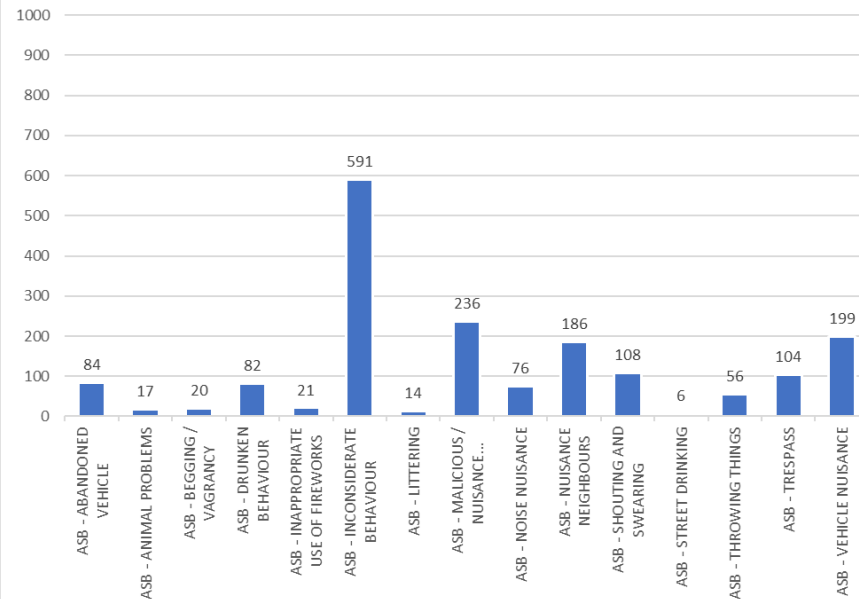


Anti-Social Behaviour – West Lindsey

Anti-Social Behaviour - West Lindsey



Last 12mths breakdown of Anti-Social Behaviour incidents - West Lindsey



Update on Cornhill Oct 25

Hello Kyra,

Thank you for your update and for outlining the current position regarding the adoption of Cornhill.

I can confirm that Caistor Town Council remain fully supportive of the project and have allocated £5,000 towards it in this year's budget. We are pleased to hear that a resurfacing scheme has been designed and is deliverable this financial year, and we appreciate the explanation of the adoption process.

We recognise that the consultation element introduces some uncertainty, but we agree that it is an important step and trust that residents will welcome the opportunity.

Thank you also for your apology regarding the delay — we understand that staff changes can cause unavoidable disruption and we're glad to see the scheme moving forward again.

Please do keep us updated on the planned timescales and next steps so that we can provide any support required.

Kind regards,

Michelle

From: Kyra Nettle < >

Sent: 25 September 2025 11:10

Hello Michelle

You may be aware that Richard Fenwick, the Head of Service for Highways moved on a few months ago. Richard was progressing the adoption (as highway) of the Cornhill with your Council.

I believe a contribution to resurfacing was to be made by the Town Council, with the amount of £5000 having been agreed.

I'd like to establish your current position on this matter please.

Our current position is that we have a resurfacing scheme for the Cornhill designed and deliverable this financial year.

We have a mechanism for the adoption process which involves an informal consultation (which we can include in the letter drop to surrounding properties informing of the resurfacing work), then notices are required to be placed on site for 1 month following the resurfacing.

Due to this consultation element, the outcome is not guaranteed, although I feel that most in the area will be in favour of it becoming adopted highway.

I'd be grateful to understand your council's current position on this to see if we can progress, and I'd also like to take this opportunity to apologise for the delay and the lack of continuity with this project that has occurred through Richard's departure.

Kind regards, Kyra

Kyra Nettle IEng FIHE

County Highways Manager - Place Directorate

Lincolnshire Cares.

Lincolnshire Cares held a Macmillan coffee morning on the 29th September.

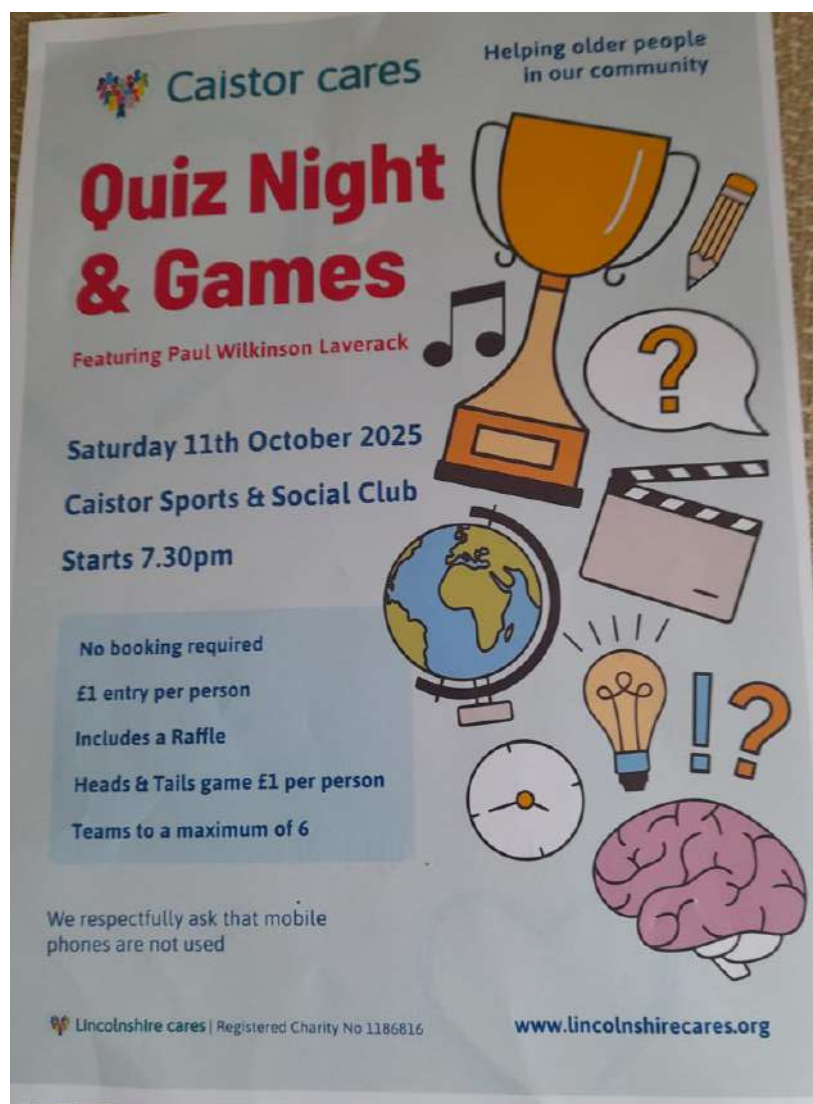
We raised £150 for a very good cause.

We are also holding for the first time a quiz night at Caistor Sports and Social Club on the 11th October all welcome.

We have a leaflet going out this month to all LN post code to advertise what Lincolnshire Cares is all about.

This is being done for us by Systematic who kindly offered as its there 50 year's in business .

Chris Robey was the founder of Lincolnshire Cares whilst being in charge of Systematic and they are carrying on his good work.



Caistor Parish Council – Community Equipment Loan Policy (gazebos, tables and chairs).



1. Purpose

This policy outlines the procedures for loaning council-owned equipment (e.g. chairs, gazebos, tables) to community groups and residents. It aims to promote responsible use, ensure fair access, and maintain the condition and availability of items for future use.

2. Scope

Applies to all individuals and organisations requesting temporary use of council-owned equipment for community events, private functions, or charitable activities.

3. Available Items

The following items may be loaned subject to availability:

- Chairs (plastic)
- Tables (folding type)
- Gazebos (pop-up style)

All items to be clearly marked and to be identifiable by number. An up-to-date inventory will be maintained by the Market Cllrs, and kept in the Clerk's Office.

4. Eligibility

Loans are available to:

- Local community groups and charities
- Residents of Caistor Parish
- Organisations hosting events that benefit the local community

Commercial use is not permitted.

5. Booking Procedure

- Requests must be submitted via the Property Loan Request Form at least 14 days in advance.
- Approval is subject to availability and conformation with the Policies expectations.
- A refundable deposit may be required depending on the item(s) and duration of loan.

6. Terms of Use

- Items must be used only for the purpose stated in the request.
- Borrowers are responsible for safe transport, setup, and use.
- Items must not be altered, marked, or stored in unsuitable conditions.

7. Collection and Return

- Collection and return times will be agreed upon in writing.
- Items must be returned clean, dry, and in the same condition as issued.
- Late returns may result in forfeiture of deposit or future loan restrictions.

8. Condition Monitoring

- A condition checklist will be completed by the Market Cllrs at the time of issue and return.
- Any damage or missing items must be reported immediately.
- Borrowers may be invoiced for repair or replacement costs.

9. Record Keeping

- The Market Cllrs will maintain a log of all loans, including borrower details, dates, item condition, and deposit status. The log to be kept in the Clerk's office.
- Annual reviews will be conducted to assess usage trends and item condition.

10. Enforcement and Review

- Failure to comply with this policy may result in refusal of future loan requests.
- This policy will be reviewed annually or as required to reflect operational needs.

Review Date: 11th September 2025

Next Review Due: 11th September 2026

Version: 1.1

Caistor Parish Council

Community Equipment Storage & handling.



1. Purpose

This policy outlines the procedures for the safe storage, maintenance, and loan of council-owned gazebos, chairs, and tables to members of the community. It ensures equipment is managed responsibly, remains in good condition, and is available for community use in a fair and transparent manner.

2. Scope

This policy applies to all councillors involved in the storage, handling, and loaning of equipment stored in designated council-approved locations, including private premises such as councillors' barns or possibly LCC owned Old Ambulance Garage.

3. Equipment Management

3.1 Storage

- Equipment is stored in a secure location approved by the Council (currently a councillor's barn).
- The storage area must be weatherproof, locked, and regularly inspected for hazards.
- Access is restricted to authorised councillors only.

3.2 Identification

- Each item (gazebo, chair, table) must be marked with a **unique identifying number** using durable, weather-resistant labels/pens/paint.
- A central inventory log will be maintained by the Clerk or designated councillor, recording:
 - Item ID
 - Description
 - Condition
 - Date of last safety check
 - Loan history

3.3 Safety Checks

- Equipment must be inspected **before and after each loan** for damage, wear, or safety concerns.
- Faulty or damaged items must be withdrawn from use and reported to the Clerk for repair or disposal.
- Annual safety audits will be conducted and documented.

4. Loan Procedure

4.1 Eligibility

- Equipment may be loaned to **local residents, community groups, or event organisers** within Caistor Parish for non-commercial use.

- Loans are subject to availability and approval by the designated councillor or Clerk.

4.2 Request Process

- Please refer to the Caistor Parish Council – Community Property Loan Policy (gazebos, tables and chairs).
- Borrowers must sign a **Loan Agreement Form** acknowledging:
 - Responsibility for safe use
 - Liability for loss or damage
 - Return deadline
 - Contact in case of issues

4.4 Collection and Return

- Equipment must be collected and returned at agreed times.
- Items must be returned clean, dry, and in the condition they were loaned.
- Late returns or damage may result in temporary suspension of borrowing privileges.

5. Roles and Responsibilities

Role	Responsibility
Councillor (Storage Lead)	Maintain secure storage, oversee safety checks, manage inventory
Market Councillors	Maintain central log, approve loans, handle disputes or damage reports
Borrower	Use equipment responsibly, report issues, return items on time
Clerk	Annual policy review and central document storage

6. Review and Amendments

This policy will be reviewed annually or following any incident involving equipment misuse or damage. Amendments must be approved by Caistor Parish Council.

Review Date: 11th September 2025

Next Review Due: 11th September 2026

Version: 1.1

Caistor Parish Council

– Equipment Loan Request



Section

Details

Applicant Name

Organisation (if applicable)

Home

Where equipment is be used

Address – home address of applicant and address of where the equipment is to be used, if different

Contact Number

Email Address

Date(s) of Loan

From: _____

To: _____

Purpose of Loan

Chairs

Number of Items Requested

Tables

Gazebos

Collection Date/Time

Return Date/Time

Deposit Paid

£ _____

☐ Yes

☐ No

Declaration

I agree to abide by the terms of the Community Property Loan Policy and accept responsibility for the care and timely return of all items.

Signature: _____

Date: _____

Review Date: 11th September 2025 Next Review Due: 11th September 2026 Version: 1.1

Special Motion under Standing Order 7(a)

We, the undersigned councillors, give notice of our intention to move the following motion at the next meeting of Caistor Town Council:

That the resolution passed by the Council on 11 September 2025, requiring Caistor in Bloom to reimburse the Council the sum of £475 in respect of memorial repair costs, be rescinded and replaced with the following resolution:

That Caistor in Bloom not be required to reimburse the Council for these costs, and that the expenditure of £475 be met from Council funds.

Signed:

Councillor Jon Wright

Councillor Peter Morris

Councillor Linda Milner

Councillor Jane Bowman

Date: 16th September 2025



Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Arts & Heritage Centre on 16 September 2025

Present: Cllr S. Davey, Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr A. Clark, Cllr N. Clark,

In Attendance: Michelle Moss, Mike Crookes (Estates),

Members of public present: 1

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4388**
Apologies received from Cllrs Cox and Wright
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 4389**
Cllr Davey declared an interest in agenda item 9.
- 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 - Ref: 4390**
None.
- 4. To approve the draft minutes of the Estates Committee meeting on 22nd July 2025 - Ref: 4391**
The draft minutes had been circulated prior to the meeting. RESOLVED to accept the minutes of the Estates Committee meeting of 22nd July as a true record.
All in favour
- 5. Play Areas / Sports Ground - Ref: 4392**
 - a) To consider proposals and quotes for repairing the skate park equipment - Ref: 4393**
Several companies had been contacted. Two quotes had been received. One was from the original supplier of the skate park and was for supply only for the necessary parts - £3583.90; the other from a specialist skate park repair and maintenance company for supply and fit - for repair of the cracked panel and replacement of the panel with the hole £1476.00 ex VAT. It was noted that either option would result in an overspend for the Play Equipment maintenance budget; there is £5000 in EMR for play equipment repair and improvements; an insurance claim was considered but given the excess and impact on future premium this option was discounted; the committee noted that if the skate equipment is damaged again in the future consideration would have to be given to removing it.
RESOLVED to appoint 414 Skate parks to supply and complete the repair and to ask full council for the funds to be made available from EMR.
All in favour
 - b) To consider what to do about the see saw at the play area on the sports ground - Ref: 4394**
It was noted that Mike Crookes and Cllr Davey have a previous action to look at the see saw with a view to repairing the pivot mechanism and reducing the lateral movement in it and will schedule time to take a look over the next few weeks.
 - c) Consider what to do about the eroding earth at the skate park/muga - Ref: 4395**
It was noted that the ground around the MUGA at the sports ground is eroding; the original netting was exposed in several areas resulting in a trip hazard and has now been cut away, but the erosion continues; Mike Crookes suggested installing ground reinforcement grids/honeycomb tiles.
RESOLVED that Mike Crookes will purchase 1 ground reinforcement tile and do a test patch in a low traffic area to see how successful it is.
All in favour
 - d) To consider the maintenance needs of the Millennium Garden in South St Park and agree action - Ref: 4396**
It was noted that Cllr Laverack and his partner have offered to look after the millennium garden in South St Park but it is not clear what that would entail and what, if any costs may be involved. RESOLVED that Cllr A. Clark

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



would have a more detailed discussion with Cllr Laverack to clarify the proposal and report back at the next estates meeting; it was also RESOLVED that Mike Crookes would spray off the millennium garden area to remove the weeds.

All in favour

e) To receive the most recent play equipment inspection summary and consider the work still outstanding from the last full risk assessment - Ref: 4397

It was noted that: most of the repairs on the play equipment have now been completed; Watermans has repaired the junior multiplay and the balance beam; most of the outstanding actions are the surface repairs and replacements at the sports ground which are being presented for prioritisation at the next full council meeting when discussing the budget.

6. Cemetery / Churchyards - Ref: 4398

a) To review the Cemetery Manual and Regulations - Ref: 4399

RESOLVED to approve the proposed changes to the cemetery regulations.

All in favour

b) To review the Memorial Inspection policy v1.1 - Ref: 4400

It was noted that the proposed changes include documenting the legislation, ensuring anyone testing and repairing the memorials is fully trained, and specialist advice is sought where necessary. RESOLVED to approve the proposed changes to the memorial inspection policy.

All in favour

c) To consider the proposal and prices for family ashes plot and agree next steps - Ref: 4401

A report including the pros and cons of the introduction of family ashes plots had been circulated prior to the meeting. It was noted that the space in the cemetery where the graves are too small to sell as full graves lends itself to family ashes plots and is currently lost income, but creating ashes sections within the burials section will introduce visual inconsistency, complexity in record keeping, maintenance issues and a consultation should be undertaken to minimise complaints.

RESOLVED to defer any decision about the section until members have had chance to visit the proposed section at the cemetery.

All in favour

d) To consider to cemetery fees and agree any changes - Ref: 4402

A comparison of charges had been completed and circulated prior to the meeting. The comparison showed that Caistor charges are generally lower than neighbouring parishes. RESOLVED to leave as they are for now and revisit in March time next year.

All in favour

e) To consider starting the project for a notice board at the cemetery and agree next steps - Ref: 4403

It was noted that at the full council meeting last week, councillors had resolved to discuss all of the project proposals at the October meeting of full council, including the notice board for the cemetery, therefore no action may be taken on this at present.

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 - Ref: 4404

It was noted that a holly tree has been planted graveside on the left hand side of the cemetery and given the size, has been there for several years; there are newly planted shrubs (possibly leylandii) on the near left hand side of the cemetery by the hedge. The cemetery regulations prohibiting trees and shrubs have been in place for many years, due to the damage roots can do to memorials, long term maintenance and for fairness of trees and roots encroaching on other plots. RESOLVED to recommend to full council that a) the families are asked to remove the newly planted shrubs and if they get any bigger the council will need to remove them; b) the families are not permitted to plant anything else at the cemetery without the express permission of the Estates Committee; and c) to advise the family that the holly tree must not be permitted to get any bigger and if it does the council will remove it.



All in favour

g) To consider whether to attend the ICCM course 'Establishing and managing gardens of remembrance' - Ref: 4405

It was noted that the training is remote and we are looking at extending the ashes section in the cemetery. RESOLVED that Cllr Hodson and Michelle Moss will attend.

All in favour

7. Allotments - Ref: 4406

a) To receive the most recent allotment report and agree any action - Ref: 4407

The inspection feedback and action was noted.

8. Town Hall - Ref: 4408

a) To receive an update on the town hall damp issue - Ref: 4409

It was noted that progress to get the quotes is slow as the clerk is struggling to find the time. Cllr N.Clark offered to help contact the contractors with a view to getting quotes for the roof, downpipes, guttering and boiler room floor.

b) To receive an update on marking out a parking space for the sole use of CTC in CTH car park - Ref: 4410

The lettering has been purchased. It was noted that it is an outstanding action for MC - Cllr N. Clark agreed to help MC.

9. Sports and Social Club - Ref: 4411

a) To consider the damaged gutter alongside car park and agree next steps - Ref: 4412

The photos had been circulated prior to the meeting. Cllr Hodson noted that: the drain under the broken section is not functioning as the water drains away from it; the broken section of cover needs to be removed and the drain under filled with concrete. RESOLVED that Cllr Hodson and MC will take a look and concrete the section.

1 abstained

b) To consider CS&SC request to move the light on the roof at the sports and social club - Ref: 4413

It was noted that the light is an old halogen lamp and no longer works properly. RESOLVED that CS&SC may remove the light.

1 abstained

c) To receive the report for the pump service and agree next steps - Ref: 4414

It was noted that the pump service report advised that the IR of the pump has significantly deteriorated since last years service. The quote for replacing the pump is £885 ex vat. If the pump stops working sewage will back up in the toilets and changing rooms. RESOLVED to accept the quote from Blockfree services to replace the pump.

1 abstained

10. Other buildings/ Property - Ref: 4415

a) To receive an update on the old fire station and agree next steps for Estates Committee - Ref: 4416

It was noted that the Caistor in Bloom still hasn't cleared old fire station; getting a structural survey for the fire station was raised as a high priority by the H&S risk assessor when he visited in April and advised that it should not be used until it has been deemed as safe; getting quotes for the survey has been challenging; seven companies were approached to quote for the structural survey and two quotes have now been received - Capstone and Messenger. RESOLVED to accept the quote for £1150 from Capstone and appoint Capstone to complete the structural survey for the old fire station.

All in favour

b) To receive an update on resiting the bench in the Market Place and agree next steps - Ref: 4417

It was noted that the bench had been removed to make room for the Saturday market whilst 2-4 has hoarding up, and should not be replaced until the hoarding comes down.

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



All in favour

c) To note the damage to the bench at pigeon spring and agree action - Ref: 4418

Photos of the damage and rotten timbers to the bench had been circulated prior to the meeting. It was noted that the bench slats had been damaged and the seat of the bench had come away from the wall; Mike Crookes had assessed it as unsafe and removed it; complaints have been received from residents asking that the bench is not replaced with the reasons given as: over that last couple of years it has become a hang out for people drinking and taking drugs most evenings and they leave glass, cans, vapes and drug packets around the area. RESOLVED not to replace the bench.

All in favour

11. Estates employee Update - Ref: 4419

a) To receive the report from Estates and agree any next steps - Ref: 4420

Mike Crookes report had been circulated prior to the meeting. He also noted that several areas around the town have previously been looked after by CIB, but they are not looking after them currently - embankment alongside the allotments, town hall rose garden; the market signs are worn and need replacing; Caistor Goes has complained that Estates equipment is in their way in the lock up; the lock up garage door is in need of a service as it got stuck recently.

It was agreed: to add the market signs to the next estates agenda; SD to support MC with Caistor Goes and progress the lock up agreement; MC get quotes for the garage door service/repair to be discussed at the next estates meeting.

b) To consider Estates winter tasks - Ref: 4421

The previous 2 years winter tasks were reviewed. RESOLVED that MM would compile a list of tasks and circulate for any additional input from Estates Councillors.

All in favour

12. To consider preferred contractors list - Ref: 4422

Cllr N Clark noted the list is 99% complete and he will circulate prior to the next meeting for review and agreement. MM to add to next Estates committee agenda.

13. To review the project proposals documents for 26/27 - Ref: 4423

It was noted that the gutters and fascia's at the lock up are missing on the football side and need replacing - MC agreed to do a project proposal for this.

14. To note the date of the next Estates Committee meeting - 25th November 2025 - Ref: 4424

Noted.

Meeting closed at 9:07pm

Trees/shrubs planted at the cemetery

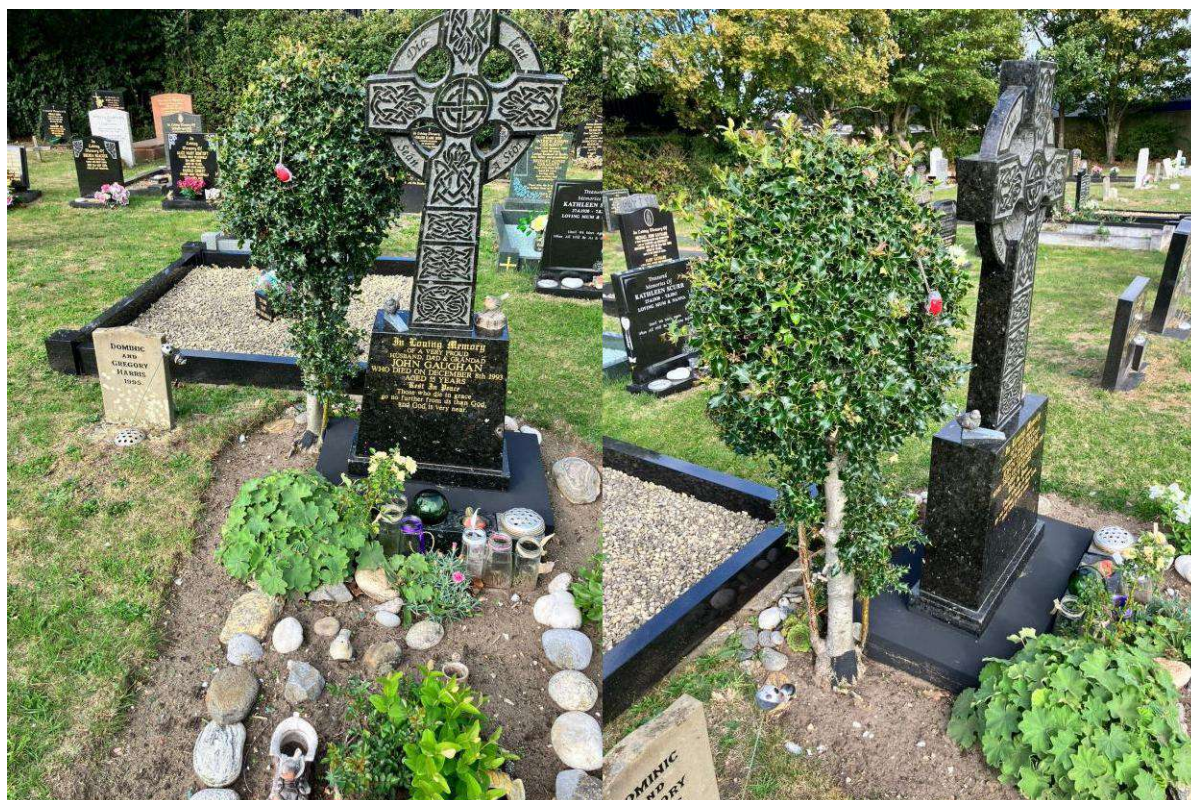
Cemetery Regulations (since at least 2013 when CTC retook control of the cemetery) have noted that trees, bushes and shrubs must not be planted in the cemetery. Extract from current care of grave policy:

Section B – Care of Graves

- 1 The overall care of the Cemetery is the responsibility of Caistor Town Council. The Estates Management Committee oversees the operation of the Cemetery; and the maintenance of the Cemetery Grounds is managed by the Estates Operative.
- 2 The Town Council as the Burial Authority has a duty of care and is responsible for the safety of the Cemetery and can take action if necessary to achieve this.
- 6 For health & safety reasons and to help the ease of maintenance, please note:
 - a. Vases and other containers may only be placed inside kerbed memorials.
 - b. Glass vases, jars or glass ornaments must not be placed on graves and will be removed.
 - c. Turf must not be removed or any border erected around the grave.
- 7 Members of the public wishing to help out with any maintenance work in the Cemetery must first inform the Estates Operative.

10 Bushes, plants and trees must not be planted on or around graves

There is a holly tree planted next to one grave:



There are shrubs/trees/bushes which have been planted alongside several other graves:



Estates recommendation to full council from 16th September 2025:

RESOLVED to recommend to full council that a) the families are asked to remove the newly planted shrubs and if they get any bigger the council will need to remove them; b) the families are not permitted to plant anything else at the cemetery without the express permission of the Estates Committee; and c) to advise the family that the holly tree must not be permitted to get any bigger and it if does the council will remove it.



Caistor Town Council

GRANT AWARD POLICY AND APPLICATION

Name of Organisation	Caistor and District Lions <i>Registered Charity Number 1181939</i>
Total Membership of Organisation	46
The number, or percentage, of Caistor residents that the group supports	100%
Please give details of any restrictions on membership to your organisation	Members must be over 18 years of age. No restrictions on upper age limit.
Amount of Grant applied for	£2000
Purpose of Grant <i>(Please continue on another sheet if required)</i>	To help finance the annual bonfire and fireworks display for November 2026, but in particular the children's entertainment and the first display with no load bangs.
Has funding been sought elsewhere and, if so, please give details	Local businesses will be asked for sponsorship.
If your organisation has had a grant from the council in the previous year please supply a full report of the award	Caistor and District Lions received a grant of £2000 to help finance the 2025 annual bonfire and fireworks display from Caistor Town Council.
Any other comments in support of your application <i>(Please continue on another sheet if required)</i>	All costs have increased so securing the requested grant will be most helpful.



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.

Geophysical Survey Recommendation Report: Caistor Cemetery

Date: October 1, 2025

Subject: Recommendation for Ground Penetrating Radar (GPR) Survey to Identify Unmarked Graves

Summary

Following a review of four submitted quotations for a Ground Penetrating Radar (GPR) survey at Caistor Cemetery, it is strongly recommended that the Council appoints **Reclaim HERITAGE (Quote A)**.

This vendor offers the necessary high-specification technology—a **MALÅ MIRA Compact GPR Array**—at a highly competitive price (£2,325 ex VAT), ensuring the highest probability of successfully and accurately locating and mapping subtle subsurface anomalies indicative of unmarked grave disturbances.

1. Project Objective

The primary objective of this survey is to accurately identify and map the locations of possible unmarked graves within the designated area of Caistor Cemetery. This requires a GPR system with **high resolution** (ability to detect subtle targets) and **high positioning accuracy** (ability to map findings precisely).

2. Recommendation and Rationale

Vendor	Price (Ex VAT)	Key Technology	Rationale
Reclaim HERITAGE (A)	£2,325	MALÅ MIRA Compact Array (10 channels, 6.5 cm spacing @ 500 MHz), Robotic Total Station & GPS	Recommended Choice. Provides superior data density (high resolution) and millimeter-level positioning accuracy essential for grave mapping. Excellent technical specifications for a highly competitive fixed price.
Subvision Surveys (D)	£2,650	Leica Stream DP Array, Total Station & GPS	High Quality, but Higher Cost. Comparable array technology to Option A, but the cost is £325 higher.
KBGPR SURVEYS (B)	£2,037.60	Medium Frequency GPR, GPS	Not Recommended. Lacks the high-density array technology crucial for reliably detecting subtle grave shaft anomalies.

SEP Geophysical (C)	£1,650 (Lowest)	Proceq GS8000. Transects at 0.5m-1.0m spacing	Not Recommended. Lowest price, but the proposed wide transect spacing (0.5m to 1.0m) [cite: uploaded:SEP quote G-25_968-1(00) Caistor Graveyard.pdf] is technically insufficient for a detailed survey of narrow, linear grave features.
----------------------------	-----------------	---	---

Conclusion on Selection

Reclaim HERITAGE (A) offers a critical technical advantage over the cheaper bids (B and C) by deploying a **multi-channel GPR array**. This array collects data at a much higher spatial density (every 6.5 cm), which is vital for reliably detecting the relatively small and subtle disturbances left by burial shafts. Furthermore, the use of a **Robotic Total Station** ensures that any detected anomalies are mapped with the precision required for future cemetery planning.

3. Next Steps

1. Approve the quotation from Reclaim HERITAGE for the amount of **£2,325 (Ex VAT)**.
2. Instruct the vendor to proceed, confirming the date of the one-day survey.
3. Ensure the survey area is prepared as required: grass cut as short as possible and obstructions removed prior to their arrival.



Public Tracking Report

CCTV at Sports Ground	Ref: 15568	Created: 30/05/2021
Memorial management and safety inspection testing	Ref: 21340	Created: 15/03/2023
CS&SC repairs and maintenance	Ref: 24321	Created: 10/08/2023
Ownership of market place and Cornhill /Land registry search	Ref: 24361	Created: 05/12/2023
Project to tidy up the sides of the cemetery car park	Ref: 24724	Created: 24/10/2024
Damp and mould in the town hall boiler room and behind the stage area	Ref: 24868	Created: 20/12/2024
Implement new Market Policy - plan and execute	Ref: 24993	Created: 17/02/2025
Digital scanning of burial records	Ref: 24994	Created: 17/02/2025
Progress an agreement with Caistor Goes to use the lock up.	Ref: 25102	Created: 17/03/2025
Purchase 365 business licences and new laptop up to £600	Ref: 25228	Created: 09/05/2025
Fire safety risk assessment	Ref: 25293	Created: 12/06/2025
Old Fire Station - H&S inspection action	Ref: 25452	Created: 18/06/2025
Cemetery survey to ID where the workhouse bodies are buried	Ref: 25531	Created: 23/07/2025
Vandalised skate park ramp	Ref: 25612	Created: 02/09/2025