



Public Meeting Pack

13th November 2025



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on
Thursday 13 November 2025 commencing at 6:45pm at the Caistor Town Hall.

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

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

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

Michelle Moss

Clerk to the Council

06/11/2025

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 9th October 2025
6. Finance
 - a) To approve the Accounting Statements, bank statements and bank reconciliation for period ending 31/10/2025
 - b) To approve the Schedule of Payments
 - c) To receive an update on CIL received this year and decide how to spend it.
7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - bii) To receive an update on the bins and progress made with WLDC to resolve
 - bii) To consider the proposal from WLDC with regard to the CCTV at the sports ground
 - c) Lincolnshire County Council
 - d) Community Groups
 - e) CDCT - 2-4 Market Place
 - f) Caistor in Bloom
 - fi) To consider what to do with the contents left in the old fire station
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
- c) Play area working group
- d) Health and Safety Working Group
- di) To receive the Town hall risk assessment
- e) Town hall damp working group
- 9. To consider the draft terms and conditions for community and volunteer group use of South St Park and agree next steps
- 10. To consider and approve the Lone worker policy and risk assessment
- 11. Clerks Report & Parish Matters
 - a) Market - To receive an update on the project to automate the market booking and payment system
 - b) To consider the draft agreement between the town hall and CTC and agree next steps
 - c) To consider the Lions offer to remove the Christmas Tree in January for a £250 donation
 - d) Review Tracking Report
- 12. Correspondence Received
 - a) Email from St Peters and St Pauls Church regarding the cost to repair the church clock
 - b) To note correspondence received from a resident requesting that the Council reconsider and rescind resolutions made in late 2023 and early 2024 concerning licence fees for sports groups using the Council's sports field.
Council to determine the process for considering the request.
- 13. To note any planning decisions
 - a) WL/2025/00951 | Confirmation of compliance with conditions 3(drainage) & 6(energy) of planning permission 147531 granted 12 January 2024 | Condition discharged.
- 14. To review the planning applications received and agree a response
 - a) WL/2025/01066 | Listed building consent to preserve 2no. existing lath and plaster ceilings by underdrawing the ceilings with 15mm wood wool board and a 6-8mm lime plaster finish | 2-4 MARKET PLACE
 - b) WL/2025/01099 | Planning application for the erection of a timber feather board boundary fence and 2no. 5 bar gates | THE MILL BUNGALOW, WHITEGATE HILL
- 15. To consider the planning objection lobbying letter to LCC planning committee PL/0024/24 or WL/2024/00401
- 16. To receive the confirmation from WLDC of receipt of CTC enforcement complaint reference: C/2025/00196 \ 10 Market Place (Mini Mart)
- 17. Date of next meeting
- 18. To resolve to exclude public and press under s100A(4) LGA 1972 for the remainder of the meeting
- 19. To review the recommendation from ICCM regarding unauthorised and non compliant memorial work in the cemetery



Minutes of the Caistor Town Council held at 7:00pm at the Methodist Chapel on 9 October 2025

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

In Attendance: Michelle Moss, District Cllr O. Bierley, County Cllr J. Bean,
Members of public present: 8

1. **To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4431**
Apologies received from Cllr Priestley and District Cllr Lawrence.
2. **To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance with section 22 of the Localism Act 2011 - Ref: 4432**
Cllrs Davey, Lyus and Morris declared interests in 9a.
3. **Public Session (10 minutes, during which the meeting is suspended) - Ref: 4433**
One member of the public spoke to oppose the quarry on North Kelsey Rd. The objection was noted, but item not on agenda for consideration.
One member of the public asked for a councillor to attend the LCC planning meeting when it is considered there.
One member of the public raised an issue about the number of complaints being received by the owners of Mansgate Quarry.
4. **Chairmans Report - Ref: 4434**
None.
5. **To approve the draft minutes of 11th September 2025 and 25th September 2025 - Ref: 4435**
RESOLVED that the minutes of the meeting of 11th September be approved as a true record of the meeting (4 were not at the meeting and abstained)
RESOLVED that the minutes of the meeting of 25th September be approved as a true record of the meeting (6 were not at the meeting and abstained).
Majority vote
6. **Finance - Ref: 4436**
 - a) **To approve the Accounting Statements and bank reconciliation for period ending 30/09/2025 - Ref: 4437**
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: 4438**
The schedule of payments had been circulated to councillors prior to the meeting.
RESOLVED to approve the schedule of payments totalling £15256.22.
All in favour
 - c) **Review and prioritise the project proposal documents for 26/27 budget - Ref: 4439**
Following a lengthy discussion the following priorities were assigned to the projects:
Picnic tables - There is money in ear marked reserves for this project - Prioritised for delivery either this year or next.
Sports ground play surfaces repair and replacement £15000- Prioritised for delivery as a mandatory project for 2026/27.
Town Hall Damp resolution £12000- Prioritised for delivery as a mandatory project for 2026/27.

Signature:



Ashes section extension at the cemetery (without building the wall) £500 - Priority 1 for inclusion in 26/27.
Flowers and containers for the market place £3000 to £4500 (depending on solution)- Priority 2 for inclusion in 26/27.

Cemetery heal spoil removal and Notice board for the cemetery (£6000) - Joint priority 3 for 26/27.

Jubilee Orchard Scheme, Notice board for the allotments and Sports storage block community project did not receive enough votes to be considered for inclusion and are deferred.

It was noted that the projects actually included in the budget would depend on the actual funds available.

All in favour

d) To consider the draft Budget for 26/27 - Ref: 4440

The RFO had shared the second draft budget for 26/27 with councillors prior to the meeting. The draft included all standard operating costs for the council with a slight inflationary uplift on this year. Assumptions included: the cemetery and churchyard grass would be cut by contractors and not volunteers; the sports ground play areas resurfacing and the town hall damp resolution projects would be included; grants and donations budget increased from £5000 this year to £7000; £5000 set aside in EMR for the old fire station; CIB do not intend to ask for a grant; Insurance valuation of assets and ground penetration survey for cemetery are completed in 25/26.

The draft budget would result in a precept increase of 8% based on current predictions, an increase of just under £10 per annum for a band D property.

It was noted that other than the projects considered 'mandatory', none of the others have been included in the draft budget. The inclusion of any further projects will increase the precept further. It was also noted that the current figures are based on spend predictions for the remainder of this year which may change.

It was agreed to include the ashes section project (without building the wall) in the budget for 26/27. A lengthy discussion took place about the flowers and planters project and whether or not to include it. It was noted that: CIB have said they are unlikely to do any flowers again next year but have indicated that they would not be willing to sell or lease the flower containers back to the council; a group of volunteers should be identified prior to the council including the project in the budget; more sustainable plants should be sought if it is included. RESOLVED to agree the draft budget with the inclusion of the ashes section project, minus the wall and to defer the final decision on whether to include the planters and flowers project until more information is available, to be discussed and agreed no later than December 2025. (RFO to amend budget per discussion and re-circulate to council).

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4441

a) Lincolnshire Police - Ref: 4442

The crime stats for the area had been circulated to councillors prior to the meeting.

ai) To receive a summary of the presentation from the police titles Lincoln and West Lindsey Local Policing Overview - Ref: 4443

Cllr Bowman had attended the police forum and shared the West Lindsey policing overview. The presentation slides were shared prior to the meeting. It was noted that most of the information from the police is not Caistor specific, but Cllr Bowman had been given a link to share Caistor specific reported crimes - also circulated prior to the meeting. It was noted that the Caistor specific information was more relevant and the council agreed that Cllr Bowman would continue to circulate the Caistor specific information prior to future meetings <https://www.lincs.police.uk/area/your-area/lincolnshire/west-lindsey/caistor/about-us/crime-map>.

b) West Lindsey District Council. - Ref: 4444

It was noted that: the new Chief Officer started last week; insulation grants are available with a wide criteria; and Keelby are setting up a street food market based on Caistor.

Cllrs asked for an update on the progress being made with enforcement action on the mini market in the Market Place - Cllr Bierley noted that the conservation officer had not yet concluded any action. It was noted that this is on the agenda as a separate item for consideration.

Following a proposal by Cllr Wright it was RESOLVED to move agenda item 14 for consideration at this point in the meeting.



14. To consider requesting WLDC take enforcement action against the vape shop/mini market 10 Market Place - Ref: 4472

It was noted that: a number of complaints have been received about the mini market/vape shop; the flashing lights and window wraparounds are not in keeping with a conservation area and listed building; County Cllr Bean noted that he had raised the issue with the Exec Committee at LCC and with trading standards; District Cllr Bierley has reported it to the conservation officer at WLDC.

RESOLVED to report the shop to WLDC enforcement for assessment/progression of enforcement action.

All in favour

bi) To consider the issues with town bins overflowing and /or not being emptied - Ref: 4445

It was noted that: several complaints have been received about the bins frequently overflowing, or not being emptied, particularly in the Market Place; it has been reported to the waste officer at WLDC on many occasions; the bins are either not big enough or are not being emptied often enough. Cllr Bierley agreed that he would raise this with the waste team on behalf of CTC.

c) Lincolnshire County Council - Ref: 4446

County Cllr Bean noted that: the Mill Lane parking consultation is due to finish on 15th October; following a change of staff at highways, the LCC adoption of Cornhill was in question but he has pursued it with the head of LCC and highways have once again agreed to progress it this year; he is still pursuing the blocked drains reported during the walkabout with Caistor Town Councillors; the vape shop has been reported to licencing and raised with trading standards.

ci) Update on Cornhill - Ref: 4447

Cllr Bean was thanked for his hard work in ensuring that Highways adoption of Cornhill will still go ahead this financial year.

d) Community Groups - Ref: 4448

The report from Caistor Cares had been included in the pack circulated prior to the meeting.
The next community cinema is 25th October - Penguin Lessons.

di) To consider implementing a policy for the use and storage of CTC equipment by community groups (Cllr Bowman) - Ref: 4449

The proposals had been circulated prior to the meeting. It was noted that some of the equipment had been purchased with the welcome back fund granted by WLDC after covid, but that it is owned and managed by Caistor Town Council. CTC do not charge for loaning the equipment to community groups. It was agreed that the proposal is a good idea but needs some more clarity on some areas. RESOLVED that Cllrs Bowman, Davey, Milner and Laverack would work together to finalise the proposals and present back to the council at a later date.

All in favour

e) Town Hall Management Committee - Ref: 4450

It was noted that the next update is 13th October.

f) Caistor in Bloom - Ref: 4451

It was noted that CIB still have equipment in the old fire station despite CTC having asked for it to be removed - Cllr Wright agreed to chase this up.

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) - Ref:

It was noted that there were only 7 councillors present at the original discussion, and only 7 at the extraordinary meeting which was convened to consider the motion to rescind. It was noted that there is an agreement in place with CIB part of which notes that CIB is responsible for any losses; CIB do a super job in the community; CIB have been given a lot of funding from the council in the past; not asking CIB to pay for the damage caused is setting a precedent for future decisions; the council budget is very tight and this additional cost is a budget overspend; the CIB volunteer who caused the damage is actually a councillor (not present for this meeting);



Following a vote, there was a split decision. The Chair used his casting vote for the decision.
RESOLVED not to ask CIB to repay the cost of repairing the damage at the churchyard.
Cllr Cox left the meeting.

Majority vote

g) CDCT - 2-4 Market Place - Ref: 4453

Cllr Bowman provided the following update (as a Director of CDCT) It was noted that very recently there have been 2 public events - the hard hat tours and the AGM; excellent progress is being made and good feedback received; LCC have given permission for the compound to be in place until November 2026; the website is now up to date; CDCT are in the process of applying for funding for phase 2 which will include the holiday lets; an ancient well has been discovered in the courtyard.

No written update had been received. Cllr Bowman agreed to circulate the documented update to cllrs and clerk.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4454

a) Personnel and Finance Committee - Ref: 4455

No meeting.

b) Estates Committee - Ref: 4456

The report had been circulated prior to the meeting - no comments.

bi) To receive the draft minutes from the estates committee meeting 16th September 2025 - Ref: 4457

Circulated prior to the meeting - no comments.

bii) To consider the recommendation from Estates on how to address the issue of trees planted in the cemetery - Ref: 4458

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. Estates had made a recommendation to full council which was circulated prior to the meeting.

RESOLVED to accept the estates recommendation: 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

c) Play area working group - Ref: 4459

No meeting held

d) Health and Safety Working Group - Ref: 4460

No meeting held

9. To consider the grant applications - Ref: 4461

At 9pm it was RESOLVED to extend the meeting past 2 hours (all in favour)

It was noted that the only application received had been from the Lions.

Cllrs Morris, Davey and Lyus left the room.

a) Application from Caistor Lions - Ref: 4462

During the discussion it was noted that Cllr Bowman also has an interest as Mr Bowman is Chair of the Lions - Cllr Bowman left the room.

The grant application asked for £2000 in support of 2026 bonfire and fireworks event; concerns were raised that the Lions make donations to other organisations which could be used to pay for the bonfire event rather than asking the town council for a grant for it; the Lions put on a fantastic event and only ask for donations rather than charging for entry; some attending the event do not make donations to the Lions; the remaining budget for



grants this year is £1500.

RESOLVED to grant the Lions £1500 and advise them that that is all of CTC remaining budget for grants this year.

Cllrs returned to the meeting after the vote.

All in favour

10. To consider new policy proposal: Community facilities management policy - Ref: 4463

RESOLVED to adopt the Community Facilities Management Policy.

All in favour

11. Clerks Report & Parish Matters - Ref: 4464

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) - Ref: 4465

It was noted that following a discussion with the contacts provided by County Cllr Bean and further investigation a specific type of radar should be used to detect subtle earth disturbances left by burials; a report and recommendation had been circulated prior to the meeting, recommending the use of a multi channel array radar; the companies who use the appropriate radars had quoted between £2325 and £2650; the best value quote would result in an overspend iro £820.

RESOLVED to accept the overspend for the cemetery budget; accept the quote from Reclaim Heritage and appoint them to complete the survey of the area on the cemetery where it is possible there are unmarked graves.

All in favour

b) Review Tracking Report - Ref: 4466

The report had been circulated prior to the meeting. No comments raised.

12. To note any planning decisions - Ref: 4467

Cllr Morris left the meeting.

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. - Ref: 4468

Noted.

13. To review the planning applications received and agree a response - Ref: 4469

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 - Ref: 4470

No comments raised.

b) WL/2025/00963 | Planning application for extension to existing industrial unit | UNIT 6A, ENTERPRISE ROAD, CAISTOR - Ref: 4471

No comments raised.

15. Date of next meeting - 13th November 2025 - Ref: 4473

Meeting closed at 9:20pm

Signature:

Page

1, LCC gave CDCT permission for the compound until November 2025, CTC have not received any extension notice;

LCC emailed CTC, I think middle of May 2025?

“TTRO/TTR011957 – It will be necessary to impose a temporary restriction as detailed here; Organisation responsible for restriction: Messenger BCR Group. Reason for restriction: Refurbishment of property numbers 2 to 4 Market Place. Nature and location of the restriction: Market Place (10 bays between the Lion Monument island and property numbers 2 to 4. Period of the restriction 04/06/2025 to 31/07/2026.”

2. the website is not kept up to date with accurate timings/costs and is only intermittently updated;

The website, like the project, has burst into life and echo's the news and progress of this project.

3. there is no information about phase 2;

We are in the process of applying for funds for this part of the project. It will include number 9 Market Place plus a couple of holiday lets, and some of the fit for the additional workshops and storage of artifacts.

4. there must be a detailed project plan for the build with projected dates,

I think you will agree, Hard Hat tours revealed the massive progress achieved. First fix plumbing and electrics are underway, particularly above number 4, first floor. The community room internals have taken a pause, needing this to store insulation materials, PIRs and so on. The number 2 and 3 rooms have all the structures in place and mapping done for utilities main installation positions. Conservation looking at which parts of the walls and ceilings we need to keep, which can be cleaned and kept as is, and which we can cover over. The main courtyard, the part paved area now extends across the floor and is to all intents and purposes complete. Looking back to number 4, the fascia is up and the section under the new Georgian replacement windows looks good. Gutting along here to be finished on the end sections, especially where Mr Allan's property meets it. The planters that will support the north wall are filled. Number 9 has been mirror reversed and the new shop front specs and design underway. Number 15 entrance and stairs are not started, but how these will be configured is with the design team. The second courtyard has revealed some very challenging challenges. Segregation of the stairway to the holiday flats and the entrance lobby to the flats in progress

So, main courtyard is complete, top soil to be added to the planters. Shop front for No.9 progressing. Removal of the satellite dishes on the back of No.9 is not covered in the budget so we need to sort getting them removed.

Repairs to the wall at the back of the granary. Still can't establish what's going on underneath, but something is missing as the wall is still falling into whatever it is underneath. All the time Messenger are work and something comes to light, we have to get the conservation officer and others on site to look at it. The latest discovery comes from when some flag stones were moved in the second courtyard, a large, deep well was discovered, again which nobody knew about. The thoughts are that it is significantly older than the pump in the market place, and mostly likely Roman. Stone lower section and handmade brick upper, all beautifully made bricks and the whole well is in remarkably good condition. The base is thought to be a few thousand years old, the top a few hundred years old. The plan is to cap it with something that is temporary until we have raised funds to put a glass illumination into it, to make a real feature of it. When we find something like this, we have to have

archaeologist on site, watching every bucket of earth being moved. All adds cost and time to the project.

5. costs and a schedule of works;

Whole range of engineering works that needed to be done that were just not seen / found when original surveys done. Some because the areas of concern were not structurally sound enough to be investigated. As we have been able to complete more and more of the building, other previously inaccessible areas are now accessed and we have found other problems that we would not have expected. One example of this is voids beneath other voids, and a collapsing wall, that it was unsafe to look at before surrounding supporting works had been completed. Still plenty of challenges to keep the expanding costs within the project. New steels have been on site for a few weeks but still unable to put these in. The principle contractor controls the project, and work with the project managers to keep the project in line. The timeline for completion of the project is aimed at around June / July and it is in our interest to keep them to that deadline because the compound, infrastructure and associated costs is around £9k/wk.



Accounting Statements

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/10/2025

Explanation of Variances

Insurance

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

Includes asset valuations

Cemetery records management

Actual Total: 1092.40 **Budget:** 650.04 **Variation:** -442.36 / 68.05

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 31/10/2025

End of year forecast auto calculated based on actual year to date averaged over 7 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance £ %		EOY Forecast	to date averaged over 7 months manually adjusted where appropriate.
Income							
Income: General							
100	Precept	132558	132558	0	0	132558	
140	Cemetery Income	8115	4000	4115	103	10000	
120	Allotment Income	90	450	-360	-80	450	
130	Market Rents	1498	2000	-502	-25	2000	
150	Sports ground	2037	4400	-2363	-54	4400	
160	WLDC Street Cleaning	0	0	0	100	0	
170	Grass Cutting	3772	1785	1987	111	3770	
180	Grants	0	1000	-1000	-100	1000	
350	VAT Reclaimable	0	0	0	100		
199	Miscellaneous Income	1798	2500	702	-28	2500	
185	Town Hall	520	520	0	0	520	
186	Magazine Advertising	0	0	0	100	0	
187	CIL income	354	1000	-646	-65	1000	
Income: General Totals		150743	150213	1934	0	158198	
Income Totals		150743	150213	1934	0	158198	

Expenditure

Expense: General

500	Salaries	28992	53000	24008	-45	47000
503	PAYE & NI	10245	15000	4755	-32	17000
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	1000
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	3728	4500	772	-17	4500
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	2623	3200	577	-18	3200
593	Sportsground	7364	8300	936	-11	8300
594	Cemeteries/Church	7735	10500	2765	-26	11350
595	Allotments	0	250	250	-100	250
610	Market	98	250	152	-61	350
750	Cemetery records management	1092	650	-442	68	1092
650	Community Events	0	500	500	-100	500
521	Telephone & Broadband	897	1350	453	-34	1350
700	Electricity - Market Place LN7 6TU	251	400	149	-37	550
701	Electricity - South Street Park	94	600	506	-84	600
702	Electricity - Market Place LN7 6TL	339	0	-339	100	340
703	Electricity - Sports Ground	809	1100	291	-26	1600
800	Tree maintenance	1335	1500	165	-11	1400
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 31/10/2025

End of year forecast auto calculated based on actual year to date averaged over 7 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance		EOY Forecast
				£	%	
722	Water: Allotments	167	200	33	-17	250
765	Play Park Maint & Refurb	27101	30000	2899	-10	30000
597	Caistor Sports & Social Club	883	3000	2117	-71	3000
522	Town Hall	1251	2500	1249	-50	2500
582	Civic	0	0	0	100	0
601	Equipment	4293	4500	207	-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	4990	5000	10	-0	5000
762	Neighbourplan Review	0	0	0	100	0
504	Pension payments	3546	5000	1454	-29	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	3865	6100	2235	-37	5600
Expense: General		Totals				
Expenditure		Totals	125184	176650	51466	-29
						179252



Bank Reconciliation

Balances as per bank statements as at 03/11/2025

Natwest Current Account	13709.98	156539.17
Natwest Business Reserve Account	26325.96	
Equals Card	360.07	
Charity Bank 40 day notice	65775.91	
Unity Trust Instant Access	50367.25	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit
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Nett balance as at 03/11/2025 156571.35

Cash Book

Receipts in current year	150743.46
VAT to be claimed	2434.27
Unallocated cash	0.00
Payments in current	125183.85

Opening Balance Bank 1	7264.03	133446.01
Opening Balance Bank 2	125702.97	
Opening Balance Bank 3	479.01	
Opening Balance Bank 4	0.00	

Cash Book Closing Balance 156571.35

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	51339.17
Tree Maint - Parks (combined above)	0.00		



Budget Report - Income

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/10/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
Details	Year 2024/25		Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation	
	Budget	Actual							£	%
Income: General										
Precept	124444	124444	132558	132558	0	0	0	132558	0	0.00
Cemetery Income	4000	7740	4000	2805	4960	350	0	8115	4115	102.88
Allotment Income	420	428	450	90	0	0	0	90	-360	-80.00
Market Rents	3000	2620	2000	695	573	231	0	1498	-502	-25.08
Sports ground	2464	4981	4400	849	901	287	0	2037	-2363	-53.70
WLDC Street Cleaning	2490	2091	0	0	0	0	0	0	0	100.00
Grass Cutting	1700	3708	1785	0	0	3772	0	3772	1987	111.33
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	824	942	32	0	1798	702	-28.07
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	354	0	354	-646	-64.55
Income: General	Total		150213	137821	7896	5026	0	150743	1934	0
Total			150213	137821	7896	5026	0	150743	1934	0



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/10/2025

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	3725	0	28992	24008	-45
PAYE & NI	16000	13644	15000	4317	4579	1349	0	10245	4755	-32
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	935	0	3728	772	-17
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3571	3200	923	967	733	0	2623	577	-18
Sportsground	10300	10828	8300	1869	2681	2813	0	7364	936	-11
Cemeteries/Church	6800	5088	10500	3871	3025	840	0	7735	2765	-26
Allotments	250	244	250	0	0	0	0	0	250	-100
Market	250	17	250	0	0	98	0	98	152	-61
Cemetery records management	280	613	650	0	0	1092	0	1092	-442	68
Community Events	1000	639	500	0	0	0	0	0	500	-100
Telephone & Broadband	800	1277	1350	384	384	128	0	897	453	-34
Electricity - Market Place LN7 6TU	200	472	400	167	59	25	0	251	149	-37
Electricity - South Street Park	600	692	600	45	27	23	0	94	506	-84
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	192	71	0	809	291	-26
	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	170	0	883	2117	-71
Town Hall	2500	1630	2500	661	0	590	0	1251	1249	-50
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3072	1195	26	0	4293	207	-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	1690	0	4990	10	-0
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	5500	5118	5000	1333	1694	519	0	3546	1454	-29
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 31/10/2025

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	15470	0	125184	51466 -29
Total				176650	69275	40439	15470	0	125184	51466 -29



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/10/2025

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2026							
	Year 2024/25								Variation	
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Expense: General										
Salaries	35000	42029	53000	13415	11851	3725	0	28992	24008	-45
PAYE & NI	16000	13644	15000	4317	4579	1349	0	10245	4755	-32
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	935	0	3728	772	-17
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3571	3200	923	967	733	0	2623	577	-18
Sportsground	10300	10828	8300	1869	2681	2813	0	7364	936	-11
Cemeteries/Church	6800	5088	10500	3871	3025	840	0	7735	2765	-26
Allotments	250	244	250	0	0	0	0	0	250	-100
Market	250	17	250	0	0	98	0	98	152	-61
Cemetery records management	280	613	650	0	0	1092	0	1092	-442	68
Community Events	1000	639	500	0	0	0	0	0	500	-100
Telephone & Broadband	800	1277	1350	384	384	128	0	897	453	-34
Electricity - Market Place LN7 6TU	200	472	400	167	59	25	0	251	149	-37
Electricity - South Street Park	600	692	600	45	27	23	0	94	506	-84
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	192	71	0	809	291	-26
	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	170	0	883	2117	-71
Town Hall	2500	1630	2500	661	0	590	0	1251	1249	-50
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3072	1195	26	0	4293	207	-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	1690	0	4990	10	-0
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100
Pension payments	5500	5118	5000	1333	1694	519	0	3546	1454	-29
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 31/10/2025

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	15470	0	125184	51466 -29
Total				176650	69275	40439	15470	0	125184	51466 -29



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	☐	☐
02/10/2025	2236	Viking	Stationery - punch pockets and dividers	2.79	16.72	☐	☐
07/10/2025	2237	Caistor Town Hall	Hire of hall	0.00	25.00	☐	☐
08/10/2025	2238	Automated Document Services	Digital scanning of burial records	32.60	209.10	☐	☐
14/10/2025	2247	Blockfree Services	CS&SC supply and fit sewage pump	177.00	1062.00	☐	☐
16/10/2025	2248	EDF	Bank Payment: Electricity - South Street Park	1.08	22.64	☐	☐
16/10/2025	2249	EDF	Bank Payment: Electricity - Sports Ground	3.40	71.43	☐	☐
17/10/2025	2250	EDGE IT Systems	Markets system set up and training	51.00	306.00	☐	☐
17/10/2025	2251	Viking	Stationary - Ink, envelopes	12.54	75.26	☐	☐
17/10/2025	2252	Mike Crookes	Bank Payment: Posts for market signs	0.00	98.02	☐	☐
17/10/2025	2254	Caistor Lions	Bank Payment: Grants & Donations	0.00	1500.00	☐	☐
17/10/2025	2255	Jake Garden Care (Dyne Group)	Grass cutting visit 13 - 14.10.25	187.05	1122.30	☐	☐
21/10/2025	2256	E-Quip (Rasen) Ltd / Equip Global	Wipes	2.88	17.30	☐	☐
21/10/2025	2257	E-Quip (Rasen) Ltd / Equip Global	Blades and gloves	10.43	62.58	☐	☐
21/10/2025	2258	EDF	Bank Payment: Electricity - Market Place LN7 6TU	1.18	24.79	☐	☐
21/10/2025	2259	Caistor Arts & Heritage Centre	Room hire Jan to Sep 25	33.00	198.00	☐	☐
24/10/2025	2261	Tamar Telecom	Bank Payment: Telephone & Broadband	1.20	7.20	☐	☐
24/10/2025			Bank Payment: Salaries	0.00		☐	☐
24/10/2025			Bank Payment: Salaries	0.00		☐	☐
24/10/2025	2264	HMRC	Bank Payment: PAYE & NI	0.00	1349.01	☐	☐
24/10/2025	2265	NEST	Bank Payment: Pension payments	0.00	519.40	☐	☐
23/10/2025	2266	Caistor Twinning	Bank Payment: Grants & Donations	0.00	190.00	☐	☐
27/10/2025	2267	BT	Bank Payment: Telephone & Broadband	13.12	78.74	☐	☐
30/10/2025	2269	Four One Four Skateparks (414)	Skate park ramp repairs	295.20	1771.20	☐	☐
30/10/2025	2270	Three	Bank Payment: Telephone & Broadband	7.04	42.22	☐	☐
03/11/2025	2271	WLDC additional bins	Bank Payment: Cemeteries/Church	0.00	40.94	☐	☐
22/10/2025	2272	Cloud Next Ltd	.gov.uk domain	10.00	60.00	☐	☐
03/11/2025	2273	Society of local council clerks (SLCC)	SLCC membership	0.00	300.00	☐	☐
03/11/2025	2274	Greystone Services	Cemetery grass Cut 14 and 15	168.00	1008.00	☐	☐
03/11/2025	2275	Jake Garden Care (Dyne Group)	Church grass 30.10 + Visit 14	247.05	1482.30	☐	☐

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment
03/11/2025	2276	Lincolnshire Association of Local	1st Aid training - MM	15.60	93.60 ☐ ☐
03/11/2025	2277	Mike Crookes	Mileage claim - Sept and Oct	0.00	48.85 ☐ ☐
07/11/2025	2278	Cllr Jon Wright	Repay - 10 x 5ft flags for town centre	0.00	54.90 ☐ ☐
				TOTAL:	15583.00

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



CIL REPORT

Financial Year 1st April 2025 to 31st March 2026

A	Total CIL income balance carried over from previous year	0
B	Total CIL income received in reporting year (receipts)	£354.46
C	Total CIL spent within reporting year (net of VAT)	0
	Total CIL allocated but not yet spent to an agreed project (net of VAT)	0
	Total CIL requested to be repaid in the year	0
	Total value of CIL receipts subject to a Repayment Notice served in any year that has not been repaid.	0
D	Total CIL repaid in the year following a Repayment Notice	0
E	Total CIL retained at year end (A+B+D)	0

09/10/2025

Ref	Site Address	Proposal Description	Parish Portion
147531	Land To Rear Of 132 North Kelsey Road, Caistor, LN7 6QB	Planning application to erect 1no. single storey dwelling.	£354.46

CIL Expenditure

Item/Purpose	Amount Spent

Michelle Moss

Michelle Moss, Responsible Financial Officer

Appendix C - Infrastructure items (which can be provided or maintained by Parish Councils (not exhaustive))

Infrastructure Type	Power & Duty	Statutory Provision
Allotments	Provision of allotments	Small Holding and Allotments Act 1908 s.23
Burial Grounds; cemeteries and crematoria	Power to acquire and maintain; Power to provide Power to agree to maintain monuments and memorials	Open Spaces Act 1906 ss.9 & 10; Local Government Act (LGA) 1972 s.214 Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1
Bins	Provision of litter bins	Litter Act 1983 ss. 5,6
Bus Shelters	Power to provide	Local Government (Miscellaneous Provision) Act 1953 s.4
Clock	Power to provide public clock	Parish Councils Act 1957, s.2
Closed Church Yards	Power to maintain	LGA 1972, s.215
Commons and common pastures	Power in relation to inclosure, regulation and management and providing common pasture	Inclosure Act 1845; small Holdings and Allotments Act 1908, s.34
Conference facilities	Power to provide	LGA 1972 s.144
Community Centres	Power to provide and equip building for use of clubs (sport/social/educational); Power to acquire, provide and furnish community building	Local Government (Miscellaneous Provisions) Act 1976 s.19 LGA 1972, s.133
Crime Prevention	Power to spend money on crime prevention	Local Government and Rating Act 1997, s.31
Drainage	Power to deal with ponds and ditches	Public Health Act 1936 s.260
Entertainment and the Arts	Provision of entertainment	LGA 1972 s.145
Highways	Power to repair and maintain public footpaths and bridleways Power to light roads and public places Power to provide parking places for vehicles, bikes, and motorbikes Power to enter into agreement as to dedication and widening Power to provide roadside seats and shelters and bus shelters Power to provide certain traffic signs and other notices Power to plant trees and maintain roadside verges Traffic calming – powers to contribute financially to such schemes Community Transport – power to spend money on community transport schemes	Road Traffic Regulations Act 1984 s.72 Highways Act 1980 s.96 Local Government and Rating Act 1997 s.30 Local Government and Rating Act 1997 ss.26-29
Land	Power to acquire and dispose of land	LGA 1972 ss.124; 126; 127
Mortuaries and post mortem rooms	Power to provide	Public Health Act 1936 s.198
Open Space	Power to acquire land for public recreation Power to acquire and maintain land for open spaces	Public Health Act 1875 s.164 Open Spaces Act 1906 ss.9 and 10
Public Buildings and village hall	Power to acquire and provide buildings for public meetings and assemblies	LGA 1972 s.133
Public Toilets	Power to provide	Public Health Act 1936 s.87
Recreation	Power to acquire land for recreation grounds; public walks; pleasure grounds and open space; and to manage and control them. Power to provide a wide range of recreational facilities Provision of boating pools	Public Health Act 1875 s.164; LGA 1972 sch.14 para27; Public Health Acts Amendments Act 1890 s.44; Open Spaces Act 1906 ss.9 and 10 Local Government (Miscellaneous Provisions) Act 1976 s.19 Public health Act 1961 s.54
War Memorials	Power to maintain, repair, protect and adopt	War Memorial (Local Authorities' Power) Act 1923, s.1; as extended by Local Government Act 1948 s.133
Water Supply	Power to utilise well or spring and to provide facilities for obtaining water from them	Public Health Act 1936 s.125

Crime in and around Caistor September 2025



Caistor

[View area boundary](#)

[Search another area](#)

[Overview](#)

[Crime map](#)

[Stop and search](#)

[Statistics](#)

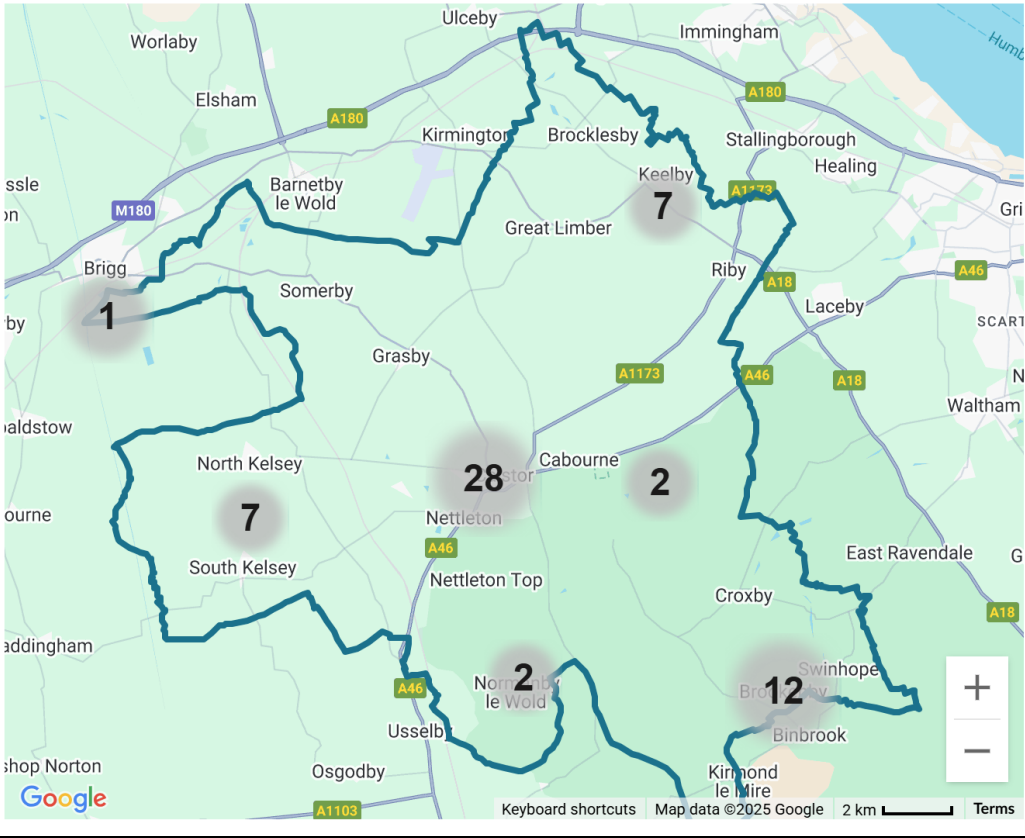
Top reported crimes

Most commonly reported crimes during Sep 2025

Anti-social behaviour	23
Violence and sexual offences	14
Criminal damage and arson	7
Burglary	4

Crime levels overview

Crime for last year



Anti-social behaviour (23):



Other crime (2):



Burglary (4):



Vehicle crime (2):



Criminal damage and arson (7):



Violence and sexual offences (14):



Other theft (3):



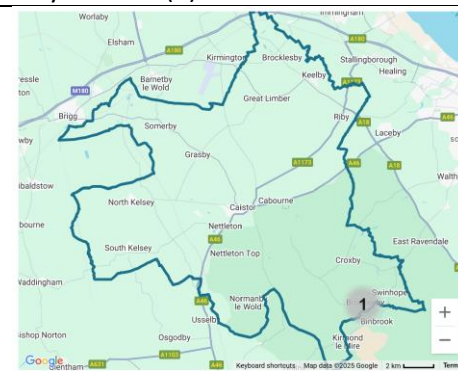
Shop lifting (1):



Public order (2):



Bicycle theft (1)



Report of District Councillor Owen Bierley to Caistor Town Council,

13th November 2025

(Prepared Tuesday, 4th November)

Community

As reported, the District Council received allocations from the Rural England Prosperity Fund and the UK Shared Prosperity Fund and these, together with supplements from our own reserves, enabled us to reopen our highly successful Flagship Community Grant Scheme for a further year, on a broadly similar basis to before. Demand soon proved to be exceptionally high and this has necessitated the closure of each fund (Community Action Fund, Community Development Fund and the Community Facilities Fund) to new applications. I will, of course, share any updates in their status with you, though up-to-date information is also published on the Grants and Funding pages of our website at: <https://www.west-lindsey.gov.uk/communities-safety/grants-funding>

It is pleasing to report that West Lindsey District Council is the lead local authority in the Central and South Lincolnshire Consortium for the Warm Homes Local Grant, based on an award of funding from the Midlands Net Zero Hub. This government backed scheme seeks to support residents by addressing fuel poverty issues and reducing emissions in a measurable and sustainable way that also leads to improved mental and physical health by reducing cold-related illnesses and associated stress. Offers will be tailored to specific circumstances but, in general, interventions could include insulation, solar panels and air source heat pumps, with availability extending to those low income households that are either in owner occupation or privately rented and having an Energy Performance Certificate (EPC) rating between D and G. Importantly, these upgrades will be open to all fuel types i.e. coal, electricity, gas, liquid petroleum gas and oil. For further information and guidance please visit: <https://www.gov.uk/apply-warm-homes-local-grant>

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

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

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

Almost one hundred and fifty businesses participate in West Lindsey's Think Local campaign, with fourteen in Caistor. This opportunity is offered completely without charge. To view the full list of participants visit: <https://www.west-lindsey.gov.uk/my-services/my-community/think-local>

Organisers are invited to publicise their forthcoming events and functions through the Council's website at: <https://www.west-lindsey.gov.uk/events> This service, too, is offered free of charge.

The Town Council is warmly invited to contribute to our Cultural Activity Survey to help map the existing infrastructure and activity in West Lindsey. This will help the team understand where they can support the cultural activity that is already happening and where new initiatives might be most needed. The link is: <https://online1.snapsurveys.com/yjlf5r> Please pass this information on.

I'm absolutely delighted that Good Causes registered with the West Lindsey Lottery, including no fewer than seven working in and around Caistor, continue to benefit from significant and sustainable additional income from this opportunity. Draws take place at 8.00 every Saturday evening with many prizes to be won up to a jackpot of £25,000.00, with monthly promotional 'add-ons' too. For example, existing (and potential new supporters) have the chance to win a

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Nintendo Switch 2 bundle in the Super Draw on Saturday, 29th November (or the cash equivalent) as well as a huge £500.00 contribution to their chosen cause! Alongside this the Referral Prize Draw enables existing supporters to recommend the lottery to their family and friends and gives each party an entry into an exclusive monthly £200.00 draw to win an Amazon Gift Card upon any sign up. For more information, to purchase tickets, or to register your organisation as a new Good Cause, please visit our dedicated lottery website at: <https://www.westlindseylottery.co.uk>

The District Council's approach to the government's Local Government Reorganisation (LGR) proposals, as set out in the English Devolution White Paper, continues to be one of 'supportive engagement' in which we seek to work with all partner authorities in order to fully understand the challenges and opportunities afforded to West Lindsey residents and businesses. LGR will involve the replacement of Lincolnshire's seven District Councils (and potentially the County Council) by new, large, unitary authorities. Six radically different proposals for our future local government landscape are presently being worked up in preparation for submission to the Ministry of Housing, Communities and Local Government by the deadline of Friday, 28th November. A statutory consultation will follow during the spring and summer of next year, prior to a ministerial decision on the future unitary council coverage throughout 'Greater Lincolnshire'. On current timelines it is expected elections to the new shadow authorities will take place in May 2027, with them then becoming operational on vesting day, 1st April 2028. These changes represent the largest reform of local government since 1974, whilst also appearing diametrically opposed not only to the principle of the devolution of power but also, here in Lincolnshire, to the progress recently made towards 'reunification' within our historic boundary. There is presently even less clarity around the intended role of Parish and Town Councils, though they may be expected acquire additional powers and responsibilities for service delivery in their area in future.

Environment

The Environment Act 2021 mandated the introduction of separate weekly food waste collections with effect from 1st April 2025 for commercial premises and from 1st April 2026 for households. Our food waste collection service for businesses is already available and those that do not currently subscribe to West Lindsey's commercial waste offer are warmly invited to do so, the team will be delighted to offer advice, guidance and support! Households will receive a five-litre indoor caddy (approximately 20x20x25 centimetres) together with a supply of liners and a twenty-three litre outdoor caddy (approximately 30x40x38 centimetres) and a detailed welcome pack in February or March next year in time for the start of the new service. Alternatives, for example bread bags, can also be used in place of caddy liners if preferred. Caddies are 'lockable' to obviate any concerns around bird or rodent activity and are emptied on the usual collection date, so can be placed on top of a wheeled bin. Food waste is taken to Hemswell Cliff where it is processed to generate electricity, produce gas and to yield a valuable, nutrient rich, biofertiliser.

I'm absolutely delighted that the District Council was able to respond so comprehensively and so quickly to the concerns raised recently about litter bin provision in Caistor, especially in the town centre. Part of the solution, increasing the servicing frequency from twice to three times a week (on Mondays, Wednesdays and Fridays) has already been implemented and seems to be working well. That change, together with the installation of additional bins (and some replacement ones of larger capacity) should result in satisfactory and sustainable provision for the foreseeable future.

NB. Please be aware that the last green bin collection of the 2025 season in our area will be on Monday, 17th November and that the black bins that would normally have been emptied on Monday, 22nd December will instead be collected on Saturday, 20th December. Householders will shortly receive a copy of our useful bin collection calendar and recycling guide for 2026-27!

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Report & Proposal: Town Centre Litter Bin Improvements

Meeting for Discussion: Full Council – 13th November 2025

Background

Since responsibility for the emptying of litter bins in Caistor town centre was handed back to West Lindsey District Council in December 2024, the Town Council has received numerous complaints from residents. Reported issues include bins not being emptied frequently enough, takeaway waste overflowing, and litter being scattered across the Market Place.

Photographic Evidence



Summary of Meeting with West Lindsey District Council

A meeting was held with a representative of West Lindsey District Council to address the issue of overflowing litter bins within Caistor town centre. The meeting was positive and actions were agreed to help mitigate ongoing concerns about litter accumulation and public space cleanliness.

Actions Already Implemented

WLDC to increase Frequency of Bin Emptying

- Previous schedule: 1 or 2x weekly
- New schedule: 3x weekly — Monday, Wednesday & Friday (town centre only – the rest of Caistor will continue to be emptied on Wednesday/Thursday)
- This change has already been implemented
- Early results appear positive, with continued monitoring planned

Proposed Actions for Council Consideration

WLDC have made the following recommendations for resolving the litter issue:

Location	Existing Provision	Proposal	Bin Size
Post Office	1x standard bin	Replace with free-standing bin	112L
Pavement: Funeral Shop & The Settlement	None	Install free-standing bin	112L
Seating / Monument area	2x free-standing bins	Replace with 2x double free-standing bins	240L each
Former Boots area	None	Install double free-standing bin	240L
Bus Stop	1x standard bin	Replace with free-standing bin	112L
Spar (Plough Hill / Horsemarket)	None	Install free-standing bin	112L
Public toilet litter bin	2 x free standing bins	Replace with 1x free standing double litter bin	240L

Note: All installations are subject to WLDC funding availability. WLDC have noted that there is a funding opportunity but are unable to provide a budget figure at the moment.

WLDC have advised that the current 'heritage' style bins in the market place will be removed. It may be possible to repurpose some of these (WLDC to advise)

Possible replacement bin styles



Recommendation for Full Council

That Caistor Town Council:

1. Notes the increased bin emptying schedule now in place.
2. Reviews and approves in principle the installation and replacement plan for litter bins within the town centre.
3. Delegates authority to the Clerk and Cllr Laverack to liaise with West Lindsey District Council to complete the project.

Contact

West Lindsey District Council Officer: S. Smoothey

Caistor Town Council Contact: Town Clerk – Michelle Moss / Cllr Paul Laverack

Project Proposal Document



Project title	CCTV upgrade at sports ground
Proposed by	Cllrs Davey, A.Clark and Bowman
Date	
<u>What the need/issue is</u> The current system has some flaws. The cameras were good when installed but technology has moved on in the 9 years since they were originally installed. The cameras can't get 100% coverage. At the CS&SC end there are 4 static cameras which get 360 coverage but the quality of the images doesn't produce good images with zoom, but pick up good images at night with lighting.. At the lock up end there are PTZ cameras which only capture what they are looking at and are on a permanent tour of 3 or 4 positions, the zoom is good but in low light the images are not good. Since they were installed the control room monitoring has improved significantly from 2 staff, to a full 24 hour staffed coverage now with real time monitoring and a control room manager – all staff are fully trained, licenced and vetted to monitor public spaces. The current internet on site at CS&SC for the monitoring system is very slow and prevents real time monitoring. We don't currently pay WLDC for the CCTV service.	
<u>What is the proposed solution</u> To engage with WLDC fully for the provision of CCTV for the sports ground. Implement an agreement with a SLA for monitoring, reporting etc. WLDC will upgrade the internet to enable real time tracking of CCTV; install 2 bullet cameras at the lock up to give good, consistent 180 coverage of the carpark through to the skate park/play area; fix PIR (movement sensed) lighting across all 4 lighting sources at the sports ground, creating sufficient light for tracking movement at night and allowing the cameras to pick up better quality images. The agreement will cover repairs to the cameras (unless they are beyond repair), cost of the internet, 24 hr real time coverage. CTC would need to commit to the CCTV program for at least 2 years.	
<u>What are the benefits to Caistor</u> 24 hour coverage at sports ground (would still not pick up damage on the cricket pitch as it is out of range of the cameras). Night time incidents would be picked up. It would act as a deterrent against damage, vandalism and anti-social behavior	
<u>Cost estimate</u> The cost of the ongoing service contract would be £1000pa. The installation costs are yet to be confirmed by are likely to be iro £2000. We have £500 in this years budget which could be used towards the installation costs and WLDC may allow us to spread the cost of the installation over 2-3 years. This would mean budgeting £1500 (ESTIMATED) pa for the next 3 years for CCTV.	
<u>Resource estimate</u> Low	
Date of review	
Outcome of review	Support / Reject / Defer

2-4 Market Place Community Shares

From: Caistor and District Community Trust <canddctld@110346178.mailchimpapp.com>

Sent: 02 November 2025 15:30

To: Town Clerk <clerk@caistortowncouncil.gov.uk>

Subject: 2-4 Market Place Community Shares

Almost there! Community Share Offer Re-opened

Less than twelve months from now, the first phase of the transformation of 2-4 Market Place will be complete and making a real difference to the heart of Caistor!

You can help Caistor get there!

- Existing community investors are invited to buy more community shares
- The share offering is also open to everyone...
- ...anyone who missed out last time can support the project now.
- Lower minimum investment of only £50!
- Community Investors have a stake in the Trust as members
- Your help will get Phase 1 completed - The Market Place retail units, new welcome area, two holiday lets and the community room and courtyard.

We are almost there!

Community Share Offer Re-opened

Less than twelve months from now, the first phase of the transformation of 2-4 Market Place will be complete and making a real difference to the heart of Caistor!

Costs have inevitably risen since works started in June 2024, but the great news for our community, is the National Lottery Heritage Fund have increased their grants in two uplifts by over £2 million. The challenge for the Trust was dealing with a lot of unexpected additional costs as areas that had appeared in good order, turned out to be in much poorer condition than even the most thorough of surveys could tell us.

As part of the latest National Lottery Heritage Grant of £1.25 million awarded in April this year, Caistor and District Community have been asked to raise £25,000 as our own matched funding contribution to this very generous uplift. We know this is a big ask when we are all having to watch every penny, but through the community ownership, we can take more control of how our much loved town centre develops. We are asking shareholders if they would like to buy additional community shares towards meeting this target to complete Phase 1. This will be the Market Place retail units, new core, two holiday lets and the community room and courtyard. As well as asking current community investors, the share offering is open to everyone, so those who were unable to support the project last time will also have an opportunity to do so now.

Full details of the re-opened community share offer can be found here <https://caistorcommunitytrust.org/community-shares>

Photos of the old fire station 30.10.2025





Minutes of the Personnel and Finance Committee held at 7:00pm at the Arts & Heritage Centre on 28 October 2025

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

In Attendance: Michelle Moss,

Members of public present: 0

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 4474**
Cllr Milner was elected to chair the meeting in the absence of Cllr Bowman.
None declared.
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4475**
Apologies received from Cllrs Bowman and Lyus. Cllrs Hodson and A.Clark had been asked to substitute.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 4476**
None.
- 4. To review and approve the draft minutes from 26th August meeting - Ref: 4477**
Draft minutes had been circulated to the committee prior to the meeting.
RESOLVED to approve the minutes of the meeting of 26th August as a true record of the meeting. Cllr Clark abstained as she was not at the last meeting.
1 abstained
- 5. To review the projected spend against budget forecast and consider any recommendations to full council - Ref: 4478**
The summary of income and expenditure including EOY forecasts had been circulated prior to the meeting. It was noted that: income is progressing as expected; there are some known overspends already approved by full council including play areas, health and safety, equipment, cemeteries/church and insurance, but no significant areas of underspend at this time. No recommendations to full council.
- 6. To consider the changes to AGAR assertion 10 and agree next steps - Ref: 4479**
Two information documents/reports had been circulated to councillors prior to the meeting. The new expectations around assertion 10 were discussed. It was noted that the council comply with nearly all areas of the assertion. CTC already use .gov.uk emails; payment authorisation, bank reconciliation and accounting duties are completed and approved by different people; minutes/financial reports and AGAR documents are all published; risk assessments are completed and reviewed by P&F and full council at least annually; an independent review of bank recs and financial statement si completed prior to AGAR submission; clear record keeping is maintained. It was noted that more could be done to ensure Councillors are updating their Decl of interests as changes occur; whilst we have an internal control policy, more training should be undertaken on internal controls to ensure we are meeting our obligations.
It was agreed that Cllr Milner and the clerk would attend internal controls training and then apply this to ensure CTC internal controls are appropriate; Clerk will remind councillors quarterly to check and update their Declaration of interests forms.
All in favour
- 7. To review the SLCC membership and agree whether to remain members for another 12 months - Ref: 4480**
RESOLVED to continue with the SLCC membership for another 12 months.
All in favour
- 8. To consider the use of AI to support the town council administration - Ref: 4481**
It was noted that the clerk has been utilising some AI support over the last couple of months, but the 'free'

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



support is limited and has no data storage/recall. Subscribing to an AI platform would mean data could be stored, policy discrepancies would be minimised, creation of new policies/reports/documents would be streamlined. Two background reports had been circulated prior to the meeting. The first report summarised the general benefits of using AI for council work, the options, pro's cons and costs involved with solutions like ChatGPT plus, Gemini advanced, and a bespoke solution such as Cloudy IT's Gov assist; the second report was a comparison between chat GPT plus and gemini advanced; the report recommended purchasing an open AI solution initially, trial for 6 months and then review to decide whether to continue, stop using or to progress to a bespoke local council solution. It was noted that the trial use of AI support would replace recruitment of a Deputy Clerk resulting in significant cost savings for the council. RESOLVED to proceed with a trail use of ChatGPT plus at a cost of approx £20 per month and review in 6 months.

All in favour

9. To resolve to move into closed session due to the confidential nature of the next agenda item - Ref: 4482

RESOLVED to move into closed sessions for the remainder of the meeting.

All in favour

10. Review Vexatious complainant list and agree any next steps - Ref: 4483

The vexatious complainant list was reviewed. RESOLVED to make no changes and review again in 6 months.

All in favour

11. To receive the clerks holiday and time sheet - Ref: 4484

Both documents had been circulated prior to the meeting and the information noted.

Meeting closed at 8:15pm

Estates committee update. November 2025

Since the last Council meeting there has not been an Estates committee meeting.

Play equipment. Regular inspections continue as per monthly schedule, the repairs have been carried out at the skate park and this equipment is now back in use. A meeting has been held with Grant White of WLDC to discuss the upgrade / improvements to CCTV equipment and monitoring.

Town Hall The fire risk assessment for the town hall has been carried out, the recommendations have been given to the town hall committee for consideration. Actions following the damp assessment report have been considered further, the installation of dehumidifier units and their running costs being one of the first priorities.

The old Fire station A structural engineer has been appointed to carry out a survey of the old fire station, this is due to take place on 13 /14th November. CIB have removed their power equipment however the space still needs clearing as other smaller items and rubbish remain.

Church Cemetery The formal process of memorial inspection at the church yard will begin w/c 24th November notices have been placed at the churchyard, council web site, facebook and notice board. Advertising in the press where possible.

Cemetery GPR are due to carry out their survey work weekend of the 15 /16th Nov, it will take up to 2 months to prepare the fully ground survey report.

Cornhill A meeting with LCC highways is scheduled for later in November to discuss on site the re-surfacing plans.

Bins WLDC are now emptying the bins in Caistor 3 times a week. Extra funding has been located by WLDC to enable some of the bins replaced / upgraded in capacity.

Asset register The process of revising insurance valuations of CTC assets is ongoing.



Minutes of the H&S Working Group held at 3.00pm at the Caistor Town Hall on 4 November 2025

Present: Cllr S. Davey (Chair), Cllr J. Bowman, Cllr J. Cox, Michelle Moss, Mike Crookes,

In Attendance:

Members of public present: 0

1. Apologies for absence - Ref: 4485

Apologies received from Cllr N.Clark.

2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 4486

None.

3. Update on actions

- Ref: 4487

- NC – Contractor management - Finalise the list of preferred contractors - Carried forward
- SD – Grounds maintenance - Complete assessment of estates equipment for noise and vibration (MM to send Asset register) - SD will work with MC to complete
- SD - Grounds maintenance - noise and vibration (ensure employees receive training on assessment) - SD will work with MC to complete
- MM - Ask full council for £1000 agreed overspend - Complete
- JB – (High Priority item) Get quotes for cost of structural survey to assess the RGJ/Acrow for the old fire station - Complete
- JC – Lone worker - Investigate and make recommendation for a camera system in the town hall office - Complete. Recommendation to install spy holes in office door and doors to the High St. MC to action.
- MM – ensure that MC has and uses the CTC phone rather than his personal mobile - Agreement for Mike to use his own mobile and disclaimer signed.
- MM – Ask Grant White for a meeting about the CCTV (JB/SDAC to be invited) - Meeting organised and held.
- JB – Lone worker – Establish monitoring systems - to complete a comparison of the pros/cons, functionality and costs for the lone worker alarm apps - Complete - Agreed to defer review until next year.
- MM – add SD/JC/JB to quick dial on work mobile - Complete
- MM – Add lone worker policy to agenda for approval by full council - Complete
- JB – Tweak Lone worker policy and Lone worker RA and resend by Thursday. Complete
- JB - Stress management controls - Complete a RA in line with HSA recommendations - Complete
- JB - Stress management - Training for councillors in relation to the management of stress - Complete. Link included in policy for stress management.
- MM – Remove the TH damp issue from the agenda for HSWG - Complete
- SD/NC – Draft risk assessments for the CS&SC and Town hall buildings. RA for town hall completed. RA for CS&SC carried forward.

4. To consider the Lone worker policy (drafted/amend by JB - then approval by CTC) - Ref: 4488

Lone worker policy and RA reviewed. A few amendments suggested regarding the spy hole and lone worker app. Otherwise ready to include for review and approval by full council. MM amend and add to agenda for Nov CTC.

Lone worker app review deferred for 12 months.

Signature:



It was noted that the council does not have an emergency box - wind up torch, chargers, first aid kit, water etc. JB agreed to investigate and discuss at next HSWG meeting.

5. **To receive an update on the risk assessments for the CS&SC and Town Hall - Ref: 4489**
RA completed for the town hall. MM to add to agenda for review by full council in November. SD will complete the RA for CS&SC.
6. **To receive an update on the stress management controls - RA/Policy/Training - Ref: 4490**
Draft policy reviewed. Decided to include staff and councillors on the one policy and some of the contact details for where to go for help. JB to make amendments and review at next town council meeting.
7. **To consider the Fire Risk Assessment for the town hall and lock up and agree actions - Ref: 4491**
It was noted that most of the actions on the FRA are for action by the town hall committee. MM has shared the report with them and they have started to take action. JC/SD/MM to include in next meeting with Town Hall committee.
The action for CTC are: to label the emergency gas isolation valves - MC will organise; install an additional 'break glass call point' at the stage exit to the High St - JD will obtain quotes for this action.
At the time of the inspection some of the fire doors were held open with magnetic locks, this was raised as an issue - the town hall committee have agreed to trial an electronic door closer linked to the fire alarm which means if the fire alarm is activated, any doors held open will automatically close. There are 11 doors the town hall committee have identified and they have asked the council to split the costs of the devices if the trial is successful.
8. **To consider the Fire Risk Assessment for the sports and social club and agree actions - Ref: 4492**
It was noted that all the actions on the FRA are for CS&SC to complete. MM has sent Ed Parrott a copy of the report and actions. Agreed that we would follow up on the report actions with CS&SC at the next CTC/CS&SC meeting.
9. **To consider the revised/updated RA for the Market - Ref: 4493**
It was noted that the market will not be using the courtyard at Helz Kitchen this year - the assessment needs to be amended to reflect that but otherwise has been accepted. MM to make changes and save.
10. **To consider the revised/updated RA for the Christmas tree - Ref: 4494**
RA for the Christmas tree was reviewed and considered acceptable for this years event.
11. **To receive the ICCM advice re CW stone mason – Oct 2025 - Ref: 4495**
The ICCM comments and subsequent report were noted. HSWG insisted that the memorial mason must have PLI to do work in the cemetery. It was agreed to add this to the recommendation and refer to full council for discussion in closed session.
12. **To review the H&S actions outstanding and agree next steps - Ref: 4496**
Contractor Management - Checks and supervision - Implement a process for completing periodic checks to confirm contractors are meeting agreed working practices - MM
Legionella Management - Get quotes for the premises to be assessed by a competent person to identify potential areas of legionella growth - JB
Ride on Mower inspection/test - Create a spreadsheet to record pre use inspection and testing - MC
Management of H&S risk assessment - Make a list of all risk assessments and share periodically - MM
Escape routes and fire doors - Workshop - review side exit fire door and ensure it is easily and immediately openable (push bar?) - MC
Remove the CS&SC and Town Hall actions from the action plan and follow up with town hall committee and CS&SC CIC - MM
13. **To agree any recommendations to full council - Ref: 4497**
None at this stage.
14. **Time and date of next meeting - Ref: 4498**
Thursday 5th February 2026



Minutes of the H&S Working Group held at 3.00pm
at the Caistor Town Hall on 4 November 2025

Meeting closed at 5:00pm

Signature:

Caistor Town Council – Town Hall Risk Assessment

Location: Caistor Town Hall



What are the hazards	Risk of harm from...	Severity	Likelihood	Risk level	Control Measures	Further Action	Severity	Likelihood	Risk Level
Slips, trips and falls Eg uneven surface of car park, cleaning floors etc.	Users of the town hall and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	4	3	12	- Car park surface maintained to be as even as possible. - Parking spaces for visitors with disabilities are available next to town hall entrance. - Good lighting in all areas in the hall. - Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. - Mats at entrances to stop rainwater being carried in. - No storage in Hallways and Kitchen other than cupboards - No trailing electrical leads/cables. - Anti slip hall flooring	- Surface to be inspected regularly and repaired as necessary. - Check that hall cleaner knows which products to use on which type of floor.	4	2	8
Work at height Eg changing light bulbs, cleaning windows, putting up decorations etc.	Contractors, users of the Hall installing decorations, drama groups rigging scenery and lighting. Falling off	5	3	15	- Appropriate, commercial stepladder securely stored and available for use. - Hall users know (through hire agreement) that they are responsible for using the stepladder safely. - Hall committee members and	- Print copies of HSE guidance on safe use of stepladders and make them available to those who may use stepladders. - Put in place system	5	2	10

	ladders and other means of access.				cleaner know how to use the stepladder safely. Any Tower access must be erected in accordance with regulations and appropriate training must be carried out for working at heights	for checking condition of stepladder. Consider implications for work at height of any future alterations to the hall.			
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	4	3	12	- Entrance/exit to car park clearly marked. - Town Hall Carpark is illuminated with sufficient lighting	Advise users of hall, through hire agreement, to consider whether they need to control car parking.	2	2	4
Hazardous substances Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	4	2	8	- Mops, brushes and strong rubber gloves provided. - Cleaning products marked 'irritant' replaced with milder alternatives. - Cleaners are trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. - Cleaning products stored securely.	Cleaner reminded to check for dry, red or itchy skin on hands and, if they find any, to go to doctors for advice and to tell the secretary to the management committee.	3	1	3

What are the hazards	Risk of harm from...	Severity	Likelihood	Risk level	Control Measures	Further Action	Severity	Likelihood	Risk Level
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	4	4	16	- Fixed installation correctly installed by qualified electricians and inspected regularly. - All repairs by qualified electricians. - Warning signage displayed - Portable equipment checked for visual signs of damage before use. - Hall users know they are responsible for any equipment used on site. - Annual Pat Testing	- Make sure hall users know where the fuse box is and how to switch supply off in an emergency. - Remind users that portable equipment considered unsafe should be marked and taken out of use. - All hirers equipment to be certified by hirer as suitable and safe	4	2	8
Gas	Users risk Burns, explosions from faulty equipment or incorrect usage	5	5	25	- Fixed installation correctly installed by qualified CORGI registered engineer and inspected regularly. - All repairs by qualified CORGI registered engineer. - Warning signage displayed - Portable equipment checked for visual signs of damage before use. - Hall users know they are responsible for any equipment used on site. - Annual Gas Testing	- Make sure hall users know where the Main Gas Tap is and how to switch supply off in an emergency. - Remind users that portable equipment considered unsafe should be marked and taken out of use. - All hirers equipment to be certified by hirer as suitable and safe	5	2	10

Stored equipment	Users could be injured by collapsing stacks.	4	4	16	Users know that they must stack tables and chairs carefully so that they do not collapse or fall	No further action needed.	4	1	4
Manual handling	Users could suffer from muscular/ hand or physical injuries	3	4	12	Users are advised to move furniture in manageable quantity and be aware of good practice	No further action needed	3	2	6
Fall on stage steps Caused by steps not being secured correctly to the stage.	Users of the Hall are injured if the steps are not secure and fall off the front of the stage.	4	4	16	- Visual inspections - Ensure correct steps are used and secured correctly	No further action needed	3	3	9
Falling objects, e.g. stage lighting and scenery	Users of the Hall and performers hit by falling heavy objects causing impact wounds or death.	4	3	12	- Visual inspections - Scaffolding superstructure for stage lighting to be inspected regularly	No further action required	4	2	8
Fire	All users of the Hall who might be trapped and suffer burns and smoke inhalation.	5	5	25	Fire risk assessment done. Fire alarm fitted.	Fire alarm system to be tested every week	4	2	8
Kitchen	All users risk discomfort and/or scalding from	4	3	12	Hot tap is clearly marked as hot tap. ▪ The kitchen has nonslip flooring and any damaged areas of the floor are	No further action required	3	2	6

	hot water, fractures or bruising if they slip or trip, electrocution from faulty electrical items and minor injuries from improper use of dishwasher.				reported immediately and are fixed ASAP. ▫ Good housekeeping is maintained, the kitchen is cleaned after every use which the door is closed, and wet floor signs are put out when necessary. - Any spillages are cleared up immediately. ▫ Obstructions, rubbish etc. are removed. - Lighting is adequate. - All electrical items are PAT tested every 3 years.				
Toilets (Ladies, Gents & Disabled) Hot Water Slips & Trips	Town Council Staff and Members of the Public risk discomfort and/or scalding from hot water and fractures or bruising if they slip or trip.	4	4	16	- Hot taps are clearly marked as hot taps. ▫ The temperature of water available to the taps in the ladies' toilets have been lowered as it was noted that the hot taps were running at a very high temperature. - All damaged areas of the floor are reported immediately and are fixed ASAP. - Good housekeeping is maintained, and toilets are cleaned twice a week. - Spillages are cleared up immediately. - Obstructions, rubbish etc. are removed. - All toilets have nonslip flooring. - The cleaners always close the toilets for cleaning and put wet floor signs out when necessary. - Lighting is adequate. - Prompt action is taken in the event of complaint.	No further action required	4	2	8

Council Office Slips & Trips Use of portable electric space heaters/ electrical equipment	Town Council Staff risk fractures or bruising if they slip or trip. Risk of fire, electrocution and burns from heater.	4	3	12	- Office is kept clean and tidy with no trailing leads or cables. - Lighting is regularly checked to ensure room is well lit. - Office is cleaned twice a week. - Items are stored in such a way as to keep access clear to the desks. - Portable heaters are only used as a last resort. - Heaters are PAT tested on a regular basis. - Use of fan heaters or any other type of space heater is not permitted. - Use of electrical equipment from home is prohibited. - Heaters are plugged directly into an electrical outlet. - Heaters are not left unattended. Turned off and unplugged when not in use, and at the end of each business day. - Heaters are placed away from the wall and not near combustible materials. ▪ Any portable electric space heater found to be in poor operating condition, damaged, or used improperly, is removed without notice.	Pat Testing as required	4	2	8
Asbestos	Employees carrying out normal activities are	4	4	16	An asbestos survey was carried out by a certified company and full report issued	The Clerk will ensure a copy of the report is kept on file	3	2	6

	at a very low risk. Asbestos is only a risk if fibres are released into the air and inhaled.								
Building Security	Employees, Cllrs and members of the public	3	3	9	- The front door has a mechanism to allow staff to lock the door from the inside without a key. - Both members of staff have a full set of keys to the building. - The Chairman of the Council has a key to the building. - Records are kept of keys loaned to hirers. - See the Loan Working Policy and risk assessment about security. - Members of staff to be made aware of the Building Risk Assessment which is reviewed annually by the Council.	- Record of Key holders - CCTV	3	1	3

		Severity of the potential injury/damage				
		Insignificant damage to Property, Equipment or Minor Injury	Non-Reportable Injury, minor loss of Process or slight damage to Property	Reportable Injury moderate loss of Process or limited damage to Property	Major Injury, Single Fatality critical loss of Process/damage to Property	Multiple Fatalities Catastrophic Loss of Business
0 – 5 = Low Risk						
6 – 10 = Moderate Risk						
11 – 15 = High Risk						
16 – 25 = extremely high unacceptable risk						
Likelihood of the hazard happening	Almost Certain 5	1	2	3	4	5
	Will probably occur 4	5	10	15	20	25
	Possible occur 3	4	8	12	16	20
	Remote possibility 2	3	6	9	12	15
	Extremely Unlikely 1	2	4	6	8	10
		1	2	3	4	5

Assessment Date:

Review Date:

Assessed By:

Version 1.1.2025

South St Park Terms and Conditions for Volunteer and Community Group Use



General Agreement

This agreement sets out the terms and conditions for the casual use of **Caistor Town Council's South St Park** for community events and activities.

1. **Advance Notice:** Applications for use of the park must be submitted to Caistor Town Council **no less than 28 days** prior to the proposed date(s). The Council reserves the right to refuse applications submitted after this period.
2. **Council Discretion:** The Council reserves the right to cancel or suspend any booking if the park area is deemed unsuitable due to weather, ground conditions, safety concerns, or other operational reasons. The Council shall not be liable for any costs incurred by the user as a result of such cancellation.

Liability and Insurance

3. **Insurance Requirement:** It is a mandatory requirement for all groups or organisations using the facility to take out their own Public Liability Insurance to a recommended level of at least £5 million. Proof of valid insurance must be provided to the town clerk at least 14 days prior to the event.
4. **Risk Assessment:** The user must conduct a full risk assessment of their event and provide a copy of the assessment to the town clerk at least 14 days prior to the event. Users are expected to mitigate and manage all identified risks appropriately.
5. **Indemnity:** The user shall be responsible for any accident howsoever caused, resulting in death or personal injury to another, unless such death or injury has been caused by the proven negligence of the Council.
6. **Council Liability:** Caistor Town Council cannot accept any liability for loss, damage, or injury sustained by the user or any person participating in the event.
7. **Property Loss:** The Council shall not be responsible or liable in respect of any damage or loss of any property placed or left at or in the facility.

Event Management and Conduct

7. **Area Inspection:** It is the responsibility of the organising group/casual user to inspect the intended area of use to ensure it is suitable and safe prior to the commencement of the activity.
8. **First Aid:** The user is responsible for the provision of adequate first aid equipment and personnel for the duration of the event.
9. **Accident Reporting:** All accidents and incidents must be reported to the Council as soon as possible and in any case within 48 hours.
10. **Equipment Use:** Use of any Council-owned equipment (e.g., barriers, power points, signage) must be approved in advance by the Town Clerk or designated officer, and used in accordance with any instructions provided. *(may need to amend this once the user policy agreement is in place).*
11. **Conduct:** The user shall not permit anything to take place at or in the facility during the period of use which is unlawful, contrary to public decency, or in such way endangers any licence held in connection with the facility.
12. **Vehicle Access:** Vehicle access will only be permitted where essential and pre-approved. Any authorised vehicle movement must be supervised and limited to setup and takedown periods.
13. **Noise and Hours of Use:** Events must not create excessive noise or run beyond the hours agreed with the Council. The Council reserves the right to terminate any activity causing unreasonable disturbance.

Damage and Cleanliness

South St Park Terms and Conditions for Volunteer and Community Group Use



14. **Facility Care:** The park area and any associated facilities must be looked after by the user. No damage is acceptable.
15. **Reimbursement:** The user will reimburse Caistor Town Council for any expenditure incurred in making good any damage to the facility, and any areas where enhanced cleaning is required.
16. **Barring:** Any users or groups found to be abusing the facilities and/or Council staff will be barred from future use of the Council's facilities.
17. **Waste management:** The user is responsible for ensuring all waste and litter generated by the event are removed from the site immediately following the event.

Agreement to these Terms and Conditions:

Organisation/Group Name:

Main Contact Name:

Signature (on behalf of Organisation/Group):

Date:

Dates and Times Required (to be completed by the user):

Application to use agreed (on behalf of Caistor Town Council):

Name:

Signature:

Date:

Caistor Town Council Lone Working Policy



1. Purpose

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

2. Scope

This policy applies to:

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

3. Definition of Lone Working

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

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

4. Risk Assessment

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

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

5. Risk Evaluation for Vulnerable Groups

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

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

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

6. Hazard Identification

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

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

7. Activities that CAN and CANNOT be Undertaken Alone:

Activities That *Can* Be Undertaken Alone

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

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

Activities That *Cannot* Be Undertaken Alone or which need a dynamic risk assessment prior to undertaking

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

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

8. Night-Time / Low-Light Working

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

9. Responsibilities

Clerk

- Ensure the office is secure during lone working hours.
- Keep a mobile phone charged and accessible.
- Keep regular hours when working in the office and inform P&F if there is a significant change.
- Report any concerns or incidents to the Council Chair or designated Councillor.
- Maintain an up to date emergency number contact information.

Estates Based Staff

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

Council

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

10. Control Measures

For the Clerk

- Carry a charged work mobile phone at all times.
- Ensure visibility from public areas is limited to prevent unwanted attention.
- Avoid inviting visitors into the office without prior arrangement.
- Keep external doors locked when alone and use spyholes for all access.

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

For Estates Based Staff

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

11. Emergency Procedures

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

12. Mental & Emotional Wellbeing

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

13. Documentation & Reporting

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

14. Monitoring and Review

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

Assessors: Chairs of Personnel & Finance and Estates Committees

Review Date: 13th November 2025

Next Review Due: November 2027

Version: 1.3



Caistor Town Council – Lone Working Risk Assessment

Location: Caistor Town Hall, Clerk's Home Office, Caistor Parish

Clerk – Lone Working at Caistor Town Hall or from home.

What are the hazards	Risk of harm from...	Severity	Likelihood	Risk level	Control Measures	Severity	Likelihood	Risk Level
Working alone in office	Risk of accident, illness, or intruder without immediate assistance.	4	2	6	External doors kept locked. Mobile phone kept charged Emergency contacts available. Spy hole surveillance of High Street access door. Spy hole surveillance in the office.	2	1	3
Interaction with other users of the Town Hall	Potential for unwanted attention or confrontation.	3	2	6	Office access restricted; visitors by appointment where possible. Review safeguarding procedures.	2	1	2
Fire or emergency evacuation	Difficulty evacuating alone.	4	2	8	Fire exits clearly marked; fire extinguisher accessible. Conduct solo evacuation drill annually.	2	1	2
Working from home	Isolation, ergonomic issues, data security.	2	2	4	Secure, illuminated access; regular check-ins; ergonomic setup encouraged. NALC guidance on home working best practices. Home address not revealed.	1	1	1

Estates Based Staff – Lone Working Around the Parish of Caistor

What are the hazards	Risk of harm from...	Severity	Likelihood	Risk level	Control Measures	Severity	Likelihood	Risk Level
Working alone in the Parish of Caistor	Risk of accident or illness without immediate assistance.	4	2	6	Mobile phone kept charged Emergency contacts available.	2	1	3
Use of power tools & machinery	Injury from misuse, malfunction, or lack of supervision.	4	3	12	Regular equipment checks; PPE provided; training completed. Maintain equipment log and inspection schedule	3	2	6
Working at height (step ladder)	Falls, injury	4	3	12	Ladder inspected before use; only used on stable ground. Consider buddy system for high-risk tasks	3	2	6
Generator use (power washing)	Carbon monoxide exposure, fire risk	3	2	6	Used outdoors only; fuel stored safely; fire extinguisher available. Include generator safety in training	2	2	4
Hedge cutting & grass maintenance	Cuts, flying debris, noise exposure	4	3	12	PPE worn (gloves, goggles, ear protection); public kept at distance. Display warning signage during work.	3	2	6
Repairing public equipment	Injury from tools or unstable structures	3	3	9	Risk assessed before task; tools checked; Clerk informed of location. Develop task-specific risk assessments	2	2	4
Lone working in public areas	Verbal abuse, theft, medical emergency	2	2	4	High-visibility clothing; mobile phone carried; check-in system with Clerk. Provide personal safety training	2	2	4

Recommended Training for lone working in the Town Hall or from Home.

Training Area	Why It's Important	Self-Assessed competent / training needed? (yes/no)	Training undertaken (date)
Lone Working Awareness	Helps identify risks, understand procedures, and respond to emergencies when alone		
Personal Safety & Conflict Management	Prepares for unexpected interactions with the public or club members		
Fire Safety & Evacuation	Ensures safe exit strategies and use of fire equipment		
First Aid (Basic)	Enables self-care in minor incidents and supports others if needed		
Data Protection & Cybersecurity	Protects sensitive council information, especially when working from home		
Display Screen Equipment (DSE)	Promotes ergonomic setup and reduces strain during computer work		
Mental Health & Wellbeing for Lone Workers	Encourages resilience and reduces isolation		

Recommended Training for Estates Based Staff.

Training Area	Why It's Important	Self-Assessed competent / training needed? (yes/no)	Training undertaken (date)
Lone Working & Emergency Protocols	Know how to check in, call for help, and stay safe when working alone		
Manual Handling	Reduces risk of injury when lifting or moving equipment		
Working at Height (Ladder Safety)	Prevents falls and ensures safe use of ladders and elevated platforms		
Power Tool & Machinery Safety	Covers safe operation, maintenance, and PPE use for tools and equipment		
First Aid (Emergency)	Enables self-care in minor incidents and supports others if needed, when working remotely or in public areas		

Training Area	Why It's Important	Self-Assessed competent / training needed? (yes/no)	Training undertaken (date)
COSHH Awareness	If using chemicals (e.g. weed killers or cleaning agents), ensures safe handling		
PPE Use & Maintenance	Ensures correct use and upkeep of protective gear		
Mental Health & Wellbeing for Lone Workers	Encourages resilience and reduces isolation		
Quarterly Check-ins with clerk	Review training progress, update risk assessments		
New Equipment Inductions	Whenever new tools or machinery are introduced		
Refresher Courses	Every 2–3 years or as legislation changes		

Risk Matrix

	Severity	Likelihood
Rating	Description	Description
1	Minor Injury	Unlikely
2	Moderate Injury	Possible
3	Serious Injury	Likely
4	Major Injury/Fatality	Highly Likely

Risk Score	Risk Level
1-3	Low (Green)
4-6	Medium (Amber)
7-15	High (Red)

Assessment Date: 2nd September 2025

Review Date: 2nd September 2026

Assessed By: Chair of Estates and P&F Committees

Appendix 1: Lone Worker Pre-Assessment

Version 1.1



Caistor Town Council

APPENDIX 1: LONE WORKER PRE ASSESSMENT**TOWN CLERK / OFFICE BASED STAFF****Sept 2025**

Issue	Existing Controls (or proposed controls in the case of a new activity)	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks
Safe access and exit	Security lighting to entrance of Council Building.	Yes	
Security of access	Door can be locked at times when the office is not open to the public.	Yes	
Risk of Violence	Low risk from members of public- Council mobile phone access for emergency use.	Yes	
Safety of equipment for individual use	PAT testing performed annually- ongoing visual assessment of safety.	Yes	
Channels of communication in an emergency.	CTC mobile phone, personal mobile phone and email- also residents in surrounding buildings.	Yes	
Level and adequacy of supervision.	Regular phone contact/ visits from councillors or chairman.	Yes	

HOME BASED STAFF

Issue	Existing Controls (or proposed controls in the case of a new activity)	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks
Safe access and exit	Well lit to entrance of home	Yes	
Security of access	Doors can be locked at all times - not open to the public.	Yes	
Risk of Violence	Low risk from members of public – Home addresses not supplied or advertised. Mobile phone access for emergency use.	Yes	
Safety of equipment for individual use	PAT testing performed annually on all council property- ongoing visual assessment of safety.	Yes	
Channels of communication in an emergency.	Personal mobile phone and email - also residents in surrounding buildings.	Yes	
Level and adequacy of supervision.	Regular phone contact/ visits from the Chairman.	Yes	
Workstation ergonomics and isolation stress	Self-assessment of workstation setup. Regular check-ins for well-being.	Yes	

ESTATES BASED STAFF

Issue	Existing Controls (or proposed controls in the case of a new activity)	Are risks adequately controlled Yes/No	If No, what further actions are required to reduce the risks
Safe access and exit to council premises	Security lighting to entrance of Council Building. Street lighting and/or CCTV covering all other council owned buildings.	Yes	
Security of access	Front door can be locked at times when the office is not open to the public.	Yes	
Risk of Violence	Low risk from members of public – Personal mobile phone access for emergency use.	No	Council mobile phone or lone worker device should be supplied. Mobile phone available for Estates but he has repeatedly stated that he would prefer to just use his personal phone. Disclaimer form signed.
Safety of equipment for individual use	PAT testing performed annually- ongoing visual assessment of safety. Regular pre-use checks completed on all equipment using checklist Appropriate PPE supplied Appropriate first aid kit and eye wash supplied Accident book supplied for recording of incidents All equipment can be handled by 1 person	Yes	
Channels of communication in an emergency.	Personal mobile phone and email- also residents in surrounding buildings. Phone to be carried at all times when off site.	No	Council mobile phone to be supplied – Mobile phone available for Estates but he has repeatedly stated that he would prefer to just use his personal phone. Disclaimer form signed. Always carried.

Level and adequacy of supervision.	Regular phone contact/ visits from the clerk.	No	Council mobile phone or lone worker device should be supplied. Consider check-in/out protocols.
Dangerous chemicals	COSHH cabinet supplied Appropriate PPE, gloves and overalls supplied	Yes	
COSHH training and emergency procedures	COSHH assessments completed. PPE supplied. Staff trained in spill response.	Yes	

GENERAL CONTROLS FOR ALL LONE WORKERS

Controls	Control in place: yes / no	Monitoring	Further actions are required to reduce and control risks of lone worker.
Emergency contact list maintained and accessible.		Estates and P&F Committee agenda item	
Lone working policy issued and acknowledged by staff.		Signed policy by lone worker	
Incident log maintained for reporting near misses or concerns.		CTC Agenda item	
Regular reviews of working practices and risk assessments.		3 monthly	
Staff encouraged to report any changes in working conditions.		Estates and P&F Committee agenda item	

Review Summary and Document Control

Assessor:

Review Date: 13th November 2025

Next Review Due: November 2027

Version: 1.2

Document reviewed and updated to include:

- Enhanced controls for Estates-Based lone workers
- Ergonomic and well-being risks for home workers
- COSHH handling and training references
- Clarified supervision expectations
- Communication protocols and device provision

Agreement

This agreement is made on the ____ day of _____ 2025

Between:

1. CAISTOR TOWN COUNCIL of The Town Hall, 14 High Street, Caistor, Lincolnshire LN7 6TX (the Landlord)

2. CAISTOR TOWN HALL MANAGEMENT COMMITTEE (CTHMC) (Registered Charity Number 521906) of The Town Hall, 14 High Street, Caistor, Lincolnshire LN7 6TX (the Tenant)

Agreement

1 Demise

In consideration of the rent and the Tenant's obligations the Landlord lets the Premises to the Tenant for a term of 10 years from _____ 2025 to _____ 2035.

2 Rent

The Tenant shall occupy and operate the Premises on a rent-free basis. No monetary rent shall be payable by the Tenant to the Landlord during the term of this agreement. This nominal zero-rent arrangement is in recognition of two key factors:

- a. The Tenant's charitable status and the significant community benefit provided.
- b. The full offsetting of the notional rental value of the Premises by the value of the in-kind support provided by the Tenant to the Landlord, as formalised in Clause 7.1. This offsetting includes, but is not limited to, the value of the Landlord's exclusive office use and the use of additional meeting rooms, ensuring the arrangement is cost-neutral to the Landlord.

The financial rationale for this arrangement will be maintained through the triennial review of the notional rental values as set out in Clause 7.1 and Clause 7.2.

3 Use of Premises

The Premises shall be used as a community town hall facility for events, meetings, and related ancillary purposes.

4 Tenant's Covenants

- 4.1 To use the Premises only for the permitted use.
- 4.2 To keep the interior clean and in good repair.
- 4.3 To comply with all health and safety, fire safety, and statutory obligations.
- 4.4 To maintain all internal decorations, fixtures and fittings.
- 4.5 To test and maintain fire detection and fire-fighting equipment.
- 4.6 Not to assign or sublet without the Landlord's written consent.
- 4.7 Not to make structural alterations without prior consent.
- 4.8 To permit the Landlord access for inspections with reasonable notice.
- 4.9 To carry out necessary risk assessments including fire risk assessment and adhere to the recommendations.
- 4.10 To insure its own contents and liabilities.
- 4.11 To provide an annual report to the Council covering financial accounts, usage statistics, health and safety compliance and maintenance undertaken.

5. Landlord's Covenants

- 5.1 To insure the structure of the Premises.

5.2 the Council retains responsibility for the structural fabric of buildings (roof, walls, foundations, major capital repairs) and the building fabric and structural works.

5.3 To allow quiet enjoyment of the Premises during the agreement term.

6. Operations and Staffing

6.1 Income from Hire - All income generated from the hire or use of the Premises, including room bookings, events, or private functions, shall be retained by the Tenant. The Tenant shall be responsible for managing such income in accordance with its charitable objectives and any applicable regulations.

6.2 Staffing Responsibilities - The Tenant shall be solely responsible for the recruitment, payment, and management of any caretakers, bar staff, or other personnel required for the operation of the Premises. This includes compliance with all employment laws, tax obligations, and health and safety requirements applicable to such staff.

7. Mutual Agreements

7.1 Council Office Use and In-kind Contribution

- The Landlord retains the exclusive right to use one office room (adjacent to the High St) within the Premises for Council office purposes at no cost.
- This office space will be assigned a notional rental value, based on local market rates for comparable premises, and reviewed at the same 3-year interval as this agreement.
- The notional rental value of the Council's office shall be treated as an in-kind contribution by the Landlord towards the running costs of the Premises.
- This contribution, alongside any additional agreed use of the premises by the Landlord, constitutes the full offset of any notional rental value for the Premises.
- The Tenant shall record this contribution in its annual report to the Landlord to ensure transparency.

7.2 Review and Termination

- The terms of this Agreement shall be formally reviewed every three (3) years from the commencement date, alongside a reassessment of responsibilities, financial contributions, and the Council office use valuation.
- Either party may terminate this agreement after three (3) years by providing six (6) months' written notice to the other party.

7.3 The Tenant may apply for external grants to support its activities.

7.4 The Tenant will pay for all utility services directly supplied to the Premises

7.5 Both parties agree to notify each other of any health and safety issues without delay.

7.6 Damp Mitigation and Utility Costs (Dehumidification Equipment)

7.6.1 The parties acknowledge that the Premises suffer from an existing issue of damp. The Landlord, being responsible for the structural fabric of the building under Clause 5.2, shall be responsible for supplying, installing, and maintaining any Dehumidification Equipment

(including any necessary associated ventilation or monitoring equipment) deemed necessary to mitigate this issue.

7.6.2 Interim Utility Costs: Notwithstanding Clause 7.4 (Utility Services), the parties agree that the running costs (including electricity consumption) of the Dehumidification Equipment have not yet been mutually agreed. For an initial period of six (6) months following the date of installation, the cost of the electrical power consumed by the Dehumidification Equipment shall be borne solely by the Landlord.

7.6.3 Future Cost-Sharing Agreement: The parties shall, within the initial six (6) month period, enter into a Supplemental Agreement to determine the fair and reasonable sharing of the running costs of the Dehumidification Equipment for the remainder of the Term. In negotiating this Supplemental Agreement, the parties shall have due regard for the following factors:

- (a) The extent to which the damp is caused by the structure or fabric of the Building (the Landlord's responsibility under Clause 5.2).
- (b) The extent to which the damp is caused by the operation or use of the Premises (the Tenant's responsibility under Clause 4).
- (c) The energy efficiency and operational necessity of the installed equipment.

7.6.4 Dispute Resolution/Final Determination: If the parties are unable to reach a Supplemental Agreement on the sharing of running costs within the six (6) month period specified in sub-Clause (3) above, the matter shall be resolved as per clause 7.8.

7.7 A member of CTC will be appointed to the CTHMC to attend three scheduled meetings per year and the AGM, and any CTHMC Executive meetings by invite.

7.8 Dispute Resolution

- In the event of a dispute arising under this Agreement, the parties agree to follow the staged resolution process.
- **Stage 1: Informal Discussion** The parties shall first attempt to resolve the dispute through informal discussion between nominated representatives.
- **Stage 2: Mediation** If the dispute is not resolved within 28 days of the commencement of informal discussion, the parties agree to refer the matter to mediation facilitated by an independent third party.
- **Stage 3: Final Determination** If mediation fails to resolve the dispute within a reasonable period, the matter shall proceed to final determination by an independent arbiter, the costs associated with this will be shared equally between both parties.

8. Exclusion of Security of Tenure

This agreement is excluded from the security of tenure provisions of the Landlord and Tenant Act 1954 (sections 24 to 28). Appropriate notices have been served, and the Tenant has signed a statutory declaration in accordance with the Act.

9. Notices

Any notice required under this agreement shall be in writing and served by hand or sent by recorded delivery to the respective party's address stated above.

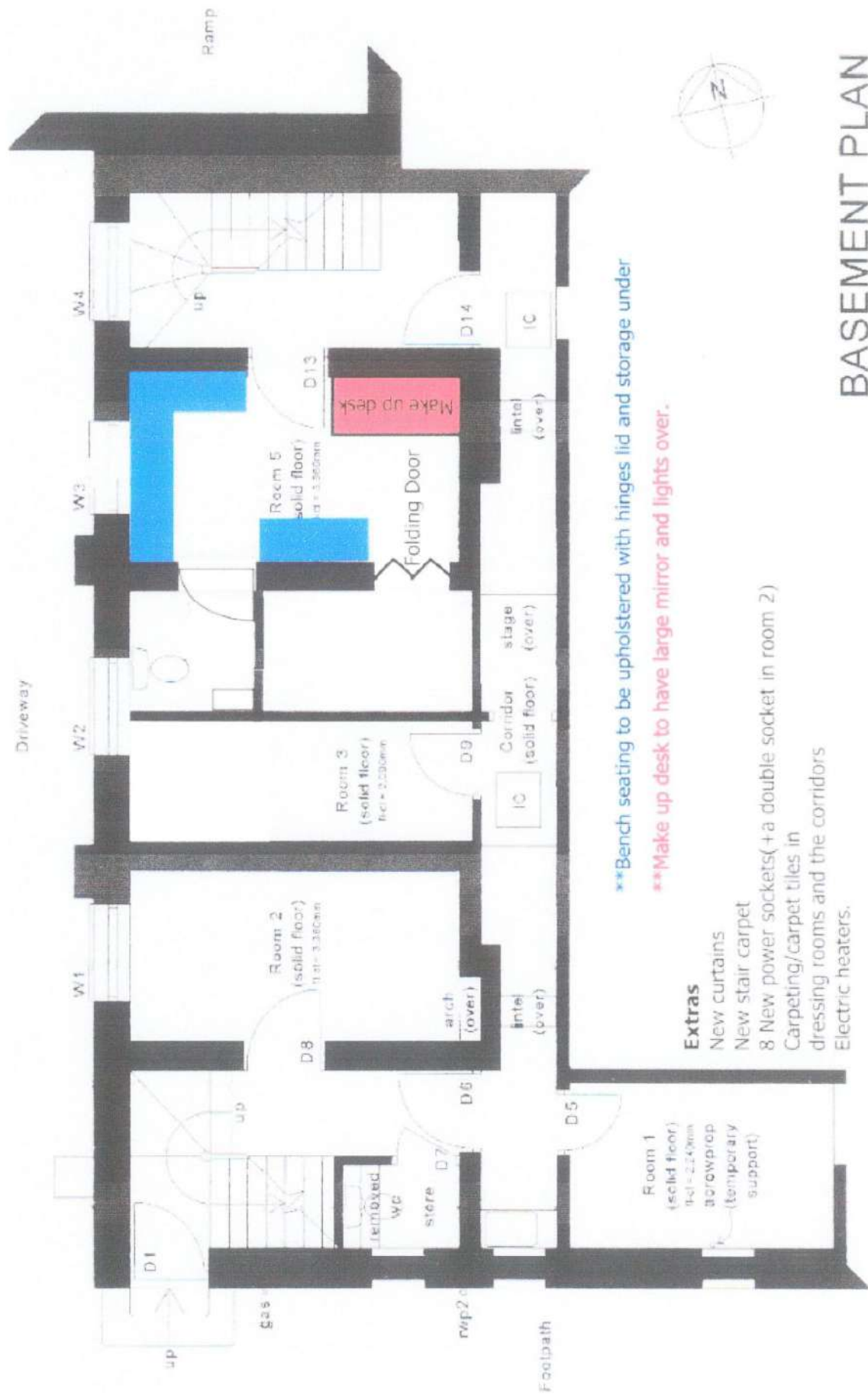
This agreement has today been duly EXECUTED AND DELIVERED AS A DEED

Executed as a Deed by Caistor Town hall)
Management Committee acting by its Chair Director
and a member

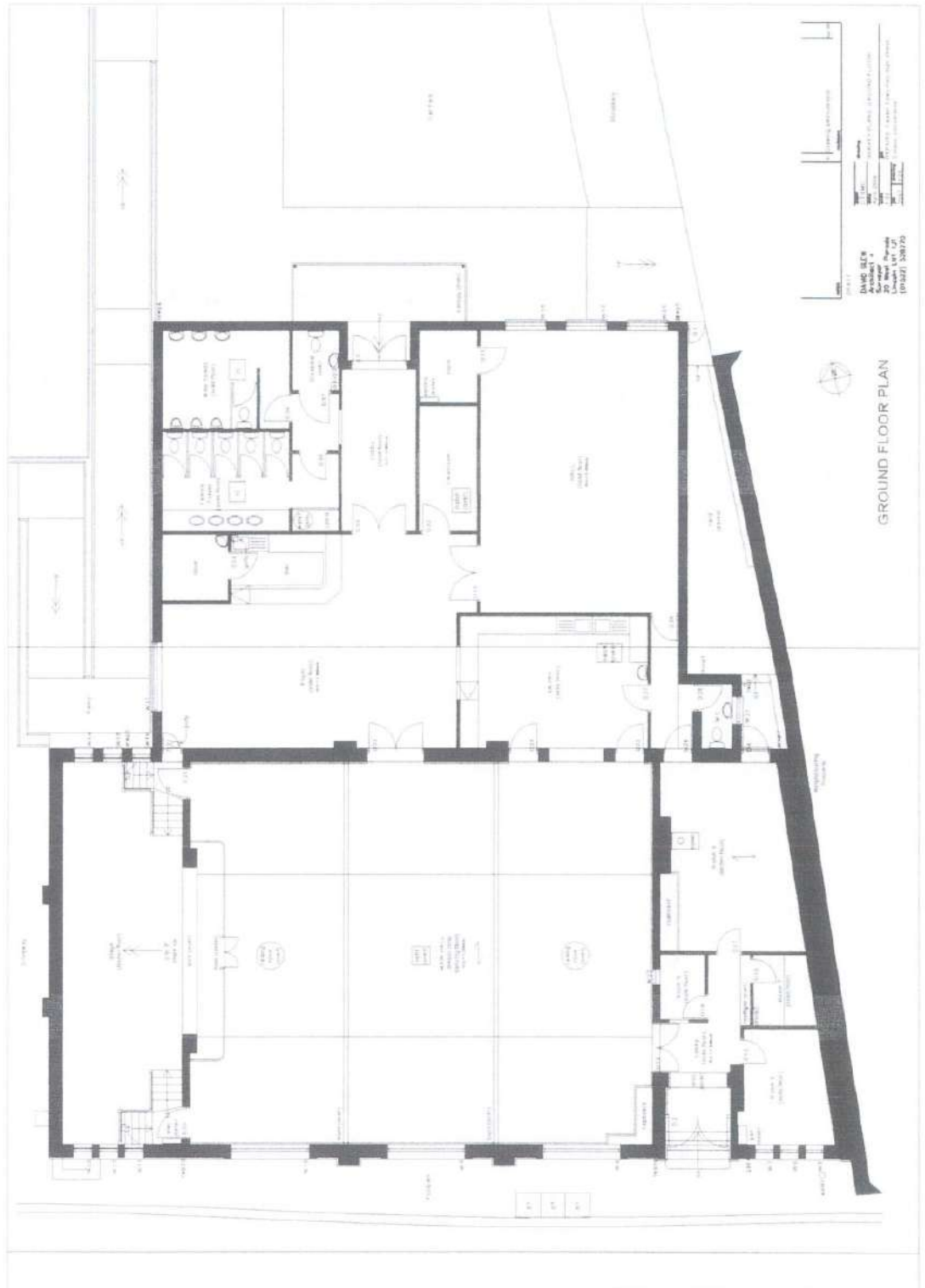
)
Director

Executed as a Deed by Caistor Town Council)
acting by its Chair and a member Chair

)
Town Clerk



BASEMENT PLAN



GROUND FLOOR PLAN

PROJECT INFORMATION	
Project Name	XXXXXX
Client	XXXXXX
Architect	XXXXXX
Scale	1:100
Sheet No.	01
Drawn By	XXXXXX
Checked By	XXXXXX
Date	XXXXXX

Church Clock face restoration

From: clerk@caistortowncouncil.gov.uk <clerk@caistortowncouncil.gov.uk>

Sent: 29 October 2025 13:55

To: >

Subject: RE: St Peters and St Pauls Caistor, dial restoration

Hi,

Many thanks for your email. I will let the council know of the clock face restoration costs at the meeting next week.

In the mean time, here are some sources of potential funding for the restoration which you might like to investigate further:

Funding Source	Type	Eligible Works	Typical Grant Size	Notes / Tips
Listed Places of Worship (LPW) Grant Scheme	Government VAT reclaim	Repairs to listed places of worship, including turret clocks and clock faces	Covers VAT ; no direct cash grant	Must follow documentation requirements; reduces VAT burden on eligible works
Church Buildings Council (CBC) – Turret Clock Grants	Church trust / charity	Conservation of turret clocks, including movement and dial	Up to £10,000	Anglican churches only; submit evidence of historical/architectural significance
National Churches Trust – Large Grants	Charity / trust	Urgent/essential repairs to listed church buildings, including dials, decorative elements	£10,000 – £50,000	Requires match funding and demonstration of heritage importance; good for Grade I listed buildings
Hibbert Trust / Other Building Trusts	Charity	Repairs/maintenance of listed buildings	Varies	Often require evidence of need, match funding, and heritage significance
Local Authority / Historic England Grants	Government / public	Conservation and repair of heritage-listed features	Varies	Local councils sometimes have small heritage grants; Historic England can support urgent repairs on Grade I sites

Community / Heritage Lottery Fund (HLF / National Lottery)	Lottery funding	Large restoration projects with community benefit	£10,000 – £250,000+	Strong emphasis on public engagement, education, and heritage impact; application process is competitive
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I hope this is useful.

Kind regards

Michelle

From: >

Sent: 23 October 2025 10:05

To: Caistor town Council <clerk@caistortowncouncil.gov.uk>

Subject: Fwd: St Peters and St Pauls Caistor, dial restoration

For info regarding the church clock face restoration. Further to your discussion with Val Waddington, If you could investigate possible grant sources that would be really helpful

Regards



Church and Public Clock Specialists. Castle Workshops, Dacre, Penrith, Cumbria. CA11 0HL.

Telephone: 017684 86933

Email: info@clockmaker.co.uk.

Website: www.clockmaker.co.uk

FAO: Mark Whittaker

REF: St Peter and St Paul's, Caistor

Dear Mr Whittaker,

Please find below a quotation as requested for the restoration of the dials at St Peters and St Pual's, Caistor.

REPORT.

The dials in question are square and appear to be made from slate.

The dials are roughly 4ft across the flats, with incised numerals and minute markers.

The dial is orientated in a diamond shape with inscriptions in the corners, the date 1857 is split between the left and right corners, "A.S" on the top and a "W" on the bottom.

Both dials appear to be in need of restoration, and this would be a good opportunity to check the fixings of the dial and the dial motion works.

We would fit subsidiary stainless-steel fixings if necessary.

It is also an opportunity to use rope access in order to avoid the need for scaffolding or other forms of access.

QUOTATION.

Attend site and using rope access equipment approach the dial and remove the hands.

Remove the dial motion works from the inside of the tower and check for ware.

Check dial fixings and fit subsidiary stainless steel fixings if necessary.

Prepare the dials and apply paint system including primer and two topcoats.

Prepare the hands paint and gild.

Prepare the numerals, minute markers and other inscribed details and gild.

Re-fit the dial motion works and hands, set up and leave in good working order.

For the Price of: Eight Thousand Nine Hundred and Seventy Pounds (£8970) + VAT at 20%

Price Maintenance

These prices are firm for a period of six months from the date of this letter and thereafter, subject to price increase to accord with increased costs of labour, materials and travelling costs if necessary.

Guarantees

All new parts made by us carry our ten-year guarantee against failure through faulty workmanship or materials. Repair work is similarly guaranteed for a period of twelve months. Suspension springs and electrical or electronic components of units not of our manufacture, are specifically excluded from our guarantees, but carry the manufacturers own warranty.

When a turret clock movement has been brought into our workshops for a complete overhaul, we will give a 10-year guarantee on its performance and reliability if maintained on an annual basis by the CCC.

This does not include failure of original materials or automatic winding systems not supplied by the CCC.

Terms Payment

30% with orders over £ 1,000.00, the balance within 14 days of the date of invoice following completion of the work.

In some cases, progress payments may be asked for.

All goods remain the property of the vendor until full payment has been made and any relevant cheques cleared. Risk passes on delivery.

The above quotation is exclusive of Value Added Tax at 20%.

The Cumbria Clock Company Ltd complies with the “Code of Practice for Turret Clock Work” produced by the Clocks Advisers Forum of DAC Clock Advisers in collaboration with Turret Clock Companies and the Church Buildings Council.

Trusting the above information is helpful to you, but in the event you should have any questions to ask, please do not hesitate to contact us.

We assure you of our best care and attention at all times and look forward to hearing from you in the near future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Callum Scobie-Youngs', with a long, sweeping underline.

Callum Scobie-Youngs.
Technical Salesman
BA(Hons) - Horology (1st)

Agenda Item 12b: Correspondence – Request to Rescind Sports Field Licence Fee Resolutions

The Council has received correspondence from a resident requesting that previous resolutions relating to licence fees for sports groups using the Council's sports field be reconsidered and rescinded.

Background

In late 2023 and early 2024, the Council passed resolutions setting new licence fees for use of the Council's sports field by local sports organisations.

The Council has now received correspondence from a resident, expressing concerns about the basis and fairness of those decisions and asking that they be revisited.

The resident's correspondence argues that:

- The Council had no adopted land-use licensing policy at the time the resolutions were made.
- The benchmarking information used to determine licence fees may not have been relevant to Caistor's circumstances.
- The resulting fees are viewed as inconsistent and potentially unfair when compared with those applied to other local clubs and organisations.
- The Council should consider developing a formal licensing policy to ensure fairness and transparency in future.

The correspondence also contains references to internal Council communications and makes assertions about the actions and motives of individuals. These elements include personal data and unverified allegations, and have therefore not been published in this public report.

Clerk's Comment

The substance of the correspondence relates to both:

1. **Policy issues** – the process for determining and applying licence fees; and
2. **Governance and procedural issues** – the decision-making process followed in 2023–24.

Because the correspondence includes personal information and unverified statements, it is not appropriate for publication in full. Council is, however, able to note receipt of the correspondence in public session and may, if it wishes, discuss the detailed content in **closed session** under **Section 100A(4) of the Local Government Act 1972 (Schedule 12A, para 1 – personal information)**.

Recommendation

That Council:

1. Notes receipt of correspondence concerning licence fees for sports field users;
2. Considers whether to review or reaffirm its previous resolutions; and
3. Determines whether detailed discussion should take place in closed session due to the inclusion of personal and potentially defamatory material in the correspondence.

Lincolnshire County Council
Planning Department
October 20th 2025

Dear Sir,

Welton Aggregates Ltd: PL/0024/24 and County Matter Application WL/2024/00401 (Land south of North Kelsey Road, Caistor, Lincolnshire)

Planning application, by Welton Aggregates (PL/0024/24 and County Matter Application WL/2024/00401), is for a new quarry. This is not an extension of a working quarry. The old quarry had been worked, and fully returned to agricultural land in the late 1990's. This planning application is to reopen the decommissioned quarry, that has already been returned back to its original state. To now further mine significant amounts of material will make those now living next to it, on two sides, their lives a misery. When the original quarry had been operational in the past, there were no residences near to the quarry.

The main concerns to Caistor residents are on the impact to those living in the housing developments, the impact on the local road network and surrounding countryside by the movement of materials and other matters concerning the proposed development, impact on nature and the countryside – this development is not in keeping with the historic town of Caistor or the conservation of the Lincolnshire Wolds countryside.

Following the closure of the old sand quarry and its reinstatement to agricultural fields, planning permission was given by West Lindsey District Council Planning for the development of two large housing sites, now mostly complete, on two sides of the field which was once the old sand quarry. The majority of the properties developed are family homes and their occupants/families have been living in our community for around 20 years. Planning would not have been given for 2 large residential areas adjacent to a large quarry dealing in fine particulate materials on health grounds. The possible detrimental impact on health from contaminated air, noise from the development, it would be fair to say that WLDC would have been very unlikely to have approved the development for family homes.

The LCC Planning and Regulation Committee Report dated 29 September 2025, states several times in this report, that on average 8 lorry loads will be mined 5 days a week and that two thirds of these will be sent to Hibaldstow. This makes no sense as the concrete batching plant at Hibaldstow has been refused planning permission. Paragraph 8, LCC Planning and Regulation Committee Report dated 29 September 2025 *"Delivery of these loads would be split for processing between the applicants other two quarry sites with 5-6 loads expected to be transported west to Hibaldstow Quarry and the remaining 2-3 loads going in an east direction via Caistor to Welton le Marsh Quarry."*

Why is the sand being transported to Hibaldstow Quarry? At this point in time there is no concrete batching plant at Hibaldstow – there is no need for sand and as the majority of export is to Hibaldstow we would question the need for this quarry at Caistor?

The rejected planning application is very similar to the proposed application Welton Aggregates have made to LCC for Caistor. We urge LCC to reject the planning application for this same reason.

To quote directly from NLC's Development Lead, Rebecca Brown, "The proposed development would have adverse impacts on the character and appearance of the area and open countryside. The proposals would result in the industrialisation of the open countryside by way of intensification of an existing site with additional operations. There is a lack of justification for the countryside location and additional environmental impacts by way of increased vehicle movements, noise and dust. Therefore, the proposals are contrary to policies CS1, CS2 and CS3 of the North Lincolnshire Core Strategy, RD2 of the North Lincolnshire Local Plan, and policies contained within the National Planning Policy Framework." This planning application by Welton Aggregates was refused by North Lincolnshire Council 2nd December 2024. We urge LCC to also reject Planning Application PL/0024/24 and County Matter Application WL/2024/00401 (Land south of North Kelsey Road, Caistor, Lincolnshire).

Kind regards

Jayne Bowman cllr
Caistor Town Council



Guildhall
Marshall's Yard
Gainsborough
Lincolnshire DN21 2NA

Telephone 01427 676676
Web www.west-lindsey.gov.uk

Your contact for this matter is:
enforcement@west-lindsey.gov.uk

Date: 15/10/2025

Michelle Moss
CAISTOR PUBLIC HALL AND ARTS CENTRE
14 HIGH STREET
CAISTOR
MARKET RASEN
LN7 6TX

Dear Michelle Moss

Thank you for your recent report regarding an alleged breach of planning control at:

10 MARKET PLACE
CAISTOR
MARKET RASEN
LN7 6TW

Please accept as acknowledgement of receipt.
The complaint reference number is: **C/2025/00196**

We have opened an enforcement case in relation to this matter and will aim to provide you with a full response within **20** working days once we have completed our investigation.

In the meantime, if you wish to provide any further information that would assist our investigation, please send this to enforcement@west-lindsey.gov.uk quoting the above reference number.

Kind regards

Ella Gardner
Housing and enforcement Support officer