



Public Meeting Pack

12th February 2026



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 12 February 2026 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
05/02/2026

AGENDA

1. To receive 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 8th Jan 2026
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/01/2026
 - b) To approve the Schedule of Payments
 - c) To consider appointing the internal auditor to review 25/26 accounts and AGAR
7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
 - a) Lincolnshire Police
 - b) West Lindsey District Council.
 - bi) Discussion topics for WLDC cheif exec visit 24th Feb
 - bii) To receive the update from WLDC regarding Local Government Organisation and consider responding to the survey
 - c) Lincolnshire County Council
 - ci) To consider the revised proposal from LCC regarding Cornhill parking layout following consultation
 - cii) To consider access and parking issues on Fountain Street with regards potential waiting restrictions
 - d) Community Groups
 - dii) Request from councillor to confirm planned dates for Christmas tree and Christmas market for 2026
 - dii) To note that the Lions will not charge the council for the removal of the Christmas tree this year



- diii) Community News - New Vicar for Caistor Group and Skin Couture wins Best Small Beauty Salon 2025 (JB)
- div) Update from Caistor Goes, Twinning and Caistor Community Cinema
- e) CDCT - 2-4 Market Place
- 8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision)
 - a) Personnel and Finance Committee - Next Meeting 22nd April 2026
 - b) Estates Committee - Next Meeting 25th March 2026
 - bi) To receive the draft Estates Committee meeting minutes of 27th January 2026
 - bii) To consider the request for CS&SC replacement radiators in the bar area and associated budget overspend
 - c) Health and Safety Working Group - Date of last meeting 6th Feb - Minutes not yet prepared.
 - d) Town hall damp working group - Cllr Cox proposal to this as it is covered on Estates Agenda
- 9. Clerks Report & Parish Matters
 - a) To consider whether to join the LALC annual training scheme for 2026/27
 - b) Policy review: To consider the IT policy which conforms to AGAR assertion 10 and replaces the email policy, internet usage policy and Social media policy
 - c) Policy review - To consider the Data Breach policy
 - d) Policy review - To consider the GDPR privacy Policy
 - e)
 - f) Policy Review - To consider the Record retention Policy
 - g) Policy review - To consider the Subject Access Request policy
 - h) GDPR compliance checklist for councillors
 - i) Policy review - To consider the Complaints policy following the comments from the internal auditor
 - j) To consider the request from Lincs Cricket for school festival use of Cricket grounds 11th & 12th May
 - k) To consider the cricket clubs request for a memorial bench at the grounds and offer to paint the fence (response needed before next estates Meeting).
 - l) To consider Caistor Goes Requests to use South St Park and the Sports Ground for events in 2026
 - m) To consider a response to the consultation - Grasby and Searby cum Owmbly Neighbourhood Plan
 - n) Review Tracking Report
- 10. Correspondence Received
 - a) Resident email and initial response – Road safety concern on NKR
 - b) Resident complaint about dog mess
- 11. To consider the report on Key National Planning Policy reforms and consider whether to respond
- 12. To note any planning decisions - None
- 13. To review the planning applications received and agree a response
 - a) WL/2026/00066 | Application for alterations to the dwelling roof to provide additional living accommodation, including dormers, windows to the first floor front and rear and replacement of the existing single garage with double garage being variation of condition 2 of planning permission 143279 granted 26 August 2021 | 2 NAVIGATION LANE, CAISTOR
- 14. Date of next meeting - 12th March 2026



**Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 8 January 2026**

Present: Cllr J. Wright (Chair), Cllr J. Bowman, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales, Cllr L. Milner,
Cllr A. Clark, Cllr P. Morris, Cllr H. Priestley, Cllr N. Clark,
In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley, County Cllr J. Bean,
Members of public present: 2

- 1. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4755**
Apologies received from Cllrs Cox, Davey and Laverack
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance of section 22 of the Localism Act 2011 - Ref: 4756**
None.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4757**
None
- 4. Chairmans Report - Ref: 4758**
Cllr Wright thanked Cllr A. Clark for Chairing the last 2 council meetings.
- 5. To approve the draft minutes of 11th December 2025 - Ref: 4759**
Resolved that the draft minutes of the meeting of 11th December 2025 be approved as a true record of the meeting.
2 abstained
- 6. Finance - Ref: 4760**
Cllr Wright proposed and it was RESOLVED to discuss item 8f at this point in the meeting to enable further financial consideration in the budget if required.
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/12/2025 - Ref: 4761**
The accounting 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: 4762**
The schedule of payments had been circulated to councillors ahead of the meeting. RESOLVED to approve the schedule of payments totalling £7602.18
All in favour
 - c) To review the final budget for 26/27 and approve the precept request to WLDC - Ref: 4763**
It was noted that WLDC had sent out an amendment/reduction to the final tax base for Caistor, resulting in a slightly bigger % increase per household for the previously agreed precept. RESOLVED to approve the final budget forecast with no changes, and set the precept at £143499 for 26/27, a 6.36% increase based on a tax base of 1058.
All in favour
 - d) To consider moving £20,000 from Unity Trust Bank to Natwest to cover expenditure for the remainder of this financial year - Ref: 4764**
RESOLVED to move £20,000 from Caistor town council Unity Trust Bank account to CTC Nat West account.
All in favour
 - e) To consider the insurance valuation reinstatement reports and agree whether to update the cover - Ref: 4765**
The insurance reinstatement valuations and summary had been circulated prior to the meeting. It was noted

Signature:



that overall the insurance valuations are slightly over the reinstatement costs, but that the store and toilet at the sports ground is slightly underinsured.

RESOLVED to request the insurance cover is updated to reflect the revised reinstatement values.

All in favour

7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4766

a) Lincolnshire Police - Ref: 4767

The email report from the police had been circulated to the council prior to the meeting and was noted.

b) West Lindsey District Council. - Ref: 4768

District Cllr Bierley was thanked for the comprehensive report which had been circulated prior to the meeting. Cllr Somerscales raised the issue of enforcement action at the Vape Shop and noted that the lights had moved inside the window but were still inappropriate for the conservation area. Cllr Bierley assured the council that it is still a work in progress for the enforcement team.

c) Lincolnshire County Council - Ref: 4769

County Cllr Bean noted that highways had received a letter from a resident requesting double yellow lines for Fountain St - and would try to get a copy for CTC to enable a discussion; he is working to resolve a residents issue about the state of the road at Moor Lane where a business owner is losing business due to the poor road conditions; he is chasing up the blocked drains; and is still trying to get the grit bin repaired and refilled at the magistrates car park.

ci) To consider the Cornhill Consultation letter from LCC - Ref: 4770

Noted - no comments.

cii) To consider the communication to residents for the Cornhill Resurfacing - Ref: 4771

It was noted that the resurfacing date has changed to 19th Feb; the proposed communications had been circulated prior to the meeting.

RESOLVED to approved the communications to residents about the resurfacing of Cornhill on 19th February.

All in favour

d) Community Groups - Ref: 4772

di) Request from councillor to confirm planned dates for Christmas tree and Christmas market for 2026 - Ref: 4773

Cllr Bowman noted that the dates have not yet been agreed and therefore the agenda item was deferred to the February meeting.

e) CDCT - 2-4 Market Place - Ref: 4774

Cllr Bowman noted that the work at 2-4 continues at pace; the entrance mosaics for 3&4 are down; the old granery ducting is in place; the last of the asbestos has been removed; community room has been plastered and first paint underway; the holiday lets are being plastered and having 1st coat paint; the group are hoping to still have the compound removed in the summer 26. Councillors asked if the report can be shared ahead of the meeting, but Cllr Bowman advised that the report is only just available on the morning of the council meeting and therefore cannot be shared ahead of the meeting.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4775

a) Personnel and Finance Committee - To receive the minutes of the meeting of 16th December which was inquorate - Ref: 4776

Noted.

ai) To receive the resignation of Cllr Lyus from the committee and agree a replacement - Ref: 4777

It was noted that Cllr Lyus had resigned from P&F due to personal time constraints; RESOLVED to appoint Cllr A.Clark to the vacancy on the committee.

All in favour

Signature:



b) Estates Committee - next meeting 27th Jan 2026 - Ref: 4778

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

c) Play area working group - To consider dissolving the group until the council has the resources to progress this - Ref: 4779

RESOLVED to dissolve the Play Area Working Group with immediate effect.

All in favour

d) Health and Safety Working Group - Ref: 4780

It was noted that the next meeting is scheduled for 5th February 2026.

e) Town hall damp working group - Ref: 4781

No meeting held. Cllr Cox is in the process of organising a meeting with the Town Hall Management group.

f) North Kelsey Road Cemetery – To receive an update on the current situation and agree next steps including to appoint a small group of councillors to consult with the Town Clerk on historic burials, advise on requests to use reserved plots, and establish related protocols. - Ref: 4782

(This item was discussed prior to agenda item 6a)The clerk had prepared and circulated a report prior to the meeting outlining the information, advice and quotes received from our insurers, ICCM, various solicitors, Cemetery Consultants and Reclaim Heritage. The council noted the advice received from the various bodies, and noted the recommendation to implement a phased approach of: 1. Survey the entire cemetery to get a full and accurate picture of the exact locations of historic interments across the entire cemetery (cost £5,500) - the soil in the corner will need to be levelled to enable that section to be surveyed; and 2 appointing a specialist cemetery consultant to provide a full report including advice and options for the cemetery (cost £6000 - £10,500). Further action would depend on the results of the GPR report and the advice given. It was also noted that the Clerk requested a small/agile group of councillors are appointed to develop protocols for interments into pre-purchased graves, to support external communications and to review interments into pre purchased graves on a case by case basis.

RESOLVED:

1. To appoint Reclaim Heritage to complete a full survey of the cemetery to enable historic burials to be plotted across the entire cemetery (cost £5,500);
2. To appoint ICCM to complete a full assessment of the cemetery and report on options, risks, recommendations and where appropriate support the development of protocols and policies (cost £7,150).
3. To keep interment restrictions agreed at the December meeting in place pending detailed advice;
4. To appoint Cllrs J.Wright, A.Clark, P.Morris (or S.Davey), S.Hodson and J Bowman to develop interim interment protocols and support the Clerk making decisions on how to progress interim interments into pre-purchased graves.

It was agreed that Cllr Hodson will complete the work required to level the soil in the top right hand corner to enable the area to be surveyed.

All in favour

9. To consider the reserves policy (24677) - Ref: 4783

RESOLVED to approve the Reserves Policy with no amendments.

All in favour

10. To consider the scheme of delegation policy (19674) - Ref: 4784

RESOLVED to approve the Scheme of Delegation with no amendments.

All in favour

11. Clerks Report & Parish Matters - Ref: 4785

a) Update on full fibre broadband for Caistor - Ref: 4786

Councillors noted the email from Quickline advising of the roll out of full fibre broadband and the need to install an additional cabinet on Brigg Rd. No issues were raised.

b) Review Tracking Report - Ref: 4787

The tracking report had been circulated prior to the meeting and the contents noted.

Signature:



12. Correspondence Received - Ref: 4788

a) Complaint about Contractors parking in Market Place - Ref: 4789

The contents of the residents email were noted. RESOLVED that Cllrs Bowman and Wright would meet with the contractors on site and remind them again that they should not be parking in the Market Place.

All in favour

13. To note any planning decisions - Ref: 4790

a) Granted with conditions - WL/2025/01066 | 2-4 MARKET PLACE | 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. - Ref: 4791

Noted.

b) Granted with conditions - WL/2025/01121 | WEST MOOR FARM FISHERY, NORTH KELSEY RD | To vary conditions 4 and 48 - Ref: 4792

Noted.

14. To review the planning applications received and agree a response - Ref: 4793

a) WL/2025/01228 | Planning application for the erection of a new sixth form modular building with associated external landscaping | CAISTOR YARBOROUGH ACADEMY, GRIMSBY ROAD - Ref: 4794

No comments or objections raised.

All in favour

15. Date of next meeting - 12th February 2026 - Ref: 4795

Noted.

Meeting closed at 8:00pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/01/2026

Explanation of Variances

Insurance

Actual Total: 7459.09 **Budget:** 3999.96 **Variation:** -3459.13 / 86.48

Includes asset valuations

Market

Actual Total: 497.02 **Budget:** 249.96 **Variation:** -247.06 / 98.84

255 for Edge/ 98 for signs

Cemetery records management

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

Incl 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

Market Place

Actual Total: 1185.96 **Budget:** 999.96 **Variation:** -186.00 / 18.6

Retro weed spray in Jun 24 - £600



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/01/2026

End of year forecast auto calculated based on actual year to date averaged over 10 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance		EOY Forecast
				£	%	
Income						
Income: General						
100	Precept	132558	132558	0	0	132558
140	Cemetery Income	10995	4000	6995	175	10995
120	Allotment Income	90	450	-360	-80	450
130	Market Rents	2008	2000	8	0	2200
150	Sports ground	2886	4400	-1514	-34	3800
160	WLDC Street Cleaning	0	0	0	100	0
170	Grass Cutting	3772	1785	1987	111	3772
180	Grants	0	1000	-1000	-100	0
350	VAT Reclaimable	0	0	0	100	
199	Miscellaneous Income	2108	2500	392	-16	2500
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	0	0	100	0
187	CIL income	354	1000	-646	-65	354
Income: General Totals		155292	150213	5862	3	157149
Income Totals		155292	150213	5862	3	157149

Expenditure

Expense: General

500	Salaries	40235	53000	12765	-24	47000
503	PAYE & NI	14355	15000	645	-4	17000
501	Staff Travel & Benefits	131	250	119	-48	250
502	Contractors	0	0	0	100	0
509	Other Staff Expenses	36	250	214	-86	100
520	General Office	949	1500	551	-37	1500
530	Hall Hire	375	500	125	-25	500
540	Insurance	7459	4000	-3459	86	7459
550	Audit	620	700	80	-11	620
560	Subscriptions	300	1000	700	-70	1000
570	Training	728	2500	1772	-71	1000
580	Election	0	0	0	100	0
581	Mayor Allowance	60	350	290	-83	100
555	Professional Fees	175	250	75	-30	250
556	Legal Fees	160	500	340	-68	160
590	PROW and Amenity Cut	4794	4500	-294	7	4795
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	3203	3200	-3	0	3203
593	Sportsground	8581	8300	-281	3	8581
594	Cemeteries/Church	11599	10500	-1099	10	11600
595	Allotments	0	250	250	-100	250
610	Market	497	250	-247	99	500
750	Cemetery records management	1092	650	-442	68	1092
650	Community Events	0	500	500	-100	0
521	Telephone & Broadband	1281	1350	69	-5	1350
700	Electricity - Market Place LN7 6TU	335	400	65	-16	550
701	Electricity - South Street Park	173	600	427	-71	300
702	Electricity - Market Place LN7 6TL	339	0	-339	100	340
703	Electricity - Sports Ground	1046	1100	54	-5	1300
800	Tree maintenance	1335	1500	165	-11	1335
720	Water: Sports Ground	140	400	260	-65	250
721	Water: Cemetery	67	100	33	-33	100



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/01/2026

End of year forecast auto calculated based on actual year to date averaged over 10 months manually adjusted where appropriate.

		Actual		Variance		EOY	
		YTD	Budget	£	%	Forecast	
722	Water: Allotments	203	200	-3	1	250	
765	Play Park Maint & Refurb	29025	30000	975	-3	30000	
597	Caistor Sports & Social Club	2283	3000	717	-24	2500	
522	Town Hall	1276	2500	1224	-49	2500	
582	Civic	0	0	0	100	0	
601	Equipment	4760	4500	-260	6	5500	
598	Market Place	1186	1000	-186	19	1450	
603	Gritting & Snow Clearance	0	300	300	-100	0	
766	CCTV	0	500	500	-100	500	
600	Grants & Donations	4990	5000	10	-0	4990	
762	Neighbourplan Review	0	0	0	100	0	
504	Pension payments	5121	5000	-121	2	6000	
801	Grant to Caistor in Bloom	0	0	0	100	0	
802	Christmas Lights project	0	0	0	100	0	
803	Bins and Benches	2400	2400	0	0	2400	
660	WLDC	0		0		0	
804	Health and Safety	5305	5150	-155	3	5305	
760	Projects	3865	6100	2235	-37	3865	
Expense: General		Totals	160479	179050	18571	-10	177745
Expenditure		Totals	160479	179050	18571	-10	177745



Budget Report - Income

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/01/2026

This report is based on Payment Date

Details	Year 2024/25		Financial Year Ending 31/03/2026						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept	124444	124444	132558	132558	0	0	0	132558	0	0.00
Cemetery Income	4000	7740	4000	2805	4960	2710	520	10995	6995	174.88
Allotment Income	420	428	450	90	0	0	0	90	-360	-80.00
Market Rents	3000	2620	2000	695	573	541	199	2008	8	0.38
Sports ground	2464	4981	4400	849	901	853	283	2886	-1514	-34.41
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	327	15	2108	392	-15.67
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	8557	1017	155292	5862	3
Total			150213	137821	7896	8557	1017	155292	5862	3



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/01/2026

This report is based on Payment Date

Details	Financial Year Ending 31/03/2026										
	Year 2024/25									Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
Expense: General											
Salaries	35000	42029	53000	13415	11851	11193	3776	40235	12765	-24	
PAYE & NI	16000	13644	15000	4317	4579	4065	1394	14355	645	-4	
Staff Travel & Benefits	100	19	250	45	40	46	0	131	119	-48	
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	127	248	949	551	-37	
Hall Hire	500	427	500	110	75	190	0	375	125	-25	
Insurance	3600	3669	4000	0	6399	260	800	7459	-3459	86	
Audit	820	620	700	200	420	0	0	620	80	-11	
Subscriptions	685	1097	1000	0	0	300	0	300	700	-70	
Training	500	1029	2500	315	155	258	0	728	1772	-71	
Election	0	0	0	0	0	0	0	0	0	100	
Mayor Allowance	350	52	350	10	0	50	0	60	290	-83	
Professional Fees	500	47	250	175	0	0	0	175	75	-30	
Legal Fees	500	0	500	0	0	160	0	160	340	-68	
PROW and Amenity Cut	4500	4500	4500	923	1871	2001	0	4794	-294	7	
Public Rights of Way	0	0	0	0	0	0	0	0	0	100	
Parks grass	3200	3571	3200	923	967	1313	0	3203	-3	0	
Sportsground	10300	10828	8300	1869	2681	3973	57	8581	-281	3	
Cemeteries/Church	6800	5088	10500	3871	3025	4703	0	11599	-1099	10	
Allotments	250	244	250	0	0	0	0	0	250	-100	
Market	250	17	250	0	0	497	0	497	-247	99	
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	384	128	1281	69	-5	
Electricity - Market Place LN7 6TU	200	472	400	167	59	64	46	335	65	-16	
Electricity - South Street Park	600	692	600	45	27	76	25	173	427	-71	
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100	
Electricity - Sports Ground	500	794	1100	546	192	194	114	1046	54	-5	
	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	52	0	140	260	-65	
Water: Cemetery	100	92	100	20	24	24	0	67	33	-33	
Water: Allotments	150	141	200	25	142	36	0	203	-3	1	
Play Park Maint & Refurb	4000	5618	30000	27089	12	1476	449	29025	975	-3	
Caistor Sports & Social Club	3000	2687	3000	30	683	1210	360	2283	717	-24	
Town Hall	2500	1630	2500	661	0	615	0	1276	1224	-49	
Civic	0	0	0	0	0	0	0	0	0	100	
Equipment	1000	663	4500	3072	1195	371	122	4760	-260	6	
Market Place	4000	3044	1000	600	44	542	0	1186	-186	19	
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	1562	531	5121	-121	2	
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	2400	0	0	2400	0	2400	0	0	
WLDC		70		0	0	0	0	0	0		
Health and Safety			5150	1975	2180	1150	0	5305	-155	3	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/01/2026

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			179050	69275	40439	42715	8050	160479	18571	-10
Total			179050	69275	40439	42715	8050	160479	18571	-10



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/01/2026

This report is based on Payment Date

Details	Financial Year Ending 31/03/2026										
	Year 2024/25									Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%	
Expense: General											
Salaries	35000	42029	53000	13415	11851	11193	3776	40235	12765	-24	
PAYE & NI	16000	13644	15000	4317	4579	4065	1394	14355	645	-4	
Staff Travel & Benefits	100	19	250	45	40	46	0	131	119	-48	
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	127	248	949	551	-37	
Hall Hire	500	427	500	110	75	190	0	375	125	-25	
Insurance	3600	3669	4000	0	6399	260	800	7459	-3459	86	
Audit	820	620	700	200	420	0	0	620	80	-11	
Subscriptions	685	1097	1000	0	0	300	0	300	700	-70	
Training	500	1029	2500	315	155	258	0	728	1772	-71	
Election	0	0	0	0	0	0	0	0	0	100	
Mayor Allowance	350	52	350	10	0	50	0	60	290	-83	
Professional Fees	500	47	250	175	0	0	0	175	75	-30	
Legal Fees	500	0	500	0	0	160	0	160	340	-68	
PROW and Amenity Cut	4500	4500	4500	923	1871	2001	0	4794	-294	7	
Public Rights of Way	0	0	0	0	0	0	0	0	0	100	
Parks grass	3200	3571	3200	923	967	1313	0	3203	-3	0	
Sportsground	10300	10828	8300	1869	2681	3973	57	8581	-281	3	
Cemeteries/Church	6800	5088	10500	3871	3025	4703	0	11599	-1099	10	
Allotments	250	244	250	0	0	0	0	0	250	-100	
Market	250	17	250	0	0	497	0	497	-247	99	
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	384	128	1281	69	-5	
Electricity - Market Place LN7 6TU	200	472	400	167	59	64	46	335	65	-16	
Electricity - South Street Park	600	692	600	45	27	76	25	173	427	-71	
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100	
Electricity - Sports Ground	500	794	1100	546	192	194	114	1046	54	-5	
	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	52	0	140	260	-65	
Water: Cemetery	100	92	100	20	24	24	0	67	33	-33	
Water: Allotments	150	141	200	25	142	36	0	203	-3	1	
Play Park Maint & Refurb	4000	5618	30000	27089	12	1476	449	29025	975	-3	
Caistor Sports & Social Club	3000	2687	3000	30	683	1210	360	2283	717	-24	
Town Hall	2500	1630	2500	661	0	615	0	1276	1224	-49	
Civic	0	0	0	0	0	0	0	0	0	100	
Equipment	1000	663	4500	3072	1195	371	122	4760	-260	6	
Market Place	4000	3044	1000	600	44	542	0	1186	-186	19	
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	1562	531	5121	-121	2	
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	2400	0	0	2400	0	2400	0	0	
WLDC		70		0	0	0	0	0	0		
Health and Safety			5150	1975	2180	1150	0	5305	-155	3	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 31/01/2026

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	
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Expense: General Total			179050	69275	40439	42715	8050	160479	18571	-10
Total			179050	69275	40439	42715	8050	160479	18571	-10



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
01/04/2024	1568	DO NOT RECONCILE	Bank Payment: DO NOT RECONCILE	0.00	0.01	<input type="checkbox"/>	<input type="checkbox"/>
02/01/2026	2369	WLDC bins	Bank Payment: Sportsground	0.00	57.20	<input type="checkbox"/>	<input type="checkbox"/>
08/01/2026	2371	E-Quip (Rasen) Ltd / Equip Global	Stakes and Ratchet tie down	20.86	125.16	<input type="checkbox"/>	<input type="checkbox"/>
08/01/2026	2372	E-Quip (Rasen) Ltd / Equip Global	Mould Cleaner 5 ltr	4.49	26.96	<input type="checkbox"/>	<input type="checkbox"/>
09/01/2026	2373	Michelle Moss - 365 and Co-pilot	Bank Payment: General Office	36.72	220.34	<input type="checkbox"/>	<input type="checkbox"/>
13/01/2026	2378	Viking	paper, shredder and laminator	19.91	119.45	<input type="checkbox"/>	<input type="checkbox"/>
20/01/2026	2379	EDF	Bank Payment: Electricity - South Street Park	1.17	24.57	<input type="checkbox"/>	<input type="checkbox"/>
20/01/2026	2380	EDF	Bank Payment: Electricity - Sports Ground	5.44	114.22	<input type="checkbox"/>	<input type="checkbox"/>
20/01/2026	2381	EDF	Bank Payment: Electricity - Market Place LN7 6TU	2.17	45.59	<input type="checkbox"/>	<input type="checkbox"/>
15/01/2026	2382	Caistor Town Hall	Hall hire December 25	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
16/01/2026	2383	Liam Marchant Plumbing & Heating	Repairs to hot water cylinder and cold water supply	0.00	360.00	<input type="checkbox"/>	<input type="checkbox"/>
15/01/2026	2384	Unity Trust CHAPS payment fee	Bank Payment: General Office	0.00	28.00	<input type="checkbox"/>	<input type="checkbox"/>
22/01/2026	2385	Mike Crookes	Keys cut and Mop/bucket	0.00	17.00	<input type="checkbox"/>	<input type="checkbox"/>
23/01/2026	2386	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
23/01/2026	2387	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
23/01/2026	2388	HMRC	Bank Payment: PAYE & NI	0.00	1393.70	<input type="checkbox"/>	<input type="checkbox"/>
23/01/2026	2389	Nest	Bank Payment: Pension payments	0.00	531.39	<input type="checkbox"/>	<input type="checkbox"/>
26/01/2026	2390	BT	Bank Payment: Telephone & Broadband	13.12	78.74	<input type="checkbox"/>	<input type="checkbox"/>
26/01/2026	2391	Tamar Telecom	Bank Payment: Telephone & Broadband	1.20	7.20	<input type="checkbox"/>	<input type="checkbox"/>
30/01/2026	2393	Three	Bank Payment: Telephone & Broadband	7.04	42.22	<input type="checkbox"/>	<input type="checkbox"/>
02/02/2026	2394	Caistor Town Hall	Hire of hall January	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
02/02/2026	2395	WLDC	Bank Payment: Cemeteries/Church	0.00	57.20	<input type="checkbox"/>	<input type="checkbox"/>
06/02/2026	2398	Lincolnshire Association of Local	LALC annual subs	0.00	648.80	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL: 7723.57

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

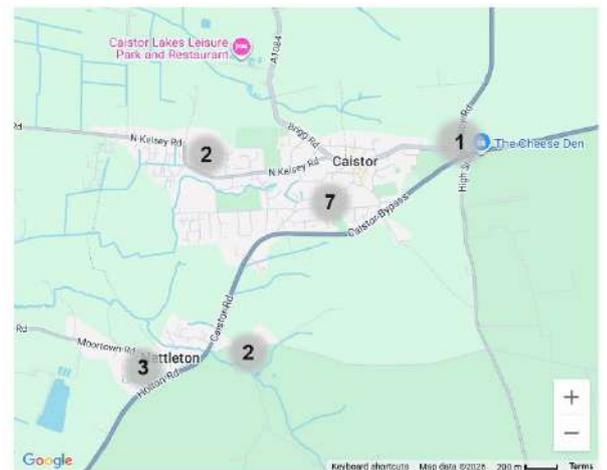
Date

Date



Caistor

[View area boundary](#)



There were 10 crimes reported in Caistor in December:

Crime	Number
Violence and sexual offences	5
Criminal damage and arson	3
Anti-social behaviour	1
Theft	1

Jayne Bowman

5/2/26

Report of District Councillor Owen Bierley to Caistor Town Council,

12th February 2026

(Prepared Wednesday, 4th February)

Community

The Rural Services Network is the national champion for rural services throughout England, working to ensure that the voices, needs and aspirations of rural, coastal and small-town communities are heard at the highest levels of government. RSN's website at: <https://www.rsonline.org.uk> contains a wealth of up to date information, much of it directly relevant to parish and town councils, including a monthly Rural Funding Digest listing potential sources of grant funding. Rural communities can choose to subscribe to join the organisation and to become involved in its work, with many online events and networking opportunities available.

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 any organisation considering making an application to this fund 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>

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.

I'm absolutely delighted that Good Causes registered with the West Lindsey Lottery (including six 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, supporters have the chance to win a Luxury City Break worth £1,000.00 in the Super Draw on Saturday, 28th February, or alternatively to that amount in cash! 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 as a new Good Cause, please visit our dedicated website at: <https://www.westlindseylottery.co.uk> Each ticket has a 1 in 50 chance of a prize and every pound raised generates a further 20p for the Community Fund!

In December Alison McGovern, the Minister of State for Local Government and Homelessness, wrote to council leaders in those areas subject to proposed Local Government Reorganisation and with elections scheduled in May this year, to ask if they would prefer to postpone those elections.

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

☎ 01469 560865 owen@bierley.com

West Lindsey District Council, in common with our parish and town councils, follows an ‘all out’ four-yearly electoral cycle, with the next elections due in May 2027. As such we are unaffected by potential deferments this year. The Ministry of Housing, Communities and Local Government remains committed to holding a seven-week consultation on the emerging proposals for LGR in Lincolnshire. This is to begin in early February, however no further details were available at the time of writing this report. Based on current timelines it is expected that elections to the new shadow authorities will take place in May 2027, with them becoming operational on vesting day, which will be on 1st April 2028. These changes represent the largest reform of local government since 1973-1974, whilst simultaneously appearing to be diametrically opposed not only to the principle of the devolution of power but also, here in Lincolnshire, to the significant progress recently made towards the effective ‘reunification’ of our historic, diverse and very large county.

- Thank you to all that attended the informative LGR online briefing on Monday, 2nd February. -

Environment

Householders are warmly invited to subscribe to the Council’s highly regarded green bin service for the 2026 gardening season. This once again offers eighteen fortnightly collections (commencing in our area on Monday, 23rd March) at a cost of £48.00 per bin on a cost recovery basis. Material collected in Caistor is processed in Riby and then used locally as a soil improver, exemplifying the concept and delivery of the sought after circular economy. Here is the link to ‘sign up’: <https://www.west-lindsey.gov.uk/bins-waste-recycling/garden-waste-collection-service>

Householders will either already have received (or are to do so shortly) 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 preparation for the introduction of the new weekly food waste recycling service. Soft plastics such as bread bags can be used in place of caddy liners if preferred. Caddies are ‘lockable’ to obviate concerns around bird or rodent activities and will be emptied on the usual collection day, so they can be presented on top of a wheeled bin if preferred. Caddy deliveries began in our area on Monday, 2nd February. The resource collected is processed at Hemswell Cliff where it is used to generate electricity, produce gas and to yield other valuable resources such as a nutrient rich biofertiliser. NB. Caistor’s inaugural food waste collection will be carried out on Monday, 30th March!

Planning

The Central Lincolnshire Joint Strategic Planning Committee is presently working on a review of the Central Lincolnshire Local Plan, primarily in response to changes in national policies and housing requirements but also to ensure that residents continue to benefit from properly planned development. A key part of the process is to review site allocations through a ‘call for sites’ a public consultation that asks landowners, developers, agents, other organisations and members of the public to submit sites they wish to have considered. These can be for housing, employment, new settlements and more. Although this consultation will close on Wednesday, 18th February, land can be put forward for consideration at any time. For further details and more information please visit the website using this link: <https://central-lincs.hub.arcgis.com/pages/call-for-sites>

Related to the above, MHCLG (the Ministry of Housing, Communities and Local Government), made some limited amendments to the National Planning Policy Framework in December 2024, but are now consulting on much more significant and substantial changes, a number of which could impact markedly on rural areas. The link to learn more of the proposals and to participate is: <https://www.gov.uk/government/consultations/national-planning-policy-framework-proposed-reforms-and-other-changes-to-the-planning-system> This important (and potentially far-reaching) consultation opened on Tuesday, 16th December and will close at 23.45 on Tuesday, 10th March.

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

☎ 01469 560865 owen@bierley.com

Subject: Local Government Re-organisation (LGR) Statutory Consultation

To: Town / Parish Clerks

This email is sent from Paul Burkinshaw, Chief Executive of West Lindsey District Council

Dear All

In February 2025, Government announced its plans for Local Government Reorganisation in all 21 two-tier local authority areas, including Greater Lincolnshire. Councils submitted their final proposals to Government in November for consideration.

On 2nd February, West Lindsey District Council hosted an information session for Parish and Town Councils, where we shared the latest updates on the process and timeline and answered your questions. Thank you to everybody who joined, this was well attended and we will be hosting further in-person Parish Forum sessions throughout the year on a range of topics, including LGR. In case you missed it, a copy of the slides is attached for your information.

At this session, we advised that the next stage of the LGR process is a period of Government led Statutory Consultation. I can confirm that this Statutory Consultation is now live and will run for a period of seven weeks.

Statutory consultation is an important part of the decision-making process, allowing affected parties to give their views on the LGR proposals put forward for Greater Lincolnshire. These views will be used to inform the government's decision on which, if any, of the proposals to implement either with or without modification.

The consultation takes the form of an online survey. It is open for seven weeks and is being run and managed by central government. Views are sought from named consultees (including West Lindsey District Council) and other representative groups, including Parish and Town Councils. You can view and respond to the consultation here <https://www.gov.uk/government/consultations/local-government-reorganisation-in-lincolnshire-north-lincolnshire-and-north-east-lincolnshire> The consultation is also open to the public to respond.

Attached is a poster if you wanted to print this off and display this to encourage people to respond that would be appreciated. It directs people to where hard copies of the consultation will be and again online. We have also attached an image that you are welcome to use on social media to help promote the consultation.

A new Greater Lincolnshire LGR hub has recently been launched which contains factual information about the LGR process and links to all of the proposals being consulted on for the area. You can find out more here [Local government changes in Greater Lincolnshire | Greater Lincolnshire LGR Hub](#)

Once the consultation closes, government will write to local councils to advise of their decision. This is expected to be before Parliamentary recess in July and we will continue to keep you informed and involved throughout the next stages.

Kind regards

Paul Burkinshaw
Chief Executive

01427 676682
Guildhall | Marshall's Yard | Gainsborough | Lincolnshire | DN21 2NA

Local Government Reorganisation

Briefing and Information Session

February 2026

Purpose of the Session

- ▶ To provide an update in relation to Local Government Reorganisation (LGR) in Greater Lincolnshire
- ▶ To consider any impact on Town & Parish Councils
- ▶ To share key information regarding Parish Forum meetings for 2026

Statutory Invitation

- ▶ A Statutory Invitation Letter, was by Government to all Greater Lincolnshire Local Authorities on 5th February 2025.
- ▶ It formally requested that all Greater Lincolnshire authorities develop proposals for local government reorganisation
- ▶ The letter requested interim proposals to be submitted to MHCLG by 21st March 2025 and final proposals by 28th November
- ▶ Government requested where possible for Authorities to work together on proposals

Government Criteria for LGR Proposals

The Statutory Invitation Letter, issued on 5th February 2025, made clear that LGR proposals should meet the following key criteria, against which all submitted proposals would be evaluated:

1. A proposal should seek to achieve for the whole of the area concerned the establishment of a single tier of local government.
2. Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks
3. Unitary structures must prioritise the delivery of high quality and sustainable public services to citizens.
4. Proposals should show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views.
5. New unitary structures must support devolution arrangements
6. New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.

What is a Unitary Council?

- ▶ Most local government services are provided by a single local authority (not including those services provided by Town & Parish Councils).
- ▶ For West Lindsey residents, LGR means that the services currently provided by WLDC and LCC will instead be provided by a single, new unitary council.
- ▶ Town & Parish Councils are not included in the remit of LGR and will continue to operate as normal.

Differences between LGR & Devolution

DEVOLUTION

Greater Lincolnshire Mayoral Combined County Authority

- Transfer of central government powers and funding to local areas
- More local control, tailored decisions and specific funding for regional priorities
- Governed by an elected Mayor with powers over transport, housing, economic development, and skills who works across existing council boundaries

LOCAL GOVERNMENT REORGANISATION

A new Unitary Local Authority to replace existing district councils and the county council from 1st April 2028

- Restructuring the internal organisation and tiers of local government
- Simplifying local government structures and service delivery
- Merging the existing two-tier structure into a single tier of unitary authorities

Key Milestones to Date

Central Government issues a Statutory Invitation letter to all two-tier local authority areas in England, including Greater Lincolnshire, inviting proposals for LGR

5 Feb. 2025

Government provided initial feedback to all ten Councils in Greater Lincolnshire on the interim proposals received

23 Mar. 2025

3 June 2025

WLDC voted not to endorse any one LGR Proposal for Greater Lincolnshire due to a lack of sufficient information on the proposals to make an informed decision

7 July 2025

10 Nov. 2025

Government-led Statutory Consultation period commences

28 Nov. 2025

7 Feb. 2026

Government deadline for submitting interim LGR proposals

WLDC voted to undertake supportive engagement across Greater Lincolnshire on the LGR proposals being developed

Government deadline for submitting final LGR proposals

Greater Lincolnshire Context

- ▶ Six proposals were submitted from within Greater Lincolnshire – three of these proposals opted to use the same geographical boundaries of existing local authorities
- ▶ There is no consensus on a single option for LGR in Greater Lincolnshire. Despite this, West Lindsey DC remains committed to working collaboratively and constructively across the whole area in the best interests of residents and businesses.

Proposal 1: Four Unitary Model

Joint Proposal by North & South Kesteven



Model	Population
Unitary 1: North Kesteven, South Kesteven, South Holland, Rutland	410,360
Unitary 2: West Lindsey, Lincoln, Boston, East Lindsey	420,585
Unitary 3: North Lincolnshire	171,336
Unitary 4: North-East Lincolnshire	159,911

Proposal 2: Two Unitary Model

*Joint Proposal by Boston, South Holland
East Lindsey*



Model

Population

Unitary 1:

West Lindsey, City of Lincoln, North-Lincolnshire, North-East Lincolnshire

531,000

Unitary 2:

North Kesteven, South Kesteven, Boston, South Holland, East Lindsey

574,000

Proposal 3: Three / Four Unitary Model

Proposal by City of Lincoln

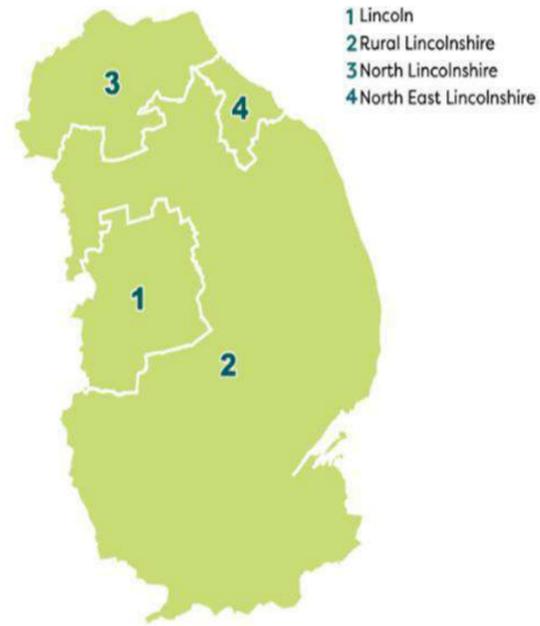


Image 1: Four unitary council model



Image 2: Three unitary council model

Model	Population
Unitary 1: Existing City of Lincoln geography, incorporating parts of West Lindsey and North Kesteven	TBC
Unitary 2: The remaining footprint of the County of Lincolnshire	TBC
Unitary 3 and Unitary 4: North and North-East Lincolnshire, either remaining separate or combined	159,911 171,336 (331,247 combined)

Proposals 4 -6: Three Unitary Model

Proposed separately by LCC, North Lincolnshire & North-East Lincolnshire



Model	Population
Unitary 1: Existing Lincolnshire County footprint	789,502
Unitary 2: North Lincolnshire	159,911
Unitary 3: North-East Lincolnshire	171,336

Government's view of LGR & Parish Councils

- ▶ Government see LGR as an opportunity to....*rewire the relationship between town and parish councils and principal Local Authorities, strengthening expectations on engagement and community voice....*
- ▶ Parish and Town Councils are governed under different legislation. Parish Councils remain independently elected statutory bodies which can continue to raise precept. As such, there is no direct impact as a result of LGR
- ▶ There is no expectation from government that Parish and Town Councils will take on the functions and responsibilities currently performed by District Councils
- ▶ The government acknowledges the size of new unitary councils means there is a need to ensure some decisions continue to be made closer to local communities. Government is recommending Neighbourhood Area Committees to address this, although there is currently no specific blueprint

What might LGR mean for Town & Parish Councils?

- ▶ Simplified and Standardised System: One Local Authority responsible for all public services, enquiries relating to housing, highways, education and council tax for example will all go to the same organisation in future
- ▶ Increased Importance: As district and county councils merge into fewer, larger authorities, with fewer Councillors town and parish councils become the primary, most local level of governance.
- ▶ Different Engagement Structures & Enhanced Local Voice: The new unitary councils may introduce new mechanisms to engage with parishes, sometimes requiring stronger collaborative partnerships or new neighbourhood-level arrangements
- ▶ Devolution of Assets/Services: Larger unitary councils *may* once established look to pass control of assets
- ▶ The final arrangements & relationships between the new Unitary Council(s) & Parish/Town Councils will be decided by the new Unitary Authority

Next Key Milestones & Timeline to Vesting Day

Government-led statutory consultation period commences for seven weeks

7 Feb. 2026

Secondary legislation prepared and laid, including Structural Changes Order

Aug.–Dec. 2026

Vesting Day for the new Unitary Authority ('go live' date)

1 Apr. 2028

Government decision on which LGR proposal to implement

May–July 2026

Elections held for the new Unitary Authority

6 May 2027

Statutory Consultation on LGR

- ▶ Government requirement to publicly consult on the submitted proposals
- ▶ Consultation on Greater Lincolnshire proposals expected to start in early Feb and run for seven weeks
- ▶ Questions are likely to be based on the six criteria for LGR set by Government and respondents required to rate each proposal against each of those criteria
- ▶ We will notify each Parish/Town Council once the consultation is launched and continue to support and provide briefings on this subject as the process progresses
- ▶ Greater Lincolnshire LGR HUB – shared website with all proposals & updates - <https://www.greaterlincolnshirelgrhub.org/>

Thank you for listening
Do you have any questions?



2026 Parish Forums

- ▶ There will be 3 in person Parish Forums held in May where a range of topics, including further updates on LGR will be given.
- ▶ Dates, times & venues will be confirmed nearer the time

LCC Cornhill Parking layout consultation information

We've had a couple of comments back from the consultation on the parking bays, saying that the current layout doesn't work very well, particularly with blocking visibility when exiting onto South Street.

So I've been looking at other options and wanted your opinion please.

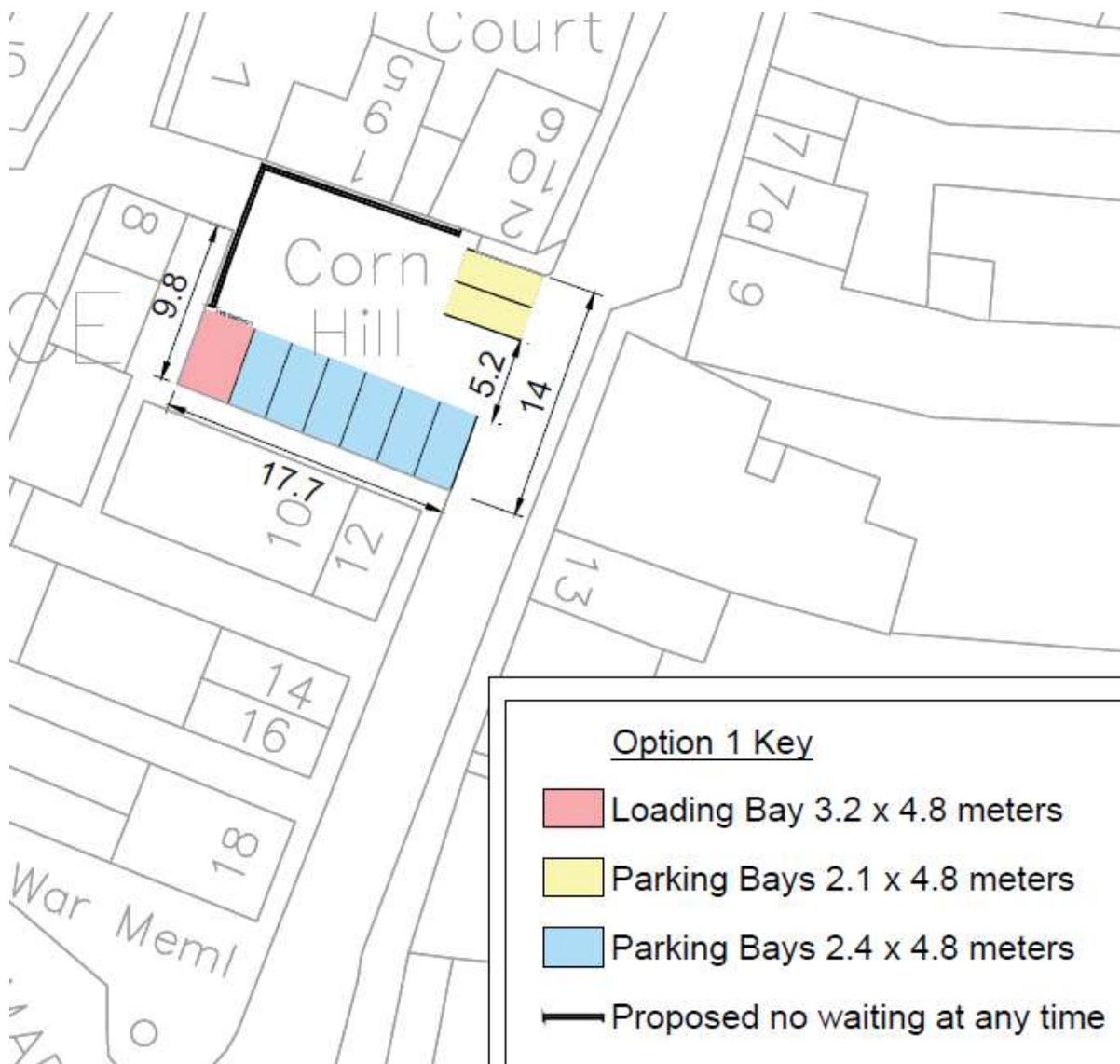
The current bays are 2.4m wide, there are 7 plus the loading bay. Dimensions for parking bays in specifications vary between 1.8m and 2.6m wide.

The layout below gives 8 spaces but due to the two in yellow, turning may be a little tight for the two blue spaces nearest to South Street. We could potentially reduce the yellow bays to 1 bay so matching the existing number.

I do have some more options if you'd prefer to see others, but this one feels like the best balance of space and width of parking bay.

I'd appreciate your thoughts.

Kyra



7diii. News for the Community

1. The new Vicar (Rev Bob Frew) has been appointed. Here is some information about this news.

The Bishop of Lincoln is pleased to announce the appointment of the Revd Bob Frew as Vicar of the Caistor Group.

2nd February, 2026

The Bishop of Lincoln is pleased to announce (pending successful completion his title curacy) the appointment of the Revd Bob Frew. Bob has most recently been working as Assistant Curate of Frodingham & New Brumby in the Diocese of Lincoln.

Further information on Bob's life and ministry to date may be found [here](#).

Bob will be licensed 7pm, Monday June 1, 2026 at Caistor St Peter & St Paul with the Bishop of Grimsby and the Archdeacon of Stow & Lindsey officiating.

Recent news stories

2. Also, one of small businesses, Skin Couture has won the prestigious Babtac award "Winner of the Best Small Beauty Salon 2025", plus Toni was a finalist in the individual holistic beautician category. Congratulations to a Caistor business achieving a most prestigious national award!

Could the clerk send a congratulations note to Skin Couture, on behalf of CTC recognising their achievement and raising the profile of Caistor in the public forum of the beauty world.

Caistor Goes, Twinning and Community Cinema Update

Caistor Goes Events Committee requests the permission of council to use the Town's facilities and resources for their planned community events. Applications have been submitted.

Caistor Community Cinema – the next film is Four Mothers on Saturday 28th February. Looking ahead F1: The Movie, Saturday 28th March, and Springsteen on April 18th.

Caistor Twinning AGM is February 27th, at the Town Hall, everyone welcome.

Caistor Goes... AGM is March 17th, at the Town Hall, everyone welcome.

2-4 Market Place Report for Caistor Town Council

The winter months might be in full swing, but the transformation of 2-4 Market Place is reaching an exciting turning point. Site is buzzing with activity, moving from heavy structural works to the finer details. Details that will define the future of these historic buildings. Here is the latest from the site.

Structural Milestones

All major construction works have now been completed, an incredibly poignant milestone for the town and the project! A recent, significant part of this phase included the installation of the specialist steelwork designed to stabilise the rear of the old granary, which will be completed in Phase Two of the project. With the 'heavy lifting' finished, the building's footprint is secure and ready for its next chapter.

Progress on Services and Interiors

Inside the building, the transformation is becoming more visible every day. First-fix electrics and plumbing are progressing well, laying the vital groundwork for the modern facilities to come.

Furthermore, plastering has officially commenced throughout the holiday lets, the central core, and the community space. Seeing the walls take shape brings us one step closer to the finished aesthetic of the project, turning a construction site back into a welcoming series of rooms.

Retail and Commercial News

As we look towards the future occupancy of the site, we are pleased to announce that [Scotts Property](#) has been appointed as the property agent for our retail units. Their expertise will be invaluable in finding the right partners to join the 2-4 Market Place community.

Community Investment & Heritage

Our Community Share Offering has officially reopened, and the response has been fantastic. With the first wave of investors already on board, we have reached 15% of our target. This is a vital way for the community to have a direct stake in the building's future.

We are also busy planning a series of heritage and community activities for February, March, and April 2026 – including more hard hat tours. These events will offer more ways for you to get involved, so please keep a close eye on our Facebook page and website for upcoming details.

Governance and Funding

In early January, we held our quarterly on-site meeting with our key funder, the National Lottery Heritage Fund (NLHF). We are delighted to report that the NLHF are pleased with the progress made so far and the quality of work being delivered.

Looking Ahead

The project remains firmly on track for our forecasted summer/autumn 2026 completion and occupation. It is a privilege to see these historic structures being treated with such care while preparing them for a vibrant new life in the heart of Caistor.

Stay tuned for more updates as we continue the journey!

Jayne Bowman 5/2/26

Estates committee update. February 2026

Since the last Council meeting there was an Estates committee meeting on 27th January.

Play equipment. The annual play area risk assessment report has been reviewed, those items of moderate risk have been identified and will be rectified asap. We are finalising quotes for the play surface replacement down at the sports ground, contractor is making a site visit on 4th Feb in order to provide a fixed price quote, we have 2 other prices.

Town Hall The working group have identified those issues which require immediate attention and will not be expensive to fix (guttering and down pipe repairs, sealing the gap between the access ramp and the wall, flooring joists in the boiler room).

The old Fire station Remaining items have now been cleared from the old firestation, which is empty. The lock has been changed. After considering the structural condition survey, we have decided that there will be no work considered in the foreseeable future due to lack of funds.

Church Cemetery Following the memorial inspection at the church yard / congregational chapel, those memorials considered unsafe have been staked / secured.

Cemetery On the 19th / 20th January, the second phase of the GPR survey was undertaken by reclaim heritage.

Cornhill Cornhill re-surfacing is due to take place on the 19th February.

Kelsway Field At the bottom of the kelsway field behind the community orchard, we have an ongoing issue with fly-tipping, anti social behaviour and vandalism. The area has now been cleared twice, larger items to be removed with the help of WLDC. Monitoring continues , the situation will be re-evaluated next estates meeting.

South Street Park (Millenium Garden) This area will be rotovated early spring as weather / ground conditions allow. Plans will then be made for planting the area up with long term growth and establishment in mind. Details yet to be arranged.



Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Arts & Heritage Centre on 27 January 2026

Present: Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr A. Clark, Cllr.N.Clark, Cllr.P.Laverack,
In Attendance: Michelle Moss, Mike Crookes,
Members of public present: 0

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4796**
Apologies received from Cllr Davey, noted that Cllr Laverack is substituting for him.
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 4797**
None.
- 3. Public participation - 10 minutes during which time the meeting is suspended - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 4798**
None.
- 4. To approve the draft minutes of the Estates Committee meeting on 25th November 2025 - Ref: 4799**
The draft minutes had been circulated prior to the meeting. RESOLVED to accept the minutes of the Estates Committee meeting of 25th November 2025 as a true record.
1 abstained
- 5. To consider the outstanding actions from previous Estates Meeting - Ref: 4800**
It was noted that most actions have been completed or are on the agenda for discussion. We are still trying to get quotes for the damp repairs at the town hall, the millenuim garden has been sprayed and will be rotavated in early Spring, and the contractors management process and checklist are with Cllr Davey for review - 3 actions to be carried forward.
- 6. Play Areas / Sports Ground - Ref: 4801**
 - a) To consider the annual play area risk assessment and agree next steps - Ref: 4802**
It was noted that: the report identified approx 190 issues with the play areas including 41 issues raised to monitor; Mike Crookes has already replaced the shackles and connectors on the swings at the sports ground which were the only moderate risk issues; cables ties have been removed, graffiti cleaned and corners filed on the signs. It was agreed that the priority items should be the replacement of shackles on equipment at South St Park which have been reported as worn in excess of 40% - the activity bridge, junior multiplay and adventure trail. MC and MM will agree priorities after this.
All in favour
 - b) To consider the quotes for the repair / replacement of sports ground wetpour surfaces(25696) - Ref: 4803**
Three quotes had been received and circulated prior to the meeting. OLP quote was significantly more than the other two quotes. RTC work with major play equipment providers and had visited the site previously but only provided an estimate, Soft Surfaces had not visited the site and the quote was based on the information supplied. It was agreed to pursue RTC for a firm quote as the preferred supplied at this stage.
All in favour
 - c) To consider the volunteers offer to look after the milenuim garden in SSP next year and the proposed agreement - Ref: 4804**
It was noted that there have been some changes in circumstances with the volunteers and agreed that Cllr A. Clark would co-ordinate efforts to source some shrubs and to plant and maintain the Millenuim garden. The area has been sprayed, Cllr Hodson will rotavate in March, Cllr Somerscales will try to get some bulbs.
 - d) To consider the ongoing issues with 'fly-tipping' and rubbish at Kelsway field and agree any action to**

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



clear and prevent - Ref: 4805

It was noted that the area had already been cleared middle of last year and was again covered in litter, sofas sited, a fire pit dug, and trees being cut down to burn. WLDC have been contacted and their ASB team will include it on their inspection route and put some signs up. WLDC have refused to clear the area but have agreed that they will collect the sofas and bags of rubbish if we clear the site and move it to the sports field car park. Cllr Hodson / Mike Crookes to co-ordinate efforts to clear the area.

All in favour

7. Cemetery / Churchyards - Ref: 4806

a) To receive an update on the memorial management and safety inspection testing at the churchyard and congregational cemetery and agree next steps (21340)(26058) - Ref: 4807

It was noted that: safety inspections have been completed for all memorials; there were 14 fails in the congregational churchyard, of which 10 have been staked, the remainder were not considered an immediate danger; there were 7 fails in the churchyard, 3 of which were laid flat at the time of inspection; signs were placed on all fails to prompt owners to get in touch to discuss repairs. It was agreed that the failed memorials would be discussed again in March - MM/MC to take photos of the memorials and recommend action for consideration by Estates Committee.

b) To receive an update on the NKR cemetery - Ref: 4808

It was noted that the archaeologists have completed the GPR survey of the remainder of the cemetery, concentrating on the reserved plots or those believed to be empty, they have the trenching planned for the next few weeks and they will then complete their final report.

8. Allotments - Ref: 4809

a) To consider updates to the Allotment Terms and Conditions (last reviewed July 2023) - Ref: 4810

The proposed revision of the allotment TC's had been circulated prior to the meeting for review.
RESOLVED to approve the revised TC's.

All in favour

b) To review the fees for the allotments and agree next steps (19693) - Ref: 4811

RESOLVED to leave the allotment fees unchanged at £30 per plot.

All in favour

9. Town Hall - Ref: 4812

a) To receive an update on the damp issues at the town hall - Ref: 4813

It was noted that trying to get contractors to quote for the repairs at the town hall is proving challenging. Efforts are being renewed to get quotes and it was agreed that if we receive a quote from a reputable company, providing it is reasonable, full council permission should be sought to suspend the requirement for 3 quotes where appropriate.

10. Other buildings/ Property - Ref: 4814

a) To consider reseeding Boys Hill to restore the grass and make it safer for contractors cutting - Ref: 4815

The grass contractor had raised this area as a safety concern given how steep it is, and how slippery/muddy it gets. RESOLVED to exclude the area from the cutting agreement.

All in favour

b) To confirm the plan for blocking off Cornhill for resurfacing - Ref: 4816

Cornhill is being resurfaced 19th Jan. LCC have posted notices and delivered flyers to properties close by. It was agreed that MC will post the CTC flyers first week in Feb; Cllr Laverack will put notices on the cars parked there over the week prior; MC will put up heras panels across part of the area and attach notices about the work and contractors; Cllr Laverack will keep an eye on the heras panels; MM will put additional reminders on social media; Cllrs N.Clark, Hodson and Mike Crookes will be onsite on the afternoon of 18th to prevent cars parking and to erect the remainder of the heras panels to close the area ready for resurfacing.

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



c) To consider the structural condition survey of the Old Fire Engine Shed and agree next steps - Ref: 4817

It was noted that the council does not have the funds at the moment to address the recommendations in the report. RESOLVED to lock and leave for now.

All in favour

d) To consider whether the electrical feeder pillars need annual testing and agree next steps - Ref: 4818

It was noted that when they were tested and remedial works completed last year, the inspection company had not put a recommended review date on the feeder pillars in the Market Place. It was agreed that MM would contact them to clarify.

e) To consider CS&SC request to change the thermostat at the club to a Smart Hive - Ref: 4819

RESOLVED to give CS&SC CIC permission to change the thermostat at the club.

All in favour

11. Grounds / Handyperson Update - Ref: 4820

MC shared his completed actions and progress on winter tasks. It was noted that he is also cleaning the sports ground toilet at the football club are not doing it - Cllr Clark to chase up football club to do this. Cllr Hodson volunteered to sort out the damage to the cemetery verges following the water leaks.

12. To review the tender responses for the Grass cutting contracts 2026 and agree next steps (20973) - Ref: 4821

It was noted that both grass contractors for 2025 had done a good job. Four companies had quoted for either the cemetery and church grass and/or the amenity and parks grass. Quotes were reviewed. Cost, experience and reputation were considered. Dyne group had completed the parks and amenity grass cutting for the last 3 years to a good standard and their quote was within budget for the parks and amenity grass. Mark Nettleton had only quoted for the churches and cemetery, has extensive experience of cutting churchyards for other local authorities and was the only quote within budget for the churchyards and cemetery.

RESOLVED to appoint Dyne Group to cut the parks and amenity grass (16 cuts) and Mark Nettleton to cut the churchyards and cemetery (15 cuts).

(following the meeting, the clerk noticed an error in the figures used for the summary table on which the decision was based - Councillors requested a follow-up meeting to review their decision in light of the error.)

All in favour

Meeting closed at 9:20pm

Annual Training Scheme Tariff (01.04.2026)

These charges are in addition to the yearly Annual Membership fees and do not form part of the LALC Subscription Charges.

ATS Members– councils that do subscribe to the Annual Training Scheme will be charged the following rates per training delegate:

CORE TRAINING: will be included in the ATS membership between 1st April 2026 – 31st March 2027.

Refreshments - light refreshments e.g. tea/coffee are provided, Member Councils will be invoiced £15.00 per delegate to cover lunch costs for full day events.

NON-CORE TRAINING: will be charged at £40 (+VAT) per delegate for any morning/afternoon/evening session (incl. refreshments), £85 (+VAT) per delegate for an all-day event (incl. lunch & refreshments) £70 if held remotely.

ATS Non-Members– councils that do not subscribe to the Annual Training Scheme will be charged the following rates per training delegate:

* £40 (+VAT) per delegate for any morning/afternoon/evening session (incl. refreshments)

* £85 (+VAT) per delegate for an all-day event (incl. lunch & refreshments) £70 if held remotely.

Please note that the Annual Training Scheme does not cover the training package for the Certificate in Local Council Administration (CiLCA). Interested candidates should contact the office for further details of CiLCA training and mentoring costs.

Bookings - should be made via the Clerk using the online booking form located on the LALC website Training Tab.

Those wishing to pay for their own training may do so by contacting the office to discuss further.

ATS SCHEDULE OF FEES

_____ Parish/Town Council wishes to subscribe to the
LALC Annual Training Scheme for April 2026/March 2027.

Payment in respect of this Council is enclosed*/will be forwarded in April 2026*
(*Delete as applicable)

..... (Signed) (Date)

Band		Amount (£)	Please tick
Council with up to 250 electorate	120.00 + £24 VAT	£144.00	
Council with up to 500 electorate	130.00 + £26 VAT	£156.00	
Council with up to 1000 electorate	145.00 + £29 VAT	£174.00	
Council with up to 2500 electorate	170.00 + £34 VAT	£204.00	
Council with up to 5000 electorate	185.00 + £37 VAT	£222.00	
Council with up to 7500 electorate	195.00 + £39 VAT	£234.00	
Council with up to 10,000 electorate	205.00 + £41 VAT	£246.00	
Council with above 10,000 electorate	215.00 + £43 VAT	£258.00	
Council with above 10,000 electorate	225.00 + £45 VAT	£270.00	

- Cheques should be made payable to LALC and sent to: Mrs L Westman, Finance/Admin Officer, LALC, Dunholme Old School, 8 Market Rasen Road, Dunholme, Lincoln LN2 3QR.
- BACs payment may be made to: Lincolnshire Association of Local Councils, The Co-operative Bank, Sort Code 08-92-99, Account No. 65279999
(please indicate clearly which Town or Parish payment is from - thank you).
- Please complete all bookings using the online booking form via the LALC website.



CAISTORTOWN COUNCIL INFORMATION TECHNOLOGY POLICY

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Introduction

This policy sets out how the Council manages information technology and information security in a proportionate way appropriate to a small town council. The Council does not issue IT equipment to councillors or staff. Councillors and staff use their own devices for council business.

The Council employs one office employee (the Clerk/RFO) and one Estates employee who uses a personal mobile phone for work purposes.

Purpose of the IT Policy

The purpose of this policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. It aims to:

- Protect council information and personal data
- Reduce the risk of data loss, cyber incidents and misuse
- Demonstrate compliance with internal control requirements, including AGAR Assertion 10
- Set clear expectations for councillors, staff and contractors.

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a voluntary, flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

1. Computer use

1.1 Hardware

1.1.1 Council computer equipment is provided for council purposes only.

1.1.2 All councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times.

1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 Equipment should not be dismantled or reassembled without seeking advice.

1.1.6 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

1.1.7 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the town clerk.

1.1.8 Any faults or necessary repairs must be reported to the town clerk

2. Equipment

2.1 Portable equipment

2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

2.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

2.1.5 If an item of portable equipment is lost or damaged this should be reported to the town clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first £200 of the loss/damage.

2.1.6 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

2.1.7 Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

2.1.8 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the town clerk.

2.2 Use of own devices

2.2.2 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails,

accessing documents stored on the council's network/cloud or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

2.2.3 However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

2.2.4 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

2.2.5 In cases of legal proceedings against the council, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

2.2.6 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.2.7 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a 6-digit pin, strong password or finger print (preferably the latter) to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after 5 of failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than 5 mins;
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of

the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;

- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the council if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

2.2.8 Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

2.2.9 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the town clerk access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.10 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

3. Health and safety

3.1.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's health and safety policy.

3.1.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to the town clerk.

3.1.4 If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the town clerk..

4. Password and Authentication Policy

4.1.1 All user accounts must be protected by strong, secure passwords..

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.

4.1.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the Chair of the Council in a sealed envelope, only to be accessed in an emergency.

4.1.3 Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

4.1.4 Password Change Requirements

- Immediately change password if compromise is suspected.

4.1.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

5. Monitoring

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.5 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

5.1.6 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

5.1.7 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

5.1.8 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

5.1.9 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances.

6. Remote working

6.1.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a premises unless arrangements have been made with a responsible person at a premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;

- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

7. Email

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the town clerk rather than assuming they know the right answer.

7.1.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

7.1.5 Email messages sent on the council's account are for council use only. Personal use is not permitted.

8. Use of the Internet

8.1 Copyright

8.1.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

8.1.2 It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

8.1.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

8.1.4 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

8.1.5 Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the town clerk if unsure about anything.

8.2 Trademarks, links and data protection

8.2.1 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the town clerk.

8.2.2 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy

8.3 Accuracy of information

8.3.1 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

9. Use of social media

9.1.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

9.1.2 Personal use of social networking/media and chat sites should be restricted to breaks during working hours, or after hours with permission.

9.1.3 The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be

interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

9.1.4 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council.
- Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, must inform the town clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their

permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.

- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its staff or councillors, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the the town clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

9.1.5 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

9.1.6 Councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including contact details from any personal device/equipment.

10. Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.



DATA BREACH POLICY & PROCEDURE

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Caistor Town Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

Caistor Town Council’s duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Caistor Town Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Caistor Town Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the DPO
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse affects.

When notifying the individual affected by the breach, Caistor Town Council must provide the individual with (ii)-(iv) above.

Caistor Town Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform Caistor Town Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Caistor Town Council without undue delay. It is then Caistor Town Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>



Caistor Town Council

GDPR – PRIVACY POLICY

This policy has been issued by the Town Council in order to comply with the requirements of the General Data Protection Regulations (GDPR) which came into force in May 2018.

Your Personal Data – What Is it ?

“Personal Data” is any information about a living individual, which allows them to be identified from that data (for example a name, photograph, videos, email address or postal address). Identification can be by directly using the personal data itself or by combining it with other information which helps to identify a living individual. The processing of data is governed by legislation to personal data which applies in the United Kingdom including the General Data Protection Regulations (the ‘GDPR’) and other local legislation relating to personal data and rights such as the Human Rights Act.

Council Information

This privacy policy is provided to you by Caistor Town Council which is the data processor for your data.

The Council’s address is: Town Council
Caistor Town Council
Town Hall
14 High Street
Caistor
LN7 6TX

We will always respect the privacy of individuals who browse our website and leave contact details with us. Please read our privacy policy carefully as it contains important information about what to expect when we collect personal information about you and how we will use (“process”) that data.

Caistor Town Council does not track your activity as an individual.

The Council will process some or all of the following personal data where necessary to perform its tasks:-

- Titles, names, aliases, photographs
- Contact details such as telephone numbers, addresses and email addresses

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:-

To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;

- To confirm your identity to provide some services;
- To contact you by post, email and telephone;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions
- To promote the interests of the Council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council.

What is the legal basis for processing your personal data ?

The Council has always required a legal basis to processing personal data. The General Data Protection Regulations include five lawful basis for local Councils. It is possible for more than one to apply at the same time. The five basis are:-

Compliance with legal obligations: The Council is a Town Council and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account your interests and rights. This privacy policy sets out your rights and the Council's obligations to you in detail.

Contractual Necessity: We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

Consent: Sometimes the use of your personal data requires your consent. On these occasions we will first obtain your consent to that use.

Vital Interest: It is possible to process personal information to protect an individual without their consent e.g. in a life or death situation where emergency contact information is needed.

Public Interest: When the Town Council is acting in the public interest, personal data may be processed if it is necessary to undertake the tasks.

Sharing your personal data:-

The Council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the Council may share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we may need to share your data with some or all of the following (but only when necessary):

- West Lindsey District Council
- Lincolnshire County Council
- Contractors (such as contracted cleaning company)

We may need to share your personal data we hold with them so that they can carry out their responsibilities to Caistor Town Council. If we work together for a joint purpose that involves your personal data we are joint data controllers. This means those involved are all responsible to you for how we process your data. If there is no joint purpose then each data controller is independent and is individually responsible to you.

How long do we keep your personal data ?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of eight years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for a personal injury claim or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:-

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

The right to be informed – e.g. through this policy. The right to access personal data we hold on you. At any time you can request the data we hold on you as well as why we have it, who has access to it and where it was obtained from. We will respond to requests within one month of receiving them. There is no charge for the first request.

The right to correct and update the personal data we hold on you – If the data we hold on you is out of date, incomplete or incorrect you can inform us and we will update it.

The right to have your personal data deleted – If you feel we should no longer be using it or are using it unlawfully. When we receive your request we will then either confirm that it has been deleted or explain why it cannot be deleted e.g. because we need it to comply with a legal obligation.

The right to object to processing of your personal data or to restrict it to certain purposes only – You can request us to stop processing your data or ask to restrict what we do with it. When we receive your request we will let you know if we are able to comply or if we have a legal obligation to continue.

The right to data portability – You can request that we transfer data to another controller. Where this is feasible we will do this within one month of receiving your request.

The right to withdraw your consent – To the processing at any time for any processing of data to which consent was obtained. Please use the contact details below to do this.

The right to lodge a complaint – with the Information Commissioner's Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email to casework@ico.org.uk or by post to Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Use of cookies

Our website uses cookies to ensure it runs correctly. They are not used for tracking purposes but just to hold site information for the duration of your browsing session. We do not use any third party, tracking, advertising cookies.

Transfer of data abroad

Our website is accessible from overseas so on occasion some personal data (for example in a Town magazine) may be accessed from overseas.

Further Processing

If we wish to use your data for a new purpose not covered by this privacy policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary we will seek prior consent to the new processing.

Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on the Town Council website.

Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints:

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



Caistor Town Council

DATA PROTECTION POLICY

This policy should be read in conjunction with the GDPR – Data Privacy Policy

The Data Protection Policy

Caistor Town Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Caistor Town Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Caistor Town Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Caistor Town Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Caistor Town Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Caistor Town Council Office and are not available for public access. All data stored on the Caistor Town Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.

Caistor Town Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

How and to what purpose personal data is processed

- The period Caistor Town Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Caistor Town Council must not disclose the personal information of the other individual. That individuals personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see "Subject Access Request Procedure" for more details.

Confidentiality

Caistor Town Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.



RECORD RETENTION POLICY

Caistor Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Caistor Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Caistor Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Caistor Town Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

Caistor Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Caistor Town Council's records management guidelines.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management

Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts	6 years	Audit
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management



SUBJECT ACCESS REQUEST PROCEDURE

This procedure is to be followed when an individual contacts Caistor Town Council to request access to their personal information held by the Council. Requests must be completed within 1 month, so it should be actioned as soon as it is received. SAR's should be provided free of charge, however, you can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

The steps below should be followed to action the request:

1. Is it a valid subject access request?
 - a) The request must be in writing (letter, email, social media or fax).
 - b) Has the person requesting the information provided you with sufficient information to allow you to search for the information? (You are allowed to request for more information from the person if the request is too broad.)
2. Verify the identity of the requestor.
 - a) You must be confident that the person requesting the information is indeed the person the information relates to. You should ask for the person to attend the office with their passport/photo driving licence and confirmation of their address (utility bill/bank statement).
3. Determine where the personal information will be found
 - a) Consider the type of information requested and use the data processing map to determine where the records are stored. (Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual.)
 - b) If you do not hold any personal data, inform the requestor. If you do hold personal data, continue to the next step.
4. Screen the information
 - a) Some of the information you have retrieved may not be disclosable due to exemptions, however legal advice should be sought before applying exemptions.

Examples of exemptions are:

- References you have given
- Publicly available information
- Crime and taxation
- Management information (restructuring/redundancies)
- Negotiations with the requestor
- Regulatory activities (planning enforcement, noise nuisance)
- Legal advice and proceedings
- Personal data of third parties

5. Are you able to disclose all the information?

- a) In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.
6. Prepare the SAR response (using the sample letters at the end of this document) and make sure to include as a minimum the following information:
- a) the purposes of the processing;
 - b) the categories of personal data concerned;
 - c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data;
 - d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - f) the right to lodge a complaint with the Information Commissioners Office ("ICO");
 - g) if the data has not been collected from the data subject: the source of such data;
 - h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Be sure to also provide a copy of the personal data undergoing processing.

All SAR's should be logged to include the date of receipt, identity of the data subject, summary of the request, indication of if the Council can comply, date information is sent to the data subject.



COMPLAINTS PROCEDURE POLICY

This complaints procedure is designed to deal with complaints made about the Council's action or perceived lack of action, or about the standard of a service, whether the action was taken or the service provided by the Council itself acting as a body corporate, or by a person or body acting on behalf of the Council.

The Clerk to the Council is authorised to handle and resolve complaints at an informal level and will escalate to the council as detailed in Stage 1. Any complaint that cannot be resolved informally by the Clerk can only be processed by the Council at a properly convened meeting of either the full Council or of a Committee tasked with investigating the matter.

Any complaint that involves one of the Council's employees will be dealt with in the first instance via this complaints procedure, and if any further action is required, then in accordance with the Council's internal employment processes.

Please be aware that there are other bodies with responsibility for certain types of complaint:

<i>Type of Conduct</i>	<i>Refer to</i>
<i>Individual member's conduct alleged to breach the Code of Conduct adopted by the Council</i>	<i>The relevant principal authority Monitoring Officer should be contacted – the district council has responsibility for such matters</i>
<i>Alleged financial irregularity</i>	<i>Local electors have a statutory right to object to a Council's audit of accounts (Audit Commission Act 1998 s.16)</i>
<i>Alleged criminal activity</i>	<i>The Police</i>

Informal Resolution (Stage 1)

The Clerk to the Council is authorized to handle and resolve complaints at the informal stage under the following circumstances:

- **Administrative Errors:** Correcting simple clerical mistakes or providing missing information.
- **Service Delivery:** Resolving minor failures in Council services where a standard remedy (such as a repair or scheduling a task) is available.
- **Procedural Clarifications:** Explaining Council policies or procedures to resolve misunderstandings.
- **Initial Triage:** Assessing if a complaint involves employees, which must be handled via internal employment processes if the informal stage fails.

The Clerk shall use the following procedure for informal resolution:

1. **Written Receipt:** Upon receiving a complaint in writing, the Clerk will determine if it can be resolved without a formal meeting.
2. **Resolution Period:** The Clerk will aim to provide an explanation or solution within a set timeframe (e.g., 10 working days).
3. **Reporting:** All informally resolved complaints will be reported to the Council at the next meeting for information only, ensuring transparency.
4. **Escalation:** If the complainant is unsatisfied with the Clerk's response, they may request that the matter proceed to a formal meeting of the Council or nominated Committee.

Formal Resolution (Stage 2)

1. Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council at (clerk@caistortowncouncil.gov.uk).
2. If the complainant does not wish to make the complaint via the Clerk to the Council, it should be addressed to the Chairman of the Council at (cllr.j.wright@caistortowncouncil.gov.uk)
3. The Clerk to the Council/Chairman will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.
4. Please be aware that any complaint will be treated as confidential, and that the council is obliged to comply with its duties under the UK GDPR and Data Protection Act 2018 at all times to safeguard against the unlawful disclosure of personal data.
5. The complainant will be invited to attend the meeting at which the complaint will be considered, and be offered the opportunity to be accompanied by a representative, if required.
6. Seven clear working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.
7. The Council will provide the complainant with copies of any documentation upon which it wishes to rely at the meeting and shall do so promptly, allowing the opportunity to read all material in good time for the meeting.

At the meeting

8. The council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst taking into account any duties to safeguard personal data as under (4) above.

9. The Chairman will introduce everyone at the meeting, and explain the procedure to be followed.
10. The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by (i) the Clerk and (ii) members of the Council.
11. The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and then (ii) members.
12. The complainant will be offered the opportunity to summarise their position.
13. The Clerk will be offered the opportunity to summarise the position on behalf of the Council.
14. The Clerk and complainant will both be asked to leave the room whilst members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
15. The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and communicated to them.

After the meeting

16. Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.
17. The Council's decision on the matter will be final, and no further internal appeal process will be offered. **The complainant may still have rights to contact the Local Government & Social Care Ombudsman if they feel there has been maladministration.**



Caistor Sports Ground

Football and Cricket pitch casual use terms and conditions

The cricket pitch and football pitches are licenced by Caistor Town Council to Caistor Cricket Club and Caistor Tennyson Football club as the primary users. Any agreement to use the pitches must be agreed with these clubs and Caistor Town Council at least 14 days in advance. The following terms and conditions are applicable from Caistor Town Council, the primary users may have their own terms and conditions for casual use of the pitches.

1. Caistor Town Council cannot accept any liability for loss, damage or injury sustained by the user or any person participating.
2. It is a requirement of the clubs and organisations using the councils facilities to take out their own public liability insurance to a recommended level of at least £5 million.
3. The casual user must seek agreement of the primary user before scheduling any use of the cricket or football facilities (Caistor Cricket Club and Caistor Tennyson Football Club).
4. Use of any equipment must be agreed with the primary users.
5. The Sports and Social Club CIC manage the pavilion. Access to the pavilion and the changing facilities must be arranged via them.
6. It is the responsibility of the hire team/casual user to ensure that the pitch is playable prior to the commencement of play. Although, the council reserves the right to call off games as they see fit whether or not teams or their referees believe the pitches are playable.
7. The facilities are of a high quality and must be looked after by the user. **No damage is acceptable.** Any users or teams found to be abusing the rooms/facilities and/or staff will be barred from our facilities.
8. Smoking is not permitted in any buildings on the sports field.
9. The hirer will reimburse Caistor Town Council, Caistor Sports and Social club or any of the primary users for any expenditure incurred in making good any damage to facilities, and any areas where enhanced cleaning is required.
10. The user shall not permit anything to take place at or in the facility during the period of hire, which is unlawful, or contrary to public decency and respectable behaviour or in such way endangers any licence held in connection with the facility.
11. 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.
12. The user is responsible for the provision of adequate first aid equipment and personnel for the period of hire.
13. All accidents and incidents must be reported to the Council as soon as possible and in any case within 48 hours.
14. 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 negligence of the Council.
15. The user must ensure that no vehicles are parked on the pitches or any adjoining land other than areas specifically allocated for this purpose.



Caistor Sports Ground

Agreement to these terms and conditions:

Name: Emily Hill

Signature: 

Date: 21st January 2026

Organisation: Lincolnshire Cricket

Date(s) Required (to be completed by the user):

Monday 11th May 2026

***Please note:** You are required to give at least 14 days notice. These dates must also be approved and scheduled by the primary user.*

Please contact Caistor Cricket Club or Caistor Tennyson Football Club.

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

Name..... Signature.....

Date.....



Caistor Sports Ground

Email from Cricket Club – Cricket Fence and Bench

From: >

Sent: 03 February 2026 16:29

To: clerk@caistortowncouncil.gov.uk

Cc:

Subject: Follow up to actions from recent cricket club management meeting

Hi Michelle,

I trust that you are well.

At our most recent cricket club management meeting, I was actioned to contact you on the matters listed below.

1. Last year, Terry Mckitton, a cricket club player/coach/committee member sadly passed away. His involvement in the club was extensive and spanned circa 40 plus years. Terry's immediate family have expressed a desire to have a bench placed on the Brigg road ground in his memory. Would this be possible? If so, is there a preferred location?
2. Some time ago, you very kindly gave me the contact details of the person at West Lindsey who oversees the CCTV cameras at the Brigg road ground. If you remember, I was trying to establish the range of the cameras in light of us having the new outdoor nets facility. I contacted the person but sadly he didn't respond. I have mislaid his mail address unfortunately. Are you able to send me his details again.
3. The club, as part of the annual ECB 'Get Set Weekend-28th/29th March' are planning to prepare the ground for the 2026 cricket season. The likelihood is that we will have circa 20 volunteers doing the work. In light of this, if the Council is still planning to paint the new fencing, we would be in position to supply the labour if the Council were to provide the brushes and paint.

Kind regards,

Mark

Sports Ground 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 Sports Ground** for community events and activities.

1. **Advance Notice:** Applications for use of the sports ground 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 sports ground 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.
3. **Use of the Sports and Social Club** will require the permission of the CIC for the club. Any request to use the club house or associated facilities will need to be approved by the CIC before the council will consider the request.

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.
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. The council will provide time and noise conditions specific to each event.

Damage and Cleanliness

14. **Facility Care:** The sports ground and any associated facilities must be looked after by the user. No damage is acceptable.

Sports Ground Terms and Conditions for Volunteer and Community Group Use



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: Caistor Goes Events Committee
Main Contact Name: Jayne Bowman / Sally Allison
Signature (on behalf of Organisation/Group): Jayne Bowman
Date: 5/2/26

Date and Times Required - (to be completed by the user) Please also include any noise considerations, vehicle movements, CTC equipment you wish to use, including electricity:

May 3rd Sunday.
Use of the club house and parking, as agreed by CS+SC.

If use of any part of the clubhouse is required, please confirm you have permission from the CIC and the name of your contact there:

Katie Pixley

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

Name:

Signature:

Date:

Conditions:

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.
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. The council will provide time and noise conditions specific to each event.

Damage and Cleanliness

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.

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



- 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.

Annual Caistor Party in Park = Free-to-all Community event

Agreement to these Terms and Conditions:

Organisation/Group Name: Caistor Goes Events Committee

Main Contact Name: Jayne Bowman / Sally Allison

Signature (on behalf of Organisation/Group): Jayne Bowman

Date: 5/2/26

Date and Times Required - (to be completed by the user) Please also include any noise considerations, vehicle movements, CTC equipment you wish to use, including electricity:

July 10th - 13th. Main event July 12th. Set up + Clear away
Electricity access, restricted vehicle access,
Noise considerations - late start and earlier finish on
Sunday. Music & PA System control + supply Rob Turner.
Event publicity, at least 28 days prior to the event.

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

Name:

Signature:

Date:

Conditions:

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.
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. The council will provide time and noise conditions specific to each event.

Damage and Cleanliness

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.

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



- 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.

Annual Caistor Proms in the Park = Free-to-all Community event

Agreement to these Terms and Conditions:

Organisation/Group Name: Caistor Goes Events Committee

Main Contact Name: Jayne Bowman / Sally Allison

Signature (on behalf of Organisation/Group): Jayne Bowman

Date: 5/2/26

Date and Times Required - (to be completed by the user) Please also include any noise considerations, vehicle movements, CTC equipment you wish to use, including electricity:

Sunday September 6th

Electricity access, restricted vehicle access,

Noise considerations

Music & PA System control + supply Rob Turner.

Event publicity, at least 28 days prior to the event.

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

Name:

Signature:

Date:

Conditions:

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.
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. The council will provide time and noise conditions specific to each event.

Damage and Cleanliness

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.

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



- 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.

50th Anniversary of the Viking Way

Agreement to these Terms and Conditions:

Organisation/Group Name: Caistor Goes - vents Committee
Main Contact Name: Jayne Bowman / Sally Allison / Clare O'Shea
Signature (on behalf of Organisation/Group): Jayne Bowman
Date: 5/2/26

Date and Times Required - (to be completed by the user) Please also include any noise considerations, vehicle movements, CTC equipment you wish to use, including electricity:

May 16-18th. Main event May 17th. Set up + Clear away
Electricity access, restricted vehicle access,
Noise considerations -
Music & PA System control + supply Rob Turner.
Event publicity, at least 28 days prior to the event.

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

Name:

Signature:

Date:

Conditions:

Consultation on Grasby and Searby cum Owmbly Neighbourhood Plan

From: Nev Brown <Nev.Brown@west-lindsey.gov.uk>

Sent: 14 January 2026 16:11

Subject: Grasby and Searby cum Owmbly Neighbourhood Plan - Regulation 16 Submission Consultation

Dear Consultee,

Grasby Parish Council and Searby cum Owmbly Parish Meeting have submitted their joint Neighbourhood Plan (Plan) and supporting documents to West Lindsey District Council (WLDC) in accordance with Regulations 15 and 16 of the Neighbourhood Planning (General) Regulations 2012.

WLDC is now inviting your comments on the submitted Plan.

The Plan and its supporting documents will shortly be available from:

[Grasby and Searby cum Owmbly Neighbourhood Plan | West Lindsey District Council](#)

If you require assistance accessing the documents, please call WLDC's customer services on (01427) 676676.

The consultation period is until 13 March 2026.

All comments on the Plan should be made in writing and sent to:

Email: neighbourhoodplans@west-lindsey.gov.uk

Post: Neighbourhood Planning, Guildhall, Marshall's Yard, Gainsborough, Lincs, DN21 2NA.

When making your comments please indicate if you wish to be notified of WLDC's decision on the Plan under Regulation 19 of the Neighbourhood Planning (General) Regulations 2012.

If you would like to know more about how WLDC uses your data in respect of the Plan's consultation, what your rights are and how to contact us if you have any concerns, please read our privacy notice:

www.west-lindsey.gov.uk/planning-privacy

Regards

Nev Brown

Senior Neighbourhood Planning Policy Officer

NPC



Guildhall | Marshall's Yard | Gainsborough | Lincolnshire | DN21 2NA

01427 676676



Public Tracking Report

CS&SC repairs and maintenance	Ref: 24321	Created: 10/08/2023
Ownership of Cornhill	Ref: 24361	Created: 05/12/2023
Office equipment PAT testing	Ref: 24393	Created: 24/01/2024
Damp and mould in the town hall boiler room and behind the stage area	Ref: 24868	Created: 20/12/2024
Purchase 365 business licences and Co-pilot	Ref: 25228	Created: 09/05/2025
Old Fire Station - H&S inspection action	Ref: 25452	Created: 18/06/2025
GPR survey for the cemetery	Ref: 25531	Created: 23/07/2025
Market Place bins project	Ref: 25533	Created: 23/07/2025
2025 - CCTV at the sports ground	Ref: 25686	Created: 09/10/2025
Repair / replacement of sports ground wetpour surfaces	Ref: 25696	Created: 13/10/2025
Picnic benches for the parks 2025	Ref: 25888	Created: 27/11/2025

Resident email and initial response – Road safety concern on NKR

Dear [REDACTED],

Thank you for taking the time to write with such a detailed and professionally informed account of your concerns regarding North Kelsey Road, particularly in relation to the Cannon Kirk development and the potential impact of additional HGV movements.

The County Councillor copied into your original email is no longer in post following the recent elections. The recently elected Lincolnshire County Councillor for the area, is Cllr James Bean, I have copied him into this email response for his awareness and consideration.

As you will appreciate, Caistor Town Council is not the Highway Authority and therefore does not have direct responsibility for speed limits, traffic enforcement, HGV routing or the installation of traffic-calming measures. These matters fall under the remit of Lincolnshire County Council Highways and the Lincolnshire Road Safety Partnership.

That said, the Town Council recognises the seriousness of the issues you have raised and the strength of feeling among local residents. Your email will be formally included on the agenda for the next Full Town Council meeting on 12 February, so that councillors may consider the concerns raised and determine whether any formal representations or support can be made to the relevant authorities.

Thank you again for bringing this matter to our attention and for setting out your concerns so clearly. We appreciate your proactive approach to road safety and the welfare of the community.

Kind regards,

Michelle

Michelle Moss

Town Clerk

(My working hours are 25 per week and I may not always respond to your email immediately)

CAISTOR TOWN COUNCIL

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

T: 01472 476122 / 07578422667 | E: clerk@caistortowncouncil.gov.uk

W: <http://caistor.parish.lincolnshire.gov.uk>

From:

Sent: 02 January 2026 11:01

To: Highways; County and District Cllrs

Subject: URGENT: Road Safety Concern – North Kelsey Road, Caistor (Cannon Kirk Development & Quarry PL/0024/24)

Dear Councillors, Highways and Caistor Town Council,

I am writing to formally raise a serious safety concern regarding the stretch of North Kelsey Road passing the new Cannon Kirk housing development (the former hospital site).

As a resident of this estate and a **serving police officer**, I am professionally trained in road safety, speed estimation, and the assessment of traffic-related risk. My observations of this road are not

merely those of a concerned parent, but of a professional who witnesses the devastating aftermath of the 'Fatal 5' daily and the effects of speeding.

On this specific stretch of North Kelsey Road, I am witnessing daily, high-level breaches of the Road Traffic Act. Vehicles entering the 30mph zone from the 60mph rural stretch are frequently maintaining speeds of 50-60mph well into the residential area. Conversely, vehicles heading out of town are accelerating to national speed limit levels long before they leave the 30mph zone.

The Impact of Quarry PL/0024/24

This danger is significantly compounded by the development of the Welton Aggregates quarry (Planning Ref: **PL/0024/24**) just south of North Kelsey Road. This project introduces a high volume of Heavy Goods Vehicles (HGVs) onto a road that is now a dense residential environment. The combination of a long straight, a poorly enforced speed transition, and 30-tonne laden industrial vehicles passing a field where children play is, in my professional opinion, a recipe for a fatal incident.

Because this is a long, straight road, it has become a "racetrack" environment. This is now a high-density residential area with a large number of children who play on the adjacent green spaces as this is the only green space on the development. The current road layout and lack of enforcement do not reflect the fundamental change in this environment from a semi-rural hospital site to a family housing estate.

I note the speed limit was changed from a 40mph to a 30mph, but this does not make a difference as vehicles, including HGV's continue to travel at national speed limits well into the residential 30mph zone passing the grass fields where children regularly play. There is already a large HGV traffic flow on the road with the Caistor Distribution business located on North Kelsey Road and with the proposed quarry this could significantly increase.

I am formally requesting that the Lincolnshire Road Safety Partnership (LRSP) and Highways:

1. **Conduct an Immediate Speed & Volume Assessment:** Install Automatic Traffic Counters (cables) to record the 85th percentile speeds and HGV volume outside the Cannon Kirk estate.
2. **Install a Speed Indicator Device (SID):** At a minimum, a digital "Your Speed" sign is required to provide a vital visual cue to drivers and HGV operators.
3. **Review HGV Routing and Safety:** In light of PL/0024/24, we request a review of how industrial traffic is being managed through this 30mph residential zone.
4. **Evaluate Physical Traffic Calming:** Investigate chicanes or build-outs to physically compel drivers to reduce speed before they reach the heart of the residential zone.
5. **Mobile Camera Enforcement:** That this stretch be added to the LRSP mobile camera van rotation as a priority site.

As a police officer and a local resident, I feel a duty to warn you that the risk level here is currently unacceptable. This is not just a concern of myself but other residents living in the area. We fear that the road is a disaster waiting to happen and do not want our children to get seriously hurt or killed first before any action is taken. I feel that the best course of action is to be proactive rather than reactive to an incident should one occur. Now that the Council has been formally notified of these specific risks, I look forward to hearing what urgent steps will be taken to mitigate them. Please see photos attached of the road.

Best regards,

Resident Complaint about Dog Mess**From:****Sent:** 04 February 2026 06:41**To:** clerk@caistortowncouncil.gov.uk**Subject:** Dog Walkers

This is a email to address dog walkers not picking up there dog mess. I am a dog owner who lives on Bank Lane Caistor. I always pick up after my dog but others are not doing so everyday I'm going out in the morning to 1 to 3 piles not picked up down the lane and when we go for a longer walk in the afternoon it is shocked at how many piles are just left. I really feel like it is a growing problem that needs assessing.

Kind Regards

Report to CTC on Key National Planning Policy reforms (Dec 2025 draft)

Date of report – 13.1.2026

Compiled by – Michelle Moss

Link to the MHCLG consultation on [proposed changes to the planning system](#). This consultation will close at 11:45pm on Tuesday, 10th March.

1. Permanent “Presumption in Favour of Development”

- A central plank of the changes is a *permanent presumption in favour of suitably located development*—making it more straightforward for development proposals that meet clear criteria to be approved.
- This contrasts with the current system where uncertainty over “out-of-date” policies can lead to speculative planning applications.

Impact for a town council:

→ Could reduce local discretion in decision-making for applications that meet national tests unless there are strong adverse effects. Councils may face more applications approved “as of right.” It emphasises predictability over flexibility.

2. Heavier Focus on Housing Delivery

- The draft framework supports **higher density development in sustainable locations** and prioritises building around train stations and other high-access areas.
- New categories such as medium sites (e.g., 10–49 homes) – aimed at helping SMEs and local housebuilders to deliver homes.

Impact for a town council:

→ Local plans may need to be updated to reflect new housing targets and density expectations. Councils might need to allocate more sites within or near transport hubs.

3. Streamlined Biodiversity and Small Sites Policy

- Proposals would simplify biodiversity net gain requirements for smaller sites and encourage nature-friendly features (e.g., swift bricks).

Impact for a town council:

→ Could make it easier to deliver small housing and community projects, but may lead to pushback from local conservation groups if perceived as weakening environmental protections.

4. Supporting Local Economies and Infrastructure

- Preference is given to developments that strengthen local economies, including space for shops, leisure and food production.
- The framework also seeks views on data centres, energy generation, viability assessments and thresholds for major projects.

Impact for a town council:

→ Opportunities to attract jobs and commercial development, but councils will need to carefully balance economic benefits with local character and infrastructure capacity.

5. Housing Mix and Specific Needs

- The draft includes policies to support diverse housing types, including affordable homes in rural areas, accessible homes for older and disabled people.

Impact for a town council:

→ Encourages planning that meets local demographic needs; town councils can use this to push for inclusive housing in their area.

6. Plan-Making and Transitional Arrangements

- There's a push to keep the *plan-led system strong*, including re-introducing **5-year housing land supply requirements** and updating local plans where housing requirements fall short.
- Transitional arrangements consider plans at different stages, including neighbourhood plans.

Impact for a town council:

→ Towns with neighbourhood plans may need to revise them sooner if local housing need figures change. Councils should track transitional timelines and support community input into plan revisions.

7. Build-Out Rates and Accountability

- The government is proposing measures to improve build-out rates on approved sites, including reporting requirements and potential powers to refuse future applications from developers with poor delivery records.

Impact for a town council:

→ More transparency and potential leverage to ensure permissions granted are delivered, especially for major housing sites.

8. Green Belt, Green Space and Grey Belt Policies

- The consultation asks about *development on Green Belt land* and clarifies policies for "grey belt" land (land that performs fewer Green Belt functions).

Impact for a town council:

→ Could be controversial locally — greater flexibility for development on edge-of-town land may conflict with community priorities on preserving open space.

Overall Direction of the Reform

- **More pro-development and rules-based:** Emphasis on clearer national policy tests that tilt the system toward approval where criteria are met.
 - **Housing acceleration:** Targeted tools to unlock homes faster.
-

How This Could Specifically Affect a Town Council

Potential Benefits

- **Easier delivery** of housing and mixed-use development, especially in sustainable locations.
- **Support for SME builders** and small sites can help address local housing needs.
- **New economic opportunities**, particularly where towns have good transport links.
- **Greater predictability** in planning decisions via the presumption approach.

Challenges

- **Reduced discretion** in refusing schemes that technically comply, potentially leading to unwanted developments.
- **Pressure to update local and neighbourhood plans** to align with revised housing needs.
- **Environmental and community concerns**, especially around green space, biodiversity and Green Belt edges.
- **Resource strain** on smaller councils dealing with plan revisions and increased applications.