



Public Meeting Pack

12th March 2026



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on
Thursday 12 March 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
05/03/2026

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 12th February 2026
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 28th February 2026
 - b) To approve the Schedule of Payments
 - c) To consider how to allocate the CIL income received in 25/26
 - d) To consider retrospectively approving the cost for printing the events leaflet and business directory (JB)
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.
 - c) Lincolnshire County Council
 - ci) To receive and update from Highways about Cornhill resurfacing
 - cii) To consider whether to schedule in another Councillor walkabout
 - d) Town Hall - To received the town hall management meeting minutes from 9th February 2026
 - e) Community Groups
 - f) 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 28th April 2026



- b) Estates Committee - Next meeting 24th March 2026
 - c) Health and Safety Working Group - To receive the draft minutes of the meeting held on 3rd February 2026
9. Clerks Report & Parish Matters
- a) Review Tracking Report
 - b) To confirm the date and consider the agenda for of the annual meeting
 - c) To consider the updated IT and Acceptable Use Policy (replaces the social medial policy and Internet Usage Policy)
 - d) To consider the revised email Guidelines policy
 - e) To consider what action to take regarding the Kelsawy Field 'Den' (raised by resident at Feb CTC meeting)
 - f) To consider the licence renewal and conditions for Lattitude International for the street food market at South St Park - Renewal request not yet made.
 - g) To consider Caistor Running Group request to use South St Park for the start/finish for the Sting 12th July 2026
 - h) To consider request for volunteers, flowers and budget to improve milenium garden at South St Park
10. Correspondence Received
- a) To consider the issues relating to parking at the sports ground car park and the request from a resident to permit Nettleton Motors to park in the sports ground car park
11. To note any planning decisions
- a) Granted - WL/2026/00165 | Non-material amendment to planning permission WL/2025/00573 granted 23 July 2025 - change to roofing material | MIDDLEGATE LODGE HORNCastle ROAD CAISTOR
12. To review the planning applications received and agree a response
- a) WL/2026/00142 | Replace existing open wire conductors with Aerial Bunched Conductor and install pole mounted transformer | LAND AT WHITEGATE HILL, CAISTOR
 - b) WL/2026/00177 | Replacement boundary gates and first floor outbuilding window |1 THE OLD VICARAGE, CHURCH STREET,CAISTOR
 - c) WL/2026/00178 | Listed building consent for replacement boundary gates and first floor outbuilding window | THE OLD VICARAGE, 1 CHURCH STREET, CAISTOR
 - d) WL/2026/00180 | Planning application for the Installation of a 49.9MW capacity solar farm with supporting infrastructure | AIRFIELD FARM, NORTH KELSEY ROAD, CAISTOR
13. Date of next meeting - 9th April 2026



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 12 February 2026

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox,
Cllr P. Morris, Cllr H. Priestley, Cllr.P.Laverack,
In Attendance: Michelle Moss, District Cllr A. Lawrence, 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: 4839**
Apologies received from Cllrs Milner, Bowman, A.Clark and N.Clark. Also from District councillor Bierley.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance of section 22 of the Localism Act 2011 - Ref: 4840**
Cllr Davey declared an interest in 8bii.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4841**
One member of the public raised the issue of the area in Kelsawy Field being used as a 'den' and asked that the council consider interacting with those responsible to agree a way forward. Cllr Wright asked for this to be added to a future CTC agenda for consideration.
- 4. Chairmans Report - Ref: 4842**
Nothing to report.
- 5. To approve the draft minutes of 8th Jan 2026 - Ref: 4843**
RESOLVED that the draft minutes of the meeting of 8th January are approved as a true record.
1 abstained
- 6. Finance - Ref: 4844**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31/01/2026 - Ref: 4845**
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: 4846**
The schedule of payments had been circulated to councillors ahead of the meeting. RESOLVED to approve the schedule of payments totalling £7723.57
All in favour
 - c) To consider appointing the internal auditor to review 25/26 accounts and AGAR - Ref: 4847**
RESOLVED to appoint Andy Hopkins as the internal auditor for the 25.26 accounting period.
All in favour
- 7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4848**
 - a) Lincolnshire Police - Ref: 4849**
Report noted.
 - b) West Lindsey District Council. - Ref: 4850**
The report from District Cllr Bierley had been circulated prior to the meeting. No questions raised.
 - bi) Discussion topics for WLDC cheif exec visit 24th Feb - Ref: 4851**
It was noted that the council has a meeting with the Chief Executive for WLDC on 24th February. Proposed discussion topics were: Local Government Reorganisation, current spending and grants; possibilities for support with town hall damp issues and Old Fire Station structural issues; update on the NHS building at Southdale.
 - bii) To receive the update from WLDC regarding Local Government Organisation and consider responding**

Signature:



to the survey - Ref: 4852

The report and presentation from last weeks update meeting had been circulated to the council prior to the meeting. Concerns were raised that the re-organisation is rushing ahead to meet central government timescales. It was noted that the proposed which create a rural Lincolnshire may be detrimental. Councillors agreed to respond as individuals rather than as a council.

c) Lincolnshire County Council - Ref: 4853

County Cllr Bean noted: the road junction opposite the Jet garage has been reported, assessed and a job number assigned; the bypass hedge has been cut making the footpath accessible and work is in progress to clean the footpath; he has again, pressed highways about the church drains; he is helping to resolve the issues at Glebe House with the external power cables; and is progressing the issue with the footpath at Hansard Crescent to it will get resurfaced; the drainage issue at Hawthorn Drive is progressing; the LCC portion of the council tax has been set at 2.9% by LCC, additional funds will be spent on the fire service, potholes and drainage.

ci) To consider the revised proposal from LCC regarding Cornhill parking layout following consultation - Ref: 4854

The revised proposal was considered. The council suggested and RESOLVED slight amendments - moving the loading bay to South St end of the parking row and making the smaller parking bays opposite into one, larger disabled bay.

All in favour

cii) To consider access and parking issues on Fountain Street with regards potential waiting restrictions - Ref: 4855

It was noted that parking in general is an issue in Caistor, and if parking is restricted in Fountain St there are likely to be issues along Castle Hill again. RESOLVED not to support any access and parking restrictions on Fountain St at this time.

All in favour

d) Community Groups - Ref: 4856

No updates received.

di) Request from councillor to confirm planned dates for Christmas tree and Christmas market for 2026 - Ref: 4857

It was noted that the tree is likely to be erected 29th November and the Christmas market the following Sunday.

dii) To note that the Lions will not charge the council for the removal of the Christmas tree this year - Ref: 4858

The council noted this and extended their gratitude to the Lions for their support.

diii) Community News - New Vicar for Caistor Group and Skin Couture wins Best Small Beauty Salon 2025 (JB) - Ref: 4859

It was noted that: the Rev'd Bob Frew has been appointed as the new Vicar of the Caistor Group; Skin Couture has won the prestigious Babtec award for Best Small Beauty Salon 2025, congratulations were extended to the team and the clerk was asked to send congratulations on behalf of the council.

div) Update from Caistor Goes, Twinning and Caistor Community Cinema - Ref: 4860

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

e) CDCT - 2-4 Market Place - Ref: 4861

The report had been circulated with the meeting pack prior to the meeting and the update noted.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4862

a) Personnel and Finance Committee - Next Meeting 28th April 2026 - Ref: 4863

No meeting held.

b) Estates Committee - Next Meeting - 25th March 2026 - Ref: 4864

The update report from the chair of estates had been circulated with the meeting pack and the contents of the

Signature:



report noted.

bi) To receive the draft Estates Committee meeting minutes of 27th January 2026 - Ref: 4865

Noted.

bii) To consider the request for CS&SC replacement radiators in the bar area and associated budget overspend - Ref: 4866

Cllr Davey left the room.

It was noted that the the bar area of the sports and social club is generally cold - the radiators have been reported as no longer working effectively, have been in for approx 40 years and do not heat the customer areas in the bar; there is only £717 left in the budget this year; 3 quotes were sought for replacing the radiators and associated pipework, 2 received and the cheapest quote received is for £2430; the council, as the landlord for the club are responsible for replacing the radiators given they no longer work effectively. if the council agree to replace the radiators this year there would be a £1700 overspend to planned budget. It was also noted that the hot water cylinders on the loft will need some work next year too.

RESOLVED to accept the quote from Liam Marchant for the new radiators / associated pipework and to accept the overspend to this years budget.

Cllr Davey returned to the meeting

All in favour

c) Health and Safety Working Group - Date of last meeting 6th Feb - Minutes not yet prepared. - Ref: 4867

It was noted that the next Health and Safety inspection from Worknest is scheduled for 9th April.

d) Town hall damp working group - Cllr Cox proposal to remove this as it is covered on Estates Agenda - Ref: 4868

RESOLVED to remove this standing item from the agenda.

All in favour

9. Clerks Report & Parish Matters - Ref: 4869

a) To consider whether to join the LALC annual training scheme for 2026/27 - Ref: 4870

It was noted that the cost to rejoin would be £170 ex VAT. RESOLVED to rejoin LALC ATS for 26/27.

All in favour

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 - Ref: 4871

It was decided that more work is required on this policy before it is approved by the council. Cllr Lyus agreed to provide feedback.

c) Policy review - To consider the Data Breach policy - Ref: 4872

RESOLVED to accept the Data Breach policy with no changes.

All in favour

d) Policy review - To consider the GDPR Privacy Policy - Ref: 4873

RESOLVED to accept the GDPR privacy policy with no changes.

All in favour

e) Policy Review - Data Protection Policy - Ref: 4874

RESOLVED to accept the Data protection policy with no changes.

All in favour

f) Policy Review - To consider the Record Retention Policy - Ref: 4875

RESOLVED to accept the Record Retention policy with no changes.

All in favour

g) Policy review - To consider the Subject Access Request policy - Ref: 4876

RESOLVED to accept the Subject Access Request policy with no changes.

All in favour

Signature:



h) GDPR compliance checklist for councillors - Ref: 4877

All councillors present completed and signed the GDPR checklist.

i) Policy review - To consider the Complaints policy following the comments from the internal auditor - Ref: 4878

RESOLVED to accept the Complaints policy with no further changes.

All in favour

j) To consider the request from Lincs Cricket for school festival use of Cricket grounds 11th & 12th May - Ref: 4879

RESOLVED to agree to the Lincs Cricket request to use the cricket grounds 11th and 12th May.

All in favour

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). - Ref: 4880

It was noted that the council already has the paint and brushes for the fence, but the weather turned wet last year before it could be completed; the cricket proposal is to paint the fence 28th and 29th March at their 'Get Set' weekend; concerns were raised that the fence would not be dry enough to paint at that time - the contractor had stated at the time of installation that painting the fence, particularly when wet, would likely trap water and make it less rot resistant. The council agreed to ask if it would be possible to delay the volunteer date for the fence to later in the year when it is more likely to be dry.

RESOLVED to agree to the request for a bench and for the cricket to suggest a location;

All in favour

l) To consider Caistor Goes Requests to use South St Park and the Sports Ground for events in 2026 - Ref: 4881

It was noted that Rob Turner, who is responsible for the sound and PA systems had met with Cllr Laverack and agreed to keep the testing to a minimum and to restrict the use of the tannoys before the events. The council agreed to use of the South St Park for the following events: Party in the Park, 12th July; Proms in the Park, 6th September; 50th Anniversary of the Viking Way 17th May. The council agreed to the use of Sports Ground for the Vintage Car event on 3rd May, providing the Sport and Social Club CIC have been consulted and agree.

All in favour

m) To consider a response to the consultation - Grasby and Searby cum Owmbly Neighbourhood Plan - Ref: 4882

Cllr Morris left the room.

It was noted that the plan reads very well.

RESOLVED to comment back that the council supports the plan.

Cllr Morris returned to the room.

All in favour

n) Review Tracking Report - Ref: 4883

Noted.

10. Correspondence Received - Ref: 4884

a) Resident email and initial response – Road safety concern on NKR - Ref: 4885

It was noted that Cllr Bean has pressured LRSP for another survey taking into account the residents concerns about the first speed survey.

b) Resident complaint about dog mess - Ref: 4886

It was noted that WLDC deal with these types of issues. The council decided that the resident should be directed to take photos if they witness it, and it is safe to do so, and send them to WLDC for action.

11. To consider the report on Key National Planning Policy reforms and consider whether to respond - Ref: 4887

The report summarising the changes had been circulated to councillors prior to the meeting. The reforms were noted and the council decided not to respond.

Signature:



- 12. To note any planning decisions - None - Ref: 4888**
None.
- 13. To review the planning applications received and agree a response - Ref: 4889**
- 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 142270 granted 20 August 2024 LC NAVIGATION**
Noted - No response.
- 14. Date of next meeting - 12th March 2026 - Ref: 4891**
Noted.

Meeting closed at 8:30pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 28/02/2026

Explanation of Variances

Insurance

Actual Total: 7411.25 **Budget:** 3999.96 **Variation:** -3411.29 / 85.28

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 28/02/2026

End of year forecast auto calculated based on actual year to date averaged over 11 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
Income					
Income: General					
100 Precept	132558	132558	0	0	132558
140 Cemetery Income	11145	4000	7145	179	11146
120 Allotment Income	300	450	-150	-33	450
130 Market Rents	2155	2000	155	8	2300
150 Sports ground	3221	4400	-1179	-27	4400
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	5170	0	-5170	100	
199 Miscellaneous Income	2620	2500	-120	5	2625
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	161816	150213	1023	8	158125
Income Totals	161816	150213	1023	8	158125

Expenditure

Expense: General

500 Salaries	43953	53000	9047	-17	47700
503 PAYE & NI	15698	15000	-698	5	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	50
520 General Office	1137	1500	363	-24	1500
530 Hall Hire	425	500	75	-15	500
540 Insurance	7411	4000	-3411	85	7411
550 Audit	620	700	80	-11	620
560 Subscriptions	949	1000	51	-5	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	175
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	12040	10500	-1540	15	12040
595 Allotments	0	250	250	-100	0
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	1367	1350	-17	1	1470
700 Electricity - Market Place LN7 6TU	355	400	45	-11	450
701 Electricity - South Street Park	188	600	412	-69	300
702 Electricity - Market Place LN7 6TL	339	0	-339	100	340
703 Electricity - Sports Ground	1134	1100	-34	3	1300
800 Tree maintenance	1335	1500	165	-11	1335
720 Water: Sports Ground	196	400	204	-51	200
721 Water: Cemetery	85	100	15	-15	85



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2026
Financial Period 01/04/2025 to 28/02/2026

End of year forecast auto calculated based on actual year to date averaged over 11 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
722 Water: Allotments	221	200	-21	11	250
765 Play Park Maint & Refurb	29025	30000	975	-3	30000
597 Caistor Sports & Social Club	2283	3000	717	-24	4650
522 Town Hall	1335	2500	1165	-47	2500
582 Civic	0	0	0	100	0
601 Equipment	5030	4500	-530	12	5500
598 Market Place	1186	1000	-186	19	1200
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	5639	5000	-638	13	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	0	0
804 Health and Safety	5305	5150	-155	3	5305
760 Projects	3865	6100	2235	-37	3865
Expense: General Totals	167969	179050	11081	-6	180317
Expenditure Totals	167969	179050	11081	-6	180317



Bank Reconciliation

Balances as per bank statements as at 02/03/2026		
Natwest Current Account	18988.19	122414.92
Natwest Business Reserve Account	6395.08	
Equals Card	131.60	
Charity Bank 40 day notice	66283.23	
Unity Trust Instant Access	30616.82	

Unrepresented Payments & Receipts

Date	Invoice Ref Type	Description	Credit	Debit
Nett balance as at 02/03/2026				
122414.92				

Cash Book				
		Opening Balance Bank 1	7264.03	133446.01
Receipts in current year	161815.76	Opening Balance Bank 2	125702.97	
VAT to be claimed	4877.93	Opening Balance Bank 3	479.01	
Unallocated cash	0.00	Opening Balance Bank 4	0.00	
Payments in current	167968.92			
Cash Book Closing Balance			122414.92	

General Reserves

60000.00

Earmarked Reserves

Elections	3850.00	Handyman Equipment	3000.00
Parks equipment	3500.00	Christmas Lights - steel wires	0.00
Sports Field fencing	1500.00	Bins and Benches (tfr 11.10.24)	600.00
Sports ground toilet refurbishment	0.00	Civic Service	3000.00
Sports and Social Club Bldg Upgrade	5500.00	Memorial fixing	4000.00
Other buildings	350.00		0
Town Hall	5000.00		0
Fire Station	0.00		0
Cornhill Resurfacing	5000.00		0
Tree Maintenance	6500.00		0
Tree Maint - Parks (combined above)	0.00		0
Play area improvements	0.00		0
Cemetery	1000.00		0
New Cemetery	0.00		0
Church Ground Trees	0.00		19614.92



Budget Report - Income

Current Financial Year Ending 31/03/2026

Financial Period 01/04/2025 to 28/02/2026

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	670	11145	7145	178.63
Allotment Income	420	428	450	90	0	0	210	300	-150	-33.33
Market Rents	3000	2620	2000	695	573	541	347	2155	155	7.76
Sports ground	2464	4981	4400	849	901	853	618	3221	-1179	-26.80
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	5170	5170	-5170	100.00
Miscellaneous Income	2000	2999	2500	824	942	834	20	2620	-120	4.81
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	9065	7034	161816	1023	8
Total			150213	137821	7896	9065	7034	161816	1023	8



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026
Financial Period 01/04/2025 to 28/02/2026



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026
Financial Period 01/04/2025 to 28/02/2026

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	£	%
Expense: General										
Salaries	35000	42029	53000	13415	11851	11193	7494	43953	9047	-17
PAYE & NI	16000	13644	15000	4317	4579	4065	2737	15698	-698	5
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	436	1137	363	-24
Hall Hire	500	427	500	110	75	190	50	425	75	-15
Insurance	3600	3669	4000	0	6399	260	752	7411	-3411	85
Audit	820	620	700	200	420	0	0	620	80	-11
Subscriptions	685	1097	1000	0	0	300	649	949	51	-5
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	441	12040	-1540	15
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	214	1367	-17	1
Electricity - Market Place LN7 6TU	200	472	400	167	59	64	66	355	45	-11
Electricity - South Street Park	600	692	600	45	27	76	40	188	412	-69
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	192	194	202	1134	-34	3
	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	56	196	204	-51
Water: Cemetery	100	92	100	20	24	24	18	85	15	-15
Water: Allotments	150	141	200	25	142	36	18	221	-21	11
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	59	1335	1165	-47
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3072	1195	371	393	5030	-530	12
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	1049	5639	-638	13
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	0
Health and Safety			5150	1975	2180	1150	0	5305	-155	3

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	£	%
Expense: General Total			179050	69275	40439	42715	15540	167969	11081	-6
Total			179050	69275	40439	42715	15540	167969	11081	-6



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026
Financial Period 01/04/2025 to 28/02/2026



Budget Report - Expenditure

Current Financial Year Ending 31/03/2026
Financial Period 01/04/2025 to 28/02/2026

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	£	%
Expense: General										
Salaries	35000	42029	53000	13415	11851	11193	7494	43953	9047	-17
PAYE & NI	16000	13644	15000	4317	4579	4065	2737	15698	-698	5
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	436	1137	363	-24
Hall Hire	500	427	500	110	75	190	50	425	75	-15
Insurance	3600	3669	4000	0	6399	260	752	7411	-3411	85
Audit	820	620	700	200	420	0	0	620	80	-11
Subscriptions	685	1097	1000	0	0	300	649	949	51	-5
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	441	12040	-1540	15
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	214	1367	-17	1
Electricity - Market Place LN7 6TU	200	472	400	167	59	64	66	355	45	-11
Electricity - South Street Park	600	692	600	45	27	76	40	188	412	-69
Electricity - Market Place LN7 6TL	0	0	0	339	0	0	0	339	-339	100
Electricity - Sports Ground	500	794	1100	546	192	194	202	1134	-34	3
	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	56	196	204	-51
Water: Cemetery	100	92	100	20	24	24	18	85	15	-15
Water: Allotments	150	141	200	25	142	36	18	221	-21	11
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	59	1335	1165	-47
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	1000	663	4500	3072	1195	371	393	5030	-530	12
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	1049	5639	-638	13
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	0
Health and Safety			5150	1975	2180	1150	0	5305	-155	3

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	£	%
Expense: General Total			179050	69275	40439	42715	15540	167969	11081	-6
Total			179050	69275	40439	42715	15540	167969	11081	-6



CIL REPORT

Financial Year 1st April 2025 to 31st March 2026

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

09/10/2025

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

CIL Expenditure

Item/Purpose	Amount Spent

Michelle Moss

Michelle Moss, Responsible Financial Officer

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

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

Agenda Item: Retrospective Consideration of Invoice – Caistor Events Leaflet Printing

Background

A leaflet promoting Caistor events organised by Caistor Goes has recently been produced and printed. The leaflet acknowledges Caistor Town Council as the sponsor of the printing.

On 20 February 2026 Cllr Bowman contacted the Clerk regarding the production of a leaflet and subsequently forwarded a quotation for printing 3,000 copies.

On 23 February 2026 the Clerk responded advising that:

- The expenditure had not been discussed or approved by Council.
- The matter would need to be considered at a Council meeting.
- Any invoice would need to be addressed to Caistor Town Council.

The Clerk also confirmed that some funds remained within the current Community Events budget, but that Council approval would still be required before any expenditure was authorised.

On 4 March 2026 Cllr Bowman advised the Clerk that the leaflet had been sent to the publishers as the material was time-sensitive, and that the Town Council had been acknowledged within the leaflet as the sponsor of the printing.

The Clerk has now received an invoice for the printing of the leaflet.

Financial Information

- Invoice amount: £650
- Remaining Community Events budget (2025/26): £500
- The invoice exceeds the remaining budget provision.

It is also noted that:

- The quotation previously provided was from a different company than the one that has issued the invoice.
- The invoice amount is approximately £100 higher than the quotation previously circulated.

Financial Regulations

The following Financial Regulations may be relevant to Council's consideration:

5.16 – No individual member or informal group of members may issue an official order or make any contract on behalf of the Council unless instructed to do so in advance by a resolution of the Council.

5.17 – No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council.

5.20 – An official order or email shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate.

No official order has been issued by the Council for this work.

Council Decision Required

Council is asked to consider the invoice and determine whether it wishes to:

1. Approve payment of the invoice retrospectively, and determine how the expenditure will be funded; or
2. Decline payment on the basis that the expenditure was not authorised by the Council.

The Clerk has taken no action to authorise payment pending Council's decision.



hello@systematic.uk
www.systematic.uk

Centurion Way
Caistor, Lincolnshire
LN7 6QA
01472 851091

hello@oodle.agency
www.oodle.agency



FAO Jayne Bowman
Sundry Account (Jill)
c/o Systematic Print Management
Centurion Way
CAISTOR
Lincolnshire LN7 6QA

Quotation

Quotation No 174333
Date 20 February 2026

Dear Jayne

Thank you for your enquiry. We have pleasure in submitting our quotation based upon the following.

Job Title 12pp Classic Car Leaflet - Caistor Goes

Size Depth - 210mm Width - 99mm

General Specification

Number of pages - 12pp

Printed 4 colour process throughout

on 130gsm FSC Silk

Trimmed to A3 finished size

Concertina folded to DL finished size

PDF proof included

This quote is based on print-ready artwork being supplied. It should be in a high resolution format, ideally a PDF, with crop marks and 3mm bleed all round. If this is not possible, we can involve our Studio in getting your artwork print-ready, which will be additional priced for you.

Prices (Excluding VAT) Per Lot

3,000 - £564.00

We trust this quotation meets with your approval and look forward to your valued order. Please do not hesitate to contact us if you require any further information.

Please note that all orders are subject to our conditions of sale.

Yours sincerely

Joanna Taylor

on behalf of Systematic

TAX INVOICE

Caistor Town Council
Caistor Town Council
Town Hall
14 High Street
Caistor
Market Rasen
Lincolnshire
LN7 6TX
GBR

Invoice Date
12 Mar 2026

Invoice Number
INV-0314

Reference
MAR04

VAT Number
489069631

Brayford Press Limited
6 Monks Way, Industrial
Estate
Lincoln
Lincolnshire
LN2 5LN
UNITED KINGDOM

Description	Quantity	Unit Price	Amount GBP
3000 x Z Fold Leaflet	1.00	650.00	650.00
		Subtotal	650.00
		TOTAL NO VAT	0.00
		TOTAL GBP	650.00

Due Date: 9 Apr 2026

Brayford Press Limited
Lloyds Bank
30-54-66
26132560



[View and pay online now](#)

PAYMENT ADVICE

To: Brayford Press Limited
6 Monks Way, Industrial Estate
Lincoln
Lincolnshire
LN2 5LN
UNITED KINGDOM

Customer Caistor Town Council

Invoice Number INV-0314

Amount Due **650.00**

Due Date 9 Apr 2026

Amount Enclosed

Enter the amount you are paying above



2026 Caistor Directory of Businesses & Services: Shop local, support local!

Local amenities:

Caistor Health Centre

Dale View 01472 851203

Caistor Library

An integral part of Caistor A & H Centre.

Enjoy a book and a coffee!

Monday—Saturday 09:30—16:00

Caistor C of E and Methodist Primary School

Southdale 01472 851396

Caistor Grammar School 11-18

Church Street 01472 851250

Caistor Yarborough Academy 11-16

Grimsby Road 01472 851383

Caistor Town Council—07713 075682

The Town Hall, 14 High Street

The Post Office

Full Banking Services, Stationary & more

25 Market Place 01472 851201

Banking Hubs:

Market Rasen: M (HSBC), T (Lloyds), W (Santander),

Th (NatWest), F (Halifax).

Brigg: M (NatWest), T (Halifax), W (HSBC), Th (Barclays),

F (Lloyds).

I Learn Education Caistor Full day nursery

Before & After school, Holiday Club

31 Nettleton Road 01472 851222

CR Hansard Ltd Derv Petrol Autogas,

Holton Rod, Nettleton 01472 851350

JET Service Station Derv Petrol Autogas,

South Dale 01472 851229

Churches:

Caistor Methodist Church

01673 843362

Springs Church

07503 204443

St Peter and St Pauls

01472 851339

St Thomas More

Food and Drink:

Caistor Arts and Heritage Centre

Delicious food, coffee & events

28 Plough Hill 01472 851605

Caistor Chinese Takeaway

Chinese & English Hot Meals

12 Market Place 01472 859888

Caistor Saturday Market

Local Produce and Crafts

More info: clerk@caistortowncouncil.gov.uk

The Cheese Den

Cheese, Chutney, Crackers & Accompaniments

Hillcrest Park 01472 472248

Helz Kitchen

Hot & Cold Sandwich Shop

20 Market Place 07598 512242

Mick's Chippy

Frying the traditional way

11 Market Place 01472 851763

Nadirah Indian Takeaway

Taste the Difference!

2c Horsemarket 01472 852999

Pizza Uno

Pizzas, Kebabs, Burgers, Pasta

25 Market Place 01472 852020

Rock Foundation

Restaurant, Social Enterprise Projects & Shop

23 Grimsby Road 01472 403011

Savage's Fish & Chips

Click & collect goto savagesfishandchips.co.uk

Ted's Coffee Shop

Coffee, Creperie, Gelato & Cakes

6 South Street 073888 68881

The White Hart

Free House and Accommodation

21 South Street 01472 851734

The Ugly Duckling

Restaurant & Coffee House

99a Brigg Road 01472 859626

Wold View Café—Kirsty and Nicki

Breakfast, Lunches, Cakes & Drinks

115 Brigg Road 075421 29298

Shops:

Available soon - Retail Units in the Market Place

Lawrence@scotts-property.co.uk 01472 267000

Boots Pharmacy

1 Market Place 01472 851678

Bridal Reloved

Beautiful Designer Wedding Dresses

11 South Street 07483 334979

Caistor Arts & Heritage Charity Shop

Preloved clothes and homeware

19 South Street 01472 859017

Lincolnshire Co-op Caistor Food Store

16 High Street 01472 851169

Harry and the Beagle

Breathtaking Reupholstery for the Home

Market Place 078454 17221

KR Wood Artisan

Handmade British & Moroccan Gifts

16 Hillcrest Park www.krwoodartisan.co.uk

Sandham's Wine Drinks service & glass hire

Cellar Shop & Warehouse

3 South Street 01472 859017

SweetieBelles Sweetie Treats

10 South Street Sweetiebelles22@gmail.com

Today's Food Store

HorseMarket Open 6am - 11pm every day

The Fibre Fox Hand dyed Yarns

Hillcrest Park www.the.fibrefox.co.uk

The Little Owls Bookshop Books & Gifts

9 South Street 07309 744259

The Little Gift House Local Gifts & Flowers

20 Market Place 078301 11186

Waltham Herbs

Horticultural Nursery peat-free growers

North Kelsey Road 07949 883091

YM Bakery

Sweet & Savoury Artisan Baking

24 Market Place 075557 58906

Hair, Beauty & Gym:

Bfit Lincs Gym

Personal fitness club, welcomes all.

Brigg Road 01472 470579

Cutting Edge — Barber's Shop

Barber's Shop

9 Market Place 07557 505434

Garden Retreat - with Jenni Plume

Ladies only. Massages & Facials

North Street [instagram@GardenRetreatCaistor](#)

Hair by Caroline

Ladies and Gents. Mobile Stylist

078343 79806

House of B

Hair, Beauty & Tanning Salon

17 Hillcrest Park 01472 514292

Mandy's Hair Saloon

Hairdressers

3 The High Street 01472 851077

Nails by B

Gel Polish Manicure and Pedicure

Nettleton Country House Tel: 01472 859544

Pure Honey Therapies

Reflexologies, Massage, Ear Candling

Find us @ Bfit Gym 07702 498090

Skin Couture

Luxurious therapies

13a Market Place 01472 852063

Trubautyentrepreneur

Beauty, skincare for mums & pre-menopause well being

[Linktr.ee/.Michellemartin358](#)

Turning Heads

Hairdressers and barbers

18 South Street 07405 0042

Services:

Accountants - Ann K Robinson

Experienced Local Accountants

13b Market Place 01472 851777

Wednesday (Arts Centre)

• Children's Centre: Learning Through Play

Arts Centre 9:30—11:30 Tel: 01673 844703

• Friendship Club Tel: 01472 851076

Companionship, fun & outings 60+ 2pm 1st Weds

• Lincs Recovery Partnership 12—4pm (2 weekly)

Support drugs & alcohol users 07922 575107

Helping those in need of direction and therapy.

Thursday

• Caistor Town Council Tel: 01472 476122

Arts Centre, 2nd Thursday 18:45—21:00

• Caistor Civic Society Tel: 01472 852083

Arts Centre, 3rd Thursday 7:pm (Sept—May)

• Caistor Lion's Bingo 19:30—21:00

Every 2 weeks in the main hall

• Slim and Shape Tel 07837168454

Main Hall 9:30—11:00

• WI Tel: 01472 851405

1st Thursday 7:30 Arts Centre

Sports Clubs:

Hillside Bowls Club Tel: 078151 20949

Cricket Club Tel: 077323 19469

Running Club Tel: 079350 99902

Tennis Club Tel: 079215 01253

Tennyson Tigers Football Club see Facebook page

Brayford Press Limited

Your partner for all your printing needs!

Sylvia Richardson 07803 371331

Caistor Distribution Ltd

For all your palletised needs!

North Kelsey Road 01472 851812

Caistor Electrics & Appliance Repairs

Qualified electrician 07443 572972

Caistor Farm & Garden Machinery

Sales, Service, Repairs

1 Hersey Road 01472 852222

Century Cars (Caistor) Ltd

Car Sales & Restoration Services

5 - 6 Hillcrest Park 07714 763896

Childminders - OFSTED registered

Jennie 24 Hansard Crescent 079273 72059

CTL Cal The Locksmith

Local independent locksmith, North Kelsey Rd

079990 11733 calthelocksmith@gmail.com

DELM Plastering Services

Plastering, Rendering etc

30+years experience 07393 457016

Dress Making and Alterations

Wedding/Prom/dress/trousers/jacket etc

kahy@btinternet.com 07761 110753

Dyne Group

Professional Grounds Maintenance Services

077207 82935

Earthbound Misfits

Bespoke Entertainment! Street Theatre!

Unit 6a Enterprise Way 07887 748414

Eden Homes Design

3D Designs , Residential & Commercial

4 Westbrooke Grove 07501 621463

EJB Electrical Services

07790 569921

Flowerbee

Bouquets, Weddings, All Occasions

Caistor 07702 498090

Funeral Services—Jason Threadgold

Proud to be serving the community

Market Place 01472 400500

Green Physix Gardening

Gardener, handyperson, local, reliable

Teal Close 07387 289844

HOC Food Machinery Ltd

Stainless Steel Fabrication, & CNC

Unit 6 Enterprise Way 07801 746555

Kelly & MacPherson—Architects

Unit 3 Caistor Multi-Use Centre

19 South Street 078017991 08

Links Home Improvements Ltd

6 High Street 07720 885466

LTL Landscaping

Grass seeding & Turf contractors

105 Brigg Road 07775 666396

Marquee Manufacturers, Hire & Events

Fetes, Fairs, Parties, Weddings, Festivals

Unit 6a Enterprise Way 07887 748414

Martin Commercials Ltd

HGV Repair & Maintenance

North Kelsey Road 01472 859554

Moorwood

Bespoke Kitchens, Interiors & Bedrooms

Unit 2 Centurian Way

moorwood.bespoke@gmail.com

Mother Architects

Architectural Practice

20 Market Place 01472 514779

MJ Lawrence Car Sales Ltd

Used Cars, Light Commercial, Motorbike

8-9 Hillcrest Park 01472 851404

Music—Helen Flunder

Piano teacher, entertainer, songwriter

07762 361594

Plumbing & Heating: Liam Marchant

27 Mallard Drive 07900 224720

Caistor Plumbing & Heating

20 North Street 01472 852728

Plumbing & Heating: Len Hope

6 Yarborough Rise 07834 035992

Plumbing & Heating—P. Ingle

2 Whitegate Hill 01472 851660

SJW Plumbing & Heating

07710 379919 h2eco.co.uk

Methodist Hall

Male Voice Choir Mondays

Brownies Tuesday

Food bank Wednesday

CAISTOR GOES... 2026

2-4 COMMUNITY ROOM BOOKINGS NOW OPEN
 Celebrations · Meetings · Groups · Events
 Now taking bookings from Sept 2026
 Up to 60 people | AV equipped
 Accessible, flexible space



2-4 MARKET PLACE

Grand Easter Fair
 Saturday April 4th
 10am-1pm, Caistor Town Hall
 For more information contact Pam Cluff 01472 851212

St George's Concert
 Saturday April 25th Caistor & District Lions
 An evening of music: Market Rasen Brass Band & Caistorways
 For more information: Caistor Lions Facebook page



Caistor Classic Cars
 Sunday May 3rd
 12pm-4pm at Caistor Sports & Social Club (Park-up from 11am)
 Food, drink and ice cream, plus a few games
 For more information email jayne109a@gmail.com




Open Churches Festival
 Saturday May 9th (&10th)
 Methodist Hall 10-11:30am Coffee morning,
 11:30-1pm Salad 'n Sweet lunch

CATS Murder Comedy
 Friday & Saturday May 15th - 16th
 Comedy, Play and Meal, 7:30pm Caistor Town Hall
 For more information contact Pam Cluff 01472 851212

50th Anniversary Viking Way
 From May 17th - 10—4pm South Street Park
 Street Food, Viking fancy dress, Children's entertainer, Stall, Activities & Competitions, Music, Bar, Hard Hat tours of the 2-4 Market Place project, and much much more!
 (to book a place for the tour use the 2-4 Market Place Facebook Page).
 Caistor Arts and Heritage Centre for more information

Lincs Outdoor Festival
 From May 16th - 31st
 Walks, Talks and...fancied learning how to ring the church bells? Join in the taster session!
 Caistor Arts and Heritage Centre for more information

Caistor Beer Festival
 Caistor and District Lions (South Street Park)
 Friday June 5th 4-10:30pm
 Saturday June 6th 12-10:30pm
 South Street Park, Entry £5—includes commemorative glass (under 18s free)
 For more information: Caistor Lions Facebook page



Parish Church Garden Party
 Saturday June 22nd
 2pm venue to be confirmed

Caistor in Bloom Open Gardens
 Saturday June 27th
 From 10am, more information Caistor Arts & Heritage Centre

Caistor's 10k STING-in-the-tail
 Sunday July 12th, 10:30am South Street Park
 Parking at Caistor Yarborough School

Caistor Goes... Party in the Park
 Sunday July 12th, South Street Park
 Caistor's annual street party
 South Street Park, 11 - 7pm
 Live music, arts & crafts, face painting, games & competitions, BBQ, food & drink, stalls, fair-ground rides, Level Up Gaming Bus, Bouncy Castle and Slide and much much more...



Proms in the Park
 Sunday September 6th
 South Street park, 3 - 5pm FREE admission, Tuckers Ice Cream
 An afternoon of music with Market Rasen Brass Band



Caistor Lions' Bonfire Night
 Saturday November 7th
 Parking at the Caistor Yarborough School, Gates open 6pm, South Street Park
 CHILDRENS event first. Refreshments & Novelties on sale INSIDE the Park
 For more information see the Caistor Lions Face book page



Caistor Lions' Victorian Market
 Sunday November 15th
 10am-2pm, Caistor Town Hall
 For more information email contact@caistorlions.org.uk



Christmas Market & Lights Switch-On
 Sunday November 29th 2 - 5pm
 Venue will be the New 2-4 Market Place, Community Room and Market Place.
 Christmas Market, Local Artisan Stalls, Street Food, Live Music featuring local artists, Local Shops will be open, Bar.
 Santa Claus promises to be here for Christmas wishes!
 To book a stall etc email: jayne109a@gmail.com



Church Christmas Fair
 Saturday December 5th in the Parish Church

CATS Pantomime
 December 3rd - 5th Town Hall,
 For more information contact Pam Cluff 01472 851212



Christmas Tree Festival
 Parish Church December 13th - 19th

Caistor Lions' Carol Concert
 Wednesday December 16th (tbc)
 Caistor Town Hall 8pm with Market Rasen Brass Band



Lincolnshire cares Summer Party June 14th
 2 - 4:30pm Town Hall
Christmas Party December 13th
 2 - 4:30pm Town Hall
Monday Coffee Mornings
 10 - 11am Drakes Court (Not bank holidays)

Mother's Day Sunday Lunch & Afternoon Tea
 March 14/15th
Easter Weekend April 3 - 6th Special menu
Bike Nights - May 13th, August 5th
Lindsey Lodge Hospice Coffee morning & raffle - 4th June 10am
 VW weekend July 4th BBQ. Band
Book Swap - last weekend of every month
August Camp Out - we allow tents during August (adult only)
Christmas fayre from 1st December to Xmas Eve, lots of Christmas events
Book & Bean Book Club - meets every month
 More information see the Facebook page



Arts & Heritage Centre:
www.caistorahc.org.co.uk

Weekly:
 Caffeine Club Mondays: 10– 12pm
 Knit & Natter Group . . Tuesdays 10–12pm
 Board GamesWednesdays 10–12pm
 Chatty CaféThursdays 10–12pm
 IT SupportTuesday by appointment 10 - 1pm

Monthly:
 Neighbourhood Policing Team Monthly drop in (see website)
 Genealogy Service - Drop-In 2nd Wednesday 10am - 12noon
 Music Nights 2nd Friday 7pm onwards (see website)

Art Exhibitions (Change every 7 weeks) see website
Lincolnshire Finds Officer Quarterly see website
EVENTS see website for season events Christmas etc

Saturday Market
 8 - 2pm
 Interested in a pitch? Contact clerk@caistortowncouncil.gov.uk

REPAIR CAFÉ & Clothes Swap
 2nd Saturdays 10:00 - 1:00
 Caistor Methodist Church Hall
 2026
 14th February
 14th March | 11th April
 9th May | 12th June
 11th July | 8th August
 12th September | 10th October
 14th November | 12th December



Street Food Market
 1st Wednesday
 April—December
 Caistor South Street Park
 3:30—8:30pm

Community Cinema
 Mar 28th, Apr 18th, May 30th, June 27th, July 25th, Sept 5th (Outdoor Cinema), Oct 24th, Nov 21st, Dec 19th
 Caistor Town Hall, doors 6:30, film 7:30,



Sports & Social Club
 Opening times:
 Thurs 6:60 - 10:30pm, Fri 6:30 - 11pm, Sat 1 - 11pm, Sun 1 - 7pm
Andy's Man Club Monday 7 - 9pm
 For Regular events see Facebook Page



COMING NEXT in CAISTOR
 DO NOT MISS THIS



Would you like a regular email update on events / clubs in and around Caistor?
 Email Jayne Bowman at caistorevents@gmail.com Printing sponsored by Caistor Town Council



Police Report End Feb 26

In my previous message, I shared the Chief Constable's update regarding officers being temporarily redistributed to safety-critical areas. As you may now be aware, Lincolnshire Police is receiving additional funding from the Home Office. This is welcome news and will enable us to reach the highest number of police officers we've had in many years. Officer recruitment is now underway; if you'd like more information, please visit our website: [Apply now to become a police officer | Lincolnshire Police](#)

For residents of West Lindsey interested in a policing career, I am happy to be contacted directly for advice and guidance on the application process, I can be reach via Michael.head@lincs.police.uk

Incidents of Note

- **Vehicle thefts:** There have been several reports of stolen vehicles in the West Lindsey area in recent weeks with the majority taking place in rural locations with Land Rovers among the main vehicles targeted . We urge motorists to ensure vehicles are fully secured and that no valuables are left inside. More information on preventing vehicle theft is available on our website: [Keeping vehicles safe | Crime prevention | Lincolnshire Police](#)
- **Community & Alcohol Partnership meeting:** A further meeting is taking place on Friday 27th of February with key partners and elected members invited to attend this meeting.
- **Road traffic offences:** Several tickets have recently been issued in the West Lindsey area for offences including mobile phone use while driving, speeding, driving without a licence, and driving without insurance.
- **Fraud alerts:** We're seeing a rise in fraud across Lincolnshire, including police-impersonation scams, counterfeit £20 notes, and scam texts such as "Hello Mum, my phone is broken." You can find out more of how to protect yourself from fraud by visiting our website: [Advice about fraud | Lincolnshire Police](#)
- **Quad Bike thefts:** We are experiencing a number of rural burglaries on farm buildings in which Quad bikes are targeted. We are urging members of the public to ensure quad bikes and similar vehicles are stored as securely as possible and would recommend tracking devices are fitted on the vehicle in a concealed location. It is my intention to form a Farm Watch group to target harden these locations and would urge members of the rural and farming community to sign up to Lincs Alert to help make this possible.
- **Theft from Motor vehicles:** Following a report from a vigilant member of the public reporting a male seen trying car door handles in Gainsborough, Officers were able to deploy to the location and successfully detain the suspect. The suspect decided to assault officers whilst he was being detained and has being charged for 2 x assault emergency worker and he remains on police bail for theft from motor vehicle.
- **Dwelling burglary arrest:** Following a report of burglary in Gainsborough, officers were able to identify a suspect from CCTV footage. The suspect was promptly arrested and

has being bailed for the offence pending a Crown Prosecution Service (CPS) charging decision.

- **Partnership work with Trading Standards:** On the 23rd of February 2026, police assisted Trading Standards with Op Nivada which resulted in a number of searches at licensed premises for counterfeit cigarettes and counterfeit vapes. Searches took place at Caistor and Market Rasen and although no arrest were made a significant quantity of illicit items were seized. These items if consumed by the public pose a significant health risk and can cause long term damage. Organised Crime Groups often sell illicit items to fund other criminality, police will regularly support Trading Standards with this type of Operation to cause as much disruption to these Crime Groups as possible

Remember:

- Police will **never** ask you to withdraw or hand over money, your PIN, bank card, or to buy vouchers.
- Always verify unexpected requests for money by calling the person on their usual number.
- Check £20 notes carefully — the hologram should switch between “*Twenty*” and “*Pounds*” when tilted.

Please continue to encourage members of the public to sign up for Lincs Alert using the following link: lincolnshirealert.co.uk

Inspector 1144 Mike Head

Gainsborough Police Station

Report of District Councillor Owen Bierley to Caistor Town Council,

12th March 2026

(Prepared Tuesday, 3rd March)

Community

The District Council's budget for the 2026 – 2027 financial year was agreed at a meeting on Monday, 2nd March, when members adopted an increase of 2.97% in our Council Tax precept. This results in a charge of £256.14 for a Band D property, an increase of £7.38 from the amount of £248.76 in the current financial year, enabling the Council to set a balanced budget in accordance with statutory requirements whilst protecting the service delivery that businesses, residents and visitors expect and rely upon. The Final Local Government Finance Settlement was only published on Monday, 9th February, however it did helpfully include guideline figures for the following two financial years as well. The Rural Services Network has prepared some valuable analysis and reaction on behalf of rural communities and this is available to view at: <https://rsnonline.org.uk/page/rural-fair-funding> RSN's campaign on our behalf remains ongoing!

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 organisations active 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 promotional 'add-ons' too. For example, supporters have the chance to win a Home Robot Bundle worth £1,000.00 in the Super Draw on Saturday, 28th March, or 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!

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

☎ 01469 560865 owen@bierley.com

The Ministry of Housing, Communities and Local Government (MHCLG) opened a seven-week consultation on the proposals put forward for Local Government Reorganisation in Lincolnshire on Thursday, 5th February, with a closing date of Thursday, 26th March. Residents, parish and town councils, businesses and other organisations are all encouraged to submit responses for consideration alongside those of neighbouring local authorities and other stakeholders selected by the Government, including health and education providers, the police and voluntary and community sector organisations. Although there are nominally six proposals, Lincolnshire County Council and North and North East Lincolnshire Councils each submitted the same, so there are only four to comment upon. Based on Government's current publicised timelines it is likely that elections to the shadow (successor) 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. For further analysis and information please visit the dedicated Greater Lincolnshire LGR Hub at: <https://www.greaterlincolnshirelgrhub.org/proposals> For the consultation itself please visit: <https://www.gov.uk/government/collections/lincolnshire-north-lincolnshire-and-north-east-lincolnshire-local-government-reorganisation> Thank you.

Environment

Householders are warmly invited to subscribe to the Council's highly regarded green bin service for the 2026 gardening season. As in previous years this 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 locally 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>

Residents in Caistor were among the first in West Lindsey to receive their food waste recycling caddies and welcome packs (in early February) and in good time for the inaugural collection here on Monday, 30th March! Soft plastics such as bread bags can be used in place of the caddy liners if preferred, or when the ones supplied have all been used. Caddies are 'lockable' to help obviate any concerns around bird or rodent activities and they can be placed on top of a wheeled bin on collection day, if preferred. Food waste is processed at Hemswell Cliff where it is used to generate electricity, produce gas and provide other resources such as a nutrient rich biofertiliser.

Planning

The Central Lincolnshire Joint Strategic Planning Committee has begun the latest 5-yearly review of the Central Lincolnshire Local Plan, primarily in response to existing and proposed changes in national policies and housing requirements, but also to ensure that residents continue to benefit from properly planned development. To follow progress with the new plan (which is scheduled for adoption in December 2028) please visit: <https://www.n-kesteven.gov.uk/central-lincolnshire>

Related to the above, the Ministry of Housing, Communities and Local Government (MHCLG), made limited amendments to the National Planning Policy Framework in December 2024, but are now consulting on much more significant and substantial changes. The link to learn more of the proposals (and submit your views) is: <https://www.gov.uk/government/consultations/national-planning-policy-framework-proposed-reforms-and-other-changes-to-the-planning-system> This far reaching and highly important consultation (that could have significant repercussions for the future of development in Caistor, whether for existing or prospective new business uses, or for housing site allocations) opened in 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

7Ci. Messages from Highways – Re Cornhill

From: Kyra Nettle <Kyra.Nettle@lincolnshire.gov.uk>

Sent: 19 February 2026 16:26

Hi both

Thank you to your town cllrs for meeting me on site at short notice. We agreed to leave the wording/symbols off the loading/disabled bays until the TRO has been consulted on.

We'll renew the No Entry marking on South Street too when the weather is better as it's got a bit damaged today.

We need to get a bollard back in place too.

There looks to be one area of new surfacing that is unlikely to last long, there was a soft spot beneath the surface. We'll keep an eye on it.

Thanks so much for your assistance with removing parked vehicles and advertising the work, all has gone smoothly today.

Kind regards, Kyra



From: Kyra Nettle <Kyra.Nettle@lincolnshire.gov.uk>

Sent: 20 February 2026 15:14

Subject: Corn Hill - Issue with Surfacing

We have an issue with the new surfacing in the Corn Hill which ultimately may lead to an early failure. Please see below for more detail. I won't be invoicing for the contribution from the Town Council due to this.

Please let me know if you need any information on this.

Kyra

I just wanted to let you know we're in discussions with the contractor about it, the ground when they planed the surface off was very soft but unfortunately they didn't tell anyone about it and give us a chance to redesign.

The repair needed now to sort it is significant and difficult.

While we have these discussions, I'm intending to get a "slurry" type material over the top to seal it up. It won't be hugely noticeable, it's easily delivered without disruption and will hopefully slow down any deterioration.

I won't be asking the Town Council for their contribution to the scheme due to this - I will let them know.

Kyra



Caistor Town Hall Management Committee
Minutes of meeting held on Monday 9th February 2026

The meeting was chaired by Steve Gaughan who welcomed all to the meeting.

Present: Steve Gaughan (SG), Mike Grant (MG), Alan Crookes (AC), Rick Merrill (RM), Chris Morgan (CM), David Redfearn (DR), Mike Broster (MB), Sheila Broster (SB), Cllr Johnathon Cox (JC), Ruth Smith (RS), Jacqui Morgan (JM).

1. **Apologies for absence.** Pam Cluff and David King.
2. **Minutes of meeting held on 13th October 2025:** Proposed by MB and seconded by RM that the minutes are a true record of the meeting.
3. **Matters arising:** None
4. **Correspondence:** None
5. **Treasurer's Report.** MG reported to the committee that the account balance is £34,727,90 and all bills are paid. Outstanding invoices to be received shortly will be in the region of £1000 to pay for new lights in the toilets, and includes money for emergency lighting replacements. MG stated we must keep a large reserve to cover salaries, insurance, inspections and necessary certification in the event of a loss of income.
6. **Bar Report.** The bar has been very quiet except for the Burlesque evening which proved a success for all parties involved.
7. **Maintenance report including TTDL:**
 - a. **Fire Safety.** RM said that, following completion of the Fire Risk Assessment, he will install the new fire notices and alarm-operated door restraint when time permits. We also have the fire-resistant chemical and sprayer for the black stage curtains and RM will organise a working party, again, when time permits.
 - b. JC reported there are 4 or 5 council responsibility items needing attention re ingress of damp. There is concern over the condition of the wooden floor in the boiler room which needs a detailed under-floor survey and possible repairs; this may have been exacerbated by water ingress due to a blocked drain in the autumn. Some window frames need re-mortaring. The town clerk is trying to obtain contractors quotes and he will inform the committee of any progress.
 - c. **Emergency lighting.** MG reported 3 of the emergency lights had failed the 3 hour battery endurance tests. He was quoted £438 to change all 3 plus one on the stage. Ian Stiff originally installed the lighting. It was agreed the price quoted was reasonable to replace the complete units. MG stated there

are 46 units around the building and they are tested by the caretaker monthly.

d. P.A.T. Testing. The caretaker is now trained to carry out P.A.T. testing. RM and the caretaker are starting tomorrow (Tuesday 10th) in the Town Clerks office.

e. RM stated the black curtains round the stage need to be treated with fire retardant spray. A date to be set for all committee members to help out.

8. Booking Secretary's Report: CM reported £2000 had been made for charity from the Burlesque evening. There is to be a play at the weekend, and Irby Art group have booked the hall for an exhibition. He also reported that we have lost some regular bookings. Caistor Railway enthusiasts will not hold their display this year because the hall is now too small for their needs. We may also lose the Grammar School as they now have their own facilities.

9. Plays and cinema report:

a. AC reported we had a very successful pantomime and casting is underway at the moment for the Murder Mystery.

b. SG reported that the community cinema since the last report has shown several films; Penguin Lessons, Smoke Signals, The Ballad of Wallis Island and The Roses. Four Mothers, F1: The Movie (fish and chip night) and Springsteen will be shown in February, March and April.

c. MB reported there is to be a new play on 3rd March, The Other Neville.

10. Projects and grants. None

11. A.O.B.

a. **Town Hall hire charges.** Town Hall Hire Charges from 1st April 2026. It was agreed at the recent Executive Meeting to increase the charges for the main hall and Arts Centre by £2.00 per session for regular and non-regular users. All other charges to increase by 5 per cent. Weddings are to be increased by £100. The bar charges are to be increased to £30. CM is to advise everyone concerned of the new rates.

b. SG and RM have signed an agreement with the Town Council which clearly sets out the responsibilities of the landlord and tenant.

12. Date of next meeting. Monday 11th May for Management meeting together with the AGM at 2.00 pm



Minutes of the H&S Working Group held at 3:00pm at the Caistor Town Hall on 5 February 2026

Present: Cllr J. Bowman (Chair), Cllr.N.Clark,
In Attendance: Michelle Moss, Mike Crookes,
Members of public present: 0

1. Apologies for absence - Ref: 4830

Apologies received from Cllr Cox and Cllr Davey.

2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 4831

None.

3. Update on outstanding actions - see spreadsheet - Ref: 4832

Date added Action Person responsible Comment

July	Contractor management - Finalise the list of preferred contractors	Neil Clark	Completed
Sept	Grounds maintenance - Complete assessment of estates equipment for noise and vibration	Stewart Davey	Work with MC to complete
Sept	Grounds maintenance - noise and vibration (ensure employees receive training on assessment)	Stewart Davey	MC completed training
Nov	Install spy holes in the office door and the entrance to the High St	Mike Crookes	Completed
Sept	Risk assessment for the CS&SC	Stewart Davey	Carried forward
Nov	Amend lone worker policy and include for approval in Nov CTC meeting	Michelle Moss	Completed
Nov	Investigate what needs to go in an emergency box 'lite'. Of which the emergency box is part. JB to progress. But CTC do not have the resources for emergency plan at the moment.	Jayne Bowman	JB- emergency plan
Nov	Add the review of the town hall RA to the agenda for Nov CTC	Michelle Moss	Completed
Nov	Include staff and councillors on one stress management policy; include suggestions of where to go for help - Amend and include on agenda for next CTC meeting	Jayne Bowman	Resolved at CTC meeting not to include councillors. JB amend policy for staff only.
Nov	Label the emergency gas isolation valves at the Town hall and CS&SC	Mike Crookes	Completed
Nov	Get quotes (3 if possible) for the installation of a break glass call point at the stage exit to High St of town hall	Jayne Bowman	Carried forward
Nov	Amend the RA for the market to note not using Helz kitchen courtyard this year and save to file	Michelle Moss	Completed
Nov	Include the requirement that the memorial mason has PLI on the recommendation to full council at next CTC meeting	Michelle Moss	Completed
Nov	Legionella Management - Get quotes for the premises to be assessed by a competent person to identify potential areas of legionella growth	Jayne Bowman	Quotes applied for. 1 Quote received. Book inspection for April.
Nov	Ride on Mower inspection/test - Create a spreadsheet to record pre use inspection and testing	Mike Crookes	CF - Mover not being used, but need docs incase
Nov	Management of H&S risk assessment - Make a list of all risk assessments and share periodically	Michelle Moss	Completed
Nov	Escape routes and fire doors - Workshop - review side exit fire door and ensure it is easily and immediately openable (push bar?)	Mike Crookes	Completed - CTC decision not to progress
Nov	Remove the CS&SC and Town Hall actions from the action plan and follow up with town hall committee and CS&SC CIC	Michelle Moss	Completed

Signature:



Nov Contractor Management - Checks and supervision - Implement a process for completing periodic checks to confirm contractors are meeting agreed working practices Michelle Moss
Completed

4. To receive the risk assessments for estates jobs - review annually(22140) - Ref: 4833

The risk assessments had been completed and circulated prior to the meeting. The group are happy with them and no changes needed.

5. To review the stress management policy and procedure - deferred from CTC mtg Dec - Ref: 4834

It was noted that the stress management policy was presented to council in December. Concerns were raised about including councillors on the policy and decision taken to remove councillors and the policy be revised to just focus on staff. JB to action.

6. To receive an update on the stone mason who has no PLI and is still installing without CTC permit - Ref: 4835

The clerk has been working with the stone mason to get PLI. Mike C has been keeping an eye on the cemetery for any newly installed memorials by the stone mason and the clerk has been working more closely with the stone mason to prevent memorials being installed without permits and paperwork. Ongoing.

7. To review the Worknest HS report summary of outstanding actions and agree next steps - Ref: 4836

List of preferred contractors - completed.

Mmt of councillors stress - Closed.

Assessment of stress in the workplace - Carried forward. JB will progress.

Records of safety checks now being completed - Close

Emergency plan - Carried forward. CTC doesn't have the capacity to complete an emergency plan at the moment, but JB will start work on an 'lite' plan.

Pre-inspection testing of ride on mower - The mower is not being used, has been drained and covered. MC will complete an inspection checklist incase we start using it again.

Legionella testing - JB has received a quote and will organise the inspection testing for April. NC will find out if the CS&SC club needs testing also.

Noise vibration assessment of all equipment likely to give rise to significant levels of noise and vibration during use - Carried forward. SD and MC.

Additional fire call point to be installed in the final door by the basement in the town hall - Carried forward - JB to progress.

Damp and mold in the town hall - in the process of getting contractors to give quotes for the work. The use of humidifiers has been deferred to next year.

Safety floors in the parks - Quotes received. Final review by Estates in March. Contractor will be appointed by end of March.

It was agreed not to assign any more actions as the next HS audit is being completed in April.

8. To agree any recommendations to full council - Ref: 4837

None.

9. Time and date of next meeting - Ref: 4838

Next H&S inspection is schedule for 9th April. Therefore to allow time for the updated report, the next meeting is scheduled for 9th June, 3pm (town hall booked).

Meeting closed at 16:15pm

Signature:



Public Tracking Report

CS&SC repairs and maintenance	Ref: 24321	Created: 10/08/2023
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
GPR survey for the cemetery	Ref: 25531	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
Memorial repairs for Church and Congregational Churchyard	Ref: 26058	Created: 11/12/2025



IT & ACCEPTABLE USE POLICY

Version: 0.2
Adopted: TBC
Next review: TBC

1. Introduction

This policy sets out how Caistor Town Council manages information technology, digital working and information security in a proportionate and practical way, appropriate to a small authority with two employees and no dedicated IT department.

The Council:

- Employs a Town Clerk/RFO (who also undertakes all IT administration)
- Employs one Estates employee
- Has councillors who use personal devices

The Council operates a mixed-device model:

- One employee uses council-owned equipment (laptop and mobile phone)
- One employee uses personal equipment
- Councillors use their own phones and/or laptops
- All users have council-issued .gov.uk email addresses

This policy supports the Council's system of internal control and is designed to demonstrate compliance with AGAR Assertion 10 (proper arrangements for information security and digital resilience).

2. Purpose of the Policy

The purpose of this policy is to:

- Protect council information and personal data
- Reduce the risk of data loss, cyber incidents and misuse
- Set clear, realistic expectations for councillors and staff
- Ensure business continuity despite limited staffing and resources
- Demonstrate that information security risks are identified, managed and reviewed

3. Scope

This policy applies to:

- All councillors
- All employees
- Any contractors or volunteers authorised to access council systems

It applies regardless of:

- Whether council or personal equipment is used
- Working location (office, home, or remote)

4. Governance, Roles and Responsibilities

4.1 Town Clerk

As the Council has no IT department, the Town Clerk is responsible for IT oversight, including:

- Day-to-day management of systems and accounts
- Maintaining this policy and reviewing it periodically
- Acting as the first point of contact for IT issues or incidents
- Liaising with external IT or support providers where required

4.2 Users (Councillors and Staff)

All users are responsible for:

- Following this policy
- Taking reasonable care of devices and information
- Reporting any loss, theft, or suspected security incident promptly

5. Equipment and Devices

5.1 Council-Owned Equipment

Council-owned equipment must:

- Be used for council business only
- Be kept secure and not shared with others
- Be protected with passwords or PINs

Any faults, damage or loss must be reported to the Town Clerk without delay.

5.2 Personal Devices

The Council permits the use of personal devices for council business where necessary and proportionate.

Where personal devices are used:

- They must be protected by a strong password, PIN or biometric lock
- Devices must lock automatically after inactivity
- Operating systems and apps must be kept up to date
- Council emails must only be accessed via the council .gov.uk account

Users acknowledge that:

- The Council cannot provide technical support for personal devices
- In exceptional circumstances (e.g. legal or data protection matters), access to council data on a personal device may be required

6. Information Security and Data Protection

6.1 Access Control

- Each user must have their own login credentials
- Passwords must not be shared
- Multi-factor authentication must be used where available
- Computers must be password protected
- Email must be password protected
- Mobile devices must be password protected
- Flash drives must only be used where necessary and must be password protected
- External hard drives must only be used where necessary and must be password protected
- Cloud access is password protected
- Hard copy files are only held where absolutely necessary and must be held securely
- Anti-virus software must be up to date
- No one outside the council must have access to council information

6.2 Storage of Council Data

- Council data should be stored in approved council systems (e.g. council email, cloud storage)
- Council data must not be stored long-term on personal devices where avoidable
- Sensitive documents must be password-protected

6.3 Loss, Theft or Breach

Any actual or suspected:

- Loss of a device
- Unauthorised access
- Data breach

must be reported to the Town Clerk as soon as possible so appropriate action can be taken.

7. Remote and Flexible Working

Remote working is permitted but increases security risk. Users must:

- Ensure screens cannot be overlooked in public places
- Avoid using unsecured public Wi-Fi for council work
- Log out of accounts when not in use
- Keep paper records secure and dispose of them appropriately
- Not leave computers in a public area

Council systems must not be accessed from shared or public computers.

8. Email (to be read alongside Email Guidelines Policy)

- Council email accounts are for council business only
- Users must be alert to phishing emails and suspicious links
- Attachments containing personal or sensitive data should be password-protected

- All councillors, volunteers and staff must adhere to the best practices detailed in the Email Guidelines policy
- All councillors, volunteers and staff must comply with copyright law and must not download or distribute unlawful material using council systems.

9. Internet Use

Usage of council internet access granted for business reasons during working hours is limited to work related activities. The availability and variety of information on the Internet has meant that it can be used to obtain material considered to be offensive. Anyone found to have used the internet to access and/or distribute any kind of offensive material, or non-related employment issues, are liable to disciplinary action which could lead to dismissal.

Under no circumstances must users download files which they suspect contain malware, spyware or may otherwise cause harm to council internet or equipment.

Anyone believed to have been visiting pornographic sites, downloading or circulating pornographic material will be subject to disciplinary action. Offences of this nature may be considered gross misconduct and lead to your dismissal, and if necessary, the police will be informed.

10. Social Media

Social media is a collective term used to describe methods of publishing on the internet. This covers all forms of social media and social networking sites including chat sites.

The use of social media does not replace existing forms of communication.

The policy sits alongside relevant existing policies which need to be taken into consideration. The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication. Individual Town councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties online as anyone else but failure to comply with the law may have more serious consequences.

Social media may be used to

- Publish information about the work of Caistor Town Council to a wider audience.
- Distribute agendas, post minutes and dates of meetings
- Advertise dates of meetings, events and activities
- Good news stories linked to website or press pages
- Advertise Job Vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc
- Announcing new information
- Post or Share information from other Town related community groups such as hall users, schools, sports clubs, community groups and charities

When using social media (including email) Town councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative. Town councillors and council staff must not:

- hide their identity using false names or pseudonyms
- present personal opinions as those of the council
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to all protected characteristics including race, sexuality, disability, gender re-assignment, age, marriage & civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages. This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillor's views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Predetermination or Bias and may require the individual to declare an interest at council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate Town councillors, council staff or residents should report them to the Clerk of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Council will appoint a nominated person as moderator of Town council social media output and be responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

The moderator will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature.

In summary, councillors and staff must:

- Distinguish clearly between personal views and council business
- Not claim to speak on behalf of the Council unless authorised
- Avoid posting anything that could damage the Council's reputation or breach confidentiality

The Town Clerk is the main point of contact for media enquiries.

11. Monitoring and Proportionate Oversight

The Council reserves the right to:

- Monitor use of council systems where necessary and proportionate
- Access emails or files for business continuity, legal or security reasons

Monitoring will be limited, justified and compliant with data protection legislation.

11. Misuse

Misuse of council systems or data may result in:

- Removal of access
- Disciplinary action (for employees)
- Referral to the appropriate standards or complaints process (for councillors)



EMAIL GUIDELINES POLICY

This policy sets out guidelines for email use for councillors, volunteers and staff.

Councillor and Staff email addresses

Councillors and staff all have caistortowncouncil.gov.uk email addresses. These are issued via 'Stackmail CP' and can be accessed via - <https://www.stackmail.com/>

Councillors will be provided with log in details, the user name will typically be cldr.n.name@caistortowbcouncil.gov.uk and the password will be unique to this email address.

All councillors and staff must use the official town council email address when conducting council business.

Emails which are sent from a private address should be signed in a personal capacity, without the word 'councillor' attached to the name or sign off. They should not give the impression that they originate from the Town Council. This is in order to distinguish between communications sent in an official capacity, as a councillor, and those sent as a private individual.

Councillors and staff are reminded that e-mail messages transmitted on Town Council IT equipment are entered in the public domain on transmission.

Councillors using personal IT equipment to send e-mails on Council business are responsible for ensuring that their system has adequate internet security software installed and enabled.

E-mails sent on official Council business, from councillors or staff, should contain the approved council disclaimer statement (available from the Clerk). Councillors should be aware that e-mails sent on Council business may also be treated as in the public domain and subject to the Freedom of Information Act.

Guidelines for Caistor Town Council email use

Email is a non-secure medium and care should be taken when composing, sending and storing messages.

Email should be regarded in the same way as any other business communication and should be treated as a Council record. You should adopt a style and content for email, in particular those sent to external recipients that present a professional image. It is recommended that you adopt the same standards for email as for letters and memos, although the style may be more informal.

Confidential information about or relating to the business of the Council, its customers, prospects, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business and sufficient steps are taken to safeguard security.

Everyone must take reasonable steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data.

In general, Councillors and staff should:

- Not send or forward private e-mails at work which they would not want a third party to read;
- Not send or forward chain mail, junk mail, cartoons, jokes or gossip either within or outside the council;
- Not open any emails or attachments from an unknown source or junk emails – these should be deleted immediately;
- Not contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding e-mails to those who do not have a real need to receive them;
- Not agree to terms, enter into contractual commitments or make representations by e-mail unless appropriate authority has been obtained from the Clerk or from approved delegated authority from the Council or Committee. A name typed at the end of an e-mail is a signature in the same way as a name written in ink at the end of a letter;
- Not download or e-mail text, music and other content on the internet subject to copyright protection, unless it is clear that the owner of such works allows this;
- Not send messages under an assumed name unless specifically authorised;
- Not send confidential messages via e-mail or the internet, or by other means of external communication which are known not to be secure;
- Not send a message without double checking that the recipient's address is correct;
- Emails to customers, suppliers and other business contacts should be restricted to Council business. Confidential information about or relating to the business of the Council, its customers, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business.
- Ensure there is no infringement of copyright when adding attachments to emails.
- Ensure confidential information is not left on display on an unattended device.
- Not distribute sensitive commercial data concerning the Council to competitive sources. Doing so may result in investigation and for employees disciplinary action leading to dismissal without notice for gross misconduct.

Councillors and staff who receive an e-mail which has been wrongly delivered should return it to the sender of the message. If the e-mail contains confidential information or inappropriate material (as described above) it should not be disclosed or used in any way.

Security

Councillors and staff should exercise caution when opening e-mails from unknown external sources or where, for any reason an e-mail appears suspicious. On receipt of an e-mail containing a link to another address, the link should not be "clicked"; rather the full address as shown should be typed in manually (not copied and pasted) to the address bar of the web browser.

Mailbox Management

Guidelines on how long emails should be kept for are vague and there are no definitive GDPR statutory retention periods, per se. The legislation states that a business should keep information for "no longer than is necessary".

Each mail box has a capacity of 2mb which should be sufficient for general use. Please monitor the size of your mail box and clear out unnecessary emails regularly.

Councillors and staff should consider whether it is necessary to blanket copy everyone into an email.

E-mail etiquette and content

E-mail, including text messaging services, is a vital business tool but an informal means of communication and should be used with care. Councillors and staff should always consider if e-mail is the appropriate medium for a particular communication. Messages sent on the e-mail system should be written as professionally as a letter. Messages should be concise and directed only to relevant individuals. Abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory messages must not be sent.

Anyone found with offensive or pornographic material on his or her Council email account or computer will be subject to investigation, which for employees could result in disciplinary action and dismissal for gross misconduct. Councillors will be reported to the monitoring officer



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



17. Waste management: The user is responsible for ensuring all waste and litter generated by event are removed from the site immediately following the event.

the

Agreement to these Terms and Conditions:

Organisation/Group Name: CAISTOR RUNNING CLUB. (THE STRING: CHALLENGE EVENT)

Main Contact Name: MARK HODSON

Signature (on behalf of Organisation/Group): *Mark Hodson*

Date: 5 MARCH 2026

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 12th JULY - 8am - 12.30pm. EVENT STARTS AT 10.30am. 500 entrants + marshalls + supporters.

^{start} 8am to set up for the event.

Key components:

1. Finish funnel and marking of course route around the park.
2. Set up (tables and signage) within Race HQ in Caistor Goes marquee.
3. Club banners at race finish + Race HQ.
4. Ice cream collection (they will leave before 12.30pm).
5. Lincolnshire Runner will set up a sales stall. They will have a van which will remain in the park. They will have departed by 12.30pm.
6. Race announcer will have a tving microphone... times 9.30-12.15.
7. Music will be played intermittently over Caistor Goes PA from 9.30am.

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

Name:

Signature:

Date:

Conditions:

Request for permit for Nettleton Motors to park at the sports ground

From: Sent: 21 February 2026 07:30

To: clerk@caistortowncouncil.gov.uk

Cc:

Subject: Request for Discretionary Permission – Caistor sports Social Club Car Park

Dear Sir/Madam,

It has come to my attention that Caistor's local garage, Nettleton Motors, is no longer parking its courtesy vehicle in the social club car park. I respectfully ask whether the Council would consider exercising its discretion to permit the continued parking of this vehicle at that location.

I understand that commercial vehicles are not ordinarily permitted to use this space. However, I respectfully submit that, in this instance, there are clear community benefits that warrant consideration.

- The garage owner is a long-established, well respected member of the local community.
- The regular presence of his vehicle provides informal oversight and passive surveillance.
- Occupied and observed spaces are less vulnerable to vandalism, anti-social behaviour and drug-related activity.
- A vehicle associated with a recognised local business signals that the area is attended and likely to be checked regularly.
- Such vehicles are also typically fitted with cameras or tracking systems, further discouraging criminal behaviour.
-

I have not observed any negative impact on the availability of parking spaces as a result of the vehicle being present. Furthermore, on occasions when events are taking place at the Social Club, the vehicle is considerately parked elsewhere so as not to inconvenience users of the car park.

As a single woman living in close proximity to the car park, the presence of a known and accountable local business vehicle provides reassurance and contributes to a greater sense of safety and neighbourhood confidence.

In light of the above, I would be grateful if the Council would consider whether a limited or discretionary arrangement could be permitted in the interests of community safety and responsible use of the space.

I look forward to your response.

Yours faithfully,