

CAISTOR TOWN COUNCIL

Annual Report 2025/26

Your Town Council

Caistor Town Council represents the residents of Caistor. It listens to concerns raised by local people and works to address these wherever possible. Where matters fall outside its direct responsibility, the Council liaises with West Lindsey District Council and Lincolnshire County Council to ensure issues are raised with the appropriate authority.

Chairmans report

It has been a great pleasure and honour to serve Caistor Town Council once again as Chairman and Mayor over the past 12 months.

I would like to thank all my fellow councillors for the hard work and dedication they have shown throughout the year. They give their time freely as elected members, and their commitment and support have made my role as Chair and Mayor both pleasant and rewarding. Particular thanks to Cllr Angela Clark who has done a fine job as Deputy Mayor this year and supported me, and the council, well on all occasions.

My thanks also go to our Town Clerk, Michelle Moss, and our Estates Operative, Mike Crookes, for their great work in guiding and supporting the Council in carrying out its duties for the benefit of Caistor.

Caistor is extremely fortunate to have an army of volunteers who foster community spirit and provide support for a wide range of causes within the town and surrounding areas. Caistor would not be what it is today without the many community groups, led by volunteers, who work tirelessly to make it a better place to live, visit, and thrive. On behalf of the Town Council, I extend sincere thanks to each and every one of you.

Throughout the year I have represented Caistor Town Council at a variety of civic functions and events. I am proud and humbled to serve in this role and believe the future for Caistor is positive and bright.

Councillor Jon Wright
Chairman and Mayor of Caistor Town Council

Town Councillors

The Town Council has 14 seats. During the year there were 2 resignations.

<u>Caistor Town Councillors during 2024/25:</u>

- Jon Wright (Chairman/Mayor)
- Jayne Bowman
- Johnathan Cox
- Michael Galligan (Resigned in May 25)
- Paul Laverack (Co-opted August 25)
- Darren McKay (Resigned in July 25)
- Peter Morris
- Alan Somerscales
- Angela Clark (Vice Chair/Deputy Mayor)
- Neil Clark
- Stewart Davey
- Stephen Hodson
- Ron Lyus
- Linda Milner
- Howard Priestley

All councillors serve on a voluntary basis and do not receive payment for their role. Travel expenses are only claimed when attending courses or events directly related to their duties as a town councillor.

Over the past year the Council has been led by Councillor Jon Wright as Chairman and Mayor, with Councillor Angela Clark as Vice Chair and Deputy Mayor. Councillors have worked collectively to promote and improve the town, leading working groups and representing the Town Council on many of Caistor's thriving community organisations.

Council staff

The Council has been supported by the following staff:

Michelle Moss, Town Clerk (Part-time – 25 hours pw)
Mark Stevenson-Bramley, Deputy Clerk (Part-time – 15 hours pw) until May 2025 (not replaced)
Mike Crookes, Estates Operative (Part-time – 25 hours pw)

The Town Council administration office is located at Caistor Town Hall and is usually open on Tuesdays and Thursdays between 9.00am and 4.00pm.

Address:
Caistor Town Hall
14 High Street
Caistor
LN7 6TX

Council responsibilities

The council owns the following assets:

- Cemetery - North Kelsey Rd. Over the past year there have been 4 burials, 6 internments of ashes, 5 grave reservations and 12 memorial permits granted.
- Allotments (14 -15 plots) - North Kelsey Rd. One additional plot was created this year by sub-dividing one large plot to make 15 plots. All 15 plots and all have been let throughout the year. The current waiting list is 5 residents and 3 non residents.
- Old Fire Station – Horse Market
- Town Hall - High St (managed by the Town Hall Management Group – registered charity)
- Town hall car park
- Sports Pavillion (CS&SC)– Sports Field, Brigg Rd (Currently leased to Community Interest Committee)
- Football grounds – Sports Field, North Kelsey Rd
- Cricket grounds – Sports Field, North Kelsey Rd
- Tennis grounds – Sports Field, Brigg Rd
- Bowling grounds - Sports Field, Brigg Rd (currently leased to Caistor Bowling Club)
- South St Park – South St
- Millfields Park – Hersey Rd
- Sports Ground, car park, stores, toilet, play areas and bottom field – North Kelsey Rd
- Market Place – Central area including Lion of Luck

- Cenotaph – Butter Market
- Various benches throughout Caistor

The council is also responsible for:

- The maintenance of St Peters and St Pauls churchyard (excluding the building)
- The maintenance of the Congregational churchyard
- The maintenance of the Syfer Spring
- Cutting grass verges, public rights of way and amenity grass. The Town Council has continued with the delegated responsibility from Lincolnshire County Council for cutting the grass verges, weed spraying highways adopted roads and pavements, and maintaining all public footpaths around the town.
- The Saturday market
- The town clock
- Town signs

Council Meetings

All Council and committee meetings are open to the public and include a public participation session at the beginning of each meeting, allowing residents to ask questions on matters within the Council's remit.

Town Council Meetings

Full Council meetings are held on the second Thursday of each month in the Town Hall. These meetings deal with key decisions, policy changes, planning consultations and budget setting. One extraordinary meeting was also held during the year.

The Town Council considered and responded to 21 planning consultations during 2025/26.

Estates Management Committee

This committee is made up of six councillors and meets at least five times per year. During 2025/26 it met on seven occasions and was responsible for managing and maintaining the Council's estates, including allotments, cemetery, parks, sports grounds, tree works, grass cutting contracts, and repairs to Council-owned land and buildings.

Personnel and Finance Committee

This committee is made up of five councillors and met four times during the year. It is responsible for financial planning and monitoring, staff oversight, audit and risk management, and ensuring statutory financial returns are completed accurately and on time.

Health and Safety Working Group

Formed in 2025 following a health and safety inspection, this working group consists of three councillors, the Town Clerk and the Estates Operative. It met four times during the year and has focused on reviewing and improving health and safety policies, ensuring

compliance with legislation, addressing identified risks, and supporting the development of a proactive health and safety culture across the Council's operations.

Attendance

Attendance at the full council meetings this year has been 81%.
Committee members have been permitted to nominate substitute councillors for committees and this is reflected in attendance:
Attendance at Estates committee meetings has been 93%
Attendance at Personnel and Finance Meetings has been 75%
Overall attendance has been 83%

Key events/work in 2025/26

During the year the Town Council has delivered a wide range of improvements and maintenance work, including:

- Replacement of the cricket fence
- Repairs to the brick wall at the Sports and Social Club
- Replacement of radiators and pipework at the Sports and Social Club
- Repairs to the Town Hall car park fence
- Ongoing repairs and safety improvements to play area equipment at South St Park, Millfields and the Sports Ground
- Tree maintenance across parks and Council land
- Ground-penetrating radar survey at the cemetery and follow-up investigations
- Digitisation of historic burial registers
- Safety inspections and repairs to cemetery memorials/headstones
- Safety inspections of headstones at St Peters and St Pauls churchyard and the congregational churchyard
- Grass cutting across verges, rights of way, parks, sports grounds, cemeteries and churchyards
- Renovation of the cemetery car park sides
- Hedge maintenance around play areas and sports fields
- Negotiation with Lincolnshire County Council for the restoration and adoption of Cornhill
- Replacement of town centre litter bins with higher-capacity units in partnership with WLDC
- Repairs to skate park ramps at the sports ground
- Creation of a wild flower meadow at South St Park
- Purchase of new picnic benches for parks and sports grounds
- Upgrade of CCTV and installation of PIR lighting at the sports field
- Commencement of a programme to embed modern health and safety practices across Council operations

Donations

Over the past year the Town Council has made the following donations:

- Caistor Twinning association - £190
- Caistor Lions - £1500
- Caistor Crusaders - £500

- Caistor Goes - £2800
- Church - £235

Looking Ahead: 2025/26 Priorities

Key priorities for the coming year include:

- Replacement of play surfaces at the children’s play park at the Sports Ground
- Continued implementation of a robust health and safety culture and associated works
- Further work to identify the precise location of historic burials within the cemetery
- A programme of works to address damp issues at the Town Hall
- Replacement and installation of new benches in parks
- Planned renovation works at the Sports and Social Club
- Repairs to headstones at churchyards

Summary of finances

Actual Income/Spend 2025/26

		Details	2025/26 Budget	2025/26 Actual
INCOME		Precept	132558	132558
		Cemetery	4000	11145
		Allotments	450	510
		Market Rents	2000	2365
		Caistor Sports & Social Club	4400	4404
		WLDC Street Cleaning	0	0
		Grass Cutting	1785	3772
		Grants	1000	0
		Town Hall	520	520
		CIL Income	1000	354
		Miscellaneous Income	2500	3295
		VAT		5170
			150213	164093
EXPENDITURE	**Staff**	Salaries	53000	47721
		PAYE & NI	15000	17085
		Staff Travel & Benefits	250	164
		Pension payments	5000	6168
		Other Staff Expenses	250	36
		Training	2500	898
	Office/ admin	General Office	1500	1137
		Telephone & Broadband	1350	1538
		Hall Hire	500	450
		Insurance	4000	7411
		Audit	700	620
		Subscriptions	1000	949
		Professional fees	250	222
		Legal Fees	500	160
		Cemetery records management	650	1092
		Civic	0	0
		Mayor Allowance	350	60
	Estates	Amenity and PROW grass	4500	4794
		Parks grass	3200	3260
		Sportsground	8300	9561
		Cemetery/Church	10500	12040
		Allotments	250	0
		Market	250	497
		Tree maintenance	1500	1335
		Community Events	500	0
		Electricity-Market Place LN7 6TU	400	375
		Electricity-South Street Park	600	206
		Electricity-Market Place LN7 6TL	0	339
		Electricity-Sports Ground	1100	1219
		Water-Sports Ground	400	196
		Water-Cemetery	100	85
		Water-Allotments	200	221
		Play Park Maintenance	15500	29321
		Caistor Sports & Social Club	3000	3983
		Town Hall	2500	1575
		Works Vehicle	0	0
		Estates Equipment	2000	5423
		Gritting & Snow Clearance	300	0
	Projects/ other	CCTV	500	500
		Market Place	1000	1186
		Contingency	0	0
		Grants & Donations	5000	4990
		Grant to Caistor in Bloom	0	0
		Christmas Lights	0	0
		Bins and Benches	0	2400
		Projects	6100	3915
		Health and safety	4000	5305
			158500	178437

Final bank balance as at 31/03/26			**114275**
	Reserve	Funds	Reserves
General Reserves (4 months)	62697	-2697.00	**60000.00**
Elections	3850	0	3850
Parks Equipment	18000	-14500	3500
Sports field fencing	1500	0	1500
CS&SC building Upgrade	5500	0	5500
Other buildings	1500	-1150	350
Town Hall	5000	0	5000
Tree maintenance	6500	0	6500
Memorial fixing	4000	0	4000
Cornhill Resurfacing	5000	0	5000
Cemetery	1000	0	1000
Estates Equipment	5500	-2500	3000
Bins and Benches project	3000	-2400	600
Civic	3000	0	3000
Total Reserves	**126047**	**-23247.00**	**102800**