



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 14 May 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
07/05/2026

AGENDA

1. Election of the Chairperson for the council and signing of the Declaration of Acceptance of Office as Chair
2. Election of Vice Chairperson of the Parish Council and signing of the Declaration of Acceptance of Office as Vice Chair
3. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
4. To consider the applications for co-option to fill the councillor vacancy
5. 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
6. Public Session (10 minutes, during which the meeting is suspended)
7. Chairmans Report
8. To approve the draft minutes of 9th April 2026
9. To review the current WLDC Code of Conduct and resolve to continue to abide by it.
10. To review and approve the Standing Order regulations (recommended by P&F)
11. To review and approve the Financial Regulations (recommended by P&F)
12. Election of committees, working groups and representatives on outside bodies
 - a) Election of members to the Personnel and Finance Committee
 - b) Election of members to the Estates Committee
 - c) Election of members to the Health and Safety working group.
 - d) Review the representation of CTC representative on (external) Town hall management group
 - e) Consider the use of town hall and arts and heritage centre for committee meetings and agree the committees dates for forthcoming year
13. To consider the delegation arrangements and approve the terms of reference for the committees/working group
 - a) To consider the delegation arrangements and approve the Terms of Reference for the Personnel and Finance Committee



- b) To consider the delegation arrangements and approve the Terms of Reference for the Estates Committee
 - c) To consider the delegation arrangements and approve the Terms of Reference for the Health and Safety working group
14. Finance
- a) To approve the Accounting Statements and bank reconciliation for period ending 30.04.2026
 - b) To approve the Schedule of Payments
 - c) Internal Audit and Annual Governance and Accountability Return (AGAR)
 - ci) To receive the Annual Internal Audit report for 2025/26
 - cii) To complete and approve section 1 - Annual Governance Statement of the AGAR for 2025/26
 - ciii) To consider, approve and sign section 2 - Annual Accounting Statements for AGAR for 2025/26
 - civ) To consider and approve the Annual Bank Reconciliation and explanation of variances for AGAR 2025/6
 - d) Review and approve the standing orders, direct debit payments and subscriptions for the forthcoming year (as per standing orders)
 - e) To review the current inventory of land and other assets (as per Standing orders)
 - f) To receive the updated risk register and business continuity plan (recommended by P&F committee)
 - g) To review the councils insurance arrangements and ensure they adequately cover the risks (as per standing Orders)
 - h) To consider and approve the investment strategy (recommended by P&F committee)
 - i) To resolve to permit the use of BACs, CHAPs and bank transfers for payments as appropriate
15. 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
 - d) Community Groups
 - e) CDCT - 2-4 Market Place
 - f) Caistor town hall management committee - Minutes from 9th February 2026
16. 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 25th August)
 - ai) To receive the draft minutes from the P&F committee meeting of 28th April 2026
 - b) Estates Committee (next meeting 23rd June)
 - c) Health and Safety Working Group (next meeting 9th June)
17. Clerks Report & Parish Matters
- a) Review Tracking Report
 - b) To consider the request from Caistor Community Cinema to use South St park for an outdoor cinema event on 5th September 2026
 - c) To consider the request from Caistor Grammar School to use the cricket facilities on unspecified dates throughout May - July
18. Correspondence Received
- a) To receive and consider the email from WLDC regarding commercial waste services
 - b) To receive and consider the letter from Liberal Democrats within Gainsborough Town Council
19. To note any planning decisions or correspondence



- a) WLDC response to Caistor Town Council comments and questions - WL/2026/00180 | Planning for the Installation of a 49.9MW capacity solar farm with supporting infrastructure | Airfield Farm, North Kelsey Road
20. To review the planning applications received and agree a response
- a) WL/2026/00332 | Planning application for formation of new access to an existing paddock, including installation of a field gate and construction of a tarmac crossover | LAND NORTH EAST OF WHITEGATE HILL, CAISTOR
 - b) WL/2025/00963 | Planning application for extension to existing industrial unit | UNIT 6 ENTERPRISE ROAD, CAISTOR (deadline of 4th may to comment)
 - c) WL/2026/00336 | Notification under the Electronic Communications Code Regulations 2003 (as amended) to replace 1no. dish | LINCOLNSHIRE POLICE MAST, WHITEGATE HILL, CAISTOR
21. Date of next meeting (to consider moving the date due to Clerks annual leave)
22. Closed session
23. To consider the final ground penetrating radar and trenching report for the cemetery and agree next steps