



# Annual Town Meeting – Agenda

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Residents of Caistor are invited to attend Caistor Annual Town Meeting which will be held on Thursday 14<sup>th</sup> May 2026 commencing at 6:00pm at Caistor Town Hall

This is a public meeting for residents, facilitated by Caistor Town Council. It is an opportunity for residents of Caistor, members of the public to ask questions regarding the Town Council and to also receive information and updates on the Town Council's activities over the previous year.

(Those attending have the right to record this meeting but if recording please do not disrupt the meeting, by means of the recording, and ensure you have obtained the necessary legal advice to ensure you understand the rights of anyone present who does not wish to be filmed or recorded).

*Jon Wright*

Chairman of the Town Council

05/05/2026

## **Agenda**

1. Welcome from the Chairman
2. Approval of minutes from the Annual Town Meeting held on 08/05/2025
3. To receive the Chairmans report and the annual town report for the year to 31/03/2026
4. To receive any Caistor Town Council committee and working group reports for the year to 31/03/2026
5. To receive any reports from community groups
6. To invite members of the public to raise any matters



# **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.

### Caistor Town Councillors during 2024/25:

- 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 – 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 and hut - 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

INCOME	Details	2025/26 Budget	2025/26 Actual			
		Precept	132558	132558	<b>Final bank balance as at 31/03/26</b>	
	Cemetery	4000	11145			<b>114275</b>
	Allotments	450	510		Reserve	Funds
	Market Rents	2000	2365			Reserves
	Caistor Sports & Social Club	4400	4404			
	WLDC Street Cleaning	0	0	<b>General Reserves (4 months)</b>		
	Grass Cutting	1785	3772		62697	-2697.00
	Grants	1000	0			<b>60000.00</b>
	Town Hall	520	520	Elections	3850	0
	CIL Income	1000	354	Parks Equipment	18000	-14500
	Miscellaneous Income	2500	3295	Sports field fencing	1500	0
	VAT		5170	CS&SC building Upgrade	5500	0
				Other buildings	1500	-1150
				Town Hall	5000	0
				Tree maintenance	6500	0
				Memorial fixing	4000	0
		150213	164093	Cornhill Resurfacing	5000	0
				Cemetery	1000	0
EXPENDITURE	<b>Staff</b>			Estates Equipment	5500	-2500
	Salaries	53000	47721	Bins and Benches project	3000	-2400
	PAYE & NI	15000	17085	Civic	3000	0
	Staff Travel & Benefits	250	164	<b>Total Reserves</b>	<b>126047</b>	<b>-23247.00</b>
	Pension payments	5000	6168			<b>102800</b>
	Other Staff Expenses	250	36			
	Training	2500	898			
	<b>Office/ admin</b>					
	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			
	<b>Estates</b>					
	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				
<b>Projects/ other</b>						
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				

## **Annual report: Estates Committee May 2026.**

The current members of the Estates committee are Stewart Davey, Angela Clark, Neil Clark, Alan Somerscales and Jonathan Cox . I would like to thank all the current members of the committee and our clerk Michelle Moss for the hard work and effort they have given to this committee over the past 12 months. During that period we have held 7 full meetings, members have actively participated in councillor walk rounds (2), actioning issues around the town and sourcing contractors. Following Kims retirement in Dec 2024, Mike Crookes has taken on the new handyman role with a more direct & proactive approach to dealing with maintenance issues around the town

During the 2025-26 period there has been a lot of progress in key areas around the town here are some highlights from the monthly reports I provide for the full council meetings:

In May the rotten fencing at the cricket ground was replaced and an extensive survey of the Town Hall was undertaken to assess the condition of the property and various damp issues.

The old firestation has been cleared, structurally surveyed and a detailed report with recommendations received.

The memorials at the church yard, congregational chapel and Kelsey rd cemetery have been formally inspected & recorded, repairs carried out at the cemetery and repairs proposed at the church yard and congregation chapel. The cemetery was surveyed using GPR to clarify the locations of unmarked burials and map sections of the cemetery currently without burials.

Cornhill was re-surfaced in February this year which is a huge improvement. It has been re-marked with a new parking layout and is due to be adopted by LCC.

Replacement of the litter bins in the town centre with larger capacity ones, working in partnership with WLDC.

A comprehensive Health and safety review and update covering all council operations is currently under-way.

Over the past 12 months numerous repairs & maintenance visits have been made to the play equipment and play areas, some by contractors and others by our council handman. Huge improvements have been made in managing and keeping records of the play areas, cemetery, allotment and other council assets.

The council and estates committee have had a very busy and productive year, thank you all for being part of this.

## **Health & Safety Working Group Report**

It has been a little over a year since we CTC had its first visit from Worknest to assist us with our compliance on all matters to do with Health & Safety!

Since then, the working group was set up to address all the actions within the Health & Safety Report.

The Councillors on the working group along with our Clerk Michelle have been tasked with numerous items within the report.

CTC have just in the last Month had a second visit from Worknest and I am pleased to announce that as a council we are currently 87% compliant as to where we were a year ago & were congratulated by Worknest on the work that had been done to date!

As Chair of the group I would like to thank all involved for all their input and hard work over the past year!!

The group will continue to work through the last 13% to make sure we are as compliant as reasonably possible by the next inspection!!

But of course, it will be a continuous effort to keep things UpToDate on an annual basis in our ever changing world

Cllr Stewart Davey

## Lincolnshire Cares report to Caistor Town Council

Lincolnshire Cares continues to operate well in Caistor and North and South Kelsey, achieving its objectives as a registered charity.

It held a very successful Christmas party in December 2025 free for just over 80 guests. An excellent tea was served and entertainment was provided by the Earthbound Misfits which was very well received with audience participation by attendees. Helen Flunder also lead some singing. All attendees were very grateful for the event.

The coffee mornings are well attended in Caistor with around 18 attendees at Drakes Court every Monday and with around 9/10 attending on Fridays at South Kelsey Village Hall.

9 members are befriended in their own homes or by telephone.

100 over 60s are members of the charity. There is no charge for any of the services offered and the charity runs on donations.

The charity is very grateful to assistance from Systematic, which continues to assist Lincolnshire Cares by way of printed materials and website support. It donated the leaflet drops which took place in 2025 and this ensured that all in the appropriate LN7 area received information about the activities of Lincolnshire Cares with invitations to new members to join the coffee mornings and the distribution list and also asked for new volunteers. Two new volunteers have recently stepped forward but more would be appreciated especially to help with befriending.

Lincolnshire Co-op selected Lincolnshire Cares as one of its Community Champions and we have just heard that as a result of sales in Caistor Co-op that the charity will be given £736. This will fund the summer Afternoon Tea planned for 14<sup>th</sup> June.

The charity is very grateful for the amazing help that 28 volunteers offer in a variety of ways and without which it would be unable to operate.

Julia Whittaker  
Chair of Trustees  
31.3.26