



Public Meeting Pack

14th May 2026



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



Caistor Town Council Vacancy and Co-option Policy

Full name	Title: <i>MRS</i> First name: <i>TRACY</i> Other names: <i>LAVINIA</i> Surname: <i>COX</i>
Address	[Redacted] [Redacted] Phone: [Redacted] Email: [Redacted]
Will you be at least 18 years old on the date of the Meeting	<input checked="" type="checkbox"/> Yes / No
In order for your eligibility to be confirmed please tick all of the following that apply to you For full detail on eligibility please refer to West Lindsey District Council's electoral officer.	<ol style="list-style-type: none"> <input checked="" type="checkbox"/> 1. On the current electoral register for the Parish/Ward (on-going requirement; you are required to remain on the register throughout your term of office) <input checked="" type="checkbox"/> 2. Have lived in the parish or within 3 miles of the parish boundary during the whole of the 12 months before the day of nomination & election <input type="checkbox"/> 3. Main place of business during the last 12 months before the day of nomination & election is based in the parish <input checked="" type="checkbox"/> 4. Occupy as owner or tenant property within the parish for 12 months before the day of nomination & election
Please indicate in no more than 100 words why you would like to join the Parish Council	<i>I'm interested in our community & would like to be involved in the decision making that affects this town. I have grandchildren of various ages that live in Caistor & I could represent them.</i>



Caistor Town Council Vacancy and Co-option Policy

What do you personally feel the role of a Town Councillor to be.

To discuss & make decisions on matters that affect local residents.
To offer opinions where relevant but agree on a majority vote.
To represent the local community at a higher level when necessary.

What do you feel are this councils strengths and weaknesses.

On the whole the council do very well, the town is clean & tidy & well run however there are sections of the community that ~~feel~~ feel overlooked.

How would you personally be able to build on these

I'm keen to get involved in local projects and liaise with those that feel underrepresented.

What qualities, skills and experience do you have to offer to this council

General life experience, I'm level headed & easy going but determined when necessary.

I also bake!

Why do you want to be a town Councillor.


I'd like to be involved in our town in making sure it remains a lovely place to live.



Caistor Town Council Vacancy and Co-option Policy

You would be disqualified from being a councillor for the reasons stated on the front cover of this application. Please refer to that information before completing this application form.

I am not aware of any disqualification to my serving as a Councillor

Signed : 

I confirm the above information is correct to the best of my knowledge. I also confirm that by signing I am confirming that Caistor Town Council may process my personal data for the purposes of this application under the UK General Data Protection Regulation/Data Protection Act 2018.

Signed :  

Date: 21st April 2026.

Please return completed form and any supporting information to Town Clerk:
clerk@caistortowncouncil.gov.uk



**Minutes of the Caistor Town Council held at 6:45pm
at the Caistor Town Hall on 9 April 2026**

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner,
Cllr A. Clark, Cllr P. Morris, Cllr H. Priestley, Cllr.N.Clark, Cllr.P.Laverack,
In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley, County Cllr J. Bean,
Members of public present: 4

- 1. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4964**
Apologies received from Cllrs Lyus and Hodson.
- 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: 4965**
Cllr Davey declared an interest in 9b; Cllr Morris declared an interest in 14a and 14b, and noted that he would leave the meeting at that point.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 4966**
None.
- 4. Chairmans Report - Ref: 4967**
None.
- 5. To approve the draft minutes of 12th March 2026 - Ref: 4968**
RESOLVED that the draft minutes of the meeting held on 12th March 2026 be approved as a true record of the meeting.
1 abstained
- 6. Finance - Ref: 4969**
Cllr Milner arrived for the meeting.
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31st March 2026 - Ref: 4970**
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.
1 abstained
 - b) To approve the Schedule of Payments - Ref: 4971**
The schedule of payments had been circulated to councillors ahead of the meeting. RESOLVED to approve the schedule of payments totalling £8584.81.
All in favour
- 7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 4972**
 - a) Lincolnshire Police - Ref: 4973**
None.
 - b) West Lindsey District Council. - Ref: 4974**
The report had been shared as part of the meeting pack and was noted. District Cllr Bierley noted that there is a newly set up scheme to help with heating oil poverty, the crisis and resilience fund, and the councillor initiative fund is available for small scale community projects.
 - c) Lincolnshire County Council - Ref: 4975**
Cllr Laverack raised an issue regarding parking in Caistor around South St and Mill Lane during the recent street food market, noting that buses couldn't get through and there was a gridlock - County Cllr Bean noted that bus stop/no parking and yellow lines are due to be marked out there very soon.
Cllr Bean also noted that there are several tree stumps standing proud on the playing fields near Ayscough

Signature:



Grove and asked the town council to look into removing them; the footpath on the A46 will be done by a volunteer group; Cllr Bean had accompanied Cllr N.Clark and the clerk on a walkabout throughout Caistor earlier in the week to identify and report issues with footpaths and roads/potholes/blocked drains etc - all issues identified have now been reported on fix my street.

d) Community Groups - Ref: 4976

No reports received.

Cllr A.Clark left the meeting.

e) CDCT - 2-4 Market Place - Ref: 4977

Cllr Bowman noted the report had not been produced in time to submit with the meeting pack.

The report noted - The interior work is progressing rapidly, the lift has now been installed, electricity/ water/ comms connections are being installed; kitchens and bathrooms are installed, ceilings and rear glazing have been installed at no.4, community room is now painted and has the floor covering down. Cllr Bowman noted that the plan is to remove the hoardings in May.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 4978

a) Personnel and Finance Committee (next meeting 28th April) - Ref: 4979

None.

b) Estates Committee (next meeting 23rd June) - Ref: 4980

The estates Committee Chairs report had been circulated prior to the meeting, along with the draft minutes of the last meeting held on 24th March.

Cllr A. Clark returned to the meeting.

c) Health and Safety Working Group (next meeting 9th June) - Ref: 4981

It was noted that the Health and Safety Risk Assessment had been completed 9th April and we are awaiting the report.

9. Clerks Report & Parish Matters - Ref: 4982

a) Review Tracking Report - Ref: 4983

The clerk noted: the radiator/heating project in CS&SC had been completed; roofing contractor had been out to the town hall and we are waiting their quote; the collapsed floor in the town hall boiler room has been repaired; the project to upgrade the CCTV at the sports ground has been completed; the contractor has been appointed to replace the damaged wetpour surfaces at the sports ground play area; the replacement/additional picnic benches for the parks projects is progressing; notices have been placed to ask owners to come forward regarding churchyard memorials tested as unsafe.

b) To consider CS&SC CIC request to host food vans at the club - Ref: 4984

It was noted that the CIC who lease the CS&SC have asked that the council consider allowing them to host food vans throughout the year.

Concerns were raised about the amount of additional rubbish that this would generate.

RESOLVED to allow CIC to host food vans at the CS&SC providing they take responsibility for the extra litter/rubbish that this will generate around the sports ground.

All in favour

c) To consider whether to send any councillors on the Traffic Management Training being organised by Rob Turner - Ref: 4985

It was noted that Rob Turner is organising traffic management training to support traffic management duties during events in Caistor; the cost of the training and certification is £138 incl VAT. It was noted that the training/certification lasts for 5 years; there is £800 in the CTC training budget this year.

RESOLVED that the council will pay for two spaces on the training and that Cllrs Cox and Bowman will attend the training on behalf of the council.

All in favour

d) To receive an update on CCTV at the sports ground and note the escalation procedure - Ref: 4986

It was noted that the CCTV upgrades have now been completed - there are additional cameras giving 360 field

Signature:



of vision with improved night time recording, upgraded connectivity and 24hr support from WLDC control centre. In the event of an incident or emergency the CTC contacts are the Clerk, Cllrs Wight and A.Clark.

e) To receive the draft Caistor Town Council Annual report - Ref: 4987

The draft report had been circulated prior to the meeting. It was noted that the summary of finances section will be amended once the EOY accounts have been finalised.

f) To consider the request for additional lights for repairs to the Christmas Tree Lights (Cllr Somerscales) - Ref: 4988

It was noted that the some of the christmas lights are damaged or expire each year, the request is to purchase a replacement string of lights for spares/repair; the cost is £273.75 ex VAT.
RESOLVED to purchase a string of christmas tree lights as spares/replacement.

All in favour

10. To consider the Co-option policy and application form - Ref: 4989

RESOLVED to approve the co-option policy and application form with no changes.

1 against

11. Correspondence Received - Ref: 4990

a) To note the correspondence received in response to the council decision not to pay the unapproved invoice for the Caistor Goes Leaflets - Ref: 4991

The Chair, Cllr Wright, requested that the discussion be minuted in detail.
(Clerk's note: this record is a summary of the discussion and is not verbatim.)

Cllr Wright opened the item by noting that there had been criticism of the Council from some residents which, in his view, had been made without full knowledge of the facts.

Cllr Wright invited Cllr Bowman to make a short statement and then requested that she leave the room.

Cllr Bowman stated that:

In her view, the leaflet was a Caistor Town Council leaflet rather than a Caistor Goes leaflet

The leaflet had been produced in most years since 2012 and historically funded by the Council

The Council should include a budget provision for the leaflet in future

Cllr Milner asked Cllr Bowman why she had not proceeded with the original quote and appointed an alternative print company and Cllr Bowman noted that it was due to the additional costs the company had quoted for setting up the templates and dye line, which she stated were in the region of £400. Cllr Laverack questioned the costs involved for setting up the templates, given the company who quoted had been used for the same leaflet in a previous year.

Following this, the Chair asked Cllr Bowman to leave the room. Cllr Bowman continued speaking. The Chair repeated the request, supported by the Clerk. Cllr Bowman then left the meeting.

Cllr Wright summarised the matter for Members, stating that:

The leaflet had been commissioned without prior Council approval;

No budget provision had been agreed for the expenditure;

The Clerk had advised the councillor in advance that Council approval was required before committing expenditure;

This advice had not been followed and the printing had proceeded without authority;

The invoice was from a different company than the quote and was £100 more expensive;

The Council had subsequently considered the invoice and resolved not to accept liability, in accordance with its Financial Regulations;

The correspondence received from the councillor, following the decision had been extensive and had required a significant amount of the clerks time to review and respond.

Councillors discussed the matter and made the following points:

They reiterated that the central issue was governance and compliance with the council's Financial Regulations,

Signature:



not whether the leaflet itself was of value to the community;
It was noted that the expenditure had been committed without prior Council approval and in excess of available budget, and therefore could not be supported;
Councillors expressed concern that the council had no involvement in the production, content, layout or commissioning of the leaflet, yet was subsequently presented with the invoice for payment;
One councillor noted that he had extensive experience of leaflet production as part of his career and that as the quote was from a company which Cllr Bowman had used before, they would already have the template set up and that any costs associated with this would be included in the quote, not additional to it;
It was highlighted that all councillors had previously been clearly reminded that individual councillors must not commit expenditure or enter into agreements on behalf of the council without formal approval;
Councillors stressed that adherence to Financial Regulations is essential to ensure proper stewardship of public funds and that these rules must be applied consistently;
It was noted that a similar situation had arisen in the previous year, following which councillors had been explicitly reminded of the correct procedures, and therefore expectations were clear;
Councillors expressed concern that the actions taken represented a disregard for the council's established processes and protocols;
Concern was also raised regarding the volume and nature of correspondence received following the council's decision, which councillors considered to be excessive and to have placed an unreasonable demand on the clerks' time;
Councillors further noted that commentary in the public domain had not reflected the full facts of the matter and risked misleading residents.

During the discussion:

Cllr Milner left the meeting and subsequently returned.

Cllr Laverack stated that he felt he had been insulted during the discussion and his experience called into question by a fellow councillor. He indicated his intention to resign, and left the meeting.

Cllr Priestley left the meeting and subsequently returned.

The correspondence was noted.

Cllr Bowman returned to the room.

12. Constructive use of clerks time by councillors (Cllr Cox) - Ref: 4992

Cllr Cox noted that a significant proportion of the Clerk's time is taken up by councillor visits and queries, as evidenced by the Clerk's timesheets. He highlighted that the Clerk is under increasing pressure due to the overall workload and requested that councillors keep visits to a minimum and be mindful of the Clerk's time.

It was further noted that the Clerk's timesheets are circulated only to members of the P&F Committee.

13. To note any planning decisions - Ref: 4993

Cllr Morris left the room.

- a) **Granted - Time limit conditions only - WL/2026/00142 | Replace existing open wire conductors with Aerial Bunched Conductor and install pole mounted transformer | LAND AT WHITEGATE HILL, CAISTOR - Ref: 4994**

Noted.

- b) **Granted as Non-material amendment - WL/2025/00573 granted 23 July 2025 - change to roofing material. LOCATION: MIDDLEGATE LODGE HORNCastle ROAD CAISTOR - Ref: 4995**

Noted.

14. To review the planning applications received and agree a response - Ref: 4996

- a) **WL/2026/00242 | Application to convert of 2no. attached garage spaces into living spaces, replacement of rear timber boundary fence and removal of tree | 1 BANK LANE, CAISTOR - Ref: 4997**

Signature:



No comments raised.

- b) **WL/2026/00264 | Notification under Electricity Act 1989: Overhead Lines (Exemption) (England and Wales) Regulations 2009 - YT/YP30885 - Replace existing open wire conductors with Aerial Bunched Conductor | LAND AT WHITEGATE HILL, CAISTOR - Ref: 4999**

No comments raised.

- 15. Date of next meeting - 14th May 2026 (annual meeting of the town council) - Ref: 4999**

Noted.

Meeting closed 7.58pm.

Meeting closed at 8:00

Signature:

Members' and Co-opted Members Code of Conduct

Adopted by West Lindsey District Council

– 1 November 2021

Adopted by Caistor Town Council

– 10 March 2022

Date of last review – 14th May 2026

Date of next review – May 2027

West Lindsey District Council Members' Code of Conduct

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Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

West Lindsey District Council resolved on 1 November 2021 to adopt the LGAs model Code in its entirety.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of their Model Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

West Lindsey District Council will consider any the recommendations from any such reviews and adopt any changes it considers appropriate through its governance processes.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- **I treat other councillors and members of the public with respect**
- **I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word.

Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

- **I do not bully any person**
- **I do not harass any person**
- **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It

can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- **I do not disclose information:**
 - a. **given to me in confidence by anyone**
 - b. **acquired by me which I believe, or ought reasonably to be aware, is of confidential nature, unless**
 - i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**
 - iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. **the disclosure is:**
 1. **reasonable and in the public interest; and**
 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 3. **I have consulted the Monitoring Officer prior to its release.**
- **I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- **I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other

information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

- **I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

- **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

- **I do not misuse council resources**
- **I will, when using the resources of the local authority or authorising their use by others:**
 - a. act in accordance with the local authority's requirements; and**
 - b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- **I undertake Code of Conduct training provided by my local authority.**
- **I cooperate with any Code of Conduct investigation and/or determination.**
- **I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- **I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- **I register and disclose my interests**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to**

real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

- **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the

matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects -

- 8.1. your own financial interest or well-being;
- 8.2. a financial interest or well-being of a relative or close associate; or a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being

- 9.1. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- 9.2. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) - (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where - (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - a. exercising functions of a public nature
 - b. directed to charitable purposes or
 - c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



STANDING ORDERS

Adopted 10th November 2022

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairperson of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairperson of the meeting, is expressed in writing to the Chairperson.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.
- k One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairperson of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairperson of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	FC
Committee meetings	C
Sub-committee meetings	SC

- FC a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- FC b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- C c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- FC d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e 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.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chairperson of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the Chairperson of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.
- FC C l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- FC C m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place, without permission.**
- FC C n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- FC o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in his absence be done by, to or before the Vice-Chairperson of the Council (if there is one).**
- FC p **The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson of the Council (if there is one) if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

FC q **Subject to a meeting being quorate, all questions at a meeting shall be**
C **decided by a majority of the councillors and non-councillors with voting**
SC **rights present and voting.**

FC r **The Chairperson of a meeting may give an original vote on any matter**
C **put to the vote, and in the case of an equality of votes may exercise his**
SC **casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairperson of the Council at the annual meeting of the Council.

FC s **Unless standing orders provide otherwise (see s(i) below), voting on a**
C **question shall be by a show of hands. At the request of a councillor, the**
SC **voting on any question shall be recorded so as to show whether each**
councillor present and voting gave his vote for or against that question.
Such a request shall be made before moving on to the next item of business on the agenda.

s(i). At the request of the Chair or any 2 councillors, a vote may be by secret written ballot, in which case the proper officer shall collect and count the ballot papers and declare the result to the meeting.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

FC u **A councillor or a non-councillor with voting rights who has a disclosable**
C **pecuniary interest or another interest as set out in the Council's code of**
SC **conduct in a matter being considered at a meeting is subject to statutory**
limitations or restrictions under the code on his right to participate and
vote on that matter.

FC v **No business may be transacted at a meeting unless at least one-third of**
C **the whole number of members of the Council are present and in no case**

shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- FC w **If a meeting is or becomes inquorate no business shall be transacted** and
C the meeting shall be closed. The business on the agenda for the meeting shall
SC be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours. When a meeting reaches two hours a majority vote in favour of continuing is required for the meeting to continue. Otherwise any business on the agenda not discussed shall be held over to the next meeting.
- y A Chairperson of the Council or committee will be encouraged to undertake Chairperson training prior to appointment of within 6 months of appointment.
- z A councillor who is unable to attend a meeting shall submit their apologies, together with the reason for absence, to the Proper Officer before the meeting. The Council shall decide whether the reason for absence is approved for the purposes of Section 85 of the Local Government Act 1972. Apologies submitted via another councillor shall not be accepted unless confirmed directly with the Proper Officer.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer by 5pm on the evening of the meeting that they are unable to attend;
- vi. may, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee, unless the council has already appointed a chairperson;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairperson and Vice-Chairperson (if there is one) of the Council.**

- f **The Chairperson of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairperson of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairperson of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairperson of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairperson of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairperson of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairperson of the Council and Vice-Chairperson (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairperson of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairperson of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xii. Review of inventory of land and other assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiv. Review of the Council's and/or staff subscriptions to other bodies;
- xv. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xvi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairperson of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairperson of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chairperson of a committee may convene an extraordinary meeting of the committee at any time.
- d If the Chairperson of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee, any 3 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the

reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal**

data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	FC
Committee meetings	C
Sub-committee meetings	SC

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairperson of this meeting does not believe that the minutes of the meeting of the Great Coates Village Council held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the

proceedings.”

- FC** e If the Council’s gross annual income or expenditure (whichever is higher) does
C not exceed £25,000, it shall publish draft minutes on a website which is
SC publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.

- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairperson of Council of this fact, and the Chairperson shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information

legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. refer a planning application received by the Council to the Chairperson or in his absence the Vice-Chairperson (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance

with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which

- shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in any other manner that is appropriate;
 - iv. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. If appropriate the clerk will invite tenders by sealed bids. Where this happens, the invite must state that responses are to be send to the clerk only;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated

responsibility for considering tenders, is bound to accept the lowest value tender.

- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the **Chairperson or Vice Chairperson of the Council** or the Chair of the Personnel Committee (or, in their absence, the Vice-Chair of the Personnel Committee, if any) of any absence occasioned by illness or other reason; and all other members of staff shall report such absence to the Council's most senior member of staff.
- c The **Chairperson or Vice Chairperson of the Council** or the Chair of the Personnel Committee (or, in their absence, the Vice-Chair of the Personnel Committee, if any) shall upon a resolution conduct a review of the performance and annual appraisal of the work of each member of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the personnel committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the **Chairperson or Vice Chairperson of the Council** or the Chair of the Personnel Committee (or, in their absence, the Vice-Chair of the Personnel Committee, if any) in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the **Chairperson or Vice Chairperson of the Council** or the Chair of the Personnel Committee, this shall be communicated to another member of the personnel committee, which shall be reported back and progressed by resolution of the personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management

responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list). *See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. DELEGATED POWERS OF THE CLERK FOR PLANNING RESPONSES

- a. There may be occasions where the Council choose not to use their full Council meeting, or there is insufficient time in between meetings, to respond to planning applications. In these situations the Council may use the delegated powers of the Clerk to collate responses from Council members, who do not have a prejudicial interest, and respond on their behalf. For the avoidance of any doubt with the electorate or planning authority, any comments submitted should make it clear that the submitted comments are a consensus of opinion rather than the result of a Council resolution.
- b. This does not preclude the Councillors responding to planning as individual members of the public.
- c. Under this delegation, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairman of the Council/Planning Committee, may decide that an Extraordinary Meeting of the Council be called to consider the matter.

27. MOTION OF NO CONFIDENCE IN A COUNCILLOR

a. Notice of Motion

A motion expressing no confidence in a named councillor must be submitted in

writing to the Proper Officer no fewer than 5 clear days before the meeting at which it is to be considered. The motion must be signed by at least two councillors.

b. **Scope and Effect**

A motion of no confidence is an expression of the opinion of the Council and shall not have the effect of removing a councillor from office, which is governed by statute including the Local Government Act 1972.

c. **Admissibility**

The Proper Officer, in consultation with the Chair, shall ensure that the motion:

- o Relates to the councillor's conduct in their official capacity; and
- o Does not duplicate or prejudice any ongoing formal complaint process under the Council's Code of Conduct.

d. **Debate**

The motion shall be considered in accordance with the Council's rules of debate. The councillor who is the subject of the motion shall be given a reasonable opportunity to respond before the vote is taken.

e. **Voting**

The motion shall be decided by a simple majority of those councillors present and voting, unless otherwise provided in these Standing Orders.

f. **Outcomes**

If the motion is carried, the Council may resolve to:

- o Record its lack of confidence in the councillor;
- o Remove the councillor from any committee, sub-committee, or outside body appointments (subject to any statutory requirements);
- o Remove the councillor from any position of responsibility to which the Council has appointed them (e.g. Chair of a committee);
- o Refer the matter to the Monitoring Officer for consideration under the Code of Conduct.

g. **Recording**

The resolution shall be recorded in the minutes of the meeting.

28. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be

proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chairperson of a meeting as to the application of standing orders at the meeting shall be final.



FINANCIAL REGULATIONS CAISTOR TOWN COUNCIL

Adopted 14th April 2022

Last review 14th May 2026

Next Review May 2027

Updated May 2025 because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force 24th February 2025.

Bold text indicates legal requirements, which a council cannot change or suspend.

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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the Personnel and Finance Committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council or Finance committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council or finance committee not later than the end of November each year.

- 4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

- 5.8. For contracts greater than £5,000 excluding VAT the Clerk shall strive to secure at least 3 fixed-price quotes; if not successful within 60 days the case will be referred back to the committee to make a **decision-recommendation to full council to suspend this financial regulation for the contract.**
- 5.9. where the value is between £1000 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items **up to £500** excluding VAT.
 - **The Chair of the council may, in exceptional circumstances and only when the Clerk is on annual leave or is otherwise unavailable, authorise expenditure of up to £500 excluding VAT.**
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf 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 {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 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. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with NatWest. The arrangements shall be reviewed periodically for security and efficiency. The council may also hold additional accounts with other organisations to ensure the security of funds.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National

Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council. Once a year the precept payment may be transferred from the receiving account to the holding account.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the supporting documents of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. A minimum of two people will approve all payments. The Clerk may be an authorised signatory.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be presented each month at the CTC meeting for approval by 2 councillors.
- 7.5. In the prolonged absence of the Service Administrator a nominated councillor shall set up any payments due before the return of the Service Administrator.

- 7.6. Evidence shall be retained showing which members approved the payment
- 7.7. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by one member and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council **or relevant committee.**
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the council to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5.No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1.The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2.The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3.The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4.All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1.The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2.The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3.The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

2026/2027 meetings and room bookings

Town hall room bookings

(full council meetings)

8th January 2026
12th February 2026
12th March 2026
9th April 2026
14th May 2026
11th June 2026
9th July 2026
13th August 2026
10th September 2026
8th October 2026
12th November 2026
10th December 2026
14th January 2027
11th Feb 2027
11th March 2027

Town Hall room bookings

(Committee Meetings)

28th April 2026 – P&F
23rd June 2026 - Estates
28th July 2026 - Estates
25th August 2026 – P&F
22nd September 2026 - Estates
27th October 2026 – P&F
24th November 2026 - Estates
15th December 2026 – P&F
26th January 2027 - Estates
23rd March 2027 - Estates



TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE

Overview

1. The Committee will consist of 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year. The quorum will be 3 members
2. The Chairperson and Vice Chairperson (if required) will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet 3 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Personnel and Finance Committee meetings, and any councillor will have the right to attend meetings of the Personnel and Finance Committee if they choose, and may, with the Chairperson's consent address the Committee (but not vote) before it makes a decision.
5. Any councillors not on the employment and Personnel and Finance Committee must leave if the committee resolves to enter closed session.
6. The Committee shall function and operate in accordance with the Council's approved Standing Orders and Financial Regulations.
7. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.
8. The Chairperson of the council will not be an ex officio member of the Personnel and Finance committee, but may be invited to attend and take part in the meeting, including voting, at the discretion of the Chairperson of the Personnel and Finance Committee.
9. Committee members who are not able to attend the meeting may ask a fellow councillor to substitute for them at the meeting. The committee member is responsible for finding the stand in. The clerk must be advised before 5pm on the evening of the meeting for the substitute to take part in the meeting – no exceptions. The substitute is not obliged to vote in a line with the committee members wishes.

Responsibilities

The committee has delegated authority from Caistor Town Council to make decisions on the following areas of Town Council business:

Staff and office management

1. To be responsible for all staffing matters, including:
 - a) Recruitment and dismissal of Town Council staff as delegated by CTC
 - b) Line management of the Clerk *
 - c) Organising annual appraisals and receiving appraisal feedback**
 - d) To note the Clerk's sick leave and carry out a back to work interview (if applicable)
 - e) Authorising the Clerk's annual leave
 - f) Dealing with grievance and disciplinary matters
 - g) Dealing with the training requirements of the Town Clerk***
 - h) Determine pay and contractual conditions of employees and review/update these as necessary to comply with UK Employment Law as well as good practice, ~~for recommendation to full council~~ **in line with recommended pay scales (outside this would require referral to full council).**



TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE

- i) To promote and lead the continuous professional development and training of both staff and councillors.

* Line management of other Town Council staff is delegated to the Clerk, i.e to approve annual leave and sick leave. All disciplinary matters will be dealt with by the Committee.

** The annual appraisal of the Town Clerk will be conducted by the Town Council Chairperson or Vice Chairperson and ~~the Chairperson~~ a representative of the Personnel and Finance Committee and reported on to the Committee

*** Training requirements to estates staff will be dealt with by the estates committee.

2. To be responsible for all matters connected with the provision of office facilities for the Town Council.

Financial planning and monitoring

1. To produce a draft annual budget for consideration and approval by the Town Council.
2. To provide a recommendation to the Town Council on the level that the annual precept should be set.
3. To ensure that suitable accounting systems and internal controls are in place to safeguard the Town Council's finances.
4. To monitor actual spend with budgeted spend under the various budget headings.
5. To monitor and review the Council's bank accounts and investments to ensure that the Town Council's funds are invested in the most suitable place.
6. To appoint annually the internal auditor and review the internal audit system for the Town Council
7. To monitor the expenditure of the Mayor's / Chairperson's allowance.
8. To approve the Council's asset register and ensure that it is kept up to date.
9. To review the councils risk register and ensure appropriate steps are taken to mitigate or manage the key risks

Reviewing administrative functions and policies

1. To review and recommend for approval by the Town Council, the Financial Regulations and Standing Orders
2. To review and then agree any necessary changes to all personnel related polices
3. To work with other Council committees and Working Groups in setting future objectives for the Council.
4. To propose to Council the introduction of new policies as may be thought desirable.

Other functions

1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.



TERMS OF REFERENCE

PERSONNEL AND FINANCE COMMITTEE

Delegated powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area and to report these to the Council.

The Chairperson shall have the following delegated powers:

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairperson of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval to the next meeting of the Committee.

The Town Clerk shall have the following delegated powers:

- To approve the wording of electronic publications and printed materials on behalf of the Council.
- To take such action as is necessary to fulfil their duties, as governed by the Council's Standing Orders.

Committee Budget

The committee shall have authority to incur expenditure related to the exercise of any of the above powers within the annual budget headings set for the committee or up to £2000 whichever is the lower. Additional expenditure must be authorised by Council.



ESTATES MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Overview

1. The Committee will consist of at least 5 councillors who will be appointed by the Council at the Annual Parish Council meeting each year.
2. The Chairperson and Vice Chairperson (if required) will be appointed annually by the Committee at the first committee meeting each year.
3. The Committee will meet at least 4 times per year. Other meetings may be called as and when required.
4. All councillors will receive agendas for Estate Management Committee meetings, and any councillor will have the right to attend meetings of the Estates Management Committee if they choose, and may, with the Chairperson's consent address the Committee (but not vote) before it makes a decision.
5. The Committee may delegate any of its functions to a sub-committee or sub-committees. The committee and any sub-committees are subject to all applicable Standing Orders of the Council.
6. The Chairperson of the council shall be an ex officio member of the committee and shall have voting rights.
7. The town councillor appointed to attend the Town Hall Committee meetings should be present for the meeting to contribute to the issues/solutions for the town hall. The representative will not have voting rights unless they are a member of the Estates Committee.
8. The Estates Operative may be invited to the meeting to provide an update report and valuable insight into issues and resolutions but shall not have voting rights and may be asked to leave at the discretion of the Chairperson.
9. Committee members who are not able to attend the meeting may ask a fellow councillor to substitute for them at the meeting. The committee member is responsible for finding the stand in. The clerk must be advised before 5pm on the evening of the meeting for the substitute to take part in the meeting – no exceptions. The substitute is not obliged to vote in a line with the committee members wishes.

Committee Budget

1. Each year the committee will provide feedback to the Town Council on expected expenditure required in the budget for areas within its responsibility so that this can be considered when setting the Council budget.
2. The committee (and any sub-committees) shall have authority to incur expenditure without reference to the Town Council for the management of the areas of

responsibility listed below, subject and up to the agreed limit set within the Council budget. Expenditure in excess of the budget must be authorised by Council.

Responsibilities

The committee has delegated authority from Caistor Town Council to make decisions, complete inspections and resolve issues on the following areas of Town Council business:

1. Cemetery

- a. To set the fees for all services relating to burials.
- b. To provide burial registers/computer software and to keep records of all burials, memorial applications and reservations for grave spaces.
- c. To maintain the trees, hedges, fences and pathways in the Cemetery.
- d. To arrange memorial inspections and testing
- e. To carry out annual risk inspections and keep a record of the findings

2. Allotments

- a. To set and review rents.
- b. To maintain un-let plots.
- c. To supply water.
- d. To maintain boundary fence, hedges, gate, and pathways
- e. To hold regular meetings with the allotment representatives (if appointed).
- f. To organise the best kept allotment competition (if required).
- g. To receive feedback from the inspections carried out by the Clerk and keep a record of the findings

3. Play areas: Millfields, South St Park, Sports Ground

- a. To maintain, repair and replace the equipment as necessary.
- b. To receive feedback from the monthly inspections and keep a record of the condition of the equipment.
- c. To arrange the annual RoSPA safety inspection.
- d. To cut and strim the grass.
- e. To maintain the trees, hedges, fences and signs

4. Town Hall and Sports and Social club – Maintenance and Repairs

The Estates Committee shall be responsible for the management, maintenance, and upkeep of the Town Hall and Sports & Social Club buildings (per the lease/agreements), including ensuring that the buildings are maintained in a safe, functional, and presentable condition.

This responsibility includes: Overseeing routine maintenance and inspections; Identifying and prioritising repair works; Monitoring the condition and use of the building; Making recommendations to Full Council regarding significant works or expenditure, where required under the Council's financial regulations

The Committee may appoint a sub-committee to oversee matters relating to repairs and maintenance of the Town Hall and Sports & Social Club buildings. Any such sub-committee shall:

- a. Operate under clearly defined Terms of Reference approved by the Estates Committee
- b. Have delegated authority only as expressly agreed by the Estates Committee
- c. Report regularly to the Estates Committee and make recommendations as appropriate

- d. Not incur expenditure beyond any approved budget or delegated limits

The Estates Committee shall retain overall responsibility and accountability for the Town Hall and Sports & Social Club buildings and any sub-committee established under this provision.

5. Churchyard and Congregational Churchyard (closed churchyards)

- a. To cut and strim the grass
- b. To maintain the pathways and boundaries
- c. To maintain the trees as necessary
- d. To arrange memorial inspections and testing
- e. To carry out annual risk inspections and keep a record of the findings

6. Open Spaces – Sports ground, South St Park

- a. To cut and strim the grass
- b. To maintain trees, hedges and fencing
- c. To carry out annual risk inspections and keep a record of the findings
- d. To oversee any maintenance work completed by the licencees/leasees

7. Parish Paths

- a. To cut and strim the grass' at least twice between April and September.
- b. To carry out quarterly annual inspections and keep a record of the findings provide feedback to the responsible authority.

8. Council Property and Equipment

- a. To carry out an annual review of the benches, bins, notice boards, signs, and grit bins owned by the Town Council.
- b. To maintain, repair and replace the benches, bins, notice boards, signs, and grit bins as necessary.
- c. To provide, maintain, repair and replace maintenance equipment.
- d. To carry out an annual review of the Asset Register and update as necessary.
- e. Ensure that any new and existing property/equipment is adequately insured.

9. Town

- a. Cutting of the grass verges on behalf of Lincolnshire County Council.
- b. Weed treatment in the town on behalf of Lincolnshire County Council (if appropriate).
- c. Work to improve the appearance of the town by the Town Council staff and volunteers
- d. ~~To decide whether to enter the Best Kept Small Towns competition or equivalent.~~

10. Licences and Leases

- a. Liaising with the sports groups and other licencees
- b. Regular meetings with licencees and leases where appropriate

11. Estates Staff

- a. To organise/book places on courses to address any training needs.
- b. To advise the Personnel and Finance Committee on staffing requirements.
- c. To provide safety equipment.
- d. To comply with health and safety regulations
- e. To consult with council employees and consider their views

Other functions

1. To deal with any matter that a meeting of the Town Council considers appropriate to be referred to the Committee.



HEALTH AND SAFETY WORKING GROUP

TERMS OF REFERENCE

1. Purpose

The Health and Safety Working Group (the "Group") is established by Caistor Town Council (the "Council") to review and assess the proposed Health and Safety Handbook and Health and Safety Policy and the implications of health and safety legislation for the council. The Group shall make recommendations to the full Council on health and safety strategy and operations to ensure compliance with legal requirements and best practices.

2. Objectives

The Group shall:

- Review and evaluate the proposed Health and Safety Handbook and Health and Safety Policy.
- Identify any necessary amendments or improvements to these documents.
- Ensure that the policies align with relevant health and safety legislation and best practices.
- Provide recommendations to the full council regarding the adoption, implementation, and ongoing monitoring of health and safety measures.
- Consider any health and safety concerns raised within the council's operations and suggest appropriate solutions.
- Support the development of a proactive health and safety culture within the council.

3. Membership

- The Group shall consist of a minimum of three (3) and a maximum of five (5) members, appointed by the council.
- Membership shall include at least one Town Councillor
- External members may be appointed based on relevant expertise and experience in health and safety matters at the direction of full council.
- The Group may invite external advisors or specialists as necessary, subject to Council approval.
- The Clerk and ~~Deputy Clerk~~ **Estates Operative** will be considered additional members of the group.

4. Chairperson

- The Chairperson shall be elected from within the Group at the first meeting **each year**.
- The Chairperson will be responsible for facilitating discussions, and reporting to the Council.

5. Meetings

- The Group shall meet as required to complete its review and provide timely recommendations to the Council.
- Meetings shall be convened by the clerk, with notice given to all members.

- A quorum shall consist of at least three (3) members (including the Clerk).
- Notes from each meeting shall be recorded and shared with the Council.

6. Reporting and Accountability

- The Group shall report its findings and recommendations to the full Council for consideration and approval.
- The Group does not have decision-making authority but serves as an advisory body.
- Any financial implications arising from recommendations must be referred to the Council for approval.

7. Review and Dissolution

- The effectiveness and necessity of the Group shall be reviewed by the Council annually.
- The Council reserves the right to amend these Terms of Reference or dissolve the Group as needed.

Adopted at a meeting of Caistor Town Council on 13/03/2025

Last Reviewed 14th May 2026

Date of next Review – May 2027



Accounting Statements

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/04/2026



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/04/2026

End of year forecast auto calculated based on actual year to date averaged over 1 months manually adjusted where appropriate.

		Actual YTD	Budget	Variance		EOY Forecast
				£	%	
Income						
Income: General						
100	Precept	143499	143499	0	0	143499
140	Cemetery Income	580	0	580	100	1000
120	Allotment Income	30	450	-420	-93	450
130	Market Rents	210	2000	-1790	-89	2000
150	Sports ground	283	3800	-3517	-93	3800
160	WLDC Street Cleaning	0	0	0	100	0
170	Grass Cutting	0	3770	-3770	-100	3770
180	Grants	0	1000	-1000	-100	1000
350	VAT Reclaimable	0	0	0	100	0
199	Miscellaneous Income	94	2500	2406	-96	2500
185	Town Hall	0	520	-520	-100	520
186	Magazine Advertising	0	0	0	100	0
187	CIL income	0	1000	-1000	-100	1000
Income: General Totals		144696	158539	-9030	-9	159539
Income Totals		144696	158539	-9030	-9	159539

Expenditure

Expense: General

500	Salaries	3746	48000	44254	-92	48000
503	PAYE & NI	1355	15500	14145	-91	15500
501	Staff Travel & Benefits	0	250	250	-100	250
502	Contractors	0	0	0	100	0
509	Other Staff Expenses	0	250	250	-100	250
520	General Office	0	1500	1500	-100	1500
530	Hall Hire	0	500	500	-100	500
540	Insurance	0	5000	5000	-100	5000
550	Audit	0	700	700	-100	700
560	Subscriptions	0	1000	1000	-100	1000
570	Training	0	800	800	-100	800
580	Election	0	0	0	100	0
581	Mayor Allowance	0	250	250	-100	250
555	Professional Fees	0	250	250	-100	250
556	Legal Fees	0	11000	11000	-100	11000
590	PROW and Amenity Cut	980	4500	3520	-78	4500
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	1037	3200	2163	-68	3200
593	Sportsground	80	8300	8220	-99	8300
594	Cemeteries/Church	1600	18750	17150	-91	18750
595	Allotments	0	250	250	-100	250
610	Market	0	250	250	-100	250
750	Cemetery records management	0	1100	1100	-100	1100
650	Community Events	70	250	180	-72	250
521	Telephone & Broadband	136	1350	1214	-90	1350
700	Electricity - Market Place LN7 6TU	22	400	378	-94	400
701	Electricity - South Street Park	19	400	381	-95	400
702	Electricity - Market Place LN7 6TL	0	0	0	100	0
703	Electricity - Sports Ground	90	1250	1160	-93	1250
800	Tree maintenance	0	500	500	-100	500
720	Water: Sports Ground	0	400	400	-100	400
721	Water: Cemetery	0	100	100	-100	100



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/04/2026

End of year forecast auto calculated based on actual year to date averaged over 1 months manually adjusted where appropriate.

		Actual		Variance		EOY	
		YTD	Budget	£	%	Forecast	
722	Water: Allotments	0	250	250	-100	250	
765	Play Park Maint & Refurb	72	18500	18428	-100	18500	
597	Caistor Sports & Social Club	1070	2000	930	-47	2000	
522	Town Hall	0	6000	6000	-100	6000	
582	Civic	0	0	0	100	0	
601	Equipment	0	3500	3500	-100	3500	
598	Market Place	280	1000	720	-72	1000	
603	Gritting & Snow Clearance	0	100	100	-100	100	
766	CCTV	0	1000	1000	-100	1000	
600	Grants & Donations	0	0	0	100	0	
762	Neighbourplan Review	0	0	0	100	0	
504	Pension payments	523	5000	4477	-90	5000	
801	Grant to Caistor in Bloom	0	0	0	100	0	
802	Christmas Lights project	0	0	0	100	0	
803	Bins and Benches	0	0	0	100	0	
660	WLDC	0		0		0	
804	Health and Safety	2249	4000	1751	-44	4000	
760	Projects	0	500	500	-100	500	
Expense: General		Totals	13331	167850	154519	-92	167850
Expenditure		Totals	13331	167850	154519	-92	167850



Budget Report - Income

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/04/2026

This report is based on Payment Date

Details	Year 2025/26		Financial Year Ending 31/03/2027						Variation	
	Budget	Actual	Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	£	%
Income: General										
Precept	132558	132558	143499	143499	0	0	0	143499	0	0.00
Cemetery Income	4000	11145	0	580	0	0	0	580	580	100.00
Allotment Income	450	510	450	30	0	0	0	30	-420	-93.33
Market Rents	2000	2365	2000	210	0	0	0	210	-1790	-89.48
Sports ground	4400	4404	3800	283	0	0	0	283	-3517	-92.55
WLDC Street Cleaning	0	0	0	0	0	0	0	0	0	100.00
Grass Cutting	1785	3772	3770	0	0	0	0	0	-3770	?
Grants	1000	0	1000	0	0	0	0	0	-1000	?
VAT Reclaimable	0	5170	0	0	0	0	0	0	0	100.00
Miscellaneous Income	2500	2799	2500	94	0	0	0	94	2406	-96.25
Town Hall	520	520	520	0	0	0	0	0	-520	?
Magazine Advertising	0	0	0	0	0	0	0	0	0	100.00
CIL income	1000	354	1000	0	0	0	0	0	-1000	?
Income: General	Total		158539	144696	0	0	0	144696	-9030	-9
Total			158539	144696	0	0	0	144696	-9030	-9



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/04/2026

This report is based on Payment Date

Details	Financial Year Ending 31/03/2027									
	Year 2025/26		Budget	Q1	Q2	Q3	Actual	YTD	Variation	
	Budget	Actual		Actual	Actual	£			%	
Expense: General Total			167850	13331	0	0	0	13331	?	-92
Total			167850	13331	0	0	0	13331	?	-92



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 30/04/2026

This report is based on Payment Date

Details	Financial Year Ending 31/03/2027									
	Year 2025/26		Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation	
	Budget	Actual							£	%
Expense: General Total			167850	13331	0	0	0	13331	?	-92
Total			167850	13331	0	0	0	13331	?	-92



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
01/04/2024	1568	DO NOT RECONCILE	Bank Payment: DO NOT RECONCILE	0.00	0.01	<input type="checkbox"/>	<input type="checkbox"/>
01/04/2026	2480	West Lindsey District Council	Bank Payment: Bins	0.00	57.20	<input type="checkbox"/>	<input type="checkbox"/>
01/04/2026	2481	Liam Marchant Plumbing & Heating	Radiators and pipework in CS&SC	0.00	730.00	<input type="checkbox"/>	<input type="checkbox"/>
02/04/2026	2483	Caistor Arts & Heritage Centre	Room hire	25.00	150.00	<input type="checkbox"/>	<input type="checkbox"/>
01/04/2026	2484	Liam Marchant Plumbing & Heating	Additional pipework & radiator	0.00	340.00	<input type="checkbox"/>	<input type="checkbox"/>
01/04/2026	2485	Worknest	H&S service and e-learning	449.85	2699.10	<input type="checkbox"/>	<input type="checkbox"/>
10/04/2026	2486	Caistor Town Hall	Hall hire March	0.00	25.00	<input type="checkbox"/>	<input type="checkbox"/>
01/04/2026	2487	Jake Garden Care (Dyne Group)	Tree work - Kelsway	212.00	1272.00	<input type="checkbox"/>	<input type="checkbox"/>
01/04/2026	2488	Mark Nettleton Grass services	Cemetery and church grass cuts 17.3 and 31.3	320.00	1920.00	<input type="checkbox"/>	<input type="checkbox"/>
16/04/2026	2492	EDF	Bank Payment: Electricity - Market Place LN7 6TU	1.07	22.43	<input type="checkbox"/>	<input type="checkbox"/>
16/04/2026	2493	EDF	Bank Payment: Electricity - Sports Ground	4.31	90.42	<input type="checkbox"/>	<input type="checkbox"/>
16/04/2026	2494	EDF	Bank Payment: Electricity - South Street Park	0.92	19.42	<input type="checkbox"/>	<input type="checkbox"/>
10/04/2026	2495	Reclaim Heritage	Geophysical survey and trenching Cemetery	1100.00	6600.00	<input type="checkbox"/>	<input type="checkbox"/>
16/04/2026	2496	GRS Signs Ltd	MUGA safety sign	14.34	86.04	<input type="checkbox"/>	<input type="checkbox"/>
16/04/2026	2497	Fizzco Projects	Christmas tree lights	56.07	336.45	<input type="checkbox"/>	<input type="checkbox"/>
15/04/2026	2500	Jake Garden Care (Dyne Group)	Grass cutting visit 3 15.4.26	196.00	1176.00	<input type="checkbox"/>	<input type="checkbox"/>
21/04/2026	2503	West Lindsey District Council	Premises Licence Fee 32UHB60010	0.00	70.00	<input type="checkbox"/>	<input type="checkbox"/>
24/04/2026	2504	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
24/04/2026	2505	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
24/04/2026	2506	HMRC	Bank Payment: PAYE & NI	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
24/04/2026	2507	NEST	Bank Payment: Pension payments	0.00	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
24/04/2026	2508	Tamar Telecom	Bank Payment: Telephone & Broadband	1.25	7.49	<input type="checkbox"/>	<input type="checkbox"/>
27/04/2026	2509	BT	Bank Payment: Telephone & Broadband	14.08	84.50	<input type="checkbox"/>	<input type="checkbox"/>
30/04/2026	2511	Three	Bank Payment: Telephone & Broadband	7.35	44.12	<input type="checkbox"/>	<input type="checkbox"/>
01/05/2026	2512	WLDC Bins	Bank Payment: Sportsground	0.00	57.20	<input type="checkbox"/>	<input type="checkbox"/>
05/05/2026	2513	Jake Garden Care (Dyne Group)	Grass cutting	196.00	1176.00	<input type="checkbox"/>	<input type="checkbox"/>
05/05/2026	2514	Mark Nettleton Grass services	Cemetery and Church grass 16/4 and 28/4	320.00	1920.00	<input type="checkbox"/>	<input type="checkbox"/>
05/05/2026	2515	Cllr Stewart Davey	Sthil Hedgecutter repairs	0.00	30.00	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2026	2519	Caistor Town Hall	Hall hire April	0.00	29.00	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL 24566.84

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date

Annual Internal Audit Report 2025/26

CAISTOR TOWN COUNCIL

https://caistor.pariah.lincnshire.gov.uk/

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

03/05/2026 05/05/2026 DD/MM/YYYY

ANDY HOPKINS

Signature of person who carried out the internal audit



REQUIRED

Date

05/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Caistor Town Council
Annual Governance and Accountability
Internal Audit Report 25/26

Another audit showing that governance is high, with very good practices and policies in place.

It is pleasing to see that a few issues that I raised at the last audit were discussed at Council and addressed as required.

There are a few recommendations below for the Council to consider from this years audit:

The Council considered not replacing the Deputy Clerk with AI, to save money. It would be wise for the Council to review the following advice for using AI (from a Local Council Association):

CAVEATS (THINGS TO CONSIDER)

While AI offers many benefits, councils must consider potential risks and limitations.

Accuracy is a key concern. AI systems generate responses based on existing data, which means they can sometimes provide incorrect or misleading information. Councils should always verify AI-generated content before publishing it to ensure it is factually correct and aligns with official policies.

Data privacy is another important consideration. Many AI tools process data through cloud-based services, raising compliance concerns with GDPR and local data protection laws. Councils must ensure that any AI tools used are secure and meet legal requirements to protect resident information.

Bias can also affect AI outputs. Because AI models learn from historical data, they may unintentionally reflect biases present in the data, affecting decision-making processes if AI-generated insights are used without proper human oversight.

Lastly, councils should avoid over-reliance on AI. While AI can be a helpful assistant, human judgement stays essential. AI should support decision-making rather than replace the experience and ability of council staff.

I also presume that part of the Deputy Clerk's role was to cover in the absence of the Town Clerk, this is not possible with AI and might leave the Council without the correct staffing levels.

Several of the Councillors Declarations of Interests are quite old now and it might be worth refreshing them all to keep up to date.

A breach of financial protocols when appointing a contractor was discovered and discussed at Council. There are internal controls/Financial Regulations in place which should be adhered to and should be reminded to Councillors, if not already done so.

There have been some issues with Caistor In Bloom including a “donation” for equipment, despite CIB not doing the work expected and resulting in additional costs. I would recommend that this sits outside of the Grant process and there is nothing to protect the Council when things go wrong. When donating to any group, as part of their work, it might be worth considering if this has some contractual ties as they sit outside the Council and clearly defining the expectations of what the donation is given for (including the possibility of paying this money back if the work is not completed).

Andy Hopkins PSLCC PIALC

Internal Auditor

May 2026

NB

AGAR Internal Audit Form

K not covered – not declared except

Caistor Town Council

Annual Governance and Accountability Internal Audit Report 25/26

Item	Check	Notes/Findings
Minutes and Agendas	That they are kept correctly, numbered, initialled and signed by Chairman etc. as well as Committee meetings and that meetings are called lawfully.	Meetings have been called correctly with the correct amount of time. Agendas and minutes have been uploaded onto the website. Minutes are signed off at the next meeting. A "meeting pack" is produced for Councillors and there is a secure section on the website for Councillors to access information. Minutes show a clear decision making process.
Purchase Invoices	Kept and VAT invoices where appropriate and marked with cheque numbers for reference.	All correctly accounted for and reported to Council at each meeting.
VAT	Where applicable correctly recorded and reclaimed for previous year.	VAT is recorded appropriately on the Finance reports.
Sales Invoices	Produced timely and correctly and supported by appropriate paperwork such as diaries/emails etc.	Sales invoices are recorded appropriately and reported to Council.
Credit Control/Debts	That any sales invoices are credit controlled and payments chased.	Outstanding amounts are reported to Council and policy in place to chase if required.

Receipts and Payments	That payments are made properly by cheque/BACS/DD/SO and properly recorded and that receipts are also made properly and properly recorded and supported by paperwork trail.	<p>A payment schedule is produced for each meeting and signed off.</p> <p>Comprehensive Financial reports are kept by the Clerk.</p> <p>A banking card in the Clerks name is in place to enable purchases to be made directly.</p>
Staffing/Personnel	That staff have appropriate contracts and procedures are in place for personnel management.	<p>There is a Personnel & Finance Committee Committee that oversees staffing matters.</p> <p>The Clerk has day to day management of the other staff in post.</p> <p>A Deputy Clerk had been appointed but left the Council, it is discussed in the minutes about using AI to replace this position and to save money (please see recommendations on this point).</p> <p>A Maintenance/Handyperson has been recruited.</p>
Payroll	That appropriate payroll system is in place and supporting information for pay rates/salary levels etc.	<p>Payment is made in accordance with hours worked.</p> <p>This is authorised as part of the Payment Schedule and includes expenses and HMRC PAYE payments.</p> <p>The salary of the staff was reviewed by the Personnel & Finance Committee based on national pay claims.</p>
Governance	That Standing Orders/Finance Regs/Insurance and all other policy documents are in place and that	The Council reviewed and approved a wide range of policies throughout the year as well as new ones that were considered necessary.

	they are reviewed at least annually.	<p>Insurance and the Asset Register were reviewed, and an Investment Strategy was created.</p> <p>Councillors declare interests at the meeting.</p> <p>A number of the Councillors Declarations are quite old now and might be worth refreshing them all to keep up to date.</p>
Cash handling	That all cash handled is subject to audit/security trail and this is adhered to.	There is no petty cash.
Budgets and Monitoring	That a budget is in place and adhered to, with monitoring.	<p>Budget monitoring took place during the year. With expected variances and pressures reported by the Clerk.</p> <p>Comprehensive budget setting took place, with a review stating at Personnel & Finance Committee and concluding with the final approval in January 2026 by Council.</p>
Accounting/Finance	That at least quarterly account reconciliations are in place and presented to Council.	<p>Accounting statement, Bank Reconciliation and Schedule of Payments are presented at each Council meeting.</p> <p>Reconciliations and finance reports are presented to the Council at each meeting.</p> <p>Accounted for CIL income.</p> <p>A breach of financial protocols when appointing a contractor was discovered and was considered by Council.</p> <p>There have been some issues with Caistor In Bloom including a “donation” for equipment despite CIB not doing the work expected and resulting in additional costs.</p>

<p>Accountability</p>	<p>That Councillors sign cheque book stubs, initial and sign finance information presented and are presented with information to allow accountability.</p>	<p>Internal controls are in place and must be emphasised.</p> <p>Payments are paid online by the Clerk following approval by the Council of the Schedule of Payments.</p> <p>The required year-end documents and audit paperwork, were completed, signed off and put on the website:</p> <p>AGAR Internal Audit Accounting Statement Bank Reconciliation Explanation of Variances Notice of Public Rights Closure of External Audit</p>
<p>Transparency</p>		<p>More detail is being included in the Council's minutes to make it clearer for the reader what decisions are being made.</p>
<p>Audit</p>	<p>That internal audit is carried out with report presented to Council and that external audit paperwork is correctly completed and presented to Council and followed up with any appropriate actions.</p>	<p>The Internal Audit was reported to Council on 8.05.25 for consideration.</p> <p>All the correct paperwork for the audit was completed and published.</p>
<p>Precept and grants</p>	<p>That precept level is officially set and communicated to local authority and correctly received.</p>	<p>The precept was reviewed from August 2025 and was agreed by Council on 8.1.26 and sent to WLDC.</p>
<p>Section 137</p>	<p>That it is separately recorded and cap adhered to.</p>	<p>S137 is not applicable as the General Power of Competence has been adopted.</p> <p>The Council approved a number of Community Grants and Donations.</p>

IT	Information Governance is in place	<p>The Council has adopted .gov.uk emails for all</p> <p>The website is appropriate and has the right information.</p> <p>The Council has GDPR and IT Policies.</p> <p>Requirements for publishing as part of the Transparency Code have been met.</p>

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Caistor Town Council**

County area (local councils and parish meetings only): **Lincolnshire**

Financial year ending 31 March 2026

Prepared by (Name and Role): **Michelle Moss - RFO**

Date: **13/04/2026**

		£	£
Balance per bank statements as at 31/3/2026:			
	Current	9,559.5	
	Reserve	6,400.0	
	Equals	337.0	
	Charity Bank	66,778.9	
[add more accounts if necessary]	Unity Trust	30,790.9	
			113,866.2
Petty cash float (if applicable) -			
Less: any unpresented cheques as at 31/3/2026 (enter these as negative numbers)			
	item 1	0.00	
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
Add: any un-banked cash as at 31/3/2026			
	Unpaid VAT claim	408.6	
			408.6
Net balances as at 31/3/2026 (Box 8)			<u>114,274.8</u>

Explanation of variances – pro forma

Name of smaller authority: **Caistor Town Council**

County area (local councils and **Lincolnshire**)

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	109,939	133,446				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	124,444	132,558	8,114	6.52%	NO		
3 Total Other Receipts	37,864	31,535	-6,329	16.72%	YES		Grants received in 24/25 of £10000, £0 grants in 25/26
4 Staff Costs	60,838	70,974	10,136	16.66%	YES		NI increase £1700; replacement Estates person recruited on higher hourly rate £4500; New Estates employee contracted into staff pension £1000; Annual pay increases £3000
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	77,963	112,290	34,327	44.03%	YES		Cost of 2 play parks resurfaced in 25.26 totalling £26084; fencing replaced at the cricket ground - £3225; Health and Safety program (support and learning, FRA, Asbestos surveys, structural survey of old fire station) - £7555
7 Balances Carried Forward	133,446	114,275				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	133,446	114,275				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,385,468	1,390,788	5,320	0.38%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)



Standing orders and Direct Debits for pre approval 2026/27

The following payments are either standing payments, standing orders or direct debits which may be paid in advance of a council meeting and retrospectively approved at the next suitable meeting:

Salaries, HMRC and Pension contributions for employees

Tamer Telecom – voice call forwarding from land line number

BT – Phone line and broadband

EDF energy – Electricity for South St, Sports field, Market Place

Wave – Water for allotments, cemetery, sports ground

Three - Office mobiles

Dyne Group – Grass cutting contract (up to 16 cuts)

Nettleton Grass – Churches grass cutting (up to 16 cuts)

WLDC – Extra Black bin collection

The following are a list of current subscriptions which may be pre approved:

LALC (Lincolnshire Association of Local Councils) – excluding Annual Training scheme

SLCC (Society of Local Council Clerks)

ICCM (Institute of cemetery and crematorium management)

ICO (Information commissioners office)



Asset register Last Updated 30th April 2026

Details		Location	Fixed/ Mobile	Ref	Date purchased	Asset cost	Insurance Value (Nov 25) If different	Date disposed	Asset cost (written off)	Notes
BUILDINGS	Town Hall	14 High St	F	1	U/K	888000	£2,096,305			Ins val Oct 2025
	Old Fire Station	Horsemarket	F	2	U/K	20000	£29,865			Ins val Oct 2025
	Sports Pavillian	Brigg Rd	F	3	U/K	300000	£1,147,240			Ins val Oct 2025
	Storage Shed	Sports Ground	F	4	U/K	4000	£193,410			Ins val Oct 2025
	Toilet Block	Town Hall Car Park, North St	F	6	U/K	0	£134,500	Apr-24	5000	These confirmed as belonging to WLDC not CTC
	Shed	Cemetery	F	7	U/K	1000	£3,000			Insured for £3000
						1213000				
Land	Allotment Garden	N. Kelsey Rd	F	158	U/K	1				
	Cemetery	N. Kelsey Rd	F	159	U/K	1				
	Millfields park	Hersey Rd/Millfields Rd	F	178	2013	1				
	South St Park	South St	F	179		1				
	Sports ground	N.Kelsey Rd/Brigg Rd	F	180		1				
						5				
Investments	Shares in community building	2-4 Market Place			15/07/2022 (added to register July 2023)	10000				
EXTERNAL ASSETS	Gate and Handrail	Allotments	F	8		250				
	Steps	Allotments	F	177	Sep-23	1500				
	Gates and railings	Cemetery	F	12		1250				
	Defibrillator	Pavillion, Sports Ground	F	13		1200				
	Trailer (small)	Old Fire Station	M	34		0		Apr-24	100	Sold - £300
	Trailer (large) with 5 mesh sides	Sports Ground store	M	15		2640				
	Ride on mower (43")	Cemetery	M	16	Apr-21	1800				Stiga Tornado. Purchase price previously incorrectly stated
	Hand Mower (36")	Cemetery store	M	19		0		May-24	460	No longer used. Sold for £350 -resolution at estates in 03.24
	Hand Mower (18")	Sports Ground Store	M	20		600				
	Stihl Strimmer	Sports Ground Store	M	21		200				
	Hand tools and brushes	Sports Ground Store	M	22		60				
	Hedge Trimmer	Sports Ground Store	M	27		0		Jun-25	100	Stopped working
	Tool Box	Sports Ground Store	M	28		50				
	Petrol Can x 3	Sports Ground Store	M	32		15				
	Strimmer Harness (for stihl strimmer)	Sports Ground Store	M	33		15				
	Generator	Sports Ground Store	M	34		250				
	Loppers	Sports Ground Store	M	36		15				
	Wheel barrow	Sports Ground Store	M	198	Mar-25	85				
	Milwaku Combi drill and driver	Sports Ground Store	M	199	Apr-25	300				
	Worktop vice	Sports Ground Store	M	200	Apr-25	65				
	Milwaukee Grinder	Sports Ground Store	M	201	Apr-25	125				
	Werner combination Ladders	Sports Ground Store	M	202	Apr-25	110				
	Check any damaged beyond repair Oct 26	Gazebos x 10, incl weights	6 with Cllr S. Davey; 1 at Staff; 3 at TH	M	37		250			
Check any damaged beyond repair Oct 26	Tables x 16	Cllr S. Davey	M	38		250				Donated by WLDC. Check number
	Gazebos x 2	Cllr S. Davey	M	207	Oct-25	400				
	Folding tables with covers x 5	Cllr S. Davey	M	206	Oct-25	200				
Check any damaged beyond repair Oct 26	Garden chairs x 90	Cllr S. Davey	M	169		0				Donated by WLDC
	8 Market Tables & Fittings	Sports Ground store	M	169		0				
	8 Market stall covers and clamps	Sports Ground store	M	170		0				
	12 Market stall weights	Sports Ground store	M	171		0				
	Market signs x 2	Helz Kitchen garden store	M	209	Apr-26	200				
	Various Christmas decorations	Sports Ground store	M	172		0				Star/baubles/3 reeks/lifting straps
	Christmas lights and baubles from Fizzco	Sports Ground store	M	196	Nov-24	2000				Baubles and lights
	Christmas nativity scene	St Peters St Pauls Church	M	173		0				
	Demountable Poles x 7	Market Place	M	40		1000				Now permanently fixed in Market Sq
	5 Brooms	Old Fire Station	M	160	Feb-23	50				
	15 Hi vis Jerkins	Town hall office (2 with Cllr Bowman)	M	161	Feb-23	100				
	COSHH cabinet	Sports Ground store	M	162	Jul-23	130				

STREET FURNITURE	Bench	North Kelsey Road	F	87		300				
	Bench	Cemetery	F	88		300				
	Litter Bin	Cemetery	F	89		100				
	Litter Bin	Cemetery	F	90		100				
	Bench	Cricket Outfield	F	91		285				
	Bench	Cricket Outfield	F	92		285				
	Bench	Cricket Outfield	F	93		285				
	Bench	Cricket Outfield	F	94		285				
	Bench	Cricket Outfield	F	95		285				
	Bench	Cricket Outfield nr CS&SC	F	96		285				
	Bench	Cricket Outfield nr CS&SC	F	97		285				
	Rail & Gates	Cemetery	F	98		0		1000		Duplicate
	Fencing (play equip)	Sports field	F	99		4000				
	Lincolnshire fencing	Sports field	F	100		1000				
	Wooden barrier fencing	Sports field/ Cricket	F	101		1050				
	Litter bins	Sports field/ Cricket	F	102		100				
	Litter bins	Sports field	F	103		100				
	Litter bins	Sports field	F	104		100				
	Litter bins	Sports field	F	105		100				
	Benches	Cricket Outfield nr CS&SC	F	106		357				
	Benches	Cricket Outfield nr CS&SC	F	107		357				
	Benches	Adj North Kelsey Rd/The Meadow	F	108		357				
	Benches	Nettleton Road	F	109		357				
	Benches	Corner Hansard Crescent	F	111		357				
		Jct Brigg Road/High Street/North Kelsey Rd	F	112		357				
	Dog control signs/posts	South Street park	F	117		100				
	Dog control signs/posts	South St Park	F	120		100				
	Post & mesh fencing	South St Park	F	121		1250				
	Wooden perimeter fencing	South St Park	F	122		1250				
	Picnic table x 5	South St Park x 5 & Sports ground x 1	F	123		400				
	Litter bins	South St Park	F	124		250				
	Litter bins	South St Park	F	125		250				
	Cast iron litter bin	South Street park	F	60		600				
	Fencing/gate	A46/Police	F	129		1000				
	Litter bin	Corner Brigg Rd/NKR	F	130		0		Jul-24	250	Confirmed that this belongs to WLDC
	Cast iron litter bin	Market Place	F	131		1314				Is this ours or WLDC's
	Cigarette bin x 2	Market Place	F	132		0		Jan-25	486	Confirmed as belonging to WLDC
	Caistor Town Sign	High Street	F	133		0		Aug-24	1166	Confirmed as belonging to LCC
	Caistor Town Sign	Horncastle Rd	F	134		0		Aug-24	1166	Confirmed as belonging to LCC
	Caistor Town Sign	Caistor Top A46	F	135		0		Aug-24	1166	Confirmed as belonging to LCC
	Caistor Town Sign	Nettleton Rd	F	136		0		Aug-24	1166	Confirmed as belonging to LCC
	Caistor Town Sign	Brigg Rd	F	137		0		Aug-24	1166	Confirmed as belonging to LCC
	Caistor Town Sign	NKR	F	138		0		Aug-24	1166	Confirmed as belonging to LCC
	Town Clock	Multi use centre	F	139		5000				
	Lamp post	Market Place	F	140		1000				
	Pump & Lion statue	Market Place	F	141		10000				
	Finger post	Market Place	F	142		500				
	Town map	Market Place	F	143		2000				
	Electric feeder pillar	Market Place	F	144		666				
	Electric feeder pillar	Market Place	F	145		666				
	Electric feeder pillar	South Street park	F	146		666				
	Bench	Market Place	F	147		400				
	Notice board	Buttermarket	F	148		1000				
	Notice board	Market Sq (outside Loco)	F	175		0				On loan to Heritage Society/ Arts and Heritage centre
	Bench	South Street park Sports ground	F	149		250				
	Bench	South Street park	F	150		250				
	Bench	South Street park	F	151		250				
	Bench	South Street park	F	152		250				
	Cenotaph	Market Place	F	153		1000				
	Cenotaph Railings	Market Place	F	154		1000				
	Bench	Jct North Street/Brigg Road	F	155		1				
	Bench	North Kelsey Road (alongside allotments)	F	156		1				
	Bench	A46 Bypass/Nettleton Road	F	157		1				
	Fixed Festoon lights	Market Place	F	195	Nov-24	2500				
						45302				
	Total written off							17052		
	TOTAL VALUE OF ALL ASSETS					1390988				

CAISTOR TOWN COUNCIL RISK MANAGEMENT

Adopted by Caistor Town Council on 14th April 2022

Last reviewed – 14th May 2026. Next review due May 2027

Risk Status Indications

The adopted risk management methodology uses a traffic light colour against each risk item to confirm its current status. The colour coding is defined as follows:

- This identified risk is being effectively managed with adequate reviews, processes and/or documentation as appropriate.

- *As applicable, either*

This identified risk is being managed. However, there are aspects of risk management, which ought to be improved to achieve a green status. It is recognised that sometimes improvements may be difficult to achieve and remedial work may take time (e.g. a need for Councillor training).

or

This identified risk is not under adequate management. However, if this risk arises, it will have a minimal impact upon the Council. Whilst attempts can be made over time to improve the management of this risk, there may be occasions where the cost of mitigation is not warranted (e.g. holding spare parts or equipment).

- This identified risk, which has a serious potential impact upon the Council is not under adequate management. This represents a key risk, which will be highlighted to meetings of the Council until such time that it is adequately managed or mitigated. Certain key risks with a low probability may be entirely beyond the management control capability of the Council – such risks may retain a red status upon the agreement of Council.

Aim ¹	Risk ²	Method used to Minimise Risk ³	Person(s) Responsible ⁴	Status ⁵ ● ● ●
<p>1. To ensure compliance with Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.</p>	<p>a. Lack of knowledge of regulations and codes leading to actions by the council outside its powers.</p> <p>b. Absence of Standing Orders or standing orders not followed</p> <p>c. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.</p> <p>d. Payments made without prior approval and adequate control.</p> <p>e. VAT not properly accounted for, resulting in over-claims and demands from HMRC.</p> <p>f. Data protection regulations not properly followed</p>	<p>Ensure that all Councillors have copies of or access to relevant Acts Members provided with the Code of Conduct, Financial Regulations and Standing Orders, and a copy of the latest edition of the Good Councillors Guide. Highlight essential parts and provide specific training where possible.</p> <p>Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.</p> <p>Ensure that all councillors are aware of regulations regarding estimates and full tender procedures. Financial Regulations are complied with on all purchases.</p> <p>Ensure all payments are approved in accordance with the Financial Regulations and properly recorded. Cllrs instructed not to make payments without approval.</p> <p>Ensure appropriate publications held and that RFO has a good knowledge of regulations.</p> <p>DP policy in place and regularly reviewed by council. Staff to undertake DPA training and training made available to councillors. Out of date information is confidentially disposed of annually. No information is kept unnecessarily. Registration with ICO for support</p>	<p>Chair Clerk / RFO All councillors LALC</p> <p>Chair Clerk</p> <p>Chair Clerk/RFO</p> <p>Clerk/ RFO/ Councillors</p> <p>RFO</p> <p>Councillors and Staff</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>2. To identify and regularly review the Council's priorities and risks.</p>	<p>a. Lack of knowledge of setting objectives, setting priorities, and identifying risks to their achievement.</p> <p>b. Steps not taken to combat risks</p> <p>c. No risk analysis carried out.</p>	<p>All councillors to be made aware of need for objectives and identification of risk. Attend training sessions and refresher training if necessary.</p> <p>Add risk assessment to agenda at least annually, reviewing particular items, and results against those items. Allocate actions to Councillors as well as Clerk/RFO and follow up at meetings</p> <p>As at 2a above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission</p>	<p>Clerk/RFO All Councillors</p> <p>Chair All Councillors Clerk/RFO</p> <p>All Councillors Clerk/RFO</p>	<p>●</p> <p>●</p> <p>●</p>

	d. An inadequate complement of councillors to manage the business of the council	Ensure all councillor vacancies are filled promptly. All councillors to strive to work in a constructive manner in accordance with the Code of Conduct and to welcome and encourage new councillors. All councillors to cooperate to share the workload.	All Councillors Clerk	●
3. To influence others, such as Lincolnshire County Council, West Lindsey District Council and other Government organisations to recognise the requirements and interests of the local population.	a. Lack of effective lines of communication with other organisations.	Maintain good working relationships with officers from outside organisations, respect the work they do. Note all communication lines which are essential or beneficial and establish/maintain contacts by name and where possible face-to-face.	Chair Clerk	●
	b. Lack of preparation on subjects requiring influence.	Ensure all councillors are aware of need for careful research and are guided as to where to obtain relevant information.	All Councillors Clerk	●
	c. Lack of confidence of Town Councillors.	Experienced councillors and Clerk/RFO to assist newcomers to understand roles and responsibilities, to establish essential contacts and to gain procedural awareness.	All Councillors Clerk	●
	d. Lack of effective lines of communication with parishioners	Take every opportunity to publicise the role of the town council using notice boards, website, Facebook and Annual Town meeting. Use key issues to raise the profile.	All Councillors Clerk	●
4. To ensure that all councillors and staff are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	a. Lack of knowledge of possible culpability of councillors.	Creation of Standing Orders and Code of Conduct and familiarisation with those matters where greatest risk occurs. Social media policy in place. Libel and slander insurance in place. ⁶ Experienced councillors and Clerk/RFO to assist newcomers to understand culpability. To attend training courses and refresher training as available (see LALC annual training scheme).	Chair All Councillors Clerk	●
	b. Public or staff prosecution	Review risk assessment by including on agenda at least annually. Clerk/RFO reviews insurance cover to ensure it is adequate and contacts insurance company when the Council carries out a new activity to ensure that the cover is adequate.	Chair Clerk/RFO	●
	c. Risk or damage to third party property, or injury to members of the public		All councillors	●
	d. Damage to council assets			●
	e. Loss due to dishonest or fraudulent acts by employees or Councillors	Council consider the insurance requirements at the renewal date, and review all the quotes before making decision Council reviews the insurance cover annually Insurance is arranged with a local government specialist company and includes Employers Liability Cover ⁷ , Public Liability Cover ⁸ , and covers loss or damage to appropriate assets ⁹ .		●

	<p>f. Councillors fail to declare interests and participate in inappropriate decision making, which has a material impact upon the decisions taken and the public perception of the Council.</p> <p>g. Staff and councillors bringing the council into disrepute</p>	<p>References to be sought for all employees. Fidelity guarantee insurance¹⁰ in place.</p> <p>All councillors to be reminded to abide by the Code of Conduct and the register of interests and to be alert to potential breaches of both. As far as is possible, the Clerk to ensure the register of interests are complete and up to date. Declarations of interest on every agenda. Half yearly reminders to councillors to update DPI forms.</p> <p>Councillors understand and be offered training on the Code of Conduct. A professional approach is undertaken on all Town Council matters. Member officer protocol in place and reviewed regularly to ensure understanding</p>	<p>Clerk All Councillors</p> <p>Clerk All councillors</p>	<p>●</p> <p>●</p>
<p>5. To keep appropriate accounting records up-to-date throughout the financial year. To maintain secure banking facilities.</p>	<p>a. Lack of knowledge of accounting requirements</p> <p>b. Inaccuracies in recording amounts and totals in accounting records</p> <p>c. Internal controls not in place or not operated, leading to out of date accounting records, missed or delayed payments, unpaid invoices, or loss through theft or dishonesty.</p> <p>d. RFO taken ill or leaves without replacement</p> <p>e. Potential investment loss</p>	<p>Ensure all councillors are familiar with current Financial Regulations. Regularly review Standing Orders and Financial Regulations. RFO to be suitably qualified or attend appropriate training</p> <p>Bank reconciliations to be presented for review least every quarter and compared to bank statements. Internal audit to be carried out annually.</p> <p>Only nominated signatories, the Clerk and the RFO have access to the Council's bank accounts. Standing orders and DD's are pre-authorised by council at the annual meeting. Internet banking used as practical. Payments are authorised by two councillors. Schedule of payments and bank reconciliation are presented for approval each month at the scheduled full council meeting. Pre payment card is used for purchases where no account is held. Where cash receipts are unavoidable, the cash is kept securely until it is passed to the Clerk/RFO to and/or banked.</p> <p>The bank signatories have access to the Council's bank accounts and are able to access bank statements through the on-line banking facility.</p> <p>Ensure no more than £120,000 is held with any bank; open additional accounts to manage reserves; Implement an investment strategy.</p>	<p>All Councillors Clerk/RFO</p> <p>All Councillors RFO Internal Auditor</p> <p>Clerk/RFO All Councillors</p> <p>Clerk All councillors</p> <p>P&F / all councillors/Clerk</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>

<p>6. To ensure that payments made from Council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.</p>	<p>a. Lack of knowledge of wishes of residents.</p> <p>b. Use of funds or assts not giving value for money.</p> <p>c. Fund raising not properly controlled or not in accordance with regulations.</p> <p>d. Perceived lack of transparency regarding council finances and activities</p> <p>Charges (e.g. for leases, cemetery & allotment) are inadequate or excessive</p>	<p>Ensure residents and other stakeholders (i.e. local organisations) are consulted on major financial issues, which impact upon them. Item on the Annual Town Meeting agenda for the public to suggest items for the following year's budget.</p> <p>Effective budget planning processes and appropriate tendering. Creation of a rolling plan for projects and maintenance expenditure.</p> <p>All councillors to be aware of need to check regulations before commencing fund-raising activities. Effective financial management by RFO.</p> <p>Advertisement of Exercise of Electors rights carried out correctly per audit regulations All meetings open to the public with the exception of items of a sensitive nature (salaries, contract discussions etc). Publication of financial information on website per transparency code</p> <p>Comparisons made with other local councils. Internal audit checks.</p>	<p>All Councillors Clerk</p> <p>Clerk/ RFO All Councillors</p> <p>All Councillors Clerk</p> <p>All Councillors Clerk RFO</p> <p>Clerk/RFO</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; reserves are appropriate and adequate; financial records are maintained.</p>	<p>a. Lack of knowledge of or commitment to budgetary process, and of financial regulations.</p> <p>b. Inadequate consideration of requirements for annual precept.</p> <p>c. Reserves too low or too high</p>	<p>Ensure financial regulations are issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Encourage councillor training. Delegate responsibility for managing the initial budgetary process to the RFO & the Clerk. Involve all councillors in budgetary process, not solely the Clerk/RFO. Encourage all councillors to actively participate in meetings when the budget is being discussed.</p> <p>Comparison against the previous year's actual income/expenditure, and this year's projected, to ensure that all items are included Town Council approves the annual budget and sets the precept at the December Council meeting Clerk/RFO aware of the deadline for the submission of the precept and ensure that the precept is received on time.</p> <p>Checks by RFO and Internal Auditor. Financial and budget progress reported to Council on a quarterly basis.</p>	<p>All Councillors RFO Clerk</p> <p>All Councillors Chair</p> <p>All Councillors RFO</p>	<p>●</p> <p>●</p> <p>●</p>

	d. Lack of funds to meet financial commitments	<p>The general reserve (not earmarked) to be 3-6 months annual income or as otherwise advised by the RFO / Internal auditor. The general reserve (not earmarked) not to exceed 1x typical annual income or as otherwise advised by the RFO / Internal auditor.</p> <p>Actual spend compared to planned spend at least quarterly Proposed projects planned for when calculating the precept required Maintain appropriate levels of reserves</p>	<p>Clerk</p> <p>All Councillors RFO Clerk</p>	●
<p>10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail and meet the AGAR requirements.</p>	a. Lack of knowledge of Council regulations and procedures.	Compliance with Financial Regulations and Standing Orders. Attend training seminars where available.	Clerk/RFO All Councillors	●
	b. Late or non- submission of annual accounts.	Compliance with the instructions of the External auditor. RFO to monitor progress against timetable and report to councillors at meetings.	Clerk/RFO Internal auditor All Councillors	●
	c. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.	Checks by RFO. RFO to be suitably qualified or attend appropriate training Internal audit checks.	Clerk/RFO Internal auditor All Councillors	●
	d. Inadequate audit trail from records to final accounts.	As at 10c above.	Clerk/RFO Internal auditor All Councillors	●
	e. External audit not completed accurately or within timescales	RFO to follow JPGA regulations when completing AGAR and follow external auditor guidelines for completion and submission dates.	Clerk/RFO	●
	f. Exercise of public rights not completed correctly	See 10e above		●
<p>11. To ensure that salaries paid to employees and amounts paid to contractors are paid in line with Council regulations and budget and statutory legislation. Ensure payments are adequately monitored.</p>	a. Inappropriate rate of pay to employees, wrong hours paid, wrong rate of pay applied or NI/Tax incorrectly applied.	<p>Ensure employee regulations are available and understood by Clerk and RFO. The Town Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid monthly by BACS. The payroll is administered using accredited payroll software. All Tax and NI payments are submitted in the Inland Revenue in accordance with the Real Time Information (RTI) protocols. Internal audit checks.</p>	<p>RFO/Clerk Personnel & Finance Committee Internal audit</p>	●

<p>12. To identify, value, and maintain all the assets of the Town Council, and ensure that asset register is complete, accurate and properly maintained.</p>	<p>a. Lack of knowledge of assets of Town Council.</p> <p>b. Assets lost or misappropriated</p> <p>c. Asset register not established or inadequately maintained.</p> <p>d. Lack of adequate programme of maintenance/regular safety checks for street furniture</p>	<p>Ascertain and record all significant assets for which the Town council is responsible. Create and maintain a permanent asset register.</p> <p>Regular monitoring of location and use of assets by councillors and any issues reported immediately to Clerk Adequate insurance provision in place to cover assets</p> <p>Create asset register in accordance with Audit Commission requirements. Review register at least annually</p> <p>Regular checks by the Clerk/Councillors/Estates staff. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works where appropriate.</p>	<p>RFO/Clerk Councillors</p> <p>Clerk/RFO</p> <p>Clerk/ RFO Councillors</p> <p>Clerk Councillors</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>13. To minimise the risk of injury damage or liability on all buildings, land, property, equipment and street furniture which the council is responsible for.</p> <p>Buildings: Town Hall</p> <p>Land: Cemetery Allotments Millfield Park South St Park Sports ground</p> <p>Street Furniture: Town council owned litter bins, grit bins, signs, benches, notice boards etc</p>	<p>a. Lack of information on council owned properties, buildings and equipment</p> <p>b. Damage, equipment failure, potential injury due to lack of knowledge of safety requirements</p> <p>c. Lack of adequate programme of maintenance/regular safety checks. Difficulty getting contractors who want to work for the council</p> <p>d. Excessive utility bills caused by water leaks, excessive heating, electrical appliances unnecessarily left switched on. Property damage caused by leaks.</p> <p>e. Theft from premises due to inadequate security measures</p>	<p>Include in asset register all properties for which the Town Council is responsible. Lease/licence agreements in place with all organisations leasing council owned property</p> <p>Ensure that all current legislation and advice is held by the Clerk Place subject as item on Estates Management Committee meetings at regular intervals. Equipment to be inspected before use, any issues reported to the clerk, equipment serviced regularly and at least annually</p> <p>Regular checks by the Estates resource, Clerk and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works.</p> <p>Regular property checks by Councillors and Officers. Regular monitoring of utility bills to assess consumption levels. Prompt attention to minor repairs and leaks.</p> <p>Regular checks by the Officers and Councillors.</p>	<p>Clerk/Estates/CIlrs</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>

<p>Council owned equipment: Mowers, strimmers, tools, market equipment</p>	<p>f. Criminal damage to buildings and property owned by town council</p> <p>g. Damage caused by wear and tear to council owned buildings and property</p> <p>h. Damage caused by trees to property and persons</p>	<p>Regular checks by the Estates resource, Clerk and Councillors. Use of CCTV where appropriate. Store building alarmed.</p> <p>Regular reviews of property and maintenance schedules implemented. Work carried out on property in a timely manner to minimise costs and further damage.</p> <p>Liability insurance to cover damage from trees falling on property/persons; tree inspection completed periodically by a qualified arborist; recommendations in tree survey/report adhered to</p>		<p>●</p> <p>●</p> <p>●</p>
<p>14. To comply with legislation regarding the health and safety as appropriate for all council activities</p>	<p>a. Lack of knowledge of applicable legislation</p> <p>b. Injury or death due to poorly maintained equipment/assets</p> <p>c. Volume of work required to ensure adherence to H&S legislation</p> <p>d. Health and safety considerations for events and external users of CTC property</p>	<p>Clerk/RFO to have all appropriate legislation available. H&S working group established to progress all H&S issues. Review liabilities and responsibilities periodically at Town Council meetings. H&S training programme implemented. Health and safety expert appointed to support CTC in all H&S activities</p> <p>Maintain a register of assets and complete at least annual test for health and safety. Where issue are identified, employ a suitable qualified contractor to repair or remove Maintain appropriate level of public liability and employers liability insurance</p> <p>Appoint an external organisation to undertake a Risk assessment; Health and safety working group established to progress H&S agenda. Volumen of work understood and is significant. Shared between Clerk and Cllrs</p> <p>Details of events submitted to CTC for approval; Individual risk assessments completed for every event; Conformation of adherence to CTC TC's completed for every casual user of sports ground; licence or lease agreements in place for all primary users of CTC property - RA and PLI seem for all licences/leasees</p>	<p>Councillors /Clerk</p> <p>Councillors/Clerk</p> <p>Councillors/Clerk</p> <p>Councillors/Clerk</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
<p>15. To carry out adequate safety checks on the children's play areas operated by the Council.</p>	<p>a. An inadequate programme of safety inspections and maintenance (or vandalism) results in an accident and/or an award of damages.</p>	<p>Regular safety inspections by Estates operative/other officers or councillors backed up by an annual inspection by an accredited playground inspector. Prompt attention to hazards/problems once identified. Ongoing maintenance. Professional specification and</p>	<p>Councillors Clerk Estates Operative</p>	<p>●</p>

		<p>installation of equipment. An ongoing programme of equipment replacement as necessary.</p> <p>Regular checks by the Estates operative, other Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works. Purchase of electronic play area software management program to better manage issues.</p>	<p>Councillors Clerk Estates Operative</p>	●
<p>16. To ensure business continuity in the event of a disaster, or loss of Clerk/RFC or loss of computer records</p>	<p>a. Loss, fire or theft of council records (paper)</p>	<p>All paper documents to be stored in a lockable cabinet. Historic documents archived. Back up copies of Deeds and TPO's to be stored electronically. Cemetery records held in a fire proof facility</p>	<p>Clerk</p>	●
	<p>b. Loss or theft of council records (electronic)</p>	<p>Electronic records are stored on the Caistor TC one drive. Council laptop to be encrypted. Business one drive to be purchased Anti-virus software in place. Back up onto external hard drive at least monthly</p>	<p>Clerk</p>	●
	<p>c. Loss of clerks office due to fire/flood or other disaster</p>	<p>Business interruption insurance in place¹¹ All paper files and records are kept in secure locked cabinet at the office. Electronic copies made of everything and stored on a shared drive.</p>	<p>Clerk RFO Clerk</p>	●
	<p>d. Council not being able to continue its business due to unexpected or tragic loss of Clerk/RFO. Loss of clerk continues to be a risk.</p>	<p>Council maintains at least 3 cheque signatories. Record of protocols and passwords kept securely for access by Chair in event of loss of clerk Protocol in place for short term/long term illness or sudden loss of clerk/RFO. Council ability to recruit locum clerk for longer absences.</p>	<p>Councillors</p>	●
	<p>e. Clerk/RFO give notice to leave</p>	<p>Undertake regular reviews and annual appraisal with Clerk/RFO to identify any issues Ensure Clerk/RFO have all necessary tools to effectively complete the role expected of them. Notice period of at least 3 months (after probationary period) to allow time to recruit</p>	<p>Council</p>	●
<p>17. To maintain accurate and up to date cemetery burial and</p>	<p>a. Loss of, incorrect or lack of burial records</p>	<p>Records kept in fire proof bag and electronic back up. Records updated within 24 hours of an interment All interments must give 7 days' notice.</p>	<p>Clerk</p>	●

<p>memorial records. To ensure the safety of all memorials.</p>	<p>b. Unsafe memorials</p> <p>c. Historic burial records contain incorrect and inaccurate information leading to pre-occupied grave spaces being sold for interment or reserved</p>	<p>Clerk checks plans against computer records upon receipt of interment request. Grave marked with spray paint including the plot number. Photo of marked grave sent to funeral director Clerk checks grave after interment.</p> <p>Memorial safety inspection testing completed for each memorial, (cemetery, and closed churchyards) in line with current legislation. Policy in place and adhered to for handling unsafe memorials. Those undertaking safety checks have received the relevant training. Repair of unsafe memorials in line with memorial inspection policy (based on BRAMM recommendations)</p> <p>Ground penetrating radar survey of the entire cemetery completed to identify where the historic burials are. Next steps are to contact all persons who have reserved plots which already have historic interments to agree way forward circa 30 identified. Where any doubt exists a test dig must be completed by the grave digger for all interments at the cemetery in the presence of the clerk or a member of Estates Committee prior to approval being given for the interment to proceed. Adopt a 'historic burials policy' for the cemetery identifying the process and protocols from interments where graves have already been occupied.</p>	<p>Council/Clerk</p> <p>Council/Clerk/ Councillors</p>	<p>●</p> <p>●</p>
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BUSINESS CONTINUITY PLAN

It's vital important that in the sudden incapacity of the Clerk that business can continue without hinderance. In addition, it's important that any new Clerk should be able to step into the role and take over pretty much instantly.

This document is a summary of the Business Continuity Plan and a folder will be made available, easily accessible, within the Clerk's Office at The Town Hall to enable anybody to quickly assume the role.

This document should be reviewed on a regular basis and forms part of the Risk Management / Register.

Administration

Paper files are kept for the following: -

- Minutes
- Sales & purchase invoices
- Deeds / Assets
- Annual audit paperwork
- Register of Interests
- Acceptance of Office Declarations
- Dispensations

In addition, the above paper files and all other documentation is stored electronically in a real time triple backup system.:-

- Clerks Laptop Computer (real time)
- Microsoft OneDrive cloud system for businesses (real time)
- Secure Portable Hard Drive (backed up every month)

In the event of the Clerks immediate inability to work: -

- Laptop is always fully up to date and available from the Councils office at The Town Hall or from the Clerks home address.
- Any Councillor can access the cloud directory on OneDrive using the log in provided to the Chairman.

Agenda, minutes and tracking information are administered using a computerised system. This system is available on the Councils one drive and the councillor portal accessed via the website.

Accounts

The Councils accounts is administered using a computerised system called CouncilMate written by the previous Clerk. This system can be access via the cloud system or council's laptop or dongle. A user guide is **not** available.

The data can easily be exported into a spreadsheet so anybody could access on a spreadsheet if preferred.

In the event of the Clerks immediate inability to work: -

- CouncilMate can be accessed from the cloud or laptop computer.
- The spreadsheet can be accessed on the cloud system or laptop computer.

Banking

The council has several accounts to spread the financial risk.

There are presently four signatories on the NatWest accounts: -

- Michelle Moss
- Jayne Bowman
- Jon Wright
- Ron Lyus

At present the following have access to online banking: -

- Michelle Moss
- Jayne Bowman

In the event of the Clerks immediate inability to work: -

- Either could access online banking.

There are four signatories on the Unity Trust and the Charity Bank, bank accounts

- Michelle Moss
- Jayne Bowman
- Jon Wright
- Angela Clark

Website Administration

The clerk has access to the website administration console.

In the event of the Clerks immediate inability to work: -

- Anybody can access the administration console using the username/password provided to the Chairman.
- Alternatively contact Lincolnshire County Council for advice. Alison Hickie, Information Officer
T: 01522 553406 alison.hickie@lincolnshire.gov.uk

Facebook

There are multiple administrators of the Caistor \Town Council Facebook page.

- Michelle Moss – Clerk
- Jon Wright
- Jayne Bowman
- Johnathan Cox

Email

The Councillors and staff all have .gov.uk email addresses which are administered by the town clerk.

In the event of the Clerks immediate inability to work: -

- Anybody can access the email system by using the log in and password provided to the Chairman.

Notice Boards

A Notice board key is stored in the key cabinet in the Clerk's office at The Town Hall.

Letterbox

A Letterbox key is stored in the key cabinet in the Clerk's office at The Town Hall.

Defibrillators

The Council maintain one defibrillator at the Caistor Sports & Social Club. The code to access the box has been provided to the Chairman

Monthly Safety Checks

Visual and tests are completed monthly as follows: -

Defib	Every 1-3 months.
Notice Boards	Secure and no damage
Play Areas	Risk assessments undertaken (within Risk Assessment folder)
Cemetery	Risk assessments undertaken (within Risk Assessment folder)
Allotments	Risk assessments undertaken (within Risk Assessment folder)

Cemetery

All cemetery paper records are stored within the Clerk's Office at The Town Hall, the historic records are stored at Lincolnshire archives. Electronic copies of all historic burial records are available on the councils one drive.

A computerised system is operated together with a manual backup.

There is also a Cemetery Procedure Manual within the Councillors Handbook.

Allotments

Up to date allotment records are held both electronically and manually.

¹ The aim is what a good outcome/status should look like.

² The risks are the consequential actions of the aim being incorrectly managed

³ The method used to mitigate the risk lists the steps which are being taken to ensure the risk does not happen, or if it does, to minimise the impact.

⁴ The Council is ultimately responsible for the management of risk, but activities may be delegated to individuals to manage on a day to day basis

⁵ The status allows the council to determine whether additional action is required to mitigate, minimise or transfer the risk. A risk transfer mechanism would be, for example, to ensure adequate insurance cover is in place.

⁶ Libel and slander insurance covers the councils legal liability to pay compensation for verbal or written comments made by employees or councillors whilst carrying out their duties, which a member of the public considers incorrect, damaging or results in financial loss.

⁷ Employers Liability cover is compulsory if the council has employees, and covers the council for illness or injury claims by employees sustained whilst conducting council business

⁸ Public liability cover protects the council if someone suffers an injury or damage to their property which happens on land or assets which the council is responsible for

⁹ Property insurance provided replacement or reinstatement cover for council assets including street furniture, computer equipment and other equipment owned by the council. An asset register should list assets, and should record the cost, but insurance cover should record and cover the replacement value.

¹⁰ Fidelity guarantee insurance protects the council against loss due to fraud or dishonesty of staff, councillors or volunteers.

¹¹ Business interruption insurance covers the cost of alternative premises if the council office is unavailable due to fire or flood. It also covers loss of revenue.

Policy SCHEDULE

Policy Number - 8308825

The information contained on this page is confidential and should not be sent to third parties

INSURANCE DETAILS

Period of insurance :	Continuous cover from 01/09/2025 until the policy is cancelled
Date issued to insured :	28/08/2025
Underwritten by :	Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy
Payment method :	Payment by Broker's Account

INSURED DETAILS

Insured :	Caistor Town Council
Address :	Town Hall Market Rasen LN7 6TX
Additional insureds :	There are no Additional Insureds on this policy
Business :	Town Council
General terms and conditions wording :	11604 WD-HSP-UK-PAC-GTC(4) The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

PREMIUM DETAILS

Annual premium :	£5,646.52	Annual Tax :	£677.57	Total :	£6,324.09
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Policy SCHEDULE

Local councils & not-for profit organisations scheme

PROPERTY – BUILDINGS

Section wording 11600 WD-HSP-UK-PAC-PYB(5)
Insurer Hiscox Insurance Company Limited

Premises address	Sum insured
Pavilion, Brigg Road, Market Rasen, LN7 6RX	£1,235,442
Old Fire Station, Old Fire Station, Market Rasen, LN7 6UP	£53,648
Store Room and toilet, Caistor Sports & Social Club, Market Rasen, LN7 6RX	£135,000
Town Hall, Town Hall, Market Rasen, LN7 6TX	£2,115,273
Shed, Shed, Market Rasen, LN7 6QB	£3,000

Item description	Excess	Amount Insured
Total Buildings	£250	£3,542,363
Gates and fences	£250	£34,713
Fixed outside equipment	£250	£15,000
Street furniture	£250	£120,857
War memorials	£250	£7,356
Playground equipment	£250	£165,979
Sports surfaces	£250	£0
Other surfaces	£250	£0
Rent receivable	£250	£0

Excess applies to: Each and every loss

Special excesses

Losses from subsidence £1,000 each and every loss

Additional cover (in addition to the overall limit/amount insured above)

Trace and access	£5,000
Emergency services	£5,000
Loss prevention costs	£25,000
Additions to buildings	£50,000
Inadvertent omissions	£500,000
Trees, shrubs and plants	£25,000
Bequeathed buildings	£50,000
Discharge of oil	£10,000 in total during any one period of insurance, across all Property sections combined
Contract works and site materials	£75,000

Policy SCHEDULE

Endorsements	
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308.0.2	Flat roof condition
6469.0	Addition of cover: under insurance restriction (Buildings)
6728.0	Removal of cover: cyber claims and losses

Policy SCHEDULE

PROPERTY – CONTENTS

Section wording 11602 WD-HSP-UK-PAC-PYC(6)
Insurer Hiscox Insurance Company Limited

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250	£6,942
Civic Regalia	£250	£4,565
Gardening equipment, plant and machinery	£250	£9,570
Sports equipment	£250	£0
Rent payable	£250	£0

Excess applies to Each and every loss
Geographical limits: United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

Additional cover (in addition to the overall limit/amount insured above)

Costs following glass breakage	£10,000
Additions to contents	£10,000 or 10% of the amount insured for contents, whichever is the greater
Money in the insured location while open for business or in a locked safe	£1,000
Money in transit or at the home of any councillor, trustee, employee or volunteer	£1,000
Money at all other times	£1,000
Money - non-negotiable instruments	£250,000
Identity fraud	£5,000
Personal effects	£5,000
Reconstitution of electronic data	£5,000
Reconstitution of other business documents	£5,000
Lock replacement	£10,000
Building damage by theft	£10,000
Personal assault - death	£10,000 per person
Personal assault - total loss or permanent and total loss of use of one or more limbs	£10,000 per person
Personal assault - total and irrecoverable loss of sight in one or both eyes	£10,000 per person
Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation	£100 per week up to a maximum of 104 weeks
Metered water and fuel	£5,000
Outdoor items	£5,000
Marquees	£10,000
Refrigerated stock	£2,500
Undamaged tenant's improvements	£5,000
Contents temporarily elsewhere including whilst in transit	£25,000 or 10% of the amount insured for contents, whichever is the less

Policy SCHEDULE

Defective title – fine art	£10,000
Continuing hire charges – in total across all Property sections	£10,000
Exhibitions stands and equipment temporarily elsewhere	£25,000 or 10% of the amount insured for contents, whichever is the less
Defibrillators	£5,000
Bequeathed property	£5,000
Fund raising events	£5,000
Contents kept at home	£25,000 or 10% of the amount insured for contents, whichever is the less
Fraud and dishonesty	£150,000 the aggregate per period of insurance

Endorsements

240.3	Minimum security condition
6226.0	Addition of cover (Travel expenses)
6729.0	Removal of cover: cyber claims and losses
6349.1	Floating amount insured (Contents)

PROPERTY AWAY FROM THE PREMISES

Wording Insurer	11602 WD-HSP-UK-PAC-PYC(6) Hiscox Insurance Company Limited
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Item description	Excess	Amount Insured
All business equipment	£250	£5,000

Excess applies to:	Each and every loss
Geographical limits:	European Union, United Kingdom of Great Britain and Northern Ireland, Channel Islands, Isle of Man and Gibraltar

Endorsements

65.00	Contents temporarily elsewhere
6729.0	Removal of cover: cyber claims and losses

PROPERTY – BUSINESS INTERRUPTION

Section wording Insurer	11601 WD-HSP-UK-PAC-PYI(6) Hiscox Insurance Company Limited
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Item description	Indemnity period	Amount Insured
Loss of income	12 months	£10,000
Additional increased costs of working	12 months	£10,000

Additional cover (in addition to the overall limit/amount insured above)

Key person	£250 per week up to a maximum of £2,500 per period of insurance.
Unauthorised use of public utilities	£100,000 or the total amount insured for Business interruption, whichever is less

Policy SCHEDULE

Special limits		(included within and not in addition to the overall limit/amount insured above)
Denial of access		£100,000 or the total amount insured for Business interruption, whichever is less
Non-damage denial of access		£100,000 or the total amount insured for Business interruption, whichever is less
Bomb threat		£100,000 or the total amount insured for Business interruption, whichever is less
Suppliers		£100,000 or the total amount insured for Business interruption, whichever is less
Public utilities		£100,000 or the total amount insured for Business interruption, whichever is less
Public authority		£100,000 or the total amount insured for Business interruption, whichever is less
Failure of safety equipment		£100,000 or the total amount insured for Business interruption, whichever is less
Loss of attraction		£100,000 or the total amount insured for Business interruption, whichever is less
Alternative hire costs		£5,000
Equipment breakdown		Not insured

Endorsements	
6731.0	Removal of cover: cyber claims and losses
6820.0	Amended definition: income
6350.1	Floating amount insured (Business interruption)

EMPLOYERS' LIABILITY	
Section wording	11603 WD-HSP-UK-PAC-EL(4)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence including costs
Geographical limits	Worldwide
Applicable court	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

Special limits		(included within and not in addition to the overall limit/amount insured above)
Criminal defence costs		£100,000 in the aggregate
Terrorism		£5,000,000 in the aggregate

Endorsements	
3121.0	Employers Liability Tracing Office (ELTO) - mandatory information required
6734.0	Confirmation of cover: cyber claims

PUBLIC AND PRODUCTS LIABILITY	
Section wording	11607 WD-HSP-UK-PAC-GL(4)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence, defence costs in addition, other than for pollution or for products to which a single aggregate policy limit including defence costs applies
Excess	£250
Excess applies to	Each and every claim for property damage only
Geographical limits	United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man, the European Union and Gibraltar
Applicable courts	United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man, the European Union and Gibraltar

Policy SCHEDULE

Additional cover	(in addition to the overall limit/amount insured above)
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Unauthorised use of third party telephones by your employees	£2,500 any one period of insurance
Loss of excess or no claims discount	£250 any one period of insurance
Loss of third party keys	£2,500 any one period of insurance
Defamation and intellectual property rights	£500,000 any one period of insurance

Special limits	(included within and not in addition to the overall limit/amount insured above)
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Criminal defence costs	£100,000 in the aggregate
Pollution defence costs	£100,000 in the aggregate
Hirer liability	£5,000,000 in the aggregate

Endorsements	
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6080.0	Firework and bonfire condition endorsement
6735.0	Removal of cover: cyber claims

OFFICIALS' AND TRUSTEES' INDEMNITY	
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Section wording	11614 WD-HSP-PAC-DO(6)
Insurer	Hiscox Insurance Company Limited
Policy limit	£500,000
Limit applies to	In the aggregate including costs
Legal representation costs	£15,000
Legal representation basis	In the aggregate any one period of insurance
Geographical limits	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man
Applicable courts	United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

Endorsements	
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705.4	Prior and pending litigation date
3215.0	Amendment of cover: cyber claims (DO)
3216.0	Amendment of cover: breach of professional duty (DO)

COMMERCIAL LEGAL PROTECTION (DAS)	
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Section wording	9927 WD-HSP-UK-CHR-DAS(3)
Insurer	DAS Legal Expenses Insurance Company Limited
Section limit	£100,000
Limit applies to	All claims resulting from one or more event arising at the same time or from the same originating cause
Excess	£200
Excess applies to	Each and every claim arising from aspect enquiries only
Geographical limits	For insured incidents 2 Legal Defence (excluding 2(4)), and 3(b) Bodily Injury: The European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, Romania, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus). For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands

Endorsements	
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Policy SCHEDULE

524.0 Commercial legal protection (charities)

PERSONAL ACCIDENT

Section wording 11608 WD-HSP-UK-PAC-PA(4)
Insurer Hiscox Insurance Company Limited

Personal accident

Capital benefit £100,000
Temporary benefit £500 per week
Medical expenses £10,000
Insured persons Councillors, trustees, volunteers and employees of the insured
Operative time While working for you or on your behalf

Special limits (included within and not in addition to the overall limit/amount insured above)

Death 100% capital benefit amount per person
Loss of one limb 100% capital benefit amount per person
Loss of one eye 100% capital benefit amount per person
Loss of two limbs 100% capital benefit amount per person
Loss of two eyes 100% capital benefit amount per person
Loss of one limb and one eye 100% capital benefit amount per person
Loss of hearing 100% capital benefit amount per person
Loss of speech 100% capital benefit amount per person
Permanent total disablement 100% capital benefit amount per person
Temporary total disablement £500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
Temporary partial disablement £500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
Maximum accumulation £1,000,000 any one loss in the aggregate

Endorsements

6752.0 Amendment of cover: cyber claims and losses

CRISIS CONTAINMENT

Wording 15369 WD-HSP-UK-PAC-CRI(1)
Insurer Hiscox Insurance Company Limited
Limit of indemnity £25,000
Limit applies to Per crisis and in the aggregate during any one period of insurance
Geographical limits The United Kingdom of Great Britain and Northern Island, the Isle of Man and the Channel Islands.

Special limits (included within and not in addition to the overall limit/amount insured above)

Outside working hours discretionary crisis mitigation costs £2,000

Endorsements

9003.0 Crisis containment provider: Hill Knowlton

Policy SCHEDULE

The General Terms of this policy and the terms, conditions and exclusions of the relevant sections all apply to this endorsement except as modified below:

Property – buildings clauses in full		
Clause	308.0.2	<p>Flat roof condition</p> <p>We will not make any payment for damage arising directly or indirectly from any deficiency of a flat roof unless the roof is inspected once every 2 years by a competent person and any defects are rectified within 14 days.</p>
Clause	6469.0	<p>Addition of cover: under insurance restriction (Buildings)</p> <p>The following is added to How much we will pay, Under insurance:</p> <p>If, at the time of damage, the amount insured is less than 85% of the total rebuilding cost of the buildings including an allowance for other costs, the amount we pay will be reduced in the same proportion as the under insurance. If, however you provide us with a professional valuation of the buildings that was carried out within the 3 years preceding the incident of loss, we will not apply this reduction.</p>
Clause	6728.0	<p>Removal of cover: cyber claims and losses</p> <p>What is not covered 1. m. 'any virus.' is deleted.</p> <p>The following is added to What is not covered:</p> <p>We will not make any payment for damage to, or any loss, cost or expense arising in respect of any item of computer or digital technology which is directly caused by:</p> <ol style="list-style-type: none"> a. a cyber attack or fear or threat of a cyber attack; b. a hacker or fear or threat of a hacker; or c. its digital connectivity to any other item of computer or digital technology which has been directly affected by a cyber attack or hacker. <p>We will however cover any other damage, loss, cost or expense insured under this section which is caused by the cyber attack or hacker.</p> <p>We will not make any payment for damage, loss, cost or expense directly or indirectly caused by, contributed to by, resulting from or in connection with a computer or digital technology error.</p> <p>We will not make any payment for the reconstitution of data or the value to you of any lost or distorted records or data.</p> <p>We will not make any payment for loss or damage due to your parting with title or possession of property or rights to property prior to receiving payment in full.</p>

Property – contents clauses in full		
Clause	240.3	<p>Minimum security condition</p> <p>We will not make any payment for damage unless the physical security measures at the insured location comply with the following criteria and all devices are put into full and effective operation whenever the premises are closed for business or left unattended:</p> <ol style="list-style-type: none"> 1. The final exit door is secured by: <ol style="list-style-type: none"> a. a rim automatic deadlock conforming to or superior to BS3621; or b. a mortice deadlock conforming to or superior to BS3621; or c. a key operated multi-point locking system having at least three locking bolts. 2. Any other external door or internal door providing access to any part of the building not occupied by you, which is not officially designated a fire exit by the local fire authority, is secured by: <ol style="list-style-type: none"> a. a locking device specified in 1 above; or b. by two key operated security bolts to engage the door frame. 3. Any other external door or internal door which is officially designated a fire

Policy SCHEDULE

- exit by the local fire authority is secured by:
- a. a panic bar locking system incorporating bolts which engage both the head and sill of the door frame; or
 - b. a mortice lock having specific application for emergency exit doors and which is operated from the inside by means of a conventional handle and/or thumb turn mechanism.
4. All ground and basement level opening windows and any upper floor opening windows or skylights accessible from roofs, balconies, fire escapes, canopies, downpipes and other features of the building are:
- a. secured by means of a key-operated locking device; or
 - b. permanently screwed shut.

Please note:

- (i) The local fire authority must be consulted before **you** replace or augment the existing locking device fitted to a designated emergency exit door; and
- (ii) The provisions of specification 4 do not apply to windows or skylights that are protected by means of either:
 - a. fixed round or square section solid steel bars not more than 10 cm apart; or
 - b. fixed expanded metal, weld mesh or wrought ironwork grilles; or
 - c. proprietary collapsible locking gate grilles.

Clause **6226.0**

Addition of cover - travel expenses

The following is added to **What is covered**, Additional cover:

Travel expenses

23. **We** will also pay for:
- the unused travel, accommodation and pre-booked conference or excursion expenses which **you** have paid or legally have to pay and which cannot be recovered; and
 - the necessary and reasonable additional travel and accommodation expenses for **your** member of staff, **councillor** or trustee to return home; as a result of a pre-arranged business trip being cancelled or cut short, during the **period of insurance**, for one of the following reasons:
 - the death, accidental injury or illness of a member of staff, **councillor** or trustee; or
 - the death, accidental injury or illness of the spouse, partner, close relative, fiancée or fiancé of a member of staff, **councillor** or trustee; or
 - the death, accidental injury or illness of any person with whom a member of staff, **councillor** or trustee is planning to stay or conduct business; or
 - a member of staff, **councillor** or trustee being called for jury service or as a court witness; or
- damage** to a member of staff or **councillor**'s or trustee's pre-booked accommodation making it impossible for the member of staff or **councillor** or trustee to stay there.
 - damage** to the scheduled means of transport or any strike, riot, civil commotion or **terrorism** which causes the cancellation or delayed departure for 24 hours or more of the scheduled transport on which the member of staff or **councillor** or trustee is booked to travel on their outward or return journey.

The most **we** will pay during the period of **insurance** under this additional cover is £750. The **excess** which applies to this additional cover is £75.

Clause **6729.0**

Removal of cover: cyber claims and losses

What is covered, Lock replacement, is amended to read as follows:

The costs **you** incur to replace locks and keys necessary to maintain the security of the **insured premises** or any safes or security control apparatus following theft or loss or misuse of physical security keys occurring during the **period of insurance**. However this does apply to the unauthorised modification of any digital or electronic locks.

What is not covered 1. h. 'a virus or hacker.' is deleted.

The following is added to **What is not covered**:

We will not make any payment for **damage** to, or any loss, cost or expense arising in respect of any item of **computer or digital technology** which is directly caused by:

Policy SCHEDULE

- a. a **cyber attack** or fear or threat of a **cyber attack**;
- b. a **hacker** or fear or threat of a **hacker**; or
- c. its digital connectivity to any other item of **computer or digital technology** which has been directly affected by a **cyber attack** or **hacker**.

We will however cover any other **damage**, loss, cost or expense insured under this section which is caused by the **cyber attack** or **hacker**.

We will not make any payment for **damage**, loss, cost or expense directly or indirectly caused by, contributed to by, resulting from or in connection with a **computer or digital technology error**.

We will not make any payment for loss or **damage** due to **your** parting with title or possession of **property** or rights to **property** prior to receiving payment in full.

We will not make any payment for loss arising from any electronic, online or crypto currency, including Bitcoin.

Clause	6349.1	<p>Floating amount insured (Contents) The cover under this section applies to all locations occupied by you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for damage to your contents however many locations are affected.</p>
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Property away from the premises clauses in full

Clause	65.00	<p>Contents temporarily elsewhere We will not make any payment when such property is temporarily outside the UK unless it is in your care, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.</p>
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Clause	6729.0	<p>Removal of cover: cyber claims and losses What is covered. Lock replacement, is amended to read as follows:</p> <p>The costs you incur to replace locks and keys necessary to maintain the security of the insured premises or any safes or security control apparatus following theft or loss or misuse of physical security keys occurring during the period of insurance. However this does apply to the unauthorised modification of any digital or electronic locks.</p> <p>What is not covered 1. h. 'a virus or hacker.' is deleted.</p> <p>The following is added to What is not covered:</p> <p>We will not make any payment for damage to, or any loss, cost or expense arising in respect of any item of computer or digital technology which is directly caused by:</p> <ul style="list-style-type: none"> a. a cyber attack or fear or threat of a cyber attack; b. a hacker or fear or threat of a hacker; or c. its digital connectivity to any other item of computer or digital technology which has been directly affected by a cyber attack or hacker. <p>We will however cover any other damage, loss, cost or expense insured under this section which is caused by the cyber attack or hacker.</p> <p>We will not make any payment for damage, loss, cost or expense directly or indirectly caused by, contributed to by, resulting from or in connection with a computer or digital technology error.</p> <p>We will not make any payment for loss or damage due to your parting with title or possession of property or rights to property prior to receiving payment in full.</p> <p>We will not make any payment for loss arising from any electronic, online or crypto currency, including Bitcoin.</p>
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Policy SCHEDULE

Business interruption clauses in full

Clause	6731.0	<p>Removal of cover: cyber claims and losses Where applicable:</p> <ol style="list-style-type: none"> 1. Special definitions for this section, Cyber attack is deleted. 2. What is covered, Cyber attack and What is covered, Additional cover, Hacker damage, are deleted. <p>The following is added to What is not covered:</p> <p>We will not make any payment for any interruption to your activities or for any loss, cost, payment or expense directly or indirectly caused by, contributed to by, resulting from or in connection with any of the following:</p> <ol style="list-style-type: none"> a. cyber attack; b. hacker; c. computer or digital technology error; d. any fear or threat of a. or c. above; or e. any action taken in controlling, preventing, suppressing, responding or in any way relating to a. to d. above. <p>However:</p> <ol style="list-style-type: none"> i. this exclusion does not apply to What is covered, Financial losses from insured damage; and ii. exclusion c. above does not apply to What is covered, Equipment Breakdown. <p>These amendments i. and ii. above only apply where the applicable insuring clause is incorporated into the Property – Business interruption section of your policy.</p>
Clause	6820.0	<p>Amended definition: income Special definitions for this section, Income, is amended to read as follows:</p> <p>Income</p> <p>The total income from your activities carried out from your insured location. This does not include precept income.</p>
Clause	6350.1	<p>Floating amount insured (Business interruption) The cover under this section applies to all locations occupied by you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for each interruption to your activities however many locations are affected.</p>

Employers' liability clauses in full

Clause	3121.0	<p>Employers Liability Tracing Office (ELTO) – mandatory information required You must provide us with the following information for this section of the policy for each entity insured under this section of the policy:</p> <ol style="list-style-type: none"> 1. Employer name; and 2. Full address of employer including postcode; and 3. HMRC Employer Reference Number (ERN). <p>If any insured entity does not have an ERN, you must provide us with one of the following reasons:</p> <ol style="list-style-type: none"> a. The entity has no employees; or b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; <p>or</p>
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Policy SCHEDULE

c. The entity is not registered in England, Wales, Scotland or Northern Ireland. **You** must inform **us** immediately of any changes to the above information.

Clause **6734.0**

Confirmation of cover: cyber claims

The following is added to **What is covered**:

Cyber claims

We will pay for any claim that is otherwise covered under this section, where such claim arises from a cyber attack, hack or other computer or cyber-related incident.

Public and products liability clauses in full

Clause **6080.0**

Firework and bonfire condition endorsement

The following applies to the whole of this **policy** and is a condition precedent to **our** liability.

We will not make any payment under this insurance unless **you** comply with all of the requirements below.

Whenever **you** are responsible for any firework or bonfire displays at the **insured location**, **you** must ensure that:

1. there is a written risk assessment in place for the proposed event; and
2. the fire brigade have been notified of the details of the event at least seven days before the event is due to take place; and
3. the relevant local authorities have been notified and permission for the event granted and **you** must also ensure that any requirements from the authorities are fully complied with; and
4. all manufacturers' guidelines in respect of the storage and use of fireworks and sparklers are strictly adhered to; and
5. fireworks are purchased from a reputable supplier and are not modified in any way; and
6. all employees or volunteers have received appropriate training (which is recorded in writing) and are aware of the safety procedures for the event; and
7. there is appropriate first aid presence on site, in line with the risk assessment document; and
8. appropriate fire extinguishing equipment is available at the event and employees and volunteers have been instructed in the safe operation and use of such equipment; and
9. all members of the public are kept at least 25 metres from both the display area and any bonfire itself behind appropriate safety fencing; and
10. any bonfire is kept at least 25 metres away from the firework display area and is not located within five metres of any trees, fencing or other combustible material; and
11. any bonfire is kept at least 75 metres away from any premises, car park or storage of any flammable or dangerous material; and
12. there will be no use of accelerants or other flammables on any bonfire; and
13. an appropriate check is made of the weather conditions prior to the event going live, and if appropriate a check is made with the fire brigade as to whether to continue with the event; and
14. at the end of the display, a thorough check is undertaken (which is recorded in writing) of the area to ensure that no potential fire hazards remain. Any bonfire area must be doused in water.

We will not make any payment for any claim or loss arising from firework or bonfire displays unless all of the above criteria have been fully complied with.

Clause **6735.0**

Removal of cover: cyber claims

The following are added to **Special definitions for this section**:

Computer or digital technology

Any **programs**, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services.

Computer or digital technology error

Policy SCHEDULE

Any negligent act, error or omission by anyone in the:

1. creation, handling, entry, modification or maintenance of; or
2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any **computer or digital technology**.

Cyber attack

Any digital attack or interference, whether by a **hacker** or otherwise, designed to:

1. gain access to;
2. extract information from;
3. disrupt access to or the operation of; or
4. cause damage to, any data or **computer or digital technology**, including but not limited to any:
 - a. **programs** designed to damage, disrupt, extract data from, or gain access to any data or **computer or digital technology** including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or
 - b. denial of service attack or distributed denial of service attack.

Hacker

Anyone, including an employee of **yours**, who gains unauthorised access to or unauthorised use of any:

1. **computer or digital technology**; or
2. data held electronically by **you** or on **your** behalf.

Personal data

Any information about an individually identifiable natural person, including any information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual, including but not limited to any information protected by the Data Protection Act 2018, General Data Protection Regulation (EU) 2016/679, or any related, similar or successor legislation or regulation in any jurisdiction.

The following is added to **What is not covered**:

Cyber incidents

We will not make any payment for any claim or part of a claim or loss directly or indirectly due to any:

- a. **cyber attack**;
- b. **hacker**;
- c. **computer or digital technology error**;
- d. any fear or threat of a. to b. above; or
- e. any action taken in controlling, preventing, suppressing, responding or in any way relating to a. to d. above.

Personal data

We will not make any payment for any claim or part of a claim or loss directly or indirectly due to the actual or alleged processing, acquisition, storage, destruction, erasure, loss, alteration, disclosure, use of or access to **personal data**.

Policy SCHEDULE

Clause	705.4	<p>Prior & pending litigation date Prior & pending litigation date 01/09/2025</p>
Clause	3215.0	<p>Amendment of cover: cyber claims (DO) The following are added to Special definitions for this section:</p> <p>Computer or digital technology</p> <p>Any programs, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services.</p> <p>Computer or digital technology error</p> <p>Any negligent act, error or omission by anyone in the:</p> <ol style="list-style-type: none"> 1. creation, handling, entry, modification or maintenance of; or 2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any computer or digital technology. <p>Cyber attack</p> <p>Any digital attack or interference, whether by a hacker or otherwise, designed to:</p> <ol style="list-style-type: none"> 1. gain access to; 2. extract information from; 3. disrupt access to or the operation of; or 4. cause damage to, any data or computer or digital technology, including but not limited to any: <ol style="list-style-type: none"> a. programs designed to damage, disrupt, extract data from, or gain access to any data or computer or digital technology including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or b. denial of service attack or distributed denial of service attack. <p>Data subject</p> <p>Any natural person who is the subject of personal data.</p> <p>Hacker</p> <p>Anyone, including an employee of yours, who gains unauthorised access to or unauthorised use of any:</p> <ol style="list-style-type: none"> 1. computer or digital technology; or 2. data held electronically by you or on your behalf. <p>Personal data</p> <p>Any information about an individually identifiable natural person, including but not limited to such information protected by the Data Protection Act 2018 or the General Data Protection Regulation (EU) 2016/679, including any similar or successor legislation or regulation.</p> <p>Social engineering communication</p> <p>Any request directed to you or someone on your behalf by a person improperly seeking to obtain possession or the transfer to a third-party of virtual currency, money, securities, data or property that such person or third-party is not entitled to.</p> <p>The following is added to What is covered:</p> <p>Additional cover</p>

Policy SCHEDULE

Loss of data resulting from a cyber incident

We will pay on behalf of any **insured person** the **loss** arising from a **claim** against that **insured person**, including any **claim** by any **data subjects** relating to **personal data**, where any such claim is based upon, attributable to or arising from any loss or misuse of data as a direct result of a **cyber attack**, a **hacker** or that **insured person's** own unintentional error. We will not cover **defence costs** in relation to such **claims**.

The following is added to **What is not covered**:

We will not make any payment for any **claim, loss or investigation** based upon, attributable to or arising out of any:

- a. **cyber attack**;
- b. **hacker**;
- c. **computer or digital technology error**;
- d. **social engineering communication**; or
- e. **claims** by any **data subjects** relating to **personal data** arising from a. to d. above.

This exclusion does not apply to any **claim**:

- i. covered under **What is covered, Additional cover**, Loss of data resulting from a cyber incident; or
- ii. brought by you, any shareholder or creditor of **yours** or any **insured person**, directly due to the **insured person's** management of or response to a. to d. above.

Where a **claim** is covered under i. and ii. above, **we** will treat the **claim** as covered under i. **We** will not cover **defence costs** in relation to such **claims**.

The following is added to **How much we will pay**:

The most **we** will pay under **What is covered, Additional cover**, Loss of data resulting from a cyber incident, is the lesser of:

- 1. £250,000; or
- 2. the overall limit of indemnity shown on the schedule,

for the total of all such **claims** and **losses**, including **defence costs**, regardless of the number of **claims** or **losses**. This is included within, and not in addition to, the overall limit of indemnity shown in the schedule.

Clause	3216.0	<p>Amendment of cover: breach of professional duty (DO) What is not covered, Breach of professional duty, is amended to read as follows:</p> <p>Breach of duty to customers</p> <p>We will not make any payment for any claim, loss or investigation where any claim is brought by your client or customer and which arises directly out of any breach of duty by any person in the provision of products or services to that client or customer. This exclusion does not apply to:</p> <ul style="list-style-type: none"> a. legal representation costs or any insurable civil fines or penalties associated with an investigation resulting from the claim; b. any health and safety/manslaughter claim; or c. a claim by any of your shareholders including any shareholder derivative proceedings in your name without your or any insured person's voluntary solicitation, assistance or participation arising from any actual or alleged failure to supervise the performance of any professional services.
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Policy SCHEDULE

Clause	524.0	<p>Commercial legal protection Legal Expenses - cover for up to £100,000 DAS legal advice line: Tel. 0117 933 0626 Please quote policy reference TS5/5997087 in all correspondence For the purpose of Commercial Legal Protection, We/Our means DAS Legal Expenses Insurance Company Limited, who provide the cover and manage all claims under that section.</p>
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Crisis containment: endorsements

Clause	6752.0	<p>Amendment of cover: cyber claims and losses The following are added to Special definitions for this section:</p> <p>Computer or digital technology</p> <p>Any programs, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services.</p> <p>Computer or digital technology error</p> <p>Any negligent act, error or omission by anyone in the:</p> <ol style="list-style-type: none"> 1. creation, handling, entry, modification or maintenance of; or 2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any computer or digital technology. <p>Cyber attack</p> <p>Any digital attack or interference, whether by a hacker or otherwise, designed to:</p> <ol style="list-style-type: none"> 1. gain access to; 2. extract information from; 3. disrupt access to or the operation of; or 4. cause damage to, any data or computer or digital technology, including but not limited to any: <ol style="list-style-type: none"> a. programs designed to damage, disrupt, extract data from, or gain access to any data or computer or digital technology including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or b. denial of service attack or distributed denial of service attack. <p>Hacker</p> <p>Anyone, including an employee of yours, who gains unauthorised access to or unauthorised use of any:</p> <ol style="list-style-type: none"> 1. computer or digital technology; or 2. data held electronically by you or on your behalf. <p>The following is added to What is not covered:</p> <p>Cyber incidents</p> <p>We will not make any payment for any claim or part of a claim or loss directly or indirectly due to any:</p> <ol style="list-style-type: none"> a. cyber attack; b. hacker; c. computer or digital technology error;
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Policy SCHEDULE

d. any fear or threat of a. to b. above; or

e. any action taken in controlling, preventing, suppressing, responding or in any way relating to a. to d. above.

Mental anguish and distress

We will not make any payment for any injury or illness resulting from mental anguish or distress.

Crisis containment: endorsements

Clause

9003.0

Crisis containment provider: Hill & Knowlton

Crisis line contact number (24 hours): +44 (0)800 8402783 / +44 (0)1206 711796

Crisis containment provider: Hill & Knowlton

This contact number will go through to **us** during **working hours**, and will go directly to Hill & Knowlton outside of these hours.

If **you** first become aware of a **crisis** outside of **working hours**, **you** must notify **us** of the **crisis** as soon as possible within **working hours** by telephoning +44 (0)800 8402783 or +44 (0)1206 711796.

Policy SCHEDULE

Clauses - applicable to the whole policy

Clause	6727.0	<p>Additional definition: cyber The following are added to the Property definitions. These amendments only apply to the Property definitions where the Property definitions are incorporated into the Property sections of your policy:</p> <p>Computer or digital technology</p> <p>Any programs, computer network, hardware, software, operational technology, internet-connected device, network-connected device, electronic device, information technology, communications system, including but not limited to any internet-of-things devices, email system, intranet, extranet, website or cloud computing services.</p> <p>Computer or digital technology error</p> <p>Any negligent act, error or omission by anyone in the:</p> <ol style="list-style-type: none"> 1. creation, handling, entry, modification or maintenance of; or 2. on-going operation, maintenance (including but not limited to installation, upgrading or patching) or development of any computer or digital technology. <p>Cyber attack</p> <p>Any digital attack or interference, whether by a hacker or otherwise, designed to:</p> <ol style="list-style-type: none"> 1. gain access to; 2. extract information from; 3. disrupt access to or the operation of; or 4. cause damage to, any data or computer or digital technology, including but not limited to any: <ol style="list-style-type: none"> a. programs designed to damage, disrupt, extract data from, or gain access to any data or computer or digital technology including, but not limited to, malware, wipers, worms, trojans, rootkits, spyware, dishonest adware, crimeware, ransomware, crypto-jacking and other malicious software or viruses; or b. denial of service attack or distributed denial of service attack. <p>Hacker</p> <p>Anyone, including an employee of yours, who gains unauthorised access to or unauthorised use of any:</p> <ol style="list-style-type: none"> 1. computer or digital technology; or 2. data held electronically by you or on your behalf. <p>Program(s)</p> <p>A set of instructions in a computer language which tells a computer how to process data or interact with ancillary equipment, systems or devices.</p>
Clause	603.1	<p>Commercial assistance & legal advice helpline This policy gives you access to a legal advice helpline to assist in the day-to-day running of your business.</p> <p>This helpline is available 24 hours a day, 7 days a week and will ensure you have the best advice when your business is facing legal issues at home or abroad on issues such as:</p> <ul style="list-style-type: none"> • Employment • Prosecutions • Discrimination in the workplace • Health & safety

Policy SCHEDULE

- European law

Helpline number: 44 (0)800 840 2269

Helpline hours: 24 hours a day, 7 days a week

This helpline is provided by DAS Legal Expenses Insurance Company Ltd. as a service for eligible Hiscox policyholders.

Clause

7789.0

Additional Benefit: The Hiscox Risk Academy The Hiscox Risk Academy provides an interactive learning and information management system and assessment centre for you and your employees to help you better manage risks and minimise disruption to your business. The Academy allows you to manage, track and deliver training and assessments in a simple online environment. The interactive training is tailored to the needs of your business and covers topics including fire safety, slips, trips and falls as well as mental health awareness. The editable documents and templates allow you to identify and monitor risks in your own workplace. This service is provided as a complimentary part of your policy with Hiscox and can be accessed by registering at riskacademy.hiscox.co.uk

Policy SCHEDULE

INFORMATION ABOUT US

This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

Name	Hiscox Underwriting Limited
Registered address	22 Bishopsgate, London, EC2N 4BQ, United Kingdom
Company registration	Registered in England number 02372789
Status	Authorised and regulated by the Financial Conduct Authority

Insurers

These insurers provide cover as specified in each section of the schedule.

Name	Hiscox Underwriting Limited
Registered address	1 Great St. Helens London EC3A 6HX United Kingdom
Company registration	Registered in England number 00070234
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

Name	DAS Legal Expenses Insurance Company Limited
Registered address	DAS House, Quay Side, Temple Back Bristol BS1 6NH United Kingdom
Company registration	Registered in England number 00103274
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

Broker Name	Arthur J. Gallagher Insurance Brokers Limited
Registered address	Spectrum Building 7 th Floor 55 Blythswood Street Glasgow G2 7AT
Company registration	Registered in Scotland. Company Number SC108909
Status	Authorised and regulated by the Financial Conduct Authority



Caistor Town Council – Investment Strategy Policy 2026–2027

1. Introduction

This Investment Strategy has been prepared in accordance with the Local Government Act 2003 and the Ministry of Housing, Communities and Local Government (MHCLG) Statutory Guidance on Local Government Investments (3rd Edition, 2018).

It outlines how the council manages surplus funds, ensuring security, liquidity, and appropriate return.

2. Purpose and Scope

The purpose of this strategy is to:

- Set out how the council will invest its surplus funds responsibly
- Confirm the types of investments permitted
- Outline the council's risk management and governance framework

This strategy applies to all financial investments held by the council and is reviewed annually as part of the budget setting process.

3. Council's Financial Position

At the start of the 2026–27 financial year, the council expects to hold (subject to final accounts):

- Operating costs (annual): approx. £167,850
- General reserves (target 40%): £67,140
- Earmarked reserves: £42,540
- Bank balance at year start: up to £257,770
- Additional income expected throughout the year: £15,000

4. Investment Objectives

The council's investment priorities are:

1. **Security** – Protecting the capital sum invested
2. **Liquidity** – Ensuring funds are available when required
3. **Yield** – Generating a modest return within acceptable risk levels

The council does not engage in borrowing for investment purposes or in high-risk investment activity.

5. Approved Investment Instruments

Only the following low-risk instruments may be used:

- UK Government-backed accounts (e.g. National Savings & Investments)
- Banks or building societies authorised by the Financial Services Compensation Scheme (FSCS)
- Local Authority short-term deposits
- AAA-rated Money Market Funds with daily access

6. Risk Management

The council will adopt a prudent approach to managing investment risk:

- Diversify investments to spread risk and remain within FSCS protection limits
- Monitor institutions' credit ratings and financial standing annually
- Avoid investments with high volatility or long-term illiquidity
- Aim for no more than £120,000 to be held in any single institution (aligned with updated FSCS limit)
- Ensure investment durations align with cash flow requirements

7. Monitoring and Review

- The strategy will be reviewed annually during the budget process
- A quarterly investment report will be reviewed by the Finance Committee
- Adjustments may be made in response to economic conditions or council requirements

8. Governance and Compliance

- Investments must be authorised by the Clerk/Responsible Financial Officer (RFO) under the direction of the Finance Committee
- All investment activity must comply with relevant legislation and guidance, including:
 - Local Government Act 2003
 - MHCLG Statutory Investment Guidance (2018)

Report of District Councillor Owen Bierley to Caistor Town Council,

14th May 2026

(Prepared Monday, 4th May)

Community

A new financial support mechanism, the Crisis and Resilience Fund (CRF), has been introduced by Government to help some of the most vulnerable in society. Although effectively a successor to the former Household Support Fund, it does differ significantly in both detail and distribution. For example, with regard to the impact the ongoing conflict in the Middle East is having on rural communities, specifically on the price of heating oil, here a link to the new CRF Oil Fund that is being administered by the Lincolnshire Community Foundation on behalf of the District Council: <https://lincolnshirecf.co.uk/wloil/> Advice is, of course, also available from our own advisor team.

The Renters' Rights Act, which represents the most significant reform of the private rented sector for many years, came into effect on Friday, 1st May, though further phases of change are intended to follow. This legislation introduces a wide range of new requirements for landlords alongside strengthened protection for tenants, with the stated aim of significantly improving standards throughout the sector. There will inevitably be a period of readjustment and realignment in the rental market that, given its importance to our area, the District Council will monitor very closely.

Churches in our area, including St Peter's in Great Limber, St Edmund's in Riby and both the Methodist Church and St Peter and St Paul's in Caistor, will open as part of the thirtieth annual West Lindsey Churches Festival on Saturday, 9th and Sunday, 10th May. This year a record 119 churches are taking part with those to the west opening on Saturday, 16th and Sunday, 17th May. For additional, more detailed, information including a superb brochure that is available either to view or to download, please visit: <https://churchesfestival.info>

The Lincolnshire Wolds Outdoor Festival runs from Saturday, 16th to Sunday, 31st May this year, offering over 120 amazing events and activities across a multitude of locations, with many of them entirely free of charge or at a reduced cost. From walking and cycling to family-friendly discovery sessions and wellbeing experiences, the festival is about making outdoor activity accessible to everyone. For further information and for an up to date programme please visit the website at: <https://woldsoutdoorfestival.com/activities> This auspicious year also marks the 50th anniversary of the opening of the 149 mile Viking Way long distance footpath that runs between the Humber Bridge and Oakham in Rutland, passing through Caistor and the Wolds en-route.

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?

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

☎ 01469 560865 owen@bierley.com

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 no fewer than six active in and around Caistor) continue to generate significant 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, existing (and potential new) supporters could win a £1,000.00 IKEA Gift Card in the Super Draw on Saturday, 30th May, with the option to take that amount in cash! 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 for the organisation also generates a further 20p for the Community Fund!

Although the Ministry of Housing, Communities and Local Government (MHCLG) is expected to announce their preferred option for the future of local government in Lincolnshire during July, definitive proposals are not anticipated to be published until late this year. Based on the timelines already advised the local elections due on Thursday, 6th May 2027 are likely to be used to form new shadow (successor) authorities that would become operational on vesting day, 1st April 2028. In this scenario the term of office of councillors in the existing borough and district councils would be extended for a further year. 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.

Our newly adopted Community Asset Transfer Policy applies to selected freehold assets owned by, or under the stewardship of, the District Council. It outlines how requests will be assessed, including consideration of organisational capacity, governance, risk management, long-term sustainability and the wider social, economic and environmental benefits of the proposal. As such it is expected to strengthen partnership working between the Council, Town and Parish Councils and community organisations to safeguard valued assets and support community wellbeing throughout West Lindsey, supplementing the Assets of Community Value opportunity.

Environment

The Council's weekly food waste collection service commenced on Monday, 30th March and the early indications are that it is not only appreciated, but also well supported by householders within the district. Material collected is processed at Hemswell Cliff where it is used to generate electricity, produce gas and provide other resources such as a nutrient rich biofertiliser. Crucially, this will significantly improve recycling rates with huge thanks going to residents!

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>

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

☎ 01469 560865 owen@bierley.com

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 14th 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

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 Personnel and Finance Committee held at 7.00 at the Caistor Town Hall on 28 April 2026

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Cox, Cllr L. Milner, Cllr P. Morris,
In Attendance: Michelle Moss,
Members of public present: 0

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 5000**

Prior to the meeting starting, It was RESOLVED that Cllr Wright would Chair the meeting in the absence of Cllr Bowman.
No interests declared.
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5001**

Apologies received from Cllrs Bowman and A.Clark.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 5002**

None.
- 4. To review and approve the draft minutes from 28th October 2025 meeting - Ref: 5003**

The draft minutes had been circulated prior to the meeting.
RESOLVED to approve the minutes of the meeting of 28th October 2025 as a true record of the meeting. 2 Councillors abstained as they were not at the meeting.
2 abstained
- 5. To review and approve the draft minutes from the inquorate meeting of 16th December 2025 - Ref: 5004**

RESOLVED that the minutes noting that no business was conducted are a true record of the inquorate meeting of 16th December 2026.
All in favour
- 6. Finance - Ref: 5005**
 - a. To review the projected spend against budget forecast - No data currently - Ref: 5006**

Not reviewed.
 - b. To review the Investment strategy including to consider the impact of the FSCA compensation increase to £120k and agree action - Ref: 5007**

It was noted that the investment strategy had been amended to reflect the current financial position and the revised FSCA compensation limit.
RESOLVED to approve the revised investment strategy for 2026/27.
All in favour
 - c. To review the latest version of the asset register and make any recommendations for consideration by Full Council - Ref: 5008**

It was noted that the new market signs are not included on the register.
RESOLVED to include the market signs on the asset register and recommend approval by full council.
All in favour
- 7. Policy - to review the following policies and make recommendations for consideration by full council - Ref: 5009**
 - a. Policy review - Risk register - Ref: 5010**

The changes to the risk register were noted, including the higher risk relating to the historic burials in the cemetery. RESOLVED to recommend the risk register for approval by full council.

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



All in favour

b. Policy review - CTC standing orders - Ref: 5011

The proposals for updated standing orders had been circulated prior to the meeting. Proposed amendments included a section permitting a vote of no confidence in a councillor. Cllrs also requested that the Chair or vice chair of the council are permitted to handle some staffing matters outlined in section 11.

RESOLVED to recommend the revised Standing Orders for approval by full council to include the section on vote of no confidence in a councillor and that the section on Handling Staff Matters be amended to reflect that either the chair or vice chair of the council should be included as: a person to notify of absence; able to conduct the clerks review alongside another member of personnel committee; able to handle grievance matters of the clerk.

All in favour

c. Policy review - CTC financial regulations - Ref: 5012

It was noted that a few minor amendments have been made to the draft financial regulations, including a request from the Estates committee that where the clerk has been unable to secure 3 quotes for contracts above £5000 within 60 days that the committee may refer to full council to request progression without 3 quotes.

RESOLVED to recommend the financial regulations to full council with the following changes:

1 - 5.8. Where the clerk has been unable to secure 3 quotes for work exceeding £5000 within 60 days, following due consideration the council may elect to suspend the regulation to require 3 quotes.

2 - 5.15. Under exceptional circumstances, where the clerk is not contactable, the Chair of the council be permitted to authorise expenditure of up to £500 ex VAT.

3 - 11.3. Either the full council or a relevant committee may agree changes to employees pay. Where a personnel committee exists the authority is delegated to the committee.

All in favour

d. Policy review - Non-payment policy - Ref: 5013

It was noted that no changes have been proposed to the policy.

RESOLVED to approve the policy.

All in favour

e. Policy review - Terms of Reference - Personnel and Finance Committee - Ref: 5014

RESOLVED to recommend the terms of reference for approval by full council with the inclusion of: the ability for the chair or vice chair of the council to conduct the annual appraisal of the clerk alongside a representative from the P&F committee; and that P&F can determine pay and contractual conditions for employees in line with industry recommended salary scales.

All in favour

8. To resolve to exclude press and public, in accordance with the Public Bodies (Admission to Meetings) Act 1960, for the remainder of the meeting due to the confidential nature of the items - Ref: 5015

RESOLVED to exclude press and public for the remainder of the meeting.

All in favour

9. To receive the employment law update from PAS Ltd and consider any action - Ref: 5016

The newsletters were considered and noted.

10. Review expenses and allowances policy and consider better alignment with the Green Book - HMRC approved payment guidance - Ref: 5017

The revised policy and report had been circulated for consideration prior to the meeting.

RESOLVED to approve the amended policy wef 01.05.26 including the alignment of mileage rates to 45p per mile for the first 10000 business miles and 25p per mile thereafter per annum, and leave the essential car users allowance at the current rate.

All in favour

11. To receive the annual review for the Estates Operative - Ref: 5018

It was noted that Cllr Cox and the clerk completed the annual review for Mike Crookes. The review documents

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



had been circulated to the committee prior to the meeting.

12. To consider the annual salary review for staff - Ref: 5019

RESOLVED to increase the hourly rate of both employees by one point on the SCP scale with effect from 1st May 2026.

All in favour

13. Review Vexatious complainant list and agree any action - Ref: 5020

It was noted that the current vexatious complainant had been on the log for 12 months. RESOLVED to remove the vexatious complainant from the list.

All in favour

Meeting closed at 8.05pm



Public Tracking Report

AGAR	Ref: 22091	Created: 04/04/2023
CS&SC repairs and maintenance	Ref: 24321	Created: 10/08/2023
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
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
Refurb and paint the gates on SSP - Mike C	Ref: 26952	Created: 25/03/2026

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



General Agreement

This agreement sets out the terms and conditions for the casual use of **Caistor Town Council's South St Park** for community events and activities.

1. **Advance Notice:** Applications for use of the park must be submitted to Caistor Town Council **no less than 28 days** prior to the proposed date(s). The Council reserves the right to refuse applications submitted after this period.
2. **Council Discretion:** The Council reserves the right to cancel or suspend any booking if the park area is deemed unsuitable due to weather, ground conditions, safety concerns, or other operational reasons. The Council shall not be liable for any costs incurred by the user as a result of such cancellation.

Liability and Insurance

3. **Insurance Requirement:** It is a mandatory requirement for all groups or organisations using the facility to take out their own Public Liability Insurance to a recommended level of at least £5 million. Proof of valid insurance must be provided to the town clerk at least 14 days prior to the event.
4. **Risk Assessment:** The user must conduct a full risk assessment of their event and provide a copy of the assessment to the town clerk at least 14 days prior to the event. Users are expected to mitigate and manage all identified risks appropriately.
5. **Indemnity:** The user shall be responsible for any accident howsoever caused, resulting in death or personal injury to another, unless such death or injury has been caused by the proven negligence of the Council.
6. **Council Liability:** Caistor Town Council cannot accept any liability for loss, damage, or injury sustained by the user or any person participating in the event.
7. **Property Loss:** The Council shall not be responsible or liable in respect of any damage or loss of any property placed or left at or in the facility.

Event Management and Conduct

7. **Area Inspection:** It is the responsibility of the organising group/casual user to inspect the intended area of use to ensure it is suitable and safe prior to the commencement of the activity.
8. **First Aid:** The user is responsible for the provision of adequate first aid equipment and personnel for the duration of the event.
9. **Accident Reporting:** All accidents and incidents must be reported to the Council as soon as possible and in any case within 48 hours.
10. **Equipment Use:** Use of any Council-owned equipment (e.g., barriers, power points, signage) must be approved in advance by the Town Clerk or designated officer, and used in accordance with any instructions provided.
11. **Conduct:** The user shall not permit anything to take place at or in the facility during the period of use which is unlawful, contrary to public decency, or in such way endangers any licence held in connection with the facility.
12. **Vehicle Access:** Vehicle access will only be permitted where essential and pre-approved. Any authorised vehicle movement must be supervised and limited to setup and takedown periods.
13. **Noise and Hours of Use:** Events must not create excessive noise or run beyond the hours agreed with the Council. The Council reserves the right to terminate any activity causing unreasonable disturbance. The council will provide time and noise conditions specific to each event.

Damage and Cleanliness

14. **Facility Care:** The park area and any associated facilities must be looked after by the user. No damage is acceptable.
15. **Reimbursement:** The user will reimburse Caistor Town Council for any expenditure incurred in making good any damage to the facility, and any areas where enhanced cleaning is required.

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



16. **Barring:** Any users or groups found to be abusing the facilities and/or Council staff will be barred from future use of the Council's facilities.
 17. **Waste management:** The user is responsible for ensuring all waste and litter generated by the event are removed from the site immediately following the event.
-

Agreement to these Terms and Conditions:

Organisation/Group Name:.....[Caistor Community Cinema](#).....

Main Contact Name:[Sally Allison / Jayne Bowman](#).....

Signature (on behalf of Organisation/Group):[Jayne Bowman](#).....

Date:[15/04/2026](#).....

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:

[Annual Outdoor Cinema screening on Saturday September 5th 2026.](#)
[Setup in the park from 5pm, screen to start when dusk.](#)
[Electricity needed.](#)
[Rob Turner in charge of sound and sound checks.](#)
[Vehicle movement for equipment onto site on Saturday.](#)
[Equipment movement off site on Sunday following the Proms in the Park event.](#)

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

Name:

Signature:

Date:

Conditions:



Caistor Sports Ground

Football and Cricket pitch casual use terms and conditions

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

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



Caistor Sports Ground

Agreement to these terms and conditions:

Name. Joe Moloney Signature. J P MOLONEY

Date. 05/05/25

Organisation. Caistor Grammar School (u13s mixed, u15s mixed and the all girls team)

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

May-July – Dates will be confirmed with Caistor CC once fixtures are confirmed. Last year we probably played 6/7 fixtures. Thanks for your support!

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

Please contact Caistor Cricket Club or Caistor Tennyson Football Club.

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

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

Date.....

Email from WLDC regarding commercial waste services

From: West Lindsey - Do Not Reply <DoNotReply@west-lindsey.gov.uk>

Sent: 02 April 2026 11:03

To: clerk@caistortowncouncil.gov.uk

Subject: Your Annual Waste Transfer Note from West Lindsey District Council

Dear Customer

Your Customer Reference 101015

I hope that our commercial waste service is working well for you at **Caistor Town Council - South Street Park**. You will be aware that it is a legal requirement for Waste Transfer Notes to be issued for commercial waste collections.

As a producer of waste you have a duty of care to ensure that your waste is disposed of correctly. When you pass your waste to someone else a Waste Transfer Note must be issued. **As collector of your waste, we have produced a waste transfer note on your behalf.** As we collect your waste on a regular basis we are able to issue a 'season ticket' as it covers regular collections and this runs for 12 months until 31 March 2027.

All you need to do is to check Section A, adding any other details of the description of the waste where necessary, and to sign both copies at Section D at the bottom of the page and send a copy back to us.

You should be aware that by signing this document you are confirming that you have complied with Regulation 12 of the Waste Regulations 2011. Basically, this means that you have taken steps to reduce your waste where possible and to recycle as much as you can.

The signed Waste Transfer Note should preferably be e-mailed to commercialwastesolutions@west-lindsey.gov.uk or it can be posted to The Guildhall, Marshalls Yard, Beaumont Street, Gainsborough DN21 2NA. You need to retain the second copy for your files, for a period of at least two years.

Please see our Terms and Conditions on pages two and three of the document. By joining our service, you agree to our terms and conditions.

If you have any queries regarding our commercial waste collection service, please do not hesitate to contact Clare, Joe or Rob in our Commercial Waste Team on 01427 675124 or email commercialwastesolutions@west-lindsey.gov.uk.

Kind regards

Your Commercial Waste Team

Cllr. David Dobbie
Liberal Democrat Group Leader
Gainsborough Town Council.

To *Caister* Town Council.

At the February Gainsborough Town Council meeting we discussed our correspondence to West Lindsey District Council over the chance of the devolution of Assets to our Council due to the forthcoming Local Government Reorganisation over the next couple of years (FC26/164).

We decided to write a letter to the Chief Executive of WLDC raising these issues. I asked our Council to inform yours of what we were doing, as we had written to you previously, but the Leader of Council & Clerk said they were too busy. After discussing it with my group I was tasked with sending a copy of our letter to you so that you would know how we are proceeding.

This letter is for information only, as we felt it might be useful to your Council to know how others are proceeding.

Kindest Regards



Liberal Democrat Group Leader on Gainsborough Town Council.



3 February 2026

Mr Paul Burkinshaw
Chief Executive
West Lindsey District Council
Guildhall, Marshall's Yard
Gainsborough, Lincolnshire
DN21 2NA

Dear Mr Burkinshaw,

Subject: Community Asset Transfer – Task & Finish Group Recommendations and Rationale

Further to my letter dated 8 September 2025 regarding the initiation of discussions on Community Asset Transfers, I am writing on behalf of Gainsborough Town Council to formally advise you of the outcomes of the Full Council meeting held on Tuesday 3 February 2026.

Following detailed consideration of information provided by West Lindsey District Council, including indicative maintenance costs and asset responsibilities, the Task & Finish Group resolved to recommend to Full Council that discussions commence, in principle, on the transfer of a number of assets. These recommendations reflect a strategic approach to local stewardship, service continuity, and the protection of key community spaces, particularly in the context of forthcoming local government reorganisation.

The Town Council's rationale for seeking transfer of the identified sites is set out below, including their current use and intended or prospective future use.

Operational Assets

Marshall's Sports Ground – Building and Land

Current use: Community sports facilities, including pavilion and playing fields, supporting organised sport and recreational activity.

Reason for transfer: The Town Council already has a strong operational and governance interest in community sport provision within Gainsborough. Local ownership would enable more responsive management, improved maintenance planning, and protection from inappropriate development and ensure standards reflect community expectations.

Prospective use: Continued use as a multi-sport community facility, with potential for facility enhancement, improved accessibility, and stronger integration with local sports development initiatives.

Levellings

Current use: Public open space, play areas, and a football pitch used for recreation, events, and informal leisure.

Reason for transfer: The Levellings is a prominent and well-used public space. Local stewardship would allow decisions to be made with direct regard to community needs and



town-wide events.

Prospective use: Retention as a public open space, with opportunities to enhance its role as a venue for community events and informal recreation.

Richmond House and Gardens

Current use: Council offices, public play area, and gardens, serving as a civic and community hub.

Reason for transfer: Richmond House is already central to the Town Council's operations and identity. Bringing both the building and gardens under unified local control would simplify governance and support coherent long-term planning.

Prospective use: Continued civic, administrative and community use, alongside preservation and enhancement of the gardens as a valued public amenity.

Roses Sports Ground – Building and Land

Current use: Sub-leased to Gainsborough Trinity Foundation, providing community sports facilities supporting organised sport and local clubs.

Reason for transfer: As with other sports assets, local ownership would allow closer partnership working with the Gainsborough Trinity Foundation, improved alignment with community priorities, and more flexible management arrangements.

Prospective use: Ongoing sports use, with potential improvements to facilities, sustainability, and community access.

Possible Future Operational Assets

Cox's Hill Nursery Site

Current use: Vacant/underutilised land, former contractor compound.

Reason for transfer: The site presents an opportunity for future burial land. Burial provision is a core local service, and Town Council involvement would support continuity, sensitivity, and long-term planning.

Prospective use: Development of burial land to meet identified future demand within Gainsborough.

General Cemetery Land

Current use: Vacant/underutilised land.

Reason for transfer: To enable provision of cremated remains graves and the development of a memorial or reflection garden.

Prospective use: Development of burial land to meet identified future demand within Gainsborough.

Queensfield Playing Field

Current use: Public playing field and recreational open space.

Reason for transfer: The site presents an opportunity for future burial land to extend North Warren Cemetery and could serve Morton residents, as their burial ground has limited capacity remaining.

Prospective use: Potential future burial land to support the extension of North Warren



Cemetery. Development would be subject to appropriate assessment and consultation and would provide a sustainable long-term solution to burial capacity pressures.

Richmond House Lodge

Current use: Ancillary property associated with Richmond House.

Reason for transfer: Transfer would support coherent management of the wider Richmond House estate.

Prospective use: Continued ancillary or community-supporting use, aligned with the operational needs of Richmond House and the surrounding gardens.

Protection of Public Green Spaces

The Town Council is particularly keen to ensure the long-term protection of valued public green spaces through local ownership or appropriate safeguards, including:

- **Land at Ashcroft Road (Play Park)**
- **Baltic Mill Land**
- **Whitton Gardens**
- **Caskgate Street Land (Former Guildhall Site)**
- **Corringham Road (The Gap)**

Current use: Public open spaces providing recreational, environmental, and amenity value.

Reason for transfer: These sites contribute significantly to the character, health, and wellbeing of the town. Local stewardship would help protect them from future uncertainty and ensure decisions remain community-focused.

Prospective use: Continued use as public green spaces, with maintenance and enhancement prioritised in line with community expectations and environmental sustainability.

Gainsborough Town Council recognises that the transfer of assets brings both opportunities and responsibilities. The Council also recognises that asset transfer requires careful consideration of long-term financial sustainability, maintenance liabilities, and governance arrangements. Any proposed transfer would therefore be subject to further due diligence, including condition surveys, business planning, and agreement on appropriate terms, to ensure the assets can be managed responsibly for the long-term benefit of the community.

We would welcome the opportunity to continue discussions with West Lindsey District Council to explore the practical, legal, and financial considerations associated with these proposed transfers and to agree next steps.

Thank you for your continued engagement, and I look forward to working collaboratively to progress this matter.

Yours sincerely,
Rachel Allbones
Town Clerk

Application number: WL/2026/00180

Proposal: Planning for the Installation of a 49.9MW capacity solar farm with supporting infrastructure

Location: Airfield Farm, North Kelsey Road, Caistor, LN7 6BF

Response to Caistor Parish Council Comments and Questions

Loss of Agricultural Land (National Planning Policy Framework - NPPF, Para 174, 174c)

The proposed site is Grade 3b agricultural land, currently used for grazing and pig farming. Paragraph 174(c) of the NPPF states that planning decisions should "recognise the intrinsic character and beauty of the countryside and the wider benefits from natural capital and ecosystem service." The permanent loss of productive agricultural land conflicts with this principle and represents a long-term reduction in the agricultural resource. Once agricultural land is lost to solar infrastructure, it is highly unlikely to be returned to active farming.

An Agricultural Land Quality Assessment was prepared by Kernon Countryside Consultants Ltd (provided as Appendix 1 to the application). This is a standard study following Natural England guidance that all solar farm developers must submit in support of their application. We confirm that the solar farm has been designed to be grazed by sheep during operation and will be returned to its current condition following decommissioning.

Risk to Water Quality and Ecosystems (NPPF Para 174b, Local Plan Policy)

The site is adjacent to a local beck/stream. NPPF Para 174(b) requires planning decisions to avoid "pollution and land instability." The proximity of infrastructure to the watercourse presents a significant risk of contamination from potential leakage, chemical runoff from panel cleaning, or accidental discharge. The application provides insufficient detail on drainage, containment, or safeguards to prevent pollution, in conflict with both NPPF principles and the local plan's environmental protection policies.

Only water is used to clean the panels so there will be no risk of chemical runoff.

The cable will be directionally drilled under the stream to avoid any harm to it.

A Flood Risk Assessment was undertaken by Calibro Consultants Ltd (provided as Appendix 4 to the application), concluded that *'the proposed development and its users will be safe from all forms of flooding and provide a betterment in terms of downstream flood risk and pollution and therefore meets the aims of NPPF with regards to flood risk and drainage'*.

Potential Future Battery Storage (Local Plan Policy & Safety Concerns)

Although no battery storage is proposed in this application, experience from other solar developments demonstrates that separate applications for batteries often follow. Batteries, particularly lithium-ion units, present fire and safety risks that are difficult to mitigate once installed. The lack of clarity on future storage facilities constitutes an unresolved material consideration that should weigh against approval.

The solar farm has been sized based on the grid capacity available on the local network, meaning it is able to export every kWh of electricity it generates, i.e. none will be wasted.

Landscape and Visual Impact - AONB Consideration (NPPF Para 176, Local Plan)

The Council notes that proposals are under consideration to extend the Area of Outstanding Natural Beauty (AONB) to include the Caistor area. Paragraph 176 of the NPPF requires that development in or affecting AONBs should have significant regard for the protection and enhancement of the landscape. In light of potential AONB designation, the determination of this application should be deferred until the outcome of the proposed AONB extension is confirmed.

The Landscape and Visual Appraisal (LVA) (provided as Appendix 6 to the application) considered the existing Lincolnshire Wolds National Landscape boundary. Whilst it is appreciated there is a proposal to extend this National Landscape, there is currently no published timescale for the consultation process in respect of the extension. As such it is judged that the current assessment is valid.

Lack of Clarity in Layout and Site Management

The application lacks sufficient detail to fully assess site layout, infrastructure arrangements, and environmental safeguards. Clear and precise plans are required to demonstrate that environmental, agricultural, and landscape impacts have been fully considered, as expected under both national and local planning guidance.

The site layout (provided as Figure 2 to the application) as well as infrastructure and design specifications (provided as Figure 4 to 14 to the application) are detailed within the figures book, submitted alongside the planning application.

A Landscape and Ecological Management Plan (LEMP) was undertaken by Neo Environmental Ltd (provided as Figure 18 and at Appendix 5 to the application), this is to ensure the long-term protection, enhancement and maintenance of the site. Biodiversity Net Gain (BNG) targets will be met and exceeded.

The solar farm has been designed to be grazed by sheep during operation and will be returned to its current condition following decommissioning.

A Landscape and Visual Appraisal was completed by Viento Environmental Ltd (provided as Appendix 6 to the application) which assessed the proposed developments effect on the landscape character and visual amenity of the local area (5km radius). The conclusion of the assessment was *'any landscape and visual effects would be very limited'*.