



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on
Thursday 13 August 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
06/08/2026

AGENDA

1. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1)
2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance of section 22 of the Localism Act 2011
3. Public Session (10 minutes, during which the meeting is suspended)
4. Chairmans Report
5. To approve the draft minutes of 9th July 2026
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31.07.2026
 - b) To approve the Schedule of Payments
7. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):-
 - a) Lincolnshire Police
 - ai) To consider the email from police about anti-social behaviour at the sports ground car park and consider any preventative measures
 - b) West Lindsey District Council.
 - c) Lincolnshire County Council
 - d) Community Groups
 - e) CDCT - 2-4 Market Place
8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision)
 - a) Personnel and Finance Committee(next meeting 25th August 2026)
 - ai) To consider the insurance renewal cover and quotes for CTC which is due for renewal on 1st September 2026
 - b) Estates Committee
 - bi) To receive the draft minutes from the estates Committee meeting of 28th July 2026



- bii) To receive a report on the CS&SC roof and consider allocating funds for a structural survey of the CS&SC roof
 - biii) To resolve to allocate £600 from ERM for tree work to this years budget to get the necessary tree work done in the cemetery
 - biv) To consider the recommendation from Estates Committee to proceed with the removal of the spoil pile from the cemetery this financial year, and the proposal to reallocate money from the Ear Marked reserves for Cornhill to progress the work (estimated £2910 excluding labour).
 - c) Health and Safety Working Group (next meeting 8th September 2026)
9. To consider possible arrangements and any budget provision for marking the Tour of Britain passing through Caistor on 2 September 2026.
10. To consider the Bowls club enquiry regarding replacement building
11. To consider the arrangements for the christmas tree and decorations for this year
12. To consider any projects, improvements or initiatives that may be required for next financial year to agree a process for prioritising them
13. To review the cover requirements needed for the Saturday market
14. Clerks Report & Parish Matters
- a) To consider request from resident to have a bouncy castle on the sports ground as part of their childs party at CS&SC
 - b) Review Tracking Report
15. To note any planning decisions (NONE RECEIVED)
16. To review the planning applications received and agree a response
- a) WL/2026/00631 | Partial demolition of attached garage and rear extension, proposed new rear and side extension, roof conversion, detached garage, internal alterations, and new access drive | 37 NETTLETON ROAD
 - b) WL/2026/00663 | Erect detached garage and workshop with undercroft storage | 19 SPORTS VIEW, NORTH KELSEY ROAD
 - c) WL/2026/00665 | Listed building consent for extension in width of the existing internal opening | 17 PRIVATE ACCOMMODATION, SOUTH STREET
 - d) WL/2026/00671 | Notification under Electricity Act 1989: Overhead Lines (Exemption) (England and Wales) Regulations 2009 - YP30885 - Replace existing open wire conductors with Aerial Bunched Conductor | LAND AT NORTH KELSEY ROAD, CAISTOR
17. Date of next meeting - 10th September 2026



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

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner,
Cllr A. Clark, Cllr T. Cox, Cllr A. Crookes,
In Attendance: Michelle Moss, District Cllr A. Lawrence,
Members of public present: 1

- 1. To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5196**
Apologies received from Cllrs Morris, Lyus, N. Clark, Bowman and Priestley.
Apologies also received from County Cllr Bean and District Cllr Bierley.
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) in accordance of section 22 of the Localism Act 2011 - Ref: 5197**
Cllr Davey noted interests in agenda items 10c and 10b.
- 3. Public Session (10 minutes, during which the meeting is suspended) - Ref: 5198**
None.
- 4. Chairmans Report - Ref: 5199**
Cllr Wright noted he had attended an afternoon with the Lincolnshire/Caistor friendship group and the Caistor cares summer afternoon tea. Both events were well supported, well organised and very enjoyable.
- 5. To approve the draft minutes of 14th May 2026 - Ref: 5200**
RESOLVED that the draft minutes of the meeting of 14th May 2026 be approved as a true record of the meeting and signed by the Chair.
All in favour
- 6. To consider the applications for co-option to the council - Ref: 5201**
One application had been received for the vacancy. Alan Crookes gave a short account of his experience and why he would make a good councillor.
RESOLVED to co-opt Alan Crookes onto the council as a councillor.
After signing the declaration of acceptance of office, Cllr Crookes joined the meeting.
All in favour
- 7. Finance - Ref: 5202**
 - a) To approve the Accounting Statements and bank reconciliation for period ending 30/06/2026 - Ref: 5203**
The accounting statements, bank statements and bank reconciliation had been circulated prior to the meeting.
RESOLVED to approve the accounting statements for the period ending 30th June 2026.
All in favour
 - b) To approve the Schedule of Payments - Ref: 5204**
The schedule of payments had been circulated to all councillors prior to the meeting.
RESOLVED to approve the schedule of payments which totalled £37565.46.
All in favour
- 8. Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 5205**
 - a) Lincolnshire Police - Ref: 5206**
No report had been received. The last report online was from April 2026.
 - b) West Lindsey District Council. - Ref: 5207**
Cllrs Beirleys report had been circulated to councillors prior to the meeting.
Cllr Hosdon noted an increase in fly tipping.
 - bi) To consider the Email from WLDC about possible refurbishment of the public toilets at the town hall**

Signature:



and WLDC Asset transfer policy - Ref: 5208

Following a brief discussion it was RESOLVED that Caistor Town Council do not wish to adopt the toilets in an asset transfer from WLDC.

All in favour

bii) To receive the update from WLDC Chief Exec regarding the Southdale site - Ref: 5209

The letter had been circulated to councillors prior to the meeting. Cllrs questioned the potential options for sub-division of the site and asked for more information on this.

c) Lincolnshire County Council - Ref: 5210

Cllr bean was not able to attend the meeting but had emailed an update:

Moor Lane.

The highways team attended to carry out some more extensive repairs on the two worst sections of this road until we can get the whole road resurfaced, unfortunately Anglian Water were on site so the team could not carry out the repairs, as soon as Anglian Water have finished the team will return to carry out the repairs.

Westbrooke Grove.

This whole area is scheduled for resurfacing in 2028/2029, however due to the poor condition of the surface we are trying to get a small works plan put in place to carry out more extensive repairs to make this area safer until the full resurfacing scheme can be done.

Drains.

I have actively lobbied the highways team regarding several blocked drains around the town including Plough Hill, Westbrooke Grove, Cromwell View, Castle Hill, and Church Street. Although the initial response from FixMyStreet was that these drains were not a priority as they would not cause property flooding, I have successfully argued that this is not acceptable and these drains will now be cleared as soon as a team is available.

Caistor Top.

Although this is a long-term project I continue to lobby both the executive councillor for highways and the county council leaders regarding the funding to replace this junction with a roundabout. Whilst it is still early days I can confirm that the executive councillor for highways is talking to his team about this project and some planning work is being done.

ci) To consider the updated proposals for waiting restrictions at Cornhill and agree a response - Ref: 5211

It was noted that Highways have received several objections about the inclusion of a loading bay and disabled bay on the Cornhill parking site. Highways recommendation is to abandon the TRO as loading is infrequent and blue badge holders have choices to park on double yellow lines nearby. Whilst councillors were not entirely in agreement of this, they agreed to support the final proposal but asked for it to be monitored by LCC.

cii) To review whether the council want to lease the old ambulance garage from LCC on a repairing lease with £0 rent - Ref: 5212

RESOLVED that the council do not want to lease the old ambulance garage from LCC on a repairing lease.

All in favour

d) Community Groups - Ref: 5213

di) To receive the minutes and reports from the Town Hall Management Committee meeting and AGM - Ref: 5214

The reports and minutes had been circulated prior to the meeting. The contents were noted.

It was also noted that the town hall management committee had recently completed quite a lot of maintenance works and improvements per the fire risk assessment.

e) CDCT - 2-4 Market Place - Ref: 5215

No Update received.

It was agreed that Cllr Wright would contact Neil Castle to ask for an update.



9. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 5216

a) Personnel and Finance Committee - no meeting held - Ref: 5217

None.

ai) Election of 5th Member to the Personnel and Finance Committee - Ref: 5218

RESOLVED to appoint Cllr Davey onto the Personnel and Finance Committee.

b) Estates Committee - Ref: 5219

bi) To receive the draft minutes from the Estates Committee meeting 23rd June 2026 - Ref: 5220

Received and noted.

bii) To share the list of required works to our assets and establish a structured and prioritised approach to Estates Work - Ref: 5221

The asset inspection report had been circulated to councillors prior to the meeting. It was noted that: there are a lot of maintenance and improvement works which need completing on the town council's assets; much of the work that needs doing has built up over many years and not been addressed; some of the work can be completed by Estates, but much of it will require external contractors to complete; some of the work will result in significant costs and will need to be planned for; we need to look for grant funding; there was the suggestion of a public works loan. It was agreed that the work needs assessing and prioritising, then high level cost assigned, and then reprioritising based on cost, resources capacity analysed and a high level delivery plan put together. It was agreed that councillors who would like to be involved will meet on 22nd July at 7pm.

c) Health and Safety Working Group - Ref: 5222

ci) To receive the draft minutes from the HSWG meeting on 9th June 2026 - Ref: 5223

The minutes has been circulated prior to the meeting. Noted.

cii) To retrospectively agree to accept the quotes for the Legionella Assessments for Town Hall, CS&SC and Lock up. - Ref: 5224

RESOLVED to accept the quotes for the Legionella Assessments for Town Hall, CS&SC and Lock up from Second Element.

All in favour

cihi) To consider and approve the quote for the installation of an additional fire alarm call point at the stage exit of the town hall - Ref: 5225

RESOLVED to approve the quote for the installation of an additional fire alarm call point at the stage exit of the town hall from Right Action.

All in favour

civ) To consider and approve the Stress Management Policy and procedure - Recommended by HSWG - Ref: 5226

RESOLVED to approve the Stress Management Policy and procedure.

It was noted that P&F will need to complete the process for staff stress assessment.

All in favour

cv) To consider and approve the updated Health and Safety Policy and Handbook - Ref: 5227

RESOLVED to approve the updated Health and Safety Policy and Handbook.

All in favour

10. Clerks Report & Parish Matters - Ref: 5228

a) To consider the minerals and waste local plan consultation and agree a response, if required. - Ref: 5229

The contents of the minerals and waste local plan consultation were noted. It was agreed that the council will not make any comments.

b) To consider the complaint and response from Street Food Market re joint use of the park with Beer festival - Ref: 5230



It was noted that the Lions have scheduled their beer festival for the week after the street food market next year so there will not be any cross over.

c) To consider the Lions request to use the SSP for Beer festival in 2027 - Ref: 5231

It was noted that the Lions have scheduled to the beer festival for 11th and 12th June next year and will need use of the park from 7th to 14th June.

RESOLVED to allow the Lions use of South St Park for the beer festival 7th to 14th June 2027.

All in favour

d) Review Tracking Report - Ref: 5232

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

11 Correspondence Received - Ref: 5233

a) To consider the resident email about the need for electric charging points in Caistor - Ref: 5234

The Council considered correspondence from a resident regarding the lack of public electric vehicle charging facilities in Caistor following the removal of the charging point at the Co-op and concerns regarding the limited remaining provision. Councillors noted the concerns raised and acknowledged the importance of adequate charging infrastructure for residents and visitors. It was agreed that County Councillor Bean be contacted to ascertain whether Lincolnshire County Council has any existing or planned proposals for additional public EV charging facilities within Caistor and consideration of the matter be deferred pending further information.

12. Policy Reviews - To consider and approve the following policies - Ref: 5235

a) Whistleblowing Policy - Ref: 5236

RESOLVED to approve the updated Whistleblowing Policy.

All in favour

b) Grievance Policy - Ref: 5237

RESOLVED to approve the updated Grievance Policy.

13. To note any planning decisions - Ref: 5238

a) WL/2024/00401 | PL/0024/24 | Phased extraction of sand and gravel | Land South of North Kelsey Rd To note the decision and appoint a CTC representative to the Community Liaison Group referenced in point 32. - Ref: 5239

Noted.

It was also noted that condition 32 requires the developer to set up a liaison group prior to the export of any minerals from site, with representation from relevant parish councils.

RESOLVED to appoint Cllr J. Cox as the representative for Caistor Town Council.

All in favour

14. To review the planning applications received and agree a response - Ref: 5240

a) WL/2026/00449 | Planning application for the installation of a modular self-service launderette facility and associated works | LINCOLNSHIRE CO-OPERATIVE LTD, 16 HIGH STREET (Responded via delegated powers by 22nd June) - Ref: 5241

It was noted that this application had been circulated to councillors for comment and response by delegated powers of the clerk due to it falling in between meetings. No comments had been received from councillors.

b) WL/2026/00468 | Listed building consent for the removal of existing paintwork | FLEECE INN, GRIMSBY ROAD (responded via delegated powers by 29th June 2026) - Ref: 5242

It was noted that this application had been circulated to councillors for comment and response by delegated powers of the clerk due to it falling in between meetings. The only response had been from Cllr Wright who noted that he had no objections.

c) WL/2026/00562 | Conversion of 1no. maisonette into 2no. maisonettes, removal of chimney stack to the



rear and re-covering rear roofs | 26A MARKET PLACE, CAISTOR - Ref: 5243

No objections raised.

d) WL/2026/00588 | Planning application to erect fishing lodge accommodation and ancillary works | WEST MOOR FARM, NORTH KELSEY ROAD, CAISTOR - Ref: 5244

No objections raised.

e) WL/2026/00591 | Application for prior notification of proposed development by telecommunications code systems operators for installation of a generator together with ancillary development thereto | EXISTING BASE STATION, HIGH STREET, CAISTOR - Ref: 5245

No objections raised.

15. Date of next meeting - 13th August 2026 - Ref: 5246

Noted.

16. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed, relating to individual staff members, resident matters and cemetery records. - Ref: 5247

RESOLVED to move into closed session.

Members of the public left the meeting.

17. To consider and discuss matters relating to historic burials identified within the Town Council cemetery, including associated reserved grave plots and ongoing resident communications, and to agree any next steps - Ref: 5248

Councillors received a confidential update regarding the ongoing investigation into historic burials within North Kelsey Road Cemetery. The Clerk reported on recent findings, communications with affected plot holders, advice received from professional bodies, and ongoing discussions with the Council's insurers and legal protection providers.

Councillors considered the potential implications for future burial provision and noted the actions being taken to identify affected areas, support plot holders, and mitigate further risks. Councillors also received an update on available options and next steps.

RESOLVED to note the update and that the Clerk should continue to progress the investigation, seek appropriate professional and legal advice, and report further developments to Council as required.

The detailed discussion remains confidential due to the sensitive nature of the matter and the potential for legal and insurance implications.

All in favour

18. To consider the Clerk/RFO workload (Cllr Davey) - Ref: 5249

Cllr Davey presented a report regarding the workload of the Clerk. Members noted the breadth of responsibilities undertaken by the Clerk and acknowledged that the Estates Operative also carries a significant workload across the Council's assets and services.

Discussion took place regarding the difficulties in securing suitable additional resources and the limited funding available within the current financial year. Members agreed that it would be necessary to prioritise the Clerk's activities and to provide as much support as possible to assist with delivery of key Council functions.

RESOLVED that the matter be referred to the Personnel and Finance Committee for further consideration at its next meeting, including options for prioritisation and support arrangements.

All in favour

Meeting closed at 8:35pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/07/2026

Explanation of Variances

Cemetery Income

Actual Total: 2380.00 **Budget:** 0.00 **Variation:** 2380.00 / 100

Several interments authorised

Tree maintenance

Actual Total: 1375.90 **Budget:** 500.04 **Variation:** -875.86 / 175.16

Millfields emergency tree work



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/07/2026

End of year forecast auto calculated based on actual year to date averaged over 4 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
Income					
Income: General					
100 Precept	143499	143499	0	0	143499
140 Cemetery Income	2380	0	2380	100	2500
120 Allotment Income	30	450	-420	-93	450
130 Market Rents	746	2000	-1254	-63	2000
150 Sports ground	1184	3800	-2616	-69	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	968	2500	1532	-61	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	148807	158539	-6668	-6	161039
Income Totals	148807	158539	-6668	-6	161039

Expenditure

Expense: General

500 Salaries	15311	48000	32689	-68	48000
503 PAYE & NI	5692	15500	9808	-63	15500
501 Staff Travel & Benefits	35	250	215	-86	250
502 Contractors	0	0	0	100	0
509 Other Staff Expenses	0	250	250	-100	250
520 General Office	218	1500	1282	-85	1500
530 Hall Hire	237	500	263	-53	500
540 Insurance	0	5000	5000	-100	5000
550 Audit	200	700	500	-71	700
560 Subscriptions	110	1000	890	-89	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	1960	4500	2540	-56	4500
591 Public Rights of Way	0	0	0	100	0
592 Parks grass	2017	3200	1183	-37	3200
593 Sportsground	4226	8300	4074	-49	8300
594 Cemeteries/Church	12014	18750	6736	-36	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	544	1350	806	-60	1350
700 Electricity - Market Place LN7 6TU	90	400	310	-78	400
701 Electricity - South Street Park	151	400	249	-62	400
702 Electricity - Market Place LN7 6TL	0	0	0	100	0
703 Electricity - Sports Ground	227	1250	1023	-82	1250
800 Tree maintenance	1376	500	-876	175	2500
720 Water: Sports Ground	56	400	344	-86	400
721 Water: Cemetery	21	100	79	-79	100
722 Water: Allotments	38	250	212	-85	250



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/07/2026

End of year forecast auto calculated based on actual year to date averaged over 4 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
765 Play Park Maint & Refurb	14673	18500	3827	-21	18500
597 Caistor Sports & Social Club	1240	2000	760	-38	2000
522 Town Hall	275	6000	5725	-95	6000
582 Civic	0	0	0	100	0
601 Equipment	319	3500	3181	-91	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	2158	5000	2842	-57	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	0	0
804 Health and Safety	2279	4000	1721	-43	4000
760 Projects	0	500	500	-100	500
Expense: General Totals	65817	167850	102033	-61	169850
Expenditure Totals	65817	167850	102033	-61	169850

This report is based on Payment Date			Financial Year Ending 31/03/2027							
	Year 2025/26			Q1	Q2	Q3			Variation	
Details	Budget	Actual	Budget	Actual	Actual	Actual	Actual	YTD	£	%
Income: General										
Precept	132558	132558	143499	143499	0	0	0	143499	0	0.00
Cemetery Income	4000	11145	0	1530	850	0	0	2380	2380	100.00
Allotment Income	450	510	450	30	0	0	0	30	-420	-93.33
Market Rents	2000	2365	2000	547	200	0	0	746	-1254	-62.68
Sports ground	4400	4404	3800	901	283	0	0	1184	-2616	-68.84
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	904	64	0	0	968	1532	-61.28
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	147411	1396	0	0	148807	-6668	-6
	Total		158539	147411	1396	0	0	148807	-6668	-6



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 31/07/2026

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	£	%		
Expense: General												
Salaries	53000	47721	48000	11338	3973	0	0	15311	32689	-68		
PAYE & NI	15000	17085	15500	4151	1540	0	0	5692	9808	-63		
Staff Travel & Benefits	250	164	250	35	0	0	0	35	215	-86		
Contractors	0	0	0	0	0	0	0	0	0	100		
Other Staff Expenses	250	36	250	0	0	0	0	0	250	-100		
General Office	1500	1137	1500	218	0	0	0	218	1282	-85		
Hall Hire	500	450	500	208	29	0	0	237	263	-53		
Insurance	4000	7411	5000	0	0	0	0	0	5000	-100		
Audit	700	620	700	200	0	0	0	200	500	-71		
Subscriptions	1000	949	1000	110	0	0	0	110	890	-89		
Training	2500	898	800	0	0	0	0	0	800	-100		
Election	0	0	0	0	0	0	0	0	0	100		
Mayor Allowance	350	60	250	0	0	0	0	0	250	-100		
Professional Fees	250	222	250	0	0	0	0	0	250	-100		
Legal Fees	500	160	11000	0	0	0	0	0	11000	-100		
PROW and Amenity Cut	4500	4794	4500	1960	0	0	0	1960	2540	-56		
Public Rights of Way	0	0	0	0	0	0	0	0	0	100		
Parks grass	3200	3260	3200	1037	980	0	0	2017	1183	-37		
Sportsground	8300	9561	8300	3246	980	0	0	4226	4074	-49		
Cemeteries/Church	10500	12040	18750	10357	1657	0	0	12014	6736	-36		
Allotments	250	0	250	0	0	0	0	0	250	-100		
Market	250	497	250	0	0	0	0	0	250	-100		
Cemetery records management	650	1092	1100	0	0	0	0	0	1100	-100		
Community Events	500	0	250	70	0	0	0	70	180	-72		
Telephone & Broadband	1350	1538	1350	408	136	0	0	544	806	-60		
Electricity - Market Place LN7 6TU	400	375	400	67	22	0	0	90	310	-78		
Electricity - South Street Park	600	206	400	59	91	0	0	151	249	-62		
Electricity - Market Place LN7 6TL	0	339	0	0	0	0	0	0	0	100		
Electricity - Sports Ground	1100	1219	1250	187	39	0	0	227	1023	-82		
	0	0	0	0	0	0	0	0	0	100		
Tree maintenance	1500	1335	500	0	1376	0	0	1376	-876	175		
Water: Sports Ground	400	196	400	56	0	0	0	56	344	-86		
Water: Cemetery	100	85	100	21	0	0	0	21	79	-79		
Water: Allotments	200	221	250	38	0	0	0	38	212	-85		
Play Park Maint & Refurb	30000	29321	18500	14673	0	0	0	14673	3827	-21		
Caistor Sports & Social Club	3000	3983	2000	1240	0	0	0	1240	760	-38		
Town Hall	2500	1575	6000	0	275	0	0	275	5725	-95		
Civic	0	0	0	0	0	0	0	0	0	100		
Equipment	4500	5423	3500	186	133	0	0	319	3181	-91		
Market Place	1000	1186	1000	280	0	0	0	280	720	-72		
Gritting & Snow Clearance	300	0	100	0	0	0	0	0	100	-100		
CCTV	500	500	1000	0	0	0	0	0	1000	-100		
Grants & Donations	5000	4990	0	0	0	0	0	0	0	100		
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100		
Pension payments	5000	6168	5000	1590	568	0	0	2158	2842	-57		
Grant to Caistor in Bloom	0	0	0	0	0	0	0	0	0	100		
Christmas Lights project	0	0	0	0	0	0	0	0	0	100		
Bins and Benches	2400	2400	0	0	0	0	0	0	0	100		
WLDC	0	0	0	0	0	0	0	0	0			
Health and Safety	5150	5305	4000	2249	30	0	0	2279	1721	-43		
Projects	6100	3915	500	0	0	0	0	0	500	-100		



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 31/07/2026

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	£	%		
Expense: General												
Total			167850	53987	11830	0	0	65817	?	-61		
Total			167850	53987	11830	0	0	65817	?	-61		



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 31/07/2026

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	£	%		
Expense: General												
Salaries	53000	47721	48000	11338	3973	0	0	15311	32689	-68		
PAYE & NI	15000	17085	15500	4151	1540	0	0	5692	9808	-63		
Staff Travel & Benefits	250	164	250	35	0	0	0	35	215	-86		
Contractors	0	0	0	0	0	0	0	0	0	100		
Other Staff Expenses	250	36	250	0	0	0	0	0	250	-100		
General Office	1500	1137	1500	218	0	0	0	218	1282	-85		
Hall Hire	500	450	500	208	29	0	0	237	263	-53		
Insurance	4000	7411	5000	0	0	0	0	0	5000	-100		
Audit	700	620	700	200	0	0	0	200	500	-71		
Subscriptions	1000	949	1000	110	0	0	0	110	890	-89		
Training	2500	898	800	0	0	0	0	0	800	-100		
Election	0	0	0	0	0	0	0	0	0	100		
Mayor Allowance	350	60	250	0	0	0	0	0	250	-100		
Professional Fees	250	222	250	0	0	0	0	0	250	-100		
Legal Fees	500	160	11000	0	0	0	0	0	11000	-100		
PROW and Amenity Cut	4500	4794	4500	1960	0	0	0	1960	2540	-56		
Public Rights of Way	0	0	0	0	0	0	0	0	0	100		
Parks grass	3200	3260	3200	1037	980	0	0	2017	1183	-37		
Sportsground	8300	9561	8300	3246	980	0	0	4226	4074	-49		
Cemeteries/Church	10500	12040	18750	10357	1657	0	0	12014	6736	-36		
Allotments	250	0	250	0	0	0	0	0	250	-100		
Market	250	497	250	0	0	0	0	0	250	-100		
Cemetery records management	650	1092	1100	0	0	0	0	0	1100	-100		
Community Events	500	0	250	70	0	0	0	70	180	-72		
Telephone & Broadband	1350	1538	1350	408	136	0	0	544	806	-60		
Electricity - Market Place LN7 6TU	400	375	400	67	22	0	0	90	310	-78		
Electricity - South Street Park	600	206	400	59	91	0	0	151	249	-62		
Electricity - Market Place LN7 6TL	0	339	0	0	0	0	0	0	0	100		
Electricity - Sports Ground	1100	1219	1250	187	39	0	0	227	1023	-82		
	0	0	0	0	0	0	0	0	0	100		
Tree maintenance	1500	1335	500	0	1376	0	0	1376	-876	175		
Water: Sports Ground	400	196	400	56	0	0	0	56	344	-86		
Water: Cemetery	100	85	100	21	0	0	0	21	79	-79		
Water: Allotments	200	221	250	38	0	0	0	38	212	-85		
Play Park Maint & Refurb	30000	29321	18500	14673	0	0	0	14673	3827	-21		
Caistor Sports & Social Club	3000	3983	2000	1240	0	0	0	1240	760	-38		
Town Hall	2500	1575	6000	0	275	0	0	275	5725	-95		
Civic	0	0	0	0	0	0	0	0	0	100		
Equipment	4500	5423	3500	186	133	0	0	319	3181	-91		
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CCTV	500	500	1000	0	0	0	0	0	1000	-100		
Grants & Donations	5000	4990	0	0	0	0	0	0	0	100		
Neighbourplan Review	0	0	0	0	0	0	0	0	0	100		
Pension payments	5000	6168	5000	1590	568	0	0	2158	2842	-57		
Grant to Caistor in Bloom	0	0	0	0	0	0	0	0	0	100		
Christmas Lights project	0	0	0	0	0	0	0	0	0	100		
Bins and Benches	2400	2400	0	0	0	0	0	0	0	100		
WLDC	0	0	0	0	0	0	0	0	0			
Health and Safety	5150	5305	4000	2249	30	0	0	2279	1721	-43		
Projects	6100	3915	500	0	0	0	0	0	500	-100		



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 31/07/2026

This report is based on Payment Date

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Expense: General												
Total			167850	53987	11830	0	0	65817	?	-61		
Total			167850	53987	11830	0	0	65817	?	-61		



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	☐	☐
06/07/2026	2589	Lee Wells Joinery	Town hall floor	0.00	275.00	☐	☐
03/07/2026	2590	George Coletti Tree Services	Pollard Millfields Tree	256.00	1536.00	☐	☐
30/06/2026	2591	Mark Nettleton Grass services	Churchyard and cemetery grass June	320.00	1920.00	☐	☐
07/07/2026	2595	Jake Garden Care (Dyne Group)	Emergency Tree work at Millfields	19.18	115.08	☐	☐
07/07/2026	2596	Jake Garden Care (Dyne Group)	Grass cutting visit 9	196.00	1176.00	☐	☐
13/07/2026	2598	Caistor Town Hall	Room hire June 2026	0.00	29.00	☐	☐
05/06/2026	2599	Caistor Farm & Garden Machinery	2.7mm x 345m strimline	21.67	130.01	☐	☐
16/07/2026	2604	EDF	Bank Payment: Electricity - Sports Ground	1.88	39.38	☐	☐
16/07/2026	2605	EDF	Bank Payment: Electricity - South Street Park	4.36	91.47	☐	☐
21/07/2026	2606	EDF	Bank Payment: Electricity - Market Place LN7 6TU	1.06	22.21	☐	☐
16/07/2026	2607	Lincolnshire Association of Local	MC PI Training and exam	22.00	282.00	☐	☐
24/07/2026	2608	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	☐	☐
24/07/2026	2609	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	☐	☐
24/07/2026	2610	[REDACTED]	Bank Payment: PAYE & NI	0.00	[REDACTED]	☐	☐
24/07/2026	2611	[REDACTED]	Bank Payment: Pension payments	0.00	[REDACTED]	☐	☐
24/07/2026	2612	Tamar Telecom	Bank Payment: Telephone & Broadband	1.25	7.49	☐	☐
23/07/2026	2613	Safety Sign Warehouse	Bank Payment: Health and Safety	4.98	29.87	☐	☐
27/07/2026	2614	BT	Bank Payment: Telephone & Broadband	14.08	84.50	☐	☐
24/07/2026	2615	Fieldview trailers	Full service single axel unbraked trailer	13.00	78.00	☐	☐
23/07/2026	2616	Fieldview trailers	Twin axel service	28.10	168.60	☐	☐
28/07/2026	2617	Mike Crookes	Shank drill bits/Chain and grease-roundabout/ Rope for bridge	0.00	82.13	☐	☐
28/07/2026	2618	Mike Crookes	Mileage claim - Equip/training course/Trailer servicing	0.00	72.45	☐	☐
30/07/2026	2619	Three	Bank Payment: Telephone & Broadband	7.35	44.12	☐	☐
28/07/2026	2620	Safety signs	Bank Payment: Equipment	0.00	24.58	☐	☐
03/08/2026	2621	WLDC refuse	Bank Payment: Cemeteries/Church	0.00	57.20	☐	☐
31/07/2026	2622	Mark Nettleton Grass services	Cemetery and Church grass July 26	320.00	1920.00	☐	☐
31/07/2026	2623	C R Hansard Ltd	Fuel for equipment	2.59	15.55	☐	☐

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

Date

Date



Schedule of Payments

Invoice Date	Invoice Ref	Supplier/Payee	Details	VAT	Total Payment		
23/07/2026	2624	Right Action	Install fire call point CTH	130.00	780.00	☐	☐
05/08/2026	2625	Caistor Town Hall	Hall hire July	0.00	29.00	☐	☐
04/08/2026	2626	ProGreen	Bank Payment: Grazon Weed spray	10.74	64.43	☐	☐
05/08/2026	2627	Amazon	Bank Payment: White spirit	0.58	3.47	☐	☐
05/08/2026	2628	Amazon	Bank Payment: Brushes and tape	2.83	16.99	☐	☐
05/08/2026	2629	Amazon	Bank Payment: Mould remover spray	2.13	12.75	☐	☐
05/08/2026	2630	Amazon	Bank Payment: Blk and Wht paint	17.32	103.90	☐	☐
					TOTAL:	15292.48	

Authorised Signatory

Authorised Signatory

Minute Ref

Print Name

Print Name

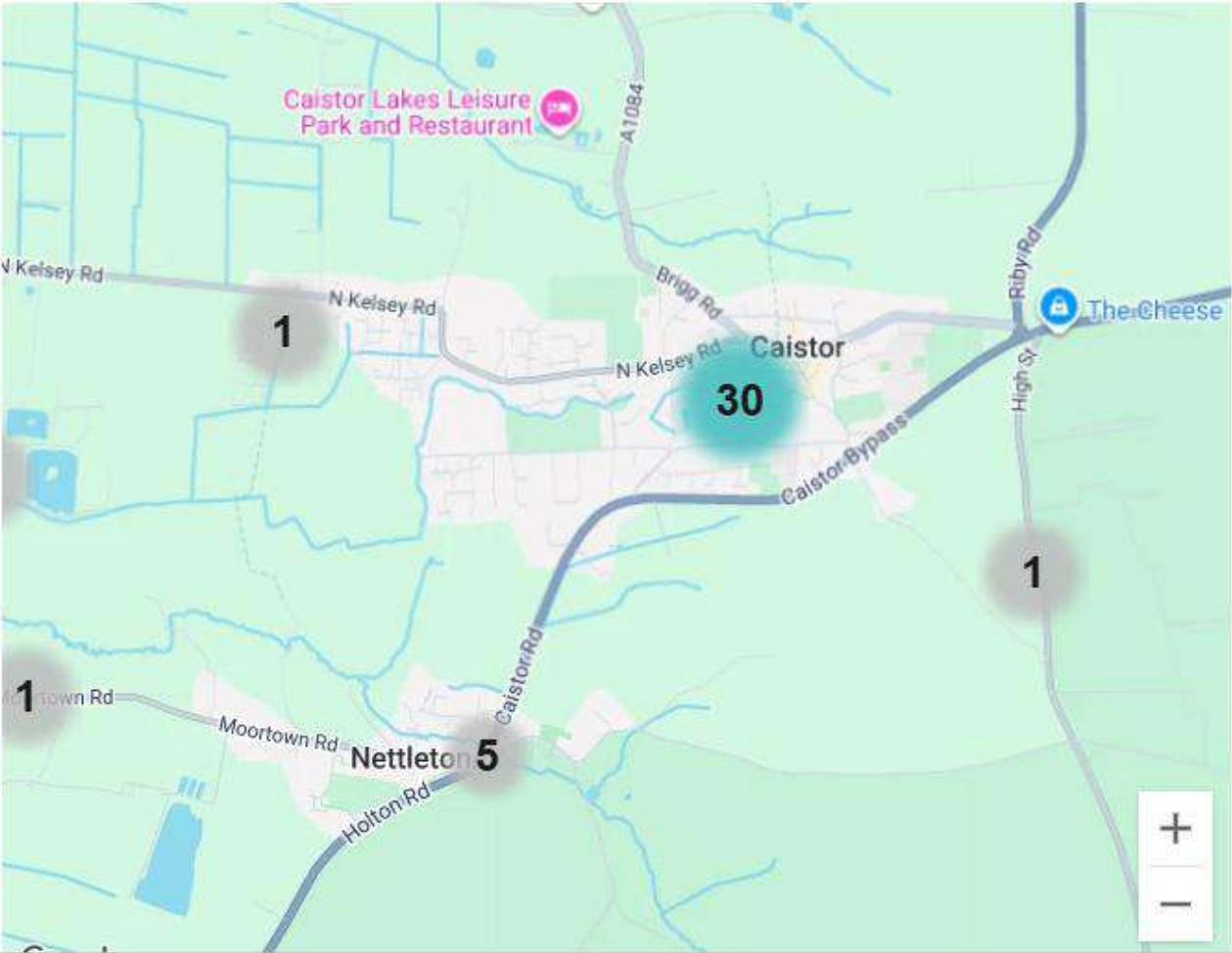
Date

Date

Crimes and priorities

- Top reported crimes in this area
- Crime map
- Our priorities

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

All Crimes (70) ▼

June 2026 ▼

30 crimes were reported here in June 2026

Violence and sexual offences	17
Public order	6
Anti-social behaviour	3
All other crime	4



Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Caistor Town Hall on 28 July 2026

Present: Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr L. Milner, Cllr A. Crookes,
In Attendance: Michelle Moss, Mike Crookes,
Members of public present: 0

- 1. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5250**
Apologies received from Cllrs Wright, Davey, A.Clark, N.Clark. Cllr Crookes was substituting for Cllr Davey, Cllr Milner was substituting for Cllr N.Clark.
- 2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 5251**
Cllr A.Crookes declared a personal interest as the Council's Estates Operative is his brother. As no agenda items related to the Estates Operative's employment or personal affairs, Cllr A.Crookes remained in the meeting and participated in the business of the Committee.
Cllr Crookes also noted a non-pecuniary interest in the town hall.
Cllr Milner noted an interest in the allotments.
- 3. Public participation - 10 minutes during which time the meeting is suspended - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 5252**
None.
- 4. To approve the draft minutes of the Estates Committee meeting on 23rd June 2026 - Ref: 5253**
The draft minutes of the meeting of 23rd June had been circulated prior to the meeting. RESOLVED to approve the minutes of Estates Committee meeting of 23rd June as a true record of the meeting.
All in favour
- 5. To consider the outstanding actions from previous Estates Meeting - Ref: 5254**
Most actions had been completed or are on the agenda. It was noted that the action to wash and maybe touch up the cemetery railings was carried forward; the action to put a paper together for consideration by full council to recruit a new employee for property management has possibly been superseded by the discussions at full council; MC is waiting for SD to gain access into the CS&SC to measure up the toilet cubicles.
- 6. Play Areas / Sports Ground - Ref: 5255**
 - a. To consider the quotes for playground inspections and appoint a company to do the play area inspections in December(25535) - Ref: 5256**
It was noted that 3 quotes had been received and shared with councillors prior to the meeting. Play Inspection company offered accompanied inspections, was the cheapest and they have completed our inspections for the last few years.
RESOLVED to appoint Play Inspection Company to carry out the play area inspections in December and to ask for South St Park to be accompanied.
All in favour
 - b. To consider the Cricket Clubs request for vermin control at the cricket club - Ref: 5257**
Cllrs noted the request from the cricket club to shoot rabbits on the cricket fields; raised concerns regarding the use of firearms on a public recreational site and the associated safety considerations; noted that during previous rabbit control activity on the site, foxes had also been shot.
The Committee acknowledged the issues that rabbits can cause to the playing surface and discussed alternative methods of control. It was suggested that non-shooting methods, including the possible use of ferrets, may be more appropriate for the location.
RESOLVED not to permit shooting on the cricket field for rabbit control purposes.
All in favour
- 7. Cemetery / Churchyards - Ref: 5258**

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



a. To consider the remaining memorial repairs at the Church and Congregational Churchyard and agree how to proceed - Ref: 5259

It was noted that: Two memorials in the churchyard remain subject to Diocese approval; estates committee preference is to lay them flat; the Secretary to the Diocese has advised that the matter will be considered at a meeting in September, at which permission may be granted for the Council to lay the two unsafe memorials flat; memorial masons had provided an indicative quotation of approximately £8,000 to lay the eleven unsafe memorials flat in the Congregational Churchyard; the working party has successfully laid flat the majority of the unsafe memorials in the Congregational Churchyard; two memorials in the Congregational Churchyard were considered too large to be safely laid flat by the working party using the equipment available. MC suggested hiring an engine hoist or similar lifting equipment to enable the remaining memorials to be laid flat safely.

RESOLVED that MC will investigate and obtain costs for hiring equipment to lay the remaining memorials flat; subject to the costs being agreed and a suitable date arranged, cllrs Somerscales, Crookes and Cox would assist with the operation.

All in favour

b. To consider maintenance requirements for the cemetery railings (Cllr Hodson) - Ref: 5260

It was noted that: the railings are dusty, have some bird poo on them, need a clean and some of the paint has started to lift leaving the red oxide under coat visible; after the informal meeting last week, cllrs need to decide if this is a priority. It was noted that: MC could wash them by hand with mild washing up liquid (Cllr Cox offered to help); hammerite paint was used the last time they were painted.

RESOLVED that MC would add washing the railings at the cemetery to his list of jobs.

RESOLVED that MC purchase some black smoothrite paint and test it on a patch where the paint is peeling, before the committee decide how to proceed.

All in favour

c. To consider the updated proposal from Cllr Hodson for the removal of the spoil pile at the cemetery and agree how to proceed - Ref: 5261

It was noted that the proposal is to remove the soil heap at the top end of the cemetery to free up more space for new burials; there is an estimated 80-100 tons of soil; the proposal includes costs for hiring digger and dumper, soil off loaded in protected area in the car park and then self loaded by grab truck and disposed of. Cllr Hodson is keen to progress this and has priced hiring equipment at approx £2910 ex VAT; there is still £5000 in ear marked reserves for Cornhill, which is no longer required which could be reallocated to this project; there is no estimate of resources or costs for labour included in the cost estimate.

RESOLVED to recommend to full council that part of the Cornhill EMR fund is reallocated to this project and that the council approve the project for completion this financial year.

All in favour

d. To consider installing a bench to replace the unsafe one removed at the ashes section - Ref: 5262

It was noted that the bench was removed following a health and safety inspection of the cemetery by an external organisation; the bench near the shed is currently being refurbished; there is no money in the budget for an additional bench.

RESOLVED not to replace the bench at the ashes section of the cemetery.

All in favour

8. Town Hall - Ref: 5263

a. To consider the work required at the town hall and agree how the schedule of works will be progressed - Ref: 5264

It was noted that at the informal priority meeting last week, Cllr Davey had volunteered to see whether there are any grants available for the bigger town hall work required. The smaller items which can be done in house can be progressed as part of estates Op priority list. The town hall management committee are progressing the fire risk assessment actions.

9. Other buildings/ Property - Ref: 5265

a. To consider the email from resident about repositioning the Market Place bench - Ref: 5266

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



It was noted that the bench was removed from the Market Place when 2-4 hoarding was put up, now the hoarding has been removed the bench can be re-installed.

RESOLVED that MC will retrieve the bench from storage at Cllr Davey's home, ensure it is in safe condition and re-install it.

All in favour

10. To consider the findings of the Estates Asset Inspection, the recent council review of work required and how to progress - Ref: 5267

It was noted that the list had been considered as part of the informal prioritisation meeting last week. No decisions had been made at the informal meeting.

The following tasks were recommended for prioritisation on Estates Operative job list:

- Purchase mould killer and spray the wall in the town hall boiler room
- Investigate a like for like (size) replacement radiator for the toilet adjacent the kitchen at town hall
- Paint the metal posts outside the town hall car park entrance
- Power wash the block paving outside the town hall car park entrance
- Wash down the cemetery railings
- Touch up the cemetery railing paint where it is peeling/cracked
- Fill the cracks in the path at the cemetery with expanding filler
- Add clearing out Syfer Spring to the quarterly list of Estates jobs

Additional recommendations included:

- Work with the town hall to trace the radiators in the town hall basement and get them put on if possible (JC)
- Get a structural engineers quote for the CS&SC roof
- Check the flooring in the CS&SC to see exactly what needs doing (JC)

RESOLVED that the recommendations discussed and minuted here would be prioritised into the estates operative work schedule or taken forward by another member of Estates committee.

All in favour

11. To consider the quotes for tree works at the allotments and cemetery - Ref: 5268

It was noted that Cllr Hodson had met with two tree specialists to secure quotes for tree work needed at the allotments and cemetery; the allotment works would not require completing until after the produce growing season; at the time of the meeting only one quote had been received; there is £6500 in EMR for tree works. The work quoted for at the allotments was: allotment side canopy lift; remove maple and holly, roadside canopy lift. The work quoted for at the cemetery was: removal of the dead pine tree, oak tree canopy lift, removal of self set tree adjacent to the oak.

RESOLVED to ask full council to allocate £600 from EMR to this years budget for the cemetery tree work and to decide on the contractor providing the second quote has been received.

All in favour

12. To receive the update from the Estates Operative and consider any action - Ref: 5269

Mike Crookes shared his work sheet for the month. He noted that the shackles and hangers on the flat swings at South St Park need replacing, and agreed that he would measure up, Clerk to get quotes for the replacement hangers and add to the next Estates agenda for consideration.

13. To consider a proposal from Cllr N. Clark for bulk buying of sundries (NC) - Ref: 5270

It was noted that Equip in Market Rasen have raised their prices and they no longer represent as good value for money. Given the increase in their costs and the mileage for employees visiting, other alternative suppliers should be considered to ensure we get value for money.

14. To consider the estates projects for next year and agree who will complete the PDD for each - Ref: 5271

Project for next year will include:

The town hall repairs - JC to complete PDD

Notice board for the cemetery - MM to complete PDD

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



Minutes of the Caistor Town Council Estates Committee held at 7:00pm
at the Caistor Town Hall on 28 July 2026

Notice board for the allotments - MM to complete PDD

Possibly a replacement garage door for the lock up - MC/MM to complete PDD

Repairing the cemetery gate fixing - SH to complete PDD

It was also noted that P&F need to be asked to set money aside in the budget for the next few years to replace the wooden play equipment at SSP.

Meeting closed at 9:00

Report to Full Council - Sports & Social Club (CS&SC) Roof Condition and Structural Survey Proposal

Purpose

To update Members on the current position regarding concerns over the condition of the Sports & Social Club roof and to seek agreement on progressing a structural assessment.

Background

Members will be aware that concerns have been raised regarding the condition of the roof structure at the Sports & Social Club building. Observations indicate that the roof covering appears to be undulating in places and there are concerns regarding possible twisting or distortion within some of the roof timbers.

Additional supports have reportedly been installed since the building was originally constructed, however concerns remain regarding the overall condition and structural integrity of the roof.

A previous report commissioned in 2020 recommended that further investigation by a structural engineer should be undertaken to establish the condition of the roof structure and identify whether any remedial works are required.

Given the age of the building, the continued use of the premises by a number of community groups and sports organisations, and the potential implications of any deterioration, it is considered prudent to obtain specialist professional advice.

Current Position

Following enquiries to a number of structural engineering firms, one quotation has been received to date a Grimsby based firm, as follows:

Item	Cost
Structural inspection and report	£725.00
VAT (20%)	£145.00
Disbursements	Additional, charged at cost
Total excluding disbursements	£870.00

No other quotations have currently been received, although enquiries remain ongoing.

Benefits of a Structural Survey

A structural assessment would:

- Provide an independent professional opinion on the condition of the roof structure.
- Identify any structural defects, movement, distortion or deterioration.
- Determine whether the existing roof remains fit for purpose.
- Recommend any repairs, strengthening works or further investigations required.
- Assist the Council in planning future maintenance budgets and capital expenditure.
- Demonstrate that the Council has acted responsibly in managing an important community asset.

Risks of Taking No Action

If no structural assessment is undertaken:

- The Council will continue to have uncertainty regarding the condition of the roof.
- Potential defects could worsen over time, leading to higher future repair costs.
- There may be implications for insurance, asset management and health and safety responsibilities.
- Future decisions regarding maintenance or refurbishment would not be based on professional evidence.

Financial Implications

At the time of this report 1 quote has been received - £725 plus VAT and disbursements.

There is currently £760 remaining in the CS&SC budget for this financial year, and £5500 in EMR for CS&SC.

Recommendation

Members are asked to consider:

1. Whether to appoint Ross Davy Associates Ltd to undertake a structural inspection of the Sports & Social Club roof at a cost of **£725 plus VAT and disbursements**; or
2. Whether to defer a decision until September pending receipt of additional quotations.

Project Proposal Document



Project title	Clearing spoil heap from cemetery
Proposed by	Stephen Hodson
Date	07/07/26
<u>What the need/issue is</u> Removal of soil heap top right corner of cemetery to free up more burial space for grave plots. Estimated total quantity 80 to 100 tons of soil. Mixture of sandy topsoil and sandy subsoil.	
<u>What is the proposed solution</u> Hire in 3 ton mini-digger and dumper (1.5 or 3 ton), dig up soil heap transfer to dumper, move soil using dumper up to car park at front of cemetery and tip onto storage area set out. Storage area in car park will be protected by sterling board sheets (12) 8ft x 4ft x 11mm thick. Sourced from Huws Gray builders merchants. Soil to be self loaded by grab truck and disposed of by Ashcourt of Grimsby. Each load is 16 tons. So estimate 5 to 7 loads.	
<u>What are the benefits to Caistor</u> Extra burial space within the cemetery, space is running out.	
<u>Cost estimate</u> Digger / week £280, Dumper £200/week, fuel £250, transport £250, sterling board 12 @ £15 =£180, grab truck 16 ton loads (estimated 5 to 7) at £250 per load. All prices exclude vat. There is no provision for labour in these costing or setting out heras fencing or other such site provisions. Estimated total cost at 07/07/26 is £ 2910.00 +vat. Note Due to fluctuations in fuel prices, all of the above costings may be subject to slight increases by the time the work is done, that's why its an estimate not a quote.	
<u>Resource estimate</u>	
Date of review	
Outcome of review	Support / Reject / Defer

Report to Full Council

Bowls Pavilion - Enquiry Regarding Replacement Building

Report Author: Town Clerk

Date: 5th August 2026

Purpose of Report

To advise Members that Caistor Hillside Bowling Club has approached the Town Council to enquire about replacing the existing bowls pavilion with a new building of a similar size and height and to seek guidance on what permissions and approvals would be required.

At this stage, the Club has not submitted any formal plans or specification. The enquiry is intended to establish the process and permissions that may be required should they wish to progress the project.

Background

The Bowls Club occupies the bowling green under a lease from Caistor Town Council and has approached the Council regarding the potential replacement of the existing bowls pavilion with a building of similar size and height.

Before the Council can advise on potential permissions or approvals, a number of important matters require clarification, particularly regarding the ownership and legal status of the existing building.

Historical Background

Research undertaken into historic sports ground records has identified the following:

- The Sports Ground was originally developed by the Town Council for use by sporting organisations within the town.
- During the 1980s, the Council undertook significant development of the Sports Ground, including the construction of the new Sports Pavilion, now known as the Caistor Sports & Social Club (CS&SC).
- In January 1986, twenty-one-year leases were granted to both the Bowls Club and Tennis Club.
- Records from April 1986 note:

"The Bowls Club were to move the old Telephone Exchange to make it into a new Bowls Pavilion."

- Historic records also show that the former telephone exchange building had previously been purchased and relocated by the Council to the Sports Ground in 1981 for use as additional changing facilities.

It is understood that the existing bowls pavilion is the former telephone exchange building which was relocated to the bowling green area and converted for use by the Bowls Club in 1986.

Current Lease Position

The current lease requires the Bowling Club to:

- maintain the property in good repair and condition;

- insure the property for its full reinstatement value;
- provide insurance documentation to the Council; and
- obtain the Council's consent before carrying out alterations or additions to the property.

Any proposal to alter, demolish or replace the building would therefore require formal approval from the Town Council.

Key Consideration: Ownership and Status of the Existing Building

The most significant issue requiring clarification is the ownership and legal status of the existing bowls pavilion.

Whilst the history of the building has been established, ownership has not yet been conclusively determined.

Historical records indicate that the building originated as the former North Street telephone exchange. The building was relocated to the Sports Ground and in 1986 was converted for use by the Bowls Club as a bowls pavilion.

However, no documentation has yet been located confirming whether ownership of the building was formally transferred to the Bowling Club or retained by the Town Council.

At present:

- The building does not appear on the Council's current asset register.
- The Bowling Club has occupied, maintained and managed the building for many years.
- To the Clerk's knowledge, the Council has not undertaken inspections of the building and does not hold keys or have regular access to the premises.
- Historic records establish the origins of the building but do not currently provide conclusive evidence regarding ownership.

Before the Council can properly consider any replacement proposal, it would be prudent to establish:

- who owns the existing building;
- whether the building is currently insured and by whom;
- whether any historic agreements exist regarding ownership of the structure; and
- what arrangements would apply to ownership of any replacement building.

The ownership position is considered fundamental to determining the approvals, permissions and legal arrangements that may be required should the project proceed.

Insurance Considerations

The current lease places responsibility on the Bowling Club to insure the property and maintain cover for its full reinstatement value.

Before any redevelopment proposal progresses, it would be advisable to establish:

- whether building insurance is currently in place;
 - whether the building is insured by the Bowling Club or another party; and
 - whether any claims history or restrictions may affect redevelopment.
-

Planning and Legal Considerations

Should the project progress, the following matters may require consideration:

- Town Council landlord consent.
- Planning permission requirements.
- Building Regulations approval.
- Ownership of any replacement structure.
- Future maintenance responsibilities.
- Future insurance responsibilities.
- Whether the current lease adequately reflects the arrangements for a replacement building or whether a new lease or deed of variation may be required.

At this stage, it is not possible to determine precisely what permissions will be required until ownership and detailed proposals have been established.

Recommendations

That the Committee:

1. Note the Bowling Club's enquiry regarding the replacement of the existing bowls pavilion.
2. Acknowledge that any proposal to alter, demolish or replace the building would require the Town Council's consent as landlord.
3. Note that ownership of the existing building has not yet been conclusively established.
4. Authorise the Clerk or appointed councillor to undertake further investigations into:
 - ownership of the existing building;
 - current insurance arrangements; and
 - any lease implications arising from redevelopment.
5. Advise the Bowling Club that the Council is unable to provide guidance on required permissions at this stage until the ownership, insurance and legal status of the existing building have been clarified.
6. Receive a further report once the above investigations have been completed.

Sports Ground 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 Sports Ground for community events and activities.

1. **Advance Notice:** Applications for use of the sports ground 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 sports ground 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.
3. **Use of the Sports and Social Club** will require the permission of the CIC for the club. Any request to use the club house or associated facilities will need to be approved by the CIC before the council will consider the request.

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 sports ground and any associated facilities must be looked after by the user. No damage is acceptable.

Sports Ground Terms and Conditions for Volunteer and Community Group Use



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.
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: Olivia Byrne

Main Contact Name: Olivia

Signature (on behalf of Organisation/Group): [Signature]

Date: 22/7/2026

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:

If use of any part of the clubhouse is required, please confirm you have permission from the CIC and the name of your contact there: Katie Pixley

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

Name:

Signature:

Date:

Conditions:

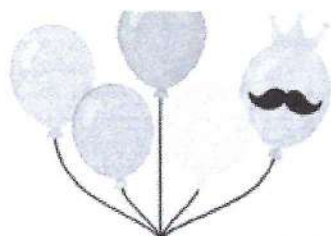
Risk Assessment – Bouncy Castles

Hazard Area	Risk	Existing Controls	Likelihood 1 - 5	Severity 1 - 5	Risk Score L x S	Further Action to take
Bouncy Castles	Over enthusiastic participants	Responsible person supervising at all times.	2	1	1	In the event of large numbers of participants trained operators should be supplied with the inflatable toid with large numbers.
Bouncy Castles	Danger of unnecessary injury.	Ensure that no one with a history of back or neck problems or who suffers from a heart compliant uses the inflatable or anyone who is feeling unwell or suffering the effects of alcohol or drugs & Pregnant women may NOT use any equipment at anytime.	1	5	5	None
Bouncy Castles	Overloading or Tipping over.	No user weighing over 90kg or 14 stone is permitted to use the equipment at any time. Running from side to side is STRICTLY FORBIDDEN	1	5	5	None
Bouncy Castles	Larger participants colliding with smaller participants	Responsible person supervising at all times.	1	1	1	Participants put in to groups of similar size.
Bouncy Castles	Adverse weather conditions.	The item will be switched off in heavy rain and is not permitted to run in strong winds as both these conditions can be deemed a health and safety risk.	Dependant on weather	Dependant on weather	Dependant on weather	None
Bouncy Castles	Danger of injury from hard surfaces.	The inflatable must never be mounted unless the inflatable bed is fully inflated whether the inflatable is in operation or not as this can lead to serious injury.	1	4	4	None
Bouncy Castles	Injury through lack of supervision.	A fully trained operator must be present with the unit at all times. In the event that the operator is not in view Do Not enter the any circumstances.	1	5	5	None
Bouncy Castles	Tipping over anchorage points, spare equipment, electrical cables	Anchor points used as per manufacturers instructions and spare equipment erected safely or stowed away. Where possible electrical cable does not cross any public pathway.	1	1	1	In the event of large numbers of participants attending or large events, additional safety fencing is erected, electrical cables will be erected overhead or covered and
Bouncy Castles	Injury through incorrect positioning.	Do not move or try to reposition the inflatable under any circumstances and ensure that the anchors are in place at all times.	1	2	2	None
Bouncy Castles	Petrol Blower, Generator Risk of fire	Blowers/generators filled with fuel before delivery, units are fire retardant.	3	1	1	All spare fuel is stored in suitable marked container, and in a safe location, units switched off during re fuelling.
Bouncy Castles	Choking	No food drinks or chewing gum to be allowed on or near the inflatable.	1	4	4	None
Bouncy Castles	Injury through 3 rd party items	All shoes, glasses, jewellery, badges MUST be removed before using this inflatable.	1	5	5	None
Bouncy Castles	Danger of fire.	No smoking or barbecues near the inflatable at any time.	1	5	5	None
Bouncy Castles	Danger of falling from height.	Climbing, hanging or sitting on walls is DANGEROUS and must not be allowed at any time. All our beds have low walls for supervision purposes, this rule is exceptionally important when the inflatable is erected on hard surfaces.	1	3	3	None
Bouncy Castles	Injury through 3 rd party & spectators.	Always ensure that the area surrounding the inflatable is not overcrowded.	2	3	6	None
Bouncy Castles	Emergency	In the event that someone is seriously injured, DO NOT move the individual, leave the inflatable switched on and dial 999 immediately.	1	5	5	None
Bouncy Castles	Injury through lack of inflatable pressure or suffocation.	Do not allow anyone to be on the inflatable during inflation or deflation as this can be EXTREMELY DANGEROUS.	1	2	2	None
Bouncy Castles	Injury through insecure anchorage.	Never use this unit without proper anchorage in place. It may be blown over in certain wind conditions. If the inflatable unit is not anchored correctly please ensure you tell the erection team before they leave as we keep a tight schedule and may not be able to return immediately.	1	5	5	None

L=Likelihood S=Severity L*S= Risk 1=Low 5=High

Risk is worked out using numbers 1 - 5. The likelihood is given a number and this is multiplied by the number given to the severity of the risk.

The result = the risk factor. This generic risk assessment is brief and we have our own individual assessments for each individual risk. 25 being the worst possible outcome, any item reaching 25 would give serious cause for concern & we would not be able to erect the unit. It is recommended that clients undertake their own risk assessment to suit their requirements.



Bo-Helium RHAPSODY

BOUNCY CASTLE HIRE AGREEMENT

Terms & Conditions

CUSTOMER DETAILS

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Event Date: _____

Hire Time: _____ to _____

Collection Time: _____

Venue / Location: _____

Bouncy Castle Hired: _____

DEPOSIT PAID: £ _____

BALANCE DUE: £ _____

THANK YOU FOR CHOOSING
BO-HELIUM RHAPSODY

*We hope you have a
fantastic event!*

CUSTOMER DECLARATION

I confirm that I have read, understood and agree to the
Terms & Conditions of Hire provided by Bo-Helium Rhapsody.

Customer Name: _____

Signature: _____

Date: _____

TERMS & CONDITIONS

Please read these terms carefully before signing. By signing this agreement,
you confirm that you understand and accept these conditions.



1 AGE & HEIGHT RESTRICTIONS

Our bouncy castles are suitable for all ages, including adults.
Users must not be taller than the height of the inflatable walls.



2 SUPERVISION

A responsible adult (18+) must supervise the inflatable at all times
whilst it is in use. The inflatable must never be left unattended.



3 SAFE USE

- No climbing, hanging or sitting on the walls.
- No somersaults, rough play or wrestling.
- No food, drinks, chewing gum or sweets.
- No face paints, glitter, party poppers or silly string.
- No sharp objects, jewellery or belt buckles.
- Shoes must be removed before entering.
- Socks should be worn at all times.



4 WEATHER

The inflatable must not be used during high winds, heavy rain,
thunderstorms or lightning. If weather conditions become unsafe,
the inflatable must be vacated immediately.



5 DAMAGE

The hirer accepts full responsibility for any damage caused through misuse,
negligence or failure to follow these terms. Any repair costs resulting from
damage during the hire period may be charged to the hirer.



6 CLEANING CHARGES

The inflatable must be returned in the same clean condition as supplied.
Excessive dirt, mud, food, drink, face paint, chewing gum or other staining
may incur a cleaning charge.



7 SAFETY

The inflatable must remain securely anchored at all times. The inflation fan
must remain switched on while the castle is in use and should be checked
regularly to ensure it remains clear of debris. Extension leads should be
safely positioned to prevent trip hazards.



8 OVERNIGHT HIRE

If hiring overnight, the inflatable must be fully deflated and stored in
a secure indoor location unless otherwise agreed.



9 DELIVERY

The hirer must ensure safe and suitable access, enough space, a suitable
power supply and that the installation area is level, free from hazards and
suitable for the equipment. If the area is unsuitable, Bo-Helium Rhapsody
reserves the right to refuse installation. Full payment may still be payable.



10 CANCELLATION

Deposits are non-refundable. Cancellations made within 48 hours of the
booking may be charged up to 50% of the total hire cost.
If cancellation is due to unsafe weather conditions before delivery,
an alternative date or refund of monies paid (excluding any non-refundable
booking fee if applicable) will be offered.



11 LIABILITY

Bo-Helium Rhapsody accepts no responsibility for injury, loss or damage
arising from misuse of the equipment or failure to follow these terms.



12 COLLECTION

Only a representative of Bo-Helium Rhapsody is authorised to dismantle
and collect the equipment. Equipment must not be moved or dismantled
by the hirer.



13 MAXIMUM CAPACITY

The maximum number of users varies depending on the size of the
inflatable and will be explained during installation. These limits must
never be exceeded.



14 INSURANCE

Bo-Helium Rhapsody holds Public Liability Insurance.
The hirer is responsible for ensuring all users comply with these terms
throughout the hire period.



15 ACCEPTANCE

By signing below, you confirm that the inflatable has been set up correctly,
the safety instructions have been explained, and you have read and agree
to these Terms & Conditions.

BO-HELIUM RHAPSODY REPRESENTATIVE

Representative Name: _____

Signature: _____

Date: _____



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
Repointing front sections of the town hall	Ref: 24926	Created: 16/01/2025
Insurance renewal quotes 01/09/26	Ref: 25190	Created: 23/04/2025
GPR survey for the cemetery	Ref: 25531	Created: 23/07/2025
Memorial repairs for Church and Congregational Churchyard	Ref: 26058	Created: 11/12/2025
Get quote for gym equipment signage at sports ground and replacement	Ref: 26955	Created: 25/03/2026
Estates Walkabout and inspection of assets	Ref: 27043	Created: 11/05/2026
Legionella Risk Assessments	Ref: 27107	Created: 12/06/2026
CS&SC roof	Ref: 27215	Created: 04/08/2026