



Public Meeting Pack

10th September 2026



You are hereby summoned to attend the meeting of Caistor Town Council which will be held on
Thursday 10 September 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
03/09/2026

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 13th August 2026
6. Finance
 - a) To approve the Accounting Statements and bank reconciliation for period ending 31st August 2026
 - b) To approve the Schedule of Payments
 - c) To consider the project proposal documents received from councillors and decide how to prioritise them
 - d) To review the first draft budget for 2027/28 consider any changes
7. 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
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
 - ai) To receive the draft minutes from the P&F committee meeting on 25th August 2026
 - b) Estates Committee
 - c) Health and Safety Working Group



- ci) To receive the draft minutes from the HSWG meeting of 8th September (or a verbal update from the HSWG chair)
- 9. To review the current position regarding the historic burial issue at the cemetery and decide whether to resume burial and reservation applications, together with any related actions
- 10. To consider whether to hold a Civic Service for the Chair of the Council and, if so, to allocate an appropriate budget.
- 11. To receive a report regarding the Bowling Club clubhouse, including ownership, condition, drainage concerns and potential replacement proposals, and to consider obtaining legal advice and/or providing landowner consent in principle for grant funding investigations.
- 12. Clerks Report & Parish Matters
 - a) To receive the results of the Archer speed survey for North Kelsey Rd
 - b) To consider purchasing a remembrance wreath
 - c) Review Tracking Report
- 13. To note any planning decisions - None received.
- 14. To review the planning applications received and agree a response
 - a) WL/2026/00722 | Change of use from sui generis & storage facility to general convenience store & off-licence | 8 SOUTH DALE CAISTOR
 - b) WL/2026/00764 | Extension of tourism site, including construction of 2no. lakes and the change of use of land for the siting of 112no. static holiday lodges and an area for tourers, 1no. shower block and the reconfiguration of existing facilities and creation of internal access track and landscaping | WOLDS VIEW COUNTRY PARK, 115 BRIGG ROAD, CAISTOR
 - c) WL/2026/00781 | Change of use of land for extension of existing tourist site, including relocation of caravan storage area, reed bed system, treatment plant for additional holiday lodges or touring caravans for use 12 months of the year and erect games room and storage barn being variation of condition 4 of planning permission WL/2025/00010 granted 24 March 2025 - amended design of games room | 115 BRIGG ROAD, CAISTOR
- 15. Date of next meeting - 8th October 2026



Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 13 August 2026

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales, Cllr J. Cox,
Cllr P. Morris, Cllr H. Priestley, Cllr T. Cox, Cllr A. Crookes,
In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley, County Cllr J. Bean,
Members of public present: 0

1. **To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5311**
Apologies received from Cllrs Milner, A. Clark, N. Clark and Bowman.
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: 5312**
Cllr Davey declared interests in agenda items 8bii and 14.
3. **Public Session (10 minutes, during which the meeting is suspended) - Ref: 5313**
None.
4. **Chairmans Report - Ref: 5314**
Cllr Wright noted that he had been honoured to hand out the prizes for the Sting 10km running race.
5. **To approve the draft minutes of 9th July 2026 - Ref: 5315**
RESOLVED that the draft minutes of the meeting of 9th July be approved as a true record of the meeting and signed by the Chair.
All in favour
6. **Finance - Ref: 5316**
 - a) **To approve the Accounting Statements and bank reconciliation for period ending 31.07.2026 - Ref: 5317**
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 31st July 2026.
 - b) **To approve the Schedule of Payments - Ref: 5318**
The schedule of payments had been circulated to all councillors prior to the meeting. RESOLVED to approve the schedule of payments which totalled £15292.48.
All in favour
7. **Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 5319**
 - a) **Lincolnshire Police - Ref: 5320**
The report had been circulated to councillors prior to the meeting. It was noted that the latest crime stats available on the website were from June.
 - ai) **To consider the email from police about anti-social behaviour at the sports ground car park and consider any preventative measures - Ref: 5321**
The email had been circulated prior to the meeting. Councillors noted that locking the car park had been discussed in previous meetings; there are challenges with policing a barrier; potential issues with cars still parked there when it is closed; historically residents did not want to help with opening and closing the car park. It was agreed that at this time the council do not wish to revisit the possibility of gates/barriers.
 - b) **West Lindsey District Council. - Ref: 5322**
Cllrs Beirleys report had been circulated to councillors prior to the meeting. Cllr Davey raised the issue about fly tipping and now the rubbish is also sometimes being set alight, and requested Cllr Bierley share information about vehicles seized and prosecutions; Cllr Davey noted that other areas have started putting public skips around to reduce illegal fly tipping and it seems to be having an effect. It was also noted that following consultation in Lincoln, LCC are introducing booking appointments for recycling centres. Cllr Bean was asked to



feedback objections to this.

c) Lincolnshire County Council - Ref: 5323

Cllr Bean noted that the old ambulance station may still be available - Cllrs noted that the decision has been taken that Caistor town council no longer wished to pursue this; the drains at Cromwell View and Church St are now going to be cleared; the South St restrictions have been approved and awaiting a start date from the contractor; the date for Moor Lane repairs has been put back to 24th August; the work to repair the drains and surface in Westbrooke Grove will start at the end of August.

Cllrs raised an issue with a drain cover on NKR and asked what progress has been made to repair the patch defect on Cornhill.

d) Community Groups - Ref: 5324

e) CDCT - 2-4 Market Place - Ref: 5325

No report had been received, but Cllr Wright had received the following update from Neil Castle:

'As you will have seen the compound is now gone bar a small area in form of the shop. This should be cleared by end of July. Currently, the plan is for the Trust will be taking partial completion on July 24th, when we CDCT will be responsible for the site and no longer Messenger.

A lot of detail on completion and certification happening in the background over the last few weeks so we can become the key holder from the 24th This enables the Trust to get on site over the summer for volunteers to decorate, kit out and do other finishing off jobs.

The new electricity connection is still to be completed with delays all down to Northern Power Grid. In the interim, the old co-op power supply has been rerouted to enable partial certification and make sure we are fully compliant – with power for lighting, fire alarm systems, emergency lighting etc.

The trust is having to find an additional £95,000 for the Northern Power Grid power connection which we were only informed of in spring this year

- coupled with massive delays from NPG on when they would be able to carry out the works.

The good news is two funding applications have been submitted to our funders and if all goes to plan the power connection should be completed by the end of the summer. Retail unit 2 has an independent supply so can be occupied as soon as tenants agree terms Lincolnshire Co-op Community Champions – we have been accepted as one of the supported projects and an amount will be raised by Co-op members using their dividend cards between Sept and March. Payout March 2027'.

8. To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 5326

a) Personnel and Finance Committee(next meeting 25th August 2026) - Ref: 5327

No meeting held.

ai) To consider the insurance renewal cover and quotes for CTC which is due for renewal on 1st September 2026 - Ref: 5328

It was noted that the renewal quotes were all over budget, between £5682 and £6789 depending on whether the council select a 1 or 3 year option; P&F have not yet considered the quote details in full; the renewal date is 1st September; P&F have a meeting 25th August.

RESOLVED to increase the budget provision to £6800 and delegate the decision for which provider provides best value to P&F committee to make at their meeting on 25th August.

All in favour

b) Estates Committee - Ref: 5329

bi) To receive the draft minutes from the estates Committee meeting of 28th July 2026 - Ref: 5330

The draft minutes of the Estates committee of the 28th July had been circulated prior to the meeting and were noted.

bii) To receive a report on the CS&SC roof and consider allocating funds for a structural survey of the CS&SC roof - Ref: 5331

Cllr Davey left the room.

Signature:



Councillors received a report on concerns regarding the condition of the Sports & Social Club roof, including visible undulation and possible distortion of roof timbers. It was noted that a previous 2020 report recommended further investigation by a structural engineer. Three quotations had been received, ranging from £575 to £1,200 plus VAT, with the lowest quotation from a Lincoln-based firm at £575 plus VAT. Councillors considered the benefits of obtaining professional evidence on the roof condition, the risks of taking no action, and the available budget provision (£730).

RESOLVED to accept the quote of £575 from the Lincoln based firm and appoint them to complete a structural survey on the CS&SC roof to assess the current condition.

Cllr Davey returned to the meeting.

All in favour

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 - Ref: 5332

It was noted that there are several trees in the cemetery which need work doing, including one dead tree, a self set and one which needs a canopy lift.

The tree works budget had been depleted from the emergency work on the Millfields tree and therefore the Estates Committee asked for additional £600 to be allocated for this essential work to enable Estates Committee to appoint a contractor to complete the work.

RESOLVED that £600 is taken from ear marked reserves for the essential tree work at the cemetery.

All in favour

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). - Ref: 5333

Councillors considered the project proposal document from Estates Committee regarding the proposed removal of the soil stockpile at the northern end of the cemetery to create additional burial space.

It was noted that, whilst the estimated cost of approximately £2,910 plus VAT related to plant hire and disposal arrangements, the proposal involved wider considerations including project management, staffing resources, health and safety requirements, machinery access, potential impacts on existing graves and historic burial areas, public communications, and the creation and administration of any additional burial plots.

Councillors discussed concerns regarding access to the site, noting the narrow cemetery pathways and the possibility that plant machinery may need to travel in close proximity to, or over, existing burial areas. Concerns were also raised regarding the number of vehicle movements required to remove an estimated 80-100 tonnes of soil and the potential risk of damage to graves, memorials, pathways and other cemetery infrastructure. The Council acknowledged the potential benefits of increasing burial capacity but recognised that further information may be required in relation to the full project costs, resource implications, risk assessments, access arrangements and overall project scope before a final decision could be made.

It was also noted that the cemetery is running out of ashes provision and the project to create an additional ashes section has already been prioritised for delivery this year, but not yet started.

It was agreed to defer any decision about the spoil pile until a later meeting and that all councillors should visit the cemetery to understand the issues, proposal and the constraints.

c) Health and Safety Working Group (next meeting 8th September 2026) - Ref: 5334

No meeting held.

9. To consider possible arrangements and any budget provision for marking the Tour of Britain passing through Caistor on 2 September 2026. - Ref: 5335

Councillors noted that the Tour of Britain will pass through Caistor on 2 September 2026, travelling along High Street, North Kelsey Road and North Kelsey Moor. It was noted that the event will feature elite professional cyclists and presents an opportunity to showcase the town and encourage community involvement. Councillors were advised that members of the community are painting and displaying bicycles along the route, and that additional bunting is proposed to enhance the town's appearance for the event.

RESOLVED that to contribute £250 from the Community Fund budget towards activities to mark the Tour of Britain passing through Caistor, matching the £250 donation from Caistor Lions.

All in favour

Signature:



10. To consider the Bowls club enquiry regarding replacement building - Ref: 5336

Councillors considered an enquiry from Caistor Hillside Bowling Club regarding the possible replacement of the existing bowls pavilion with a building of a similar size and height. Councillors noted the historical information obtained regarding the origins of the building and discussed the current uncertainty surrounding ownership of the structure and associated insurance arrangements and agreed that they would be prepared to consider the replacement of the building in principle. However, it was recognised that significantly more information would be required before any formal decision could be made, including details of the proposed building, ownership arrangements, funding, and any implications for the existing lease.

It was noted that the Bowling Club would need to liaise directly with West Lindsey District Council regarding any planning permission, building regulations approval and other statutory consents that may be required.

RESOLVED that the Bowling Club be invited to provide further details of the proposal for future consideration and that no final decision be made until further information has been received and considered.

All in favour

11. To consider the arrangements for the christmas tree and decorations for this year - Ref: 5337

Councillors considered the arrangements for the Christmas tree and decorations for 2026 and agreed that similar provision should be made to that of recent years.

It was noted that budget provision of approximately £500 is available for the purchase of the Christmas tree. Councillor Somerscales will select the tree, with Councillor Wright arranging collection and delivery to the Market Place. Councillor Somerscales will also organise the decoration of the tree and undertake checks to ensure the lights and associated equipment are in good working order prior to installation. The agreed arrangements were supported.

12. To consider any projects, improvements or initiatives that may be required for next financial year to agree a process for prioritising them - Ref: 5338

Councillors discussed the need to begin planning for the 2027/28 budget and to identify potential projects, improvements and initiatives requiring future funding. It was agreed that Councillors should submit project proposal forms for any initiatives they wish to be considered as part of the budget-setting process.

Councillors noted that the Estates Committee has already begun identifying potential projects, including additional notice boards at the cemetery and allotments, and improvements to the Town Hall. Further project proposals will be considered once received, with a prioritisation process to be developed as part of the budget preparation for 2027/28 if considered necessary.

13. To review the cover requirements needed for the Saturday market - Ref: 5339

It was noted that Cllr Milner is currently the only councillor supporting the market and she had asked for additional support from other councillors to be available on Saturdays to check on the Market stalls, report attendance to the Clerk, and putting the signs in the shed at the back of Helz Kitchen.

It was agreed that Cllrs Priestley, J.Cox and Somerscales would be available for cover and support as required.

14. Clerks Report & Parish Matters - Ref: 5340

a) To consider request from resident to have a bouncy castle on the sports ground as part of their childs party at CS&SC - Ref: 5341

Councillors considered a request from a resident to hold a children's party at the Sports Ground with a hired bouncy castle. It was noted that permission had been obtained from the Caistor Sports & Social Club and that the hire company holds appropriate Public Liability Insurance.

RESOLVED that permission be granted for the use of a bouncy castle at the Sports Ground, subject to the provision of appropriate Public Liability Insurance and adherence to the Council's standard terms and conditions.

2 abstained

b) Review Tracking Report - Ref: 5342

The tracking report had been circulated to councillors prior to the meeting. The report was noted.



15. To note any planning decisions (NONE RECEIVED) - Ref: 5343

None received.

16. To review the planning applications received and agree a response - Ref: 5344

- 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 - Ref: 5345**

No objections raised.

- b) **WL/2026/00663 | Erect detached garage and workshop with undercroft storage | 19 SPORTS VIEW, NORTH KELSEY ROAD - Ref: 5346**

No objections raised.

- c) **WL/2026/00665 | Listed building consent for extension in width of the existing internal opening | 17 PRIVATE ACCOMMODATION, SOUTH STREET - Ref: 5347**

No objections raised.

- 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 - Ref: 5348**

No objections raised.

17. Date of next meeting - 10th September 2026 - Ref: 5349

The date of the next meeting was noted.

Meeting closed at 8:10pm

Signature:



Accounting Statements

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/08/2026

Explanation of Variances

Cemetery Income

Actual Total: 2380.00	Budget: 0.00	Variation: 2380.00	/ 100
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Several interments authorised

Tree maintenance

Actual Total: 1375.90	Budget: 500.04	Variation: -875.86	/ 175.16
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Millfields emergency tree work



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 31/08/2026

End of year forecast auto calculated based on actual year to date averaged over 5 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	899	2000	-1101	-55	2000
150 Sports ground	1467	3800	-2333	-61	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	1020	2500	1480	-59	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	149295	158539	-6284	-6	161039

Expenditure

Expense: General

500 Salaries	19169	48000	28831	-60	46000
503 PAYE & NI	7139	15500	8361	-54	17500
501 Staff Travel & Benefits	107	250	143	-57	250
502 Contractors	0	0	0	100	0
509 Other Staff Expenses	0	250	250	-100	250
520 General Office	354	1500	1146	-76	1500
530 Hall Hire	237	500	263	-53	500
540 Insurance	5682	5000	-682	14	5682
550 Audit	200	700	500	-71	700
560 Subscriptions	110	1000	890	-89	1000
570 Training	540	800	260	-33	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	5000
590 PROW and Amenity Cut	1960	4500	2540	-56	4500
591 Public Rights of Way	0	0	0	100	0
592 Parks grass	2099	3200	1101	-34	3200
593 Sportsground	5149	8300	3151	-38	8300
594 Cemeteries/Church	13672	18750	5078	-27	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	320	250	-70	28	250
521 Telephone & Broadband	636	1350	714	-53	1350
700 Electricity - Market Place LN7 6TU	107	400	293	-73	400
701 Electricity - South Street Park	199	400	200	-50	400
702 Electricity - Market Place LN7 6TL	0	0	0	100	0
703 Electricity - Sports Ground	263	1250	987	-79	1250
800 Tree maintenance	1376	500	-876	175	2000
720 Water: Sports Ground	126	400	274	-69	400
721 Water: Cemetery	49	100	51	-51	100



Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 31/08/2026

End of year forecast auto calculated based on actual year to date averaged over 5 months manually adjusted where appropriate.

	Actual YTD	Budget	Variance £	%	EOY Forecast
722 Water: Allotments	165	250	85	-34	250
765 Play Park Maint & Refurb	14730	18500	3770	-20	18500
597 Caistor Sports & Social Club	1240	2000	760	-38	2000
522 Town Hall	925	6000	5075	-85	6000
582 Civic	0	0	0	100	0
601 Equipment	1202	3500	2298	-66	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	2704	5000	2296	-46	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	100	0
804 Health and Safety	2279	4000	1721	-43	4000
760 Projects	0	500	500	-100	500
Expense: General Totals	83019	167850	84831	-51	164032
Expenditure Totals	83019	167850	84831	-51	164032

Bank Reconciliation

<u>Balances as per bank statements as at 01/09/2026</u>		
Natwest Current Account	6824.33	171967.27
Natwest Business Reserve Account	66769.02	
Equals Card	153.34	
Charity Bank 40 day notice	67280.03	
Unity Trust Instant Access	30940.55	

Unrepresented Payments & Receipts

[illegible]

Cash Book					
Receipts in current year	149502.52	Opening Balance Bank 1	9968.07	114274.82	
VAT to be claimed	8582.82	Opening Balance Bank 2	6400.02		
Unallocated cash	0.00	Opening Balance Bank 3	336.97		
Payments in current	83019.25	Opening Balance Bank 4	66778.90		
		Opening Balance Bank 5	30790.86		
		Opening Balance Bank 6	0.00		
			Cash Book Closing Balance		
			172175.27		

General Reserves	60000.00
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Earmarked Reserves

Elections	3850.00
Parks equipment	5000.00
Sports Field fencing	1500.00
Sports and Social Club	5500.00
Other buildings	1500.00
Town Hall	5000.00
Cornhill Resurfacing	5000.00
Tree Maintenance	6500.00
Cemetery	1000.00
Estates Equipment	3000.00
Bins and Benches (tfr 11.10.24)	600.00
Civic Service	0.00
Memorial fixing	4000.00

69517.27



Budget Report - Income

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/08/2026

This report is based on Payment Date

This report is based on Payment Date			Financial Year Ending 31/03/2027							
Details	Year 2025/26		Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation	
	Budget	Actual							£	%
Income: General										
Precept	132558	132558	143499	143499	0	0	0	143499	0	0.0%
Cemetery Income	4000	11145	0	1530	850	0	0	2380	2380	100.0%
Allotment Income	450	510	450	30	0	0	0	30	-420	-93.3%
Market Rents	2000	2365	2000	547	352	0	0	899	-1101	-55.0%
Sports ground	4400	4404	3800	901	774	0	0	1675	-2125	-55.9%
WLDC Street Cleaning	0	0	0	0	0	0	0	0	0	100.0%
Grass Cutting	1785	3772	3770	0	0	0	0	0	-3770	-100.0%
Grants	1000	0	1000	0	0	0	0	0	-1000	-100.0%
VAT Reclaimable	0	5170	0	0	0	0	0	0	0	100.0%
Miscellaneous Income	2500	2799	2500	904	116	0	0	1020	1480	-59.2%
Town Hall	520	520	520	0	0	0	0	0	-520	-100.0%
Magazine Advertising	0	0	0	0	0	0	0	0	0	100.0%
CIL income	1000	354	1000	0	0	0	0	0	-1000	-100.0%
Income: General	Total		158539	147411	2092	0	0	149503	-6076	-4.1%
	Total		158539	147411	2092	0	0	149503	-6076	-4.1%



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 31/08/2026

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	7831	0	0	19169	28831	-60	
PAYE & NI	15000	17085	15500	4151	2988	0	0	7139	8361	-54	
Staff Travel & Benefits	250	164	250	35	72	0	0	107	143	-57	
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	136	0	0	354	1146	-76	
Hall Hire	500	450	500	208	29	0	0	237	263	-53	
Insurance	4000	7411	5000	0	5682	0	0	5682	-682	14	
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	540	0	0	540	260	-33	
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	1062	0	0	2099	1101	-34	
Sportsground	8300	9561	8300	3188	1961	0	0	5149	3151	-38	
Cemeteries/Church	10500	12040	18750	10357	3314	0	0	13672	5078	-27	
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	250	0	0	320	-70	28	
Telephone & Broadband	1350	1538	1350	408	228	0	0	636	714	-53	
Electricity - Market Place LN7 6TU	400	375	400	67	40	0	0	107	293	-73	
Electricity - South Street Park	600	206	400	59	140	0	0	199	200	-50	
Electricity - Market Place LN7 6TL	0	339	0	0	0	0	0	0	0	100	
Electricity - Sports Ground	1100	1219	1250	187	75	0	0	263	987	-79	
	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	70	0	0	126	274	-69	
Water: Cemetery	100	85	100	21	28	0	0	49	51	-51	
Water: Allotments	200	221	250	38	127	0	0	165	85	-34	
Play Park Maint & Refurb	30000	29321	18500	14730	0	0	0	14730	3770	-20	
Caistor Sports & Social Club	3000	3983	2000	1240	0	0	0	1240	760	-38	
Town Hall	2500	1575	6000	0	925	0	0	925	5075	-85	
Civic	0	0	0	0	0	0	0	0	0	100	
Equipment	4500	5423	3500	186	1015	0	0	1202	2298	-66	
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	1114	0	0	2704	2296	-46	
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	
	6100	3915									



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 31/08/2026

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	29033	0	0	83019	84831	-51	



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 31/08/2026

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	7831	0	0	19169	28831	-60	
PAYE & NI	15000	17085	15500	4151	2988	0	0	7139	8361	-54	
Staff Travel & Benefits	250	164	250	35	72	0	0	107	143	-57	
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	136	0	0	354	1146	-76	
Hall Hire	500	450	500	208	29	0	0	237	263	-53	
Insurance	4000	7411	5000	0	5682	0	0	5682	-682	14	
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	540	0	0	540	260	-33	
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	1062	0	0	2099	1101	-34	
Sportsground	8300	9561	8300	3188	1961	0	0	5149	3151	-38	
Cemeteries/Church	10500	12040	18750	10357	3314	0	0	13672	5078	-27	
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	250	0	0	320	-70	28	
Telephone & Broadband	1350	1538	1350	408	228	0	0	636	714	-53	
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Electricity - Market Place LN7 6TL	0	339	0	0	0	0	0	0	0	100	
Electricity - Sports Ground	1100	1219	1250	187	75	0	0	263	987	-79	
	0	0	0	0	0	0	0	0	0	100	
Tree maintenance	1500	1335	500	0	1376	0	0	1376	-876	175	
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Caistor Sports & Social Club	3000	3983	2000	1240	0	0	0	1240	760	-38	
Town Hall	2500	1575	6000	0	925	0	0	925	5075	-85	
Civic	0	0	0	0	0	0	0	0	0	100	
Equipment	4500	5423	3500	186	1015	0	0	1202	2298	-66	
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	1114	0	0	2704	2296	-46	
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	
	6100	3915									



Budget Report - Expenditure

Current Financial Year Ending 31/03/2027
Financial Period 01/04/2026 to 31/08/2026

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	29033	0	0	83019	84831	-51	



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	☐	☐
07/08/2026	2637	Jake Garden Care (Dyne Group)	Parks and amenity grass visit 10 - 7.7.26	196.18	1177.08	☐	☐
17/08/2026	2640	Wave	Bank Payment: Water: Sports Ground	0.00	70.27	☐	☐
17/08/2026	2641	Wave	Bank Payment: Water: Allotments	0.00	126.56	☐	☐
17/08/2026	2642	Wave	Bank Payment: Water: Cemetery	0.00	27.86	☐	☐
17/08/2026	2643	Viking	Stationery - Stamps, paper, dividers, notebooks	7.04	87.70	☐	☐
18/08/2026	2644	EDF	Bank Payment: Electricity - South Street Park	2.31	48.60	☐	☐
18/08/2026	2645	EDF	Bank Payment: Electricity - Market Place LN7 6TU	0.83	17.39	☐	☐
18/08/2026	2646	EDF	Bank Payment: Electricity - Sports Ground	1.70	35.78	☐	☐
18/08/2026	2647	Mike Crookes				☐	☐
13/08/2026	2648	Vista print	Bank Payment: Comp slips	3.67	21.99	☐	☐
18/08/2026	2649	Moneysoft	Bank Payment: Payroll software renewal	19.00	114.00	☐	☐
20/08/2026	2650	Caistor & District Lions Club	2 x delegates training - traffic management course	0.00	280.00	☐	☐
20/08/2026	2651	Toolstation	Bank Payment: Nuts/Washers/Bolts Bench repair	3.12	18.72	☐	☐
20/08/2026	2652	Screwfix	Bank Payment: Work boots/oil stain/trousers	12.83	135.98	☐	☐
29/06/2026	2653	E-Quip (Rasen) Ltd / Equip Global	Washers/cable ties/cup bolts/nuts/safety sign	26.25	157.52	☐	☐
27/07/2026	2654	E-Quip (Rasen) Ltd / Equip Global	Gallop/Gloves/Masks/Wipes	18.81	112.88	☐	☐
20/07/2026	2655	E-Quip (Rasen) Ltd / Equip Global	Plier/Chisel/grease	5.30	31.85	☐	☐
21/08/2026	2656	James Togher	Community Donation for Tour of Britain Decs	0.00	250.00	☐	☐
24/08/2026	2657	Toolstation	Bank Payment: Coach bolts	2.00	11.98	☐	☐
24/08/2026	2658	Tamar Telecom	Bank Payment: Telephone & Broadband	1.25	7.49	☐	☐
25/08/2026	2659	Screwfix	Bank Payment: Bench stain	7.33	43.99	☐	☐
25/08/2026	2660	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	☐	☐
25/08/2026	2661	[REDACTED]	Bank Payment: Salaries	0.00	[REDACTED]	☐	☐
25/08/2026	2662	HMRC	Bank Payment: PAYE & NI	0.00	[REDACTED]	☐	☐
25/08/2026	2663	Nest	Bank Payment: Pension payments	0.00	[REDACTED]	☐	☐
24/08/2026	2669	Jake Garden Care (Dyne Group)	Grass Visit 11	196.18	1177.08	☐	☐
26/08/2026	2670	Zurich Municipal Insurance	CTC Insurance Policy (yr 1 of 3)	0.00	5681.90	☐	☐

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
26/08/2026	2671	BT	Bank Payment: Telephone & Broadband	14.08	84.50 ☐ ☐
01/09/2026	2673	Three	Bank Payment: Telephone & Broadband	7.35	44.12 ☐ ☐
01/09/2026	2674	WLDC	Bank Payment: Cemeteries/Church	0.00	57.20 ☐ ☐
27/08/2026	2675	EDGE IT Systems	Advantedge and Epitaph	148.79	892.74 ☐ ☐
02/09/2026	2676	Jake Garden Care (Dyne Group)	Grass cutting Visit 12 01.09.2026	196.18	1177.08 ☐ ☐
31/08/2026	2677	Produlic	Outdoor gym equipment signs	27.04	162.24 ☐ ☐
02/09/2026	2678	Mark Nettleton Grass services	Grass cutting cemetery and churches 26.8.26	160.00	960.00 ☐ ☐
03/09/2026	2679	Caistor Town Hall	Hall hire August	0.00	29.00 ☐ ☐
				TOTAL:	18894.29

Authorised Signatory

Print Name

Date

Authorised Signatory

Print Name

Date

Minute Ref

Project Proposal Document



Project title	Market signs
Proposed by	Cllr Linda Milner
Date	01/09/2026
<u>What the need/issue is</u> Parking of vehicles in the upper spaces of the Market Place during the Saturday Market. This causes inconvenience to stall holders trying to set up the stalls and is a Health and Safety risk as drivers park on spaces allocated for stalls and between them during trading hours. We have 2 no parking signs at moment which are used for the lower spaces which do deter parking.	
<u>What is the proposed solution</u> Purchase of 2 additional signs. These would need to be sunk into the ground using metal sleeves to secure them. I understand we have the equipment to do this in house. Permission would be required from LCC.	
<u>What are the benefits to Caistor</u> The signs will prevent inconvenience to stall holders, allow for expansion of the market and ensure the health and safety of stall holders and customers.	
<u>Cost estimate</u> The cost for 2 signs is approximately no more than £500. Sleeves to hold the signs are estimated at approximately £50.	
<u>Resource estimate</u> Estate operative time.	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Project title	Notice board for the allotments
Proposed by	Estates Committee
Date	28 th July 2028
<u>What the need/issue is</u> There is currently no dedicated location at the allotments to display important information such as site rules, tenancy information, contact details, health and safety notices, water supply updates, inspections, and other allotment-related communications. An allotment notice board would provide a central and accessible point for sharing information with plot holders, helping to improve communication, promote compliance with site rules, and reduce the need for individual correspondence.	
<u>What is the proposed solution</u> Purchase and install a lockable outdoor notice board at the allotment site to provide a central location for displaying allotment rules, health and safety information, contact details, inspection notices, water supply updates, and other important communications for plot holders. Recycled plastic – approx. £800 or Aluminium approx. £400 for a 6 sheet notice board.  6 X A4 RECYCLED PLASTIC OUTDOOR NOTICEBOARD From £931.93 (inc. VAT) Buy View  TRADITION OUTDOOR NOTICEBOARD, ANODISED FINISH	
<u>What are the benefits to Caistor</u> -Provides a central location for displaying allotment rules, notices, and important updates. -Improves communication between the Council and allotment tenants. -Encourages compliance with tenancy agreements and site regulations. -Supports the promotion of health and safety information and site-specific guidance. -Reduces the need for individual correspondence and routine enquiries. -Demonstrates active management of the allotment site and improves the overall appearance of the facility.	
<u>Cost estimate</u> Approx £600 - £1000 including posts/fitting/installation	
<u>Resource estimate</u> 1 day Estates resource to install.	
Date of review	
Outcome of review	Support / Reject / Defer

Project Proposal Document



Project title	Cemetery notice board
Proposed by	Estates Committee
Date	28 th July 2026
<u>What the need/issue is</u> There is currently no facility within the cemetery to display important information such as cemetery regulations, fees, memorial inspection notices, guidance on Exclusive Rights of Burial, and other cemetery-related notices. As a result, visitors may be unaware of the Council's requirements and procedures, leading to non-compliance with cemetery regulations and increased enquiries to the Council. Installing a notice board would provide a clear and accessible means of communicating essential information directly to cemetery users and visitors.	
<u>What is the proposed solution</u> Purchase and install a lockable glazed notice board to display cemetery regs, notices etc 2 BAY, 4 X A4, OUTDOOR RECYCLED PLASTIC NOTICEBOARD From £1,434.12 (inc. VAT) EXTERNAL OAK NOTICEBOARD 8 X A4 GLAZED From £1,432.01 (inc. VAT)	
<u>What are the benefits to Caistor</u> - Improved communication with residents Provides a permanent location for cemetery regulations, fees, opening times and contact information. Ensures visitors can access key information even when the Town Hall is closed. - Better compliance with cemetery regulations Makes visitors aware of rules regarding memorials, grave decorations, artificial flowers, waste disposal and maintenance. Supports the Council when addressing breaches of cemetery regulations by demonstrating that information has been clearly displayed. - Supports health and safety Allows display of memorial safety notices, inspection programmes, temporary closures and safety warnings. Provides a means of communicating emergency information to visitors. - Reduces staff time May reduce routine enquiries regarding regulations, fees, memorial applications and grave ownership. Provides a central location for information that would otherwise need to be communicated individually. - Improves transparency Helps explain cemetery processes such as Exclusive Rights of Burial, memorial permits, memorial	

testing and maintenance programmes.

Demonstrates that the Council is providing clear information to the public.

6. Enhances the appearance and professionalism of the cemetery

Creates an official focal point for information.

Gives visitors confidence that the cemetery is actively managed and maintained.

7. Supports future projects

Provides a place to display notices about memorial inspection programmes, mapping projects, cemetery extensions, path works, tree works or other improvement schemes.

8. Provides an audit trail

The Council can demonstrate that important information was publicly displayed should any dispute arise regarding regulations, memorial safety, maintenance standards or cemetery procedures.

Cost estimate

Notice board – circa £1200 - £1500

Installation – circa £200 - £500 depending on location/what it is secured with/ Estates resource or contractor.

Resource estimate

Low if installation completed externally, slightly higher impact on Estates resource if CTC install it.

Date of review

Outcome of review

Support / Reject / Defer

Project Proposal Document



Caistor Town Council

Project title	Finance Management Software: Retain Current System or Transfer to Edge IT
Proposed by	P&F committee
Date	03/09/2026
<u>What the need/issue is</u> The Council's current bespoke finance package continues to meet operational requirements and is provided free of charge. It is familiar to the Clerk/RFO and tailored to the Council's existing processes. The principal concern is business continuity. Ongoing support, maintenance and future development depend on one individual, creating a risk during periods of unavailability and in the medium term. The Personnel and Finance Committee therefore asked that the potential transfer to Edge IT be investigated, taking account of cost, suitability, support and resilience.	
<u>What is the proposed solution</u> Two preferred options are presented for decision: Option 1: Retain the current bespoke package at no cost, accepting the existing single-person support risk and keeping the position under review. Option 2: Transfer to the Edge IT finance package under the quoted five-year arrangement, subject to contract review, confirmation of the final price and scope, satisfactory data migration arrangements, and appropriate implementation and training support. Recommendation: Councillors should compare the financial saving of remaining with the current system against the improved supplier support and business continuity offered by Edge IT. If resilience is the overriding priority, Edge IT is the preferred commercial option.	
<u>What are the benefits to Caistor</u> - Retaining the current package: no licence cost; no migration or training burden; continued use of a system tailored to Caistor's processes. - Transferring to Edge IT: formal supplier support; reduced dependency on a single individual; improved business continuity; a purpose-built council finance system; and potential administrative efficiencies because the Council already uses other Edge IT products. Presenting both options enables a transparent, proportionate decision based on value for money, service resilience and operational need.	
<u>Cost estimate</u> - Current bespoke package: £0 setup and £0 annual licence cost under the present arrangement. - Edge IT: approximately £1,000 for setup and year 1, followed by approximately £500 per annum under a five-year contract. - Indicative five-year cost: approximately £3,000 in total, calculated as £1,000 in year 1 plus £500 for each of years 2 to 5. All figures are approximate and should be confirmed in the final written quotation, including VAT status, modules, user numbers, migration, training, support, price review provisions and any exit charges.	
<u>Resource estimate</u> - Retain current system: minimal staff resource, other than routine operation, backups, documentation and periodic resilience review. - Transfer to Edge IT: Clerk/RFO time to confirm the specification and contract, prepare and check data, support migration and testing, undertake training, update procedures and business continuity records, and operate appropriate checks before the new system becomes the sole accounting record. Implementation should be planned around the Council's finance and audit cycle, with access to the existing records retained in an appropriate format.	
Date of review	
Outcome of review	Support / Reject / Defer

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

Project Proposal from Cllr Bowman – Event leaflet (needs to complete PPD)

From: Jayne Bowman <cllr.j.bowman@caistortowncouncil.gov.uk>

Sent: 03 September 2026 10:23

To: clerk@caistortowncouncil.gov.uk

Subject: Re: Reports for the next CTC meeting - 10th September 2026

Hello Michelle

Project proposal:

Caistor Events Leaflet & Business Directory

Proposed by:

Jayne Bowman

What the need is:

Leaflet advertising the town's businesses and events.

What are the benefits to Caistor:

Increased footfall to the town benefiting businesses. Giving the businesses to a bigger audience.

Cost estimate:

£800 approx

Resource estimate:

Volunteers to research and produce the leaflet, volunteers to deliver it to Caistor residents, District and County Councillors for wider distribution.

Kind regards

Jayne

Sent from my iPhone



Budget Forecast 2027/28

Forecast of Income

Category	YTD @ 03/09/26	2026/27 Budget	EOY Forecast	YTD and EPY Forecast Notes
Precept	143499	143499	143499	
Cemetery	2380	0	3500	
Allotments	30	450	450	
Market Rents	935	2000	2000	
Sports Ground	1675	3800	3800	
Grass Cutting	0	3770	3770	
Grants	0	1000	1000	
Town Hall	0	520	520	
CIL Income	0	1000	1000	
Miscellaneous Income	1020	2500	2500	
	149539	158539	162039	12500

2027/28 Budget	2027/28 Budget Notes
143817	
8000	
450	
2000	
3800	
3800	
1000	
520	
1000	
2500	
166887	



Budget Forecast 2027/28

Forecast of Expenditure

	Category	YTD @ 03/09/26	2026/27 Budget	EOY Forecast	YTD and EPY Forecast Notes	2027/28 Budget	2027/28 Budget Notes
Staff costs	Salaries	19169	48000	46000		50000	
	PAYE & NI	7139	15500	17500		17500	
	Staff Travel & Benefits	107	250	250		250	
	Pension payments	2704	5000	5000		5700	
	Other Staff Expenses	0	250	250		250	
Office/admin	Training	540	800	800		800	
	General Office	354	1500	1500		1500	MS Business / Stationery/PAT testing
	Telephone & Broadband	681	1350	1350		1500	
	Hall Hire	266	500	500		500	
	Insurance	5682	5000	5682		5700	
	Audit	200	700	700		750	
	Subscriptions	110	1000	1000		1000	
	Professional fees	0	250	250		250	
	Legal Fees	0	11000	5000	May no longer be required	1000	
	Cemetery, Market and Parks records management	0	1100	1100		1150	
	New finance mmt package	0	0	0		1000	Implementation costs and annual sub
	Civic	0	0	3000	Need to decide whether to allocate for civic this year??	0	
Estates	Mayor Allowance	0	250	250		250	
	Amenity and PROW grass	2941	4500	4500		4700	
	Parks grass	2099	3200	3200		3400	
	Sportsground	5149	8300	8300		8500	primarily for grass cutting
	Cemetery/Church	14529	18750	18750	include ground scan	14000	Cemetery grass £6k; Churches grass £6.5k; green bins £540; black bins £350; clock service £300
	Allotments	0	250	250		250	
	Market	0	250	250		500	Possibly grow market
	Tree work	1376	500	2000		500	
	Community Events	320	250	320		250	
	Electricity-Market Place LN7 6TU	107	400	400		400	
	Electricity-South Street Park	199	400	400		400	
	Electricity-Market Place LN7 6TL	0	0	0		0	
	Electricity-Sports Ground	263	1250	1250		800	
	Water-Sports Ground	126	400	400		400	
	Water-Cemetery	49	100	100		100	
	Water-Allotments	165	250	250		250	
	Parks and Sports Ground Equip Maintenance	14730	18500	18500	included resurfacing sports play area	3500	Inspection; ongoing repairs; SSP black bins £350
	Caistor Sports & Social Club	1240	2000	2000		2000	
	Town Hall	925	6000	6000	For the roof??	2000	gutters £500/ Gas and electric safety insp??/ Legionella insp/
	Estates Equipment	1202	3500	3500		2500	
	Gritting & Snow Clearance	0	100	100		100	
Other/projects	CCTV	0	1000	1000		1000	Assuming CTC support WLDC solution
	Market Place	280	1000	1000	Includes retrospective weed spray in Jun 24	1000	christmas tree/donation for lion clearance
	Contingency	0	0	0		0	
	Grants & Donations	0	0	0		5000	????
	Projects various (separate when approved)	0	500	500	Ashes section extension;	10000	?????Cem notice board £1500; Allot notice board £800
	Health and Safety	2279	4000	4000		5000	FRA £1k/Worknest £2k/action £2k
		84931	167850	167102	82171	155650	



Budget Forecast 2027/28

Reserves

Projected final balance as at 31/03/2027	100274
Less current reserves	102450
Final Projected Balance	-2176

26/27 reserves:

General	60000
**Need to aim for General reserves of 3-6 months operating costs.	
Earmarked Election	3850
Earmarked Park equipment and improve	5000
Earmarked Sports Field Fencing	1500
Earmarked Sports and Social Club	5500
Earmarked Other Buildings	1500
Earmarked Town Hall	5000
Earmarked Fire Station	0
Earmarked Tree maintenance	6500
Earmarked Cornhill re-surfacing	5000
Earmarked Cemetery	1000
Earmarked Handyman Equipment	3000
Earmarked Memorial Fixing	4000
Earmarked Bins and benches project	600
Earmarked Civic	0
	102450

Suggested Movement in Funds

	+/-	Revised	**Target is between: 51883.33 77825.00
General Reserves (4 months min)	0.00	60000.00	
Election	0	3850	
Park equipment and improvements	5000	10000	
Sports Field Fencing	0	1500	
Sports and Social Club	5000	10500	
Other Buildings	2000	3500	
Town Hall	5000	10000	
Fire Station	2000	2000	
Tree maintenance	0	6500	
Cornhill re-surfacing	-5000	0	
Cemetery	4000	5000	
Handyman Equipment	0	3000	
Memorial fixing	0	4000	
Bins and benches project	0	600	
Civic	0	0	
	18000	120450.0	
End of previous year surplus/deficit	-20176		

2027/28 Forecast Income	166887	based on precept of	143817	
2027/28 Forecast Expenditure	155650	REQUIRED PRECEPT	143817	Increase in precept 0.22%
End of previous year surplus/deficit	-20176.0			Council tax increase
VAT outstanding	8939			
BALANCE	0	Balance should be 0		

Based on the revisions the proposed precept will be £143817, an increase of 0.22%.
This includes:
£3000 for a civic service for JW this year
£1000 for purchase of a finance software package
Reduced legal fees for 26/27 and only £1000 legal fees in 27/28 to reflect the reduced risk with historic burials
£5000 allocation for grants in 27/28
£10,000 allocated for projects (need to decide which to progress)
Changes in reserves:
Park equipment + £5000
CS&SC + £5000
Town Hall + £5000
Other buildings + £2000
Old Fire station + £2000
Cemetery + £4000
Cornhill -£5000
Operational expenditure largely the same with small uplift for inflation

Police report July 2026

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 (78)

July 2026

About this crime map

This map uses data from local forces. The hotspots give only a loose idea of where crimes happened. Actual locations and details of crimes are kept anonymous.

Please note that not all crimes that occurred can be shown on the map.

0 incidents of Crime occurred in Lincolnshire Police could not be mapped to a location and therefore are not on this map.

[Learn more about how data is managed on police.uk](#)

Location anonymisation is accurate to 2022 population and housing developments.

Known issues with forces' data are set out in the [changelog](#) on data.police.uk.

Crimes and priorities

Top reported crimes in this area

Crime map

Our priorities

Top reported crimes

Most commonly reported crimes during Jul 2026

Violence and sexual offences	25
Anti-social behaviour	19
Criminal damage and arson	9
Burglary	7

Crime prevention

Crime levels in your area

Crime for last year

Crime per Month

Month	Crimes
Aug 2025	65
Sep 2025	60
Oct 2025	55
Nov 2025	45
Dec 2025	55
Jan 2026	55
Feb 2026	55
Mar 2026	60
Apr 2026	75
May 2026	55
Jun 2026	70
Jul 2026	75

View as a list

Report of District Councillor Owen Bierley to Caistor Town Council,

10th September 2026

(Prepared Wednesday, 2nd September)

Community

A further, final, round of West Lindsey's highly successful Flagship Community Grant Scheme was launched on Monday, 17th August as a tried and tested means of helping community groups and other organisations to create resilience and transition to the future local government structure. Please be aware that, as in previous rounds, an 'Expression of Interest' form must be completed on the website to initiate the process and to engage the advice and support of the Officer Team. Naturally, advice and assistance is readily (and enthusiastically) available from elected members! Any assistance in promoting this opportunity among voluntary groups will be greatly appreciated. Colleagues may be surprised to learn that there is presently no statutory requirement for the developers and operators of large-scale renewable energy schemes to provide community benefits to the areas hosting them, though Government has proposed a national approach to remedy this. It is not expected to come into effect before the end of 2027 and may not apply to projects that have already received consent. Accordingly, the Council has adopted a Large-Scale Renewable Energy Community Benefit Policy that applies to sites with an installed capacity of at least 5MW (please search for Community Benefit Policy on the website). NB. Applications to develop sites that will produce less than 50MW of electricity are determined by the Local Planning Authority. Potential community uses could include energy efficiency measures, community energy schemes, green skills programmes, nature recovery initiatives and improvements to community facilities.

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 recent conflict in the Middle East had on rural communities, specifically on the price of heating oil, here a link to the CRF Oil Fund that is being administered by the Lincolnshire Community Foundation on behalf of the District Council: <https://lincolnshirecf.co.uk/wloil/> Further 'strands' of CRF support are to be announced because, importantly, it is a three-year funded programme. Advice remains available from our advisors.

The Council's annual budget consultation is open with various channels available to enable all those wishing to take part to do so. We will once again have a stall on each of the markets in the district, with the event in Caistor being scheduled for the morning of Saturday, 12th September.

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 a current allocation of £4,000.00 for the expected four-year term of the Council. Further to the first paragraph in this report, the CLIF is to be topped up with an additional £1,000.00 per member so it remains available for the extended fifth year of this term of office.

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 delighted that Good Causes registered with the West Lindsey Lottery (including no fewer than six working in and around Caistor) continue to generate significant additional income from this remarkable opportunity. Draws take place at 8.00 every Saturday evening with many prizes

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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 2026, new model, flagship, iPhone in the Super Draw on Saturday, 31st October, again with the option to take a cash alternative! 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 website at: <https://www.westlindseylottery.co.uk> Each ticket has a 1 in 50 chance of a prize and every pound raised for the cause generates a further 20p for the Community Fund! I’m assured that changes brought about by LGR can be simply and easily mirrored in the lottery.

Work to deliver Local Government Reorganisation (LGR) in Lincolnshire continues in detail and at pace. This involves the transfer of twelve wards from North Kesteven and seven wards from West Lindsey to create two new unitary authorities, specifically an enlarged ‘Lincoln Council’, with the remainder of the present administrative Lincolnshire forming ‘Lincolnshire Council’. North and North East Lincolnshire (as existing unitary authorities) are to continue unchanged. From an administrative perspective this adds complexity because, rather than the assets of Lincolnshire and West Lindsey simply being merged into a larger authority, they will first undergo a process of ‘disaggregation’ so that they can be equitably split between two successor authorities. The local elections on Thursday, 6th May 2027 will be used to form the new shadow (successor) authorities that will become operational on Vesting Day, 1st April 2028. In this scenario the term of office of councillors in the existing second-tier councils will be extended for an additional year. I further understand that the term for Parish and Town Councillors will run for five years from next May. This is logical and will ensure alignment within local government.

Our new Community Asset Transfer Policy applies to selected freehold assets owned by, or under the stewardship of, the District Council. It outlines how transfer requests will be assessed and determined with a view to ensuring the long-term sustainability and the wider social, economic and environmental benefits of the proposal. As such it is expected to safeguard valued assets and support community wellbeing throughout West Lindsey and support community wellbeing for the foreseeable future, supplementing the existing Assets of Community Value mechanism. For a full (and fully searchable) copy of the Council’s asset register please visit: <https://www.westlindsey.gov.uk/council-democracy/facts-figures/information-about-district/council-property>

Planning

A new National Planning Policy Framework (NPPF) was introduced on Monday, 17th August and for the first time proposals already registered with the Local Planning Authority were included in its provisions. The papers for the August Planning Committee (on Wednesday, 19th) had already been issued, so an addendum was circulated for participants setting out the implications of the new NPPF on the applications for determination on that occasion. This revision of the NPPF introduces a distinction between development with settlements and those outside, with a presumption in favour of the former (subject to specified criteria) with the latter being assessed against more limited circumstances where development may be considered acceptable.

Related to the above, the Government’s National Scheme of Delegation for Planning Functions is to be introduced on Saturday, 31st October, setting out how Local Planning Authorities should run their Planning Service. It even includes a regulation on the size a Planning Committee can be!

The Central Lincolnshire Joint Planning Team has published the Housing and Economic Land Availability Assessment (HELAA), a highly important document in preparation for the next (2028) iteration of the Central Lincolnshire Local Plan. Though richly detailed it is easy to use and can be viewed at: <https://storymaps.arcgis.com/stories/514b06fdd84e4265ac9ca0662c01a059>

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Minutes of the Personnel and Finance Committee held at 7:00pm at the Caistor Town Hall on 25 August 2026

Present: Cllr S. Davey, Cllr J. Cox, Cllr L. Milner (Chair), Cllr A. Clark, Cllr P. Morris,

In Attendance: Michelle Moss,

Members of public present: 0

- 1. To appoint the Chair of the Personnel and Finance Committee - Ref: 5350**
RESOLVED to appoint Cllr Milner as Chair of Personnel and Finance Committee.
All in favour
- 2. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 5351**
None.
- 3. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5352**
None.
- 4. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 5353**
None.
- 5. To review and approve the draft minutes from 28th April 2026 meeting - Ref: 5354**
The draft minutes had been circulated prior to the meeting.
RESOLVED to approve the minutes of the personnel and finance committee meeting of 28th April 2026 as a true record of the meeting. 1 councillor abstained as they were not at the last meeting.
1 abstained
- 6. Finance - Ref: 5355**
 - a) To review the projected spend against budget forecast for 2026/27 - Ref: 5356**
It was noted that: the spend for most budget lines is on track; insurance was likely to be greater than budgeted, for; staff costs may be slightly higher due to government linked pay increase; legal costs may be lower than anticipated.
 - b) To review the current bank signatories and decide whether any changes need to be made (JC) - Ref: 5357**
The Committee reviewed the current arrangements for bank signatories and noted that changes were required to ensure the mandates remained up to date and reflected the Council's current governance and financial control requirements.
RESOLVED that the following authorised bank signatories be approved, and all others be removed, and that the clerk be authorised to complete and submit all necessary paperwork:
 - a. Unity Trust and Charity Bank - Cllrs Milner, A.Clark, Wright and the clerk;
 - b. NatWest Current and treasurers accounts - Cllrs Milner, J.Cox, Wright and the clerk.All in favour
 - c) To review expenditure of the Mayors allowance and make any recommendations - Ref: 5358**
It was noted there has been no expenditure against the Mayoral allowance this financial year.
 - d) To review the insurance quotations and policy cover, determine the Council's insurance provider and length of agreement - Ref: 5359**
Councillors considered quotations received from Zurich Municipal, Clear Councils (Ecclesiastical) and Gallagher (Hiscox) for the Council's insurance renewal from 1 September 2026. The premiums, levels of cover and key policy features offered by each provider were reviewed. Councillors noted that all quotations were within the extended budget approved by Full Council on 13th August and considered the level of cover provided, including public liability, officials' indemnity, legal expenses and property protection. Councillors agreed that the Zurich

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



Municipal quotation offered the best overall value to the Council, providing the most appropriate balance of cost, cover and protection. The benefits of the three-year Long Term Agreement were also noted.

RESOLVED that the Council accepts the Zurich Municipal insurance quotation under a three-year Long Term Agreement at an annual premium of £5,681.90, as it was considered to offer the best overall value to the Council having regard to both cost and level of cover provided.

All in favour

e) To consider the development of a Forward Plan to identify priorities, projects, asset management requirements, resource implications and financial commitments over the next 3-5 years - Ref: 5360

Councillors acknowledged the value of planning for known future expenditure commitments and asset replacement requirements. However, it was noted that the Council's priorities can change over time, particularly following elections or changes in Council membership, and that maintaining a separate long-term plan may become burdensome and quickly outdated. Councillors agreed that, rather than maintaining a formal Forward Plan, future projects and known expenditure requirements should continue to be considered as part of the annual budget-setting process. This would enable Councillors to review current priorities each year while also ensuring that foreseeable costs, asset replacement programmes, maintenance requirements and compliance-related expenditure are appropriately considered.

RESOLVED not to develop a formal Council Forward Plan; known future expenditure commitments, asset replacement requirements and anticipated projects shall instead be considered as part of the Council's annual budget-setting process, enabling Councillors to review priorities and allocate resources on a yearly basis.

All in favour

f) To consider the initial draft budget for 2027/28 and identify any anticipated financial pressures, projects or service requirements that should be included - Ref: 5361

The Committee reviewed the draft budget for 2027/28. It was noted that: operational expenditure is broadly in line with the current year's budget, with inflationary uplifts applied where appropriate; there is greater budget flexibility primarily due to a reduction in cost pressures associated with the historic burial issue including legal costs; ideally, wherever possible, councillors would like to maintain the precept at a level broadly consistent with the previous year; the level of funding available would need to be balanced against the Council's project priorities and future asset requirements.

The Committee considered proposals to allocate additional funds to Earmarked Reserves to support future works and asset replacement across a number of key assets, including park equipment, the Sports & Social Club, Town Hall, Fire Station and Cemetery.

RESOLVED that the draft 2027/28 budget be developed further, taking into account the Council's project priorities and future asset requirements, whilst seeking wherever possible to maintain the precept at a level broadly consistent with 2026/27.

All in favour

g) To consider whether to move from the current bespoke finance management package to a commercial package - Ref: 5362

The Committee considered a report from the Clerk/RFO reviewing the Council's current finance software arrangements and comparing them with a number of commercial finance packages commonly used within the parish and town council sector. It was noted that: the current bespoke finance package continues to meet the Council's operational requirements and is provided free of charge; however, Councillors acknowledged the business continuity and support risks associated with reliance on a single individual for ongoing maintenance, development and technical support.

The Committee considered the alternative packages reviewed within the report and noted that Edge IT appeared to offer an appropriate balance of functionality, cost and support arrangements. It was further noted that the Council already utilises several Edge IT products, which may provide efficiencies in terms of supplier management, support and system integration.

RESOLVED to investigate the potential of moving to the Edge IT finance package, having regard to cost, suitability, business continuity and support arrangements, and to report back to a future meeting.

All in favour

7. Policy - Ref: 5363

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



a) To review the business continuity plan - Ref: 5364

The Committee reviewed the Business Continuity Plan and noted the proposed amendments. It was agreed to investigate suitable password encryption software for Council use, with details to be incorporated into the Plan once implemented. It was further agreed to update the bank signatory details in accordance with earlier discussions and to include details of Facebook administrators once agreed later in the meeting.

RESOLVED that the Business Continuity Plan be amended and approved as outlined above, including investigation of a password encryption solution for future inclusion within the Plan.

All in favour

b) To consider whether the Grant Award Policy should be retained, amended, deferred or removed - Ref: 5365

It was noted that grant awards had been suspended during the current financial year due to increased operational cost pressures. Members agreed that, where finances allow, it is important to continue supporting community organisations through grants. It was agreed to amend the policy to provide for a single annual grant round, whilst retaining Council's discretion to defer or suspend grant awards if necessary. The option of replacing recurring grant applications with specific budget allocations was discussed but not supported.

RESOLVED that the Grant Award Policy be retained, but amended to provide for one annual grant round in April. The Council shall retain the discretion to defer or suspend grant awards where financial circumstances require.

Following approval of the annual budget in January, the Clerk shall publicise the availability of grant funding to local organisations.

Majority vote

8. Other - Ref: 5366

a) To consider the recommendations from the Internal Auditors report 25/26 and decide any action - Ref: 5367

The Committee considered the recommendations contained within the Internal Auditor's Report for 2025/26. Councillors noted that: the report was very positive; the only observation relating to a Local Council Association's guidance on the use of Artificial Intelligence (AI) and the need to avoid over-reliance on AI as a reason for not filling staffing roles; the previous Deputy Clerk appointment had not been successful due to recruitment and retention challenges; that the Deputy Clerk role had also been intended to provide cover during periods of Clerk absence; the Clerk reported that the use of AI had significantly reduced workload pressures and improved efficiency.

Councillors were supportive of the continued use of AI, subject to appropriate security and data protection arrangements remaining in place.

RESOLVED to note the Internal Auditor's observation and take no further action at this time.

All in favour

b) To consider councillor admin access to facebook and decide whether the current arrangements are appropriate (JC) - Ref: 5368

RESOLVED to keep the admin access to facebook limited to the clerk, Cllr Wright and Cllr J.Cox.

All in favour

9. Personnel - Ref: 5369

a) To consider the new HMRC mileage rates and decide whether to apply them to CTC expenses policy - Ref: 5370

The Committee considered the revised HMRC mileage rates and their potential application to the Council's Expenses Policy. Following discussion, it was agreed that adopting the HMRC rates would ensure the Council's reimbursement arrangements remain aligned with current government guidance.

RESOLVED to adopt the revised HMRC mileage rates and update the Council's Expenses Policy accordingly.

All in favour

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



b) To review the Lone worker risk assessment and agree any action - Ref: 5371

Councillors reviewed the Lone Worker Risk Assessment and considered the control measures currently in place. It was noted that: the Estates Operative had declined the use of a Council mobile phone and preferred to use his personal mobile phone, which contains emergency contact information; the Clerk had assessed the training requirements associated with lone working and had implemented a training plan using WorkNest online training modules; an annual review of training requirements would be diarised to ensure training remains current and appropriate.

c) To consider the staff stress questionnaire and determine how it should be actioned - Ref: 5372

Councillors considered the Staff Stress Questionnaire and discussed how it should be administered and reviewed. It was agreed that the questionnaire would be issued annually by the Chair of the Estates Committee to support staff wellbeing and provide an opportunity to identify any concerns or support requirements. RESOLVED that the Staff Stress Questionnaire be administered annually by the Chair of the Personnel and Finance Committee.

All in favour

d) To consider Clerks workload and potential solutions, including the possibility of recruiting a replacement deputy clerk (JC) - Ref: 5373

Councillors considered the Clerk's workload and potential options to provide additional support, including the possibility of recruiting a replacement Deputy Clerk. It was noted that: workload demands fluctuate throughout the year, with some periods of particularly high activity; there have been several significant historical issues which have been managed over the last few years and caused additional work and pressures; the Clerk confirmed that they did not wish to move to a full-time role; the introduction of Microsoft Copilot had helped to reduce some administrative pressures and improve efficiency. At the present time, Councillors agreed that recruitment of a Deputy Clerk was not required but that the situation should continue to be monitored.

Meeting closed at 8:50pm

Estates committee update. September 2026

Since the last Council meeting there has been no estates meeting.

Cemetery The bench at the front of the cemetery near the lockup has been removed so it can be refurbished with new lats and repainted. Cemetery railings have been washed and will require considerable touch up of the paintwork.

South Street Park The suspension ropes have been changed on the multiplay, grass cutting was suspended during the hot weather. The roundabout mechanism has been serviced

Picnic Benches 6 new picnic benches have been strengthened to prevent twisting. The Millfields has been secured in place.

Allotments & Cemetery (tree works)

George Coletti has been appointed to carry out tree work at the allotments and cemetery. Tree maintenance work, removing small 2 trees and clearing 2 dead trees at the cemetery.

Town Hall: Brigg and Humberside roofing have been appointed to carry out a number of jobs around the town hall , timing yet to be agreed.

The sports and social club The roof space and timbers are due to be inspected to establish the structural integrity of the roof as agreed at the last full council meeting.

Cenotaph Railings : The railings have recently been washed, the paint work required a small amount of touch up however a section has recently been damaged (bent) and will require work to reinstate.

Report: Historic Burial Issue – North Kelsey Road Cemetery 1.9.2026

Purpose

To provide an update on the historic burial investigation and to seek a decision on whether burial and reservation applications should resume, together with consideration of any related actions.

Current Position

Following the Ground Penetrating Radar (GPR) survey and subsequent investigations, a number of historic burials were identified within plots previously believed to be available for burial or reservation. As a precaution, the Council temporarily suspended new burial and reservation applications while investigations were undertaken.

Significant progress has now been made. Of the 26 plots originally identified as potentially affected, issues relating to 23 plots have now been resolved through further investigation, clarification of records and discussions with plot holders. Three cases remain outstanding, although the majority of work associated with the historic burial investigation is now complete.

The Council must now consider whether it is appropriate to resume burial and reservation applications and what additional measures may be required to support the future management of the cemetery.

Matters for Consideration

Cemetery Fees and Charges

The investigation has highlighted that the cemetery has significantly fewer available burial spaces than previously believed. Current estimates suggest around 65 immediately available plots, potentially increasing to approximately 90 if additional areas can be brought into use.

Given the reduced availability of plots, Councillors may wish to ask the Estates Committee to review cemetery fees and charges to determine whether they remain appropriate and reflect the limited remaining capacity.

Policy for Discovery of Historic Burials

Councillors may wish to consider developing a formal procedure for occasions where previously unidentified remains are encountered during grave excavation. Such a procedure could cover:

- Immediate cessation of excavation works.
- Notification and investigation procedures.
- Consultation with relevant professional advisers.
- Communication with families and funeral directors.
- Decision-making responsibilities and alternative burial arrangements.

Cemetery Regulations Review

A review of the Cemetery Regulations may be beneficial to ensure they adequately address:

- Historic burial discoveries.
- Plot reallocation where necessary.
- Reservations and Exclusive Rights of Burial.
- Record management requirements.

Long-Term Cemetery Capacity

The investigation has reinforced the need for longer-term planning for burial provision. Current estimates suggest that the cemetery has a significantly lower remaining capacity than previously understood, and there is no scope for expansion within the existing cemetery boundaries.

Councillors may therefore wish to consider:

- The future provision of burial space once the existing cemetery reaches capacity.
- Whether alternative land should be identified and assessed for future cemetery use.
- The development of a longer-term cemetery strategy to ensure burial provision can continue to meet the needs of the community.

Reservations Policy

The Council's reduced burial capacity may also prompt a review of its current approach to grave reservations. Whilst reservations provide certainty for residents and families planning ahead, they also reduce the number of plots available for immediate burial and can limit the Council's flexibility in managing the remaining cemetery capacity.

Councillors may therefore wish to consider whether the Council should:

- Continue accepting reservations under the current arrangements.
- Limit reservations to Caistor residents only.
- Restrict reservations to specific circumstances.
- Limit the number of plots that may be reserved by an individual.
- Suspend new reservations whilst continuing to provide burials in available plots.
- Retain the current policy without amendment.

Any decision should balance the needs of current residents and families against the long-term availability of burial space within the cemetery.

Councillors are asked to:

1. Consider whether burial and reservation applications should now resume.
2. Consider whether any changes should be made to the Council's reservations policy.
3. Request the Estates Committee to review cemetery fees and charges.
4. Consider the development of a policy/procedure for the discovery of historic burials.
5. Consider any further actions required in relation to cemetery capacity, future burial provision and long-term cemetery management.

Full Council Report – 3rd September 2026

Bowling Club Clubhouse – Ownership, Responsibilities and Request for Replacement

Purpose of Report

To update Councillors on recent discussions with the Caistor Hillside Bowling Club regarding the condition of the clubhouse building, review the historical documentation recently obtained, consider the Bowling Club's request for support in pursuing a replacement building project, and determine whether further legal advice is required.

Background

On 1 September 2026, representatives of Caistor Town Council met with representatives of the Caistor Hillside Bowling Club at the Bowling Club site to discuss concerns regarding the condition of the clubhouse building.

The Bowling Club have advised that the clubhouse is deteriorating and that they wish to pursue replacement of the building in time for the start of the 2027 bowling season. The Club has also indicated that it intends to investigate grant funding opportunities and has suggested that the Council may be responsible for costs associated with demolition of the existing building, drainage improvements, construction of a replacement clubhouse and replacement of fixtures and fittings.

Following this meeting, the Council received a letter from the Bowling Club requesting that the Council grant permission for replacement of the building to enable a grant application to proceed whilst ownership issues are investigated. The Bowling Club's position is that ownership may ultimately rest with either the Council or the Club but that a replacement project should not be delayed whilst ownership is clarified.

Historical Information Identified

Research undertaken by the Clerk has established that the building currently used as the Bowling Club clubhouse is understood to have originally been the former telephone exchange building from North Street, Caistor.

The Council has also recently obtained a copy of a lease dated 7 May 1986 between Caistor Town Council and the trustees of the Caistor Hillside Bowling Club.

The lease grants the Bowling Club a 21-year lease from 1 April 1986 over:

"ALL THAT piece of land forming part of the Landlord's Recreation Field adjoining Brigg Road Caistor"

Importantly, the lease refers specifically to the bowling green land and does not expressly include a clubhouse building within the description of the demised premises.

The lease plan identifies the bowling green area leased by the Council to the bowling club.

The lease also contains a provision stating that, upon termination of the lease, the trustees may remove any buildings, structures or fixtures placed upon the site unless the Council elects to purchase them.

This provision may be relevant to consideration of the ownership status of structures placed on the leased land.

Current Position

Whilst additional historical information has now been identified, ownership of the clubhouse building cannot currently be established with certainty.

The available evidence indicates that:

- The Council owns the land occupied by the Bowling Club.
- The Bowling Club has occupied the clubhouse building for approximately 40 years.
- The Bowling Club has insured, maintained and improved the building for many years.
- Improvements are understood to include installation of a kitchen and repairs to parts of the roof.
- The building does not currently appear within the Council's asset register.
- The Council has not historically insured or maintained the building.

However, at present, there is insufficient evidence to conclusively determine whether ownership of the building rests with the Council or the Bowling Club.

Building Condition and Drainage Issues

The Bowling Club has expressed concern regarding the condition of the clubhouse building and its continued suitability for use.

The building is believed to be in excess of 100 years old and has naturally deteriorated over time.

Concerns have also been raised regarding drainage and flooding. The site is located on sloping ground and is understood to drain via soakaway. The land falls towards the clubhouse building and the Bowling Club has reported several flooding incidents during recent periods of heavy rainfall.

Concerns have also been raised that surface water originating from adjoining land, including the neighbouring BT site and associated hardstanding areas, may be contributing to water ingress around the building.

No independent building condition survey or drainage investigation has yet been commissioned.

Financial Considerations

The Bowling Club has indicated a desire for a replacement clubhouse to be delivered in advance of the 2027 bowling season.

Potential project elements identified by the Bowling Club include:

- Demolition of the existing building.
- Construction of a replacement clubhouse.
- Drainage improvements.
- Replacement of fixtures and fittings.
- Associated professional and project costs.

The total cost of such works is currently unknown but could represent a significant capital project.

Councillors should note that the Town Council operates with an annual precept of approximately £140,000 and maintains reserves in accordance with its adopted financial policies. Any significant capital expenditure would require careful consideration through the Council's budget-setting process.

The Bowling Club has advised that it wishes to investigate external grant funding opportunities, including potential funding through West Lindsey District Council. Councillors should note that future grant availability cannot be guaranteed, particularly given the ongoing Local Government Reorganisation proposals which are expected to replace existing district councils with successor unitary authorities.

Matters for Consideration

Councillors may wish to consider:

1. Whether further legal advice should be obtained regarding ownership of the clubhouse building and the respective responsibilities of the Council and the Bowling Club.
2. Whether the Council is willing to provide landowner consent in principle to allow the Bowling Club to investigate external funding opportunities, without creating any financial commitment or acceptance of liability by the Council.
3. Whether consideration of demolition, replacement of the building, drainage works or financial contributions should be deferred until ownership and responsibilities have been clarified.

Recommendations

It is recommended that Full Council:

1. Note the information contained within this report.
2. Note the contents of the Bowling Club's letter dated 2 September 2026.
3. Note that whilst the Council's ownership of the land is established, the historical documentation currently available does not conclusively establish ownership of the clubhouse building..
4. Consider whether to delegate authority to the clerk in consultation with the Chair to incur expenditure for legal advice to clarify ownership of the building and the respective responsibilities of the Council and the Bowling Club up to a maximum budget (to be agreed).
5. Consider whether, as landowner, they have any objection in principle to the Bowling Club exploring external grant opportunities, without prejudice to the unresolved questions of ownership, responsibilities, future liabilities or any financial commitment by the Council.
6. Defer any decision regarding demolition, replacement of the building, drainage works or Council funding contributions until ownership and responsibilities have been clarified.

Caistor Hillside Bowls Club
Brigg Road
Caistor

2 September 2026

Dear Councillors and Town Clerk,

Thank you to the delegation from Caistor Town Council (CTC) for taking the time to visit Caistor Hillside Bowls Club (CHBC) on 1 September 2026. We are sorry you did not realise that one of the main reasons for the meeting was to establish ownership of the clubhouse, so it was fortunate that Cllr Clark had had the foresight to look into the matter.

We were disappointed that, in spite of the documentary evidence to hand, CTC were reluctant to admit ownership of the said clubhouse. However, this may not matter in the short term as there could still be a way forward.

What was implicitly agreed was that the owner of the clubhouse can only be either CTC or CHBC as there are no other contenders. Therefore please consider the following: **let CTC give their Permission (without prejudice?) for CHBC to replace the clubhouse.**

If CTC **do** own the existing clubhouse, then this Permission will cost CTC nothing: on the other hand, if CTC **do not** own it, then the Permission was empty anyway.

Having CTC's Permission would allow CHBC to proceed with their application for the West Lindsey grant in timely fashion.

Suppose the dream comes true and in April 2027 a new pavilion stands proudly overlooking the bowling green: when the Lease comes up for renewal, CTC simply omit the obligation to maintain the building from the document. Here again, there is no cost to CTC and the matter of ownership can stay lost in the long grass for another 40 years or more.

I understand there is to be a CTC meeting at 6.45 on Thursday 10th September. Please may we urge CTC to issue the said Permission at that meeting so that we still have a chance of making a successful grant application.

Yours faithfully,

Dave Wright
Chairman of Caistor Hillside Bowls Club

Archer Analysis

North Kelsey Road, Caistor

Site Ref: 26022309

Speed Limit:

30

Survey Date:

24/06/2026 - 30/06/2026

Channel: Towards Hadrians Way

	Weekdays (Mon-Fri)			Weekend (Sat & Sun)			Full Week		
Daily Average Flow	954.8			630.5			862.1		
Average Speed	25.5			25.3			25.4		
85th %ile	32.9			33.1			33.0		
Number Over Limit	199.0	20.8%		139.0	22.0%		181.9	21.1%	
SAW (35-42)	77.0	8.1%		57.5	9.1%		71.4	8.3%	
1-4mph Above	104.4	10.9%		70.5	11.2%		94.7	11.0%	
5-9mph Above	60.4	6.3%		45.0	7.1%		56.0	6.5%	
10-19mph Above	29.6	3.1%		21.0	3.3%		27.1	3.1%	
20-29mph Above	3.0	0.3%		1.5	0.2%		2.6	0.3%	
30 mph + Above	1.6	0.2%		1.0	0.2%		1.4	0.2%	

Channel: Towards Moor Lane

	Weekdays (Mon-Fri)			Weekend (Sat & Sun)			Full Week		
Daily Average Flow	724.0			523.0			666.6		
Average Speed	26.0			25.5			25.9		
85th %ile	33.7			33.1			33.5		
Number Over Limit	163.2	22.5%		110.5	21.1%		148.1	22.2%	
SAW (35-42)	69.2	9.6%		42.0	8.0%		61.4	9.2%	
1-4mph Above	78.8	10.9%		57.0	10.9%		72.6	10.9%	
5-9mph Above	50.0	6.9%		35.0	6.7%		45.7	6.9%	
10-19mph Above	31.6	4.4%		15.5	3.0%		27.0	4.1%	
20-29mph Above	2.8	0.4%		2.0	0.4%		2.6	0.4%	
30 mph + Above	0.0	0.0%		1.0	0.2%		0.3	0.0%	

Combined Channels

Survey Date	Speed Limit	Daily Flow	Average Speed	85th Percentile	% Above Limit	% SAW	% 10 - 19mph over limit	% 20mph - 29mph over limit	% 30mph+ Above Limit
24/06/2026 - 30/06/2026	30	1528.7	25.6	33.2	21.6%	8.7%	3.5%	0.3%	0.1%

Archer Survey - North Kelsey Road, Caistor

From: Stayingalive <Staying.alive@lincolnshire.gov.uk>

Sent: 10 August 2026 15:19

I am writing on behalf of Rob Hook, Enforcement Delivery Manager, to provide you with the results of the Archer speed survey carried out in Caistor.

Rob has reviewed the full report and made the Lincolnshire Road Safety Partnership (LRSP) enforcement decision.

The calibrated Archer speed survey equipment was installed on North Kelsey Road on 24/06/2026 and remained in place for a continuous seven-day period.

The survey showed that the average vehicle speed was 25.6 mph in a 30 mph speed limit.

The survey also identified vehicles travelling at speeds that meet the threshold for police enforcement action. (Based on the National Police Chief Council recommendation that enforcement only commence at 10%+2mph above the posted speed limit). Depending on the speed recorded and the individual circumstances, this may result a Speed Awareness Workshop (SAW), a Fixed Penalty Notice, or court prosecution.

I have reviewed the personal injury collision records for the three-year period up to 31/05/2026. During this time, there were no recorded personal injury collisions.

Highways engineers within the Lincolnshire Road Safety Partnership have assessed the location and confirmed that no engineering measures have been identified that would reduce casualties.

The Government is committed to ensuring that the process for deploying speed cameras is transparent and that cameras are only used at locations where they can make a demonstrable reduction in speed-related casualties. The LRSP's role in speed enforcement is limited to the deployment of speed cameras, and any new enforcement site must meet the site selection criteria set by the Department for Transport. These criteria include a history of speed-related personal injury collisions, supported by evidence of significant non-compliance with the speed limit.

Lincolnshire Police, through the Lincolnshire Road Safety Partnership, follows these national criteria to ensure that speed cameras are used solely as a casualty reduction measure.

Based on the survey results and collision analysis, the criteria for fixed or mobile speed camera enforcement have not been met.

Speed cameras are only one element of Lincolnshire Police's speed enforcement strategy. The survey results have been shared with Lincolnshire Police, who may consider enforcement activity at this location when operational resources and competing demands allow.

Decisions regarding when and where enforcement takes place remain a matter for Lincolnshire Police and are dependent upon available resources.

Kind regards,

Simon Hart Data Collection Analyst, Lincolnshire Road Safety Partnership



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 - 3 year LTA with Zurich started 1/9/26	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
Gym equipment signage at sports ground and replacement seat for shoulder	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
Bowling club request for a new pavillion	Ref: 27245	Created: 18/08/2026