Public Meeting Pack

12th November 2026

Caistor Town Council
Town Hall
14 High Street
Caistor
LN7 6TX

You are hereby summoned to attend the meeting of Caistor Town Council which will be held on Thursday 12 November 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
05/11/2026

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 8th October 2026
6. Finance
   a) To approve the Accounting Statements and bank reconciliation for period ending 31st October 2026
   b) To approve the Schedule of Payments
   c) To consider and agree the allocation of the Community Infrastructure Levy income
   d) To agree to an overspend to the CS&SC budget for the front door replacement following storm damage
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 - To receive the draft minutes of the P&F meeting held on 27th October 2026

ai) To consider and approve the purchase of Scribe Accounts finance software, as recommended by the P&F Committee, including the import of one year's historical transactions and asset register set-up

aii) To consider and approve the P&F Committee's recommendation to recruit a Deputy Clerk part way through the 2027/28 financial year and to make appropriate provision within the 2027/28 budget.

aiii) To consider and approve the revised budget proposal recommended by the Personnel & Finance Committee.

b) Estates Committee - No meeting held - Report included in pack

c) Health and Safety Working Group - To receive an update from the Health & Safety Working Group on the legionella risk assessment reports and associated actions.

9. To receive an update on the Christmas tree and decoration preparations and agree to allocate budget to purchase a replacement Idolight for the Market Place

10. To consider and approve the Internal Control Policy

11. Clerks Report & Parish Matters

a) To consider the request to use SSP from the running group for the Sting

b) Review Tracking Report

12. To note any planning decisions

a) WL/2026/00700 | Request for confirmation of compliance with conditions 7 & 8 (noise) of listed building consent 142629 granted 15 September 2021 | Condition discharged

b) WL/2026/00721 | Request for confirmation of compliance with conditions 7 and 8(noise) of planning permission 142484 granted 15th September 2021 | Condition discharged

c) WL/2026/00722 | Planning application for change of use from sui generis & storage facility to general convenience store & off-licence | Grant with conditions

d) WL/2026/00870 | Application for non-material amendment to planning permission 145152 granted 19 August 2022 - changes to the window and door positions, and slight floor area increase | Refused.

e) WL/2026/00903 | Request for confirmation of compliance with condition 3 (landscaping scheme) of planning permission 143159 granted 2 September 2021 | Condition Discharged

13. To review the planning applications received and agree a response - None received

14. To consider rescheduling the Council meeting from 13 May to 20 May 2027, or alternatively appointing a locum clerk to cover the meeting.

15. Date of next meeting - 10th December 2026

16. To resolve to exclude the press and public from the meeting for the following item due to the confidential nature of the business to be discussed relating to legal issues

17. To consider and agree the proposed approach to the Bowling Club clubhouse replacement and future lease arrangements.

Town Hall
14 High Street
Caistor
LN7 6TX

Minutes of the Caistor Town Council held at 6:45pm at the Caistor Town Hall on 8 October 2026

Present: Cllr J. Wright (Chair), Cllr S. Davey, Cllr J. Bowman, Cllr R. Lyus, Cllr S. Hodson, Cllr A. Somerscales, Cllr L. Milner, Cllr A. Clark, Cllr P. Morris, Cllr H. Priestley, Cllr N.Clark, Cllr A Crookes, Cllr A Crookes,
In Attendance: Michelle Moss, District Cllr A. Lawrence, District Cllr O. Bierley,
Members of public present: 1

1. **To receive apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5533**

Apologies received from Cllrs T Cox and J Cox and from County Cllr James Bean.

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: 5534**

None declared.

3. **Public Session (10 minutes, during which the meeting is suspended) - Ref: 5535**

None.

4. **Chairmans Report - Ref: 5536**

The chairman noted that he had not completed any Civic duties this month.

5. **To approve the draft minutes of extraordinary meeting held on 1st October 2026 (if available) - Ref: 5537**

The draft minutes had been circulated prior to the meeting.
RESOLVED that the draft minutes of the meeting held on 1st October 2026 be approved as a true record of the meeting and signed by the Chair. (Cllrs who were not at the meeting abstained)

1 abstained

6. **Finance - Ref: 5538**

a) **To approve the Accounting Statements and bank reconciliation for period ending 30th September 2026 - Ref: 5539**

The accounting statements, bank statements and bank reconciliation had been circulated prior to the meeting.
RESOLVED to approve the accounting statements for the period ending 30th September 2026.

All in favour

b) **To approve the Schedule of Payments - Ref: 5540**

The schedule of payments had been circulated to all councillors prior to the meeting.
RESOLVED to approve the schedule of payments which totalled £8071.06.

All in favour

c) **To note the External auditors report and notice of conclusion of audit - Ref: 5541**

Councillors received and noted the External Auditor's Report for 2025/26. It was noted that the accounts had been restated following a VAT correction and that Section 2, Box 11 of the AGAR had also been corrected to "Yes". The external audit was completed with no other matters raised.

7. **Reports from External bodies (no decisions may be made unless specific agenda item requests a decision):- - Ref: 5542**

a) **Lincolnshire Police - Ref: 5543**

The police and crime stats for August were the latest on the police website and had been circulated prior to the meeting.

b) **West Lindsey District Council. - Ref: 5544**

Cllrs Bierleys report had been circulated to councillors prior to the meeting, the contents were noted.

c) **Lincolnshire County Council - Ref: 5545**

Not present.

Signature: .....

d) **Community Groups - Ref: 5546**
Nothing received.

e) **CDCT - 2-4 Market Place - Ref: 5547**
Cllr Bowman noted that the contract has been signed on shop 4 and the unit has been let.

8. **To receive reports from Committee's and working groups (no decisions may be made unless specific agenda item requests a decision) - Ref: 5548**

a) **Personnel and Finance Committee - Ref: 5549**
No meeting held. It was noted that the next meeting on 27th October.

b) **Estates Committee - Ref: 5550**
The last estates committee meeting was held on 22nd September and the draft minutes had been circulated prior to this meeting - contents were noted.

bi) **To consider the recommendation from Estates Committee regarding future burials at Caistor Cemetery - Ref: 5551**
Councillors considered the Estates Committee's recommendations following the historic burial investigation at North Kelsey Road Cemetery. It was noted that the issues associated with all of the 26 affected plots had been resolved, but the cemetery had significantly fewer available burial spaces than previously understood.

RESOLVED TO:
1. Reopen the cemetery for burials for Caistor residents only, except for interments in existing or previously purchased graves;
2. Honour all existing reservations and Exclusive Rights of Burial;
3. Cease new grave reservations and advance purchases;
4. Retain the existing plot sizes;
5. Encourage double-depth burials where appropriate;
6. Increase the fees to purchase the EROB to £800 for a full burial plot and £250 for an ashes plot, with interment fees unchanged.

The Clerk to notify local funeral directors and update the Council's website, regulations and associated documents.
All in favour

c) **Health and Safety Working Group - Ref: 5552**

ci) **To receive the draft minutes from the HSWG meeting of 8th September - Ref: 5553**
The last HSWG meeting was held on 8th September and the draft minutes had been circulated prior to this meeting - contents were noted.

cii) **To consider the HSWG recommended policy, procedure and changes to the terms and conditions of use of parks/sports ground for events/casual use - Ref: 5554**
Councillors considered the recommendations of the Health & Safety Working Group regarding the process for applications to hold events on Council land. It was agreed that a more structured process would allow sufficient time for applications and supporting documentation to be properly reviewed.

RESOLVED to approve the new Event Application and Approval Process and amend the Terms and Conditions accordingly, including a three-month application period, submission of Public Liability Insurance and Risk Assessments at least six weeks before the event, and provision for an Event Management Plan where appropriate.

Authority was delegated to the Town Clerk to make the necessary administrative amendments and issue the updated documentation.
All in favour

ciii) **To consider the HSWG recommendation to have full fire risk assessments every 3 years and HSWG members will conduct internal reviews in the interim years - Ref: 5555**

Signature: .....

Councillors considered the recommendation of the Health & Safety Working Group regarding the frequency of fire risk assessments.
RESOLVED that a full professional fire risk assessment be undertaken every three years, with members of the Health & Safety Working Group carrying out internal reviews in the intervening years.

All in favour

9. To consider the opportunities for growing the market including the possibility of a market facebook page, how it would be administered and by who - Ref: 5556

Cllr Milner noted that now the hoarding for 2-4 has been removed there is the opportunity to grow the market to increase footfall into Caistor at the weekend. We have had 3 new stall holders recently apply. Cllr Milner asked for council permission to create a separate facebook page for the Market for promotions, and also for additional councillor support putting market equipment away each Saturday.
RESOLVED that Cllr Milner may design a facebook page for the market and share it with council for approval before setting it live.
Cllrs Priestly, Crookes and Bowman agreed to support Cllr Milner with putting market equipment away on a rota each week.

All in favour

10. Clerks Report & Parish Matters - Ref: 5557

a) To consider getting CCTV in Millfields park due to incidences of antisocial behaviour - Ref: 5558

Councillors considered a resident's request for CCTV to be installed at Millfields Park. It was noted that the site has no electricity or internet connection, and alternative options including signage and solar-powered cameras with SD card storage were discussed.
Councillors considered the data protection and ongoing management requirements associated with operating CCTV, including responsibility for accessing, storing and managing recorded footage. It was felt that the Council does not currently have the resources to manage such a system appropriately. The potential impact on nearby residents and the need for consultation were also noted.
RESOLVED: To contact West Lindsey District Council to establish whether it is able to provide advice or assistance with CCTV or alternative measures at Millfields Park.

All in favour

b) To consider a resident's request for the installation of a Speed Indicator Device (SID/VAS) on North Kelsey Road and agree any action required. - Ref: 5559

Councillors considered a resident's request for the installation of a Speed Indicator Device (SID/VAS) on North Kelsey Road. It was noted that, following concerns raised by the resident, LRSP had undertaken an Archer speed survey in June, which did not identify significant speeding at the surveyed location. The resident had subsequently queried the location of the survey, and LRSP confirmed that the equipment had been positioned at the location requested.
LRSP had advised that it would fund the installation of a suitable post should the Town Council agree to purchase a device.
Councillors considered the request but felt that responsibility for addressing highway and speeding concerns should remain with the appropriate highways authorities.
RESOLVED: Not to purchase a Speed Indicator Device for North Kelsey Rd

All in favour

11. Date of next meeting 12th November 2026 - Ref: 5560

Noted.

Meeting closed at 7.28pm

Signature: .....



Accounting Statements

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/10/2026

Explanation of Variances

Cemetery Income

Actual Total: 3250.00 **Budget:** 0.00 **Variation:** 3250.00 / 100

Several interments authorised

Tree maintenance

Actual Total: 1595.90 **Budget:** 1100.04 **Variation:** -495.86 / 45.08

Millfields emergency tree work

Caistor Sports & Social Club

Actual Total: 1995.00 **Budget:** 2000.04 **Variation:** 5.04 / -.25

2 x valve replacements/Roof survey

Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/10/2026

		Actual YTD	Budget	Variance £	Variance %	EOY Forecast
Income						
Income: General						
100	Precept	143499	143499	0	0	143499
140	Cemetery Income	3250	0	3250	100	3500
120	Allotment Income	30	450	-420	-93	450
130	Market Rents	1257	2000	-743	-37	2000
150	Sports ground	2037	3800	-1763	-46	3800
160	WLDC Street Cleaning	0	0	0	100	0
170	Grass Cutting	3868	3770	98	3	3868
180	Grants	0	1000	-1000	-100	1000
350	VAT Reclaimable	0	0	0	100	0
199	Miscellaneous Income	1771	2500	729	-29	2500
185	Town Hall	520	520	0	0	520
186	Magazine Advertising	0	0	0	100	0
187	CIL income	621	1000	-379	-38	1000
	Income: General **Totals**	156853	158539	-229	-1	162137
	Income Totals	**156853**	**158539**	**-229**	**-1**	**162137**
Expenditure						
Expense: General						
500	Salaries	26874	48000	21126	-44	46000
503	PAYE & NI	10024	15500	5476	-35	17500
501	Staff Travel & Benefits	148	250	102	-41	250
502	Contractors	0	0	0	100	0
509	Other Staff Expenses	0	250	250	-100	250
520	General Office	482	1500	1018	-68	1000
530	Hall Hire	343	500	157	-31	500
540	Insurance	5682	5000	-682	14	5682
550	Audit	620	700	80	-11	620
560	Subscriptions	110	1000	890	-89	1000
570	Training	540	800	260	-33	800
580	Election	0	0	0	100	0
581	Mayor Allowance	55	250	195	-78	250
555	Professional Fees	0	250	250	-100	250
556	Legal Fees	0	11000	11000	-100	2000
590	PROW and Amenity Cut	3922	4500	578	-13	4500
591	Public Rights of Way	0	0	0	100	0
592	Parks grass	3137	3200	63	-2	3200
593	Sportsground	7246	8300	1054	-13	8300
594	Cemeteries/Church	16417	18750	2333	-12	18750
595	Allotments	0	250	250	-100	250
610	Market	0	250	250	-100	250
750	Cemetery records management	744	1100	356	-32	800
650	Community Events	320	250	-70	28	320
521	Telephone & Broadband	953	1350	397	-29	1350
700	Electricity - Market Place LN7 6TU	151	400	249	-62	400
701	Electricity - South Street Park	247	400	153	-38	400
702	Electricity - Market Place LN7 6TL	0	0	0	100	0
703	Electricity - Sports Ground	335	1250	915	-73	800
800	Tree maintenance	1596	1100	-496	45	2000
720	Water: Sports Ground	126	400	274	-69	400
721	Water: Cemetery	49	100	51	-51	100

End of year forecast auto calculated based on actual year to date averaged over 7 months manually adjusted where appropriate.

Summary of Income & Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/10/2026

			Actual YTD	Budget	Variance £	Variance %	EOY Forecast	End of year forecast auto calculated based on actual year to date averaged over 7 months manually adjusted where appropriate.
722	Water: Allotments		165	250	85	-34	250	
765	Play Park Maint & Refurb		14730	18500	3770	-20	18500	
597	Caistor Sports & Social Club		1995	2000	5	-0	3500	
522	Town Hall		1060	6000	4940	-82	6000	
582	Civic		0	0	0	100	3000	
601	Equipment		1286	3500	2215	-63	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		3792	5000	1208	-24	6500	
801	Grant to Caistor in Bloom		0	0	0	100	0	
802	Christmas Lights project		0	0	0	100	0	
803	Bins and Benches		0	0	0	100	0	
660	WLDC		0		0		0	
804	Health and Safety		2540	4000	1460	-37	4000	
760	Projects		210	500	290	-58	500	
	Expense: General	**Totals**	106178	168450	62272	-37	165772	
	Expenditure	**Totals**	**106178**	**168450**	**62272**	**-37**	**165772**	

Bank Reconciliation

Balances as per bank statements as at 02/11/2026

Natwest Current Account	8611.45	164548.99
Natwest Business Reserve Account	56857.94	
Equals Card	196.51	
Charity Bank 40 day notice	67790.47	
Unity Trust Instant Access	31092.62	

Unrepresented Payments & Receipts

Date	Invoice Ref	Type	Description	Credit	Debit

Nett balance as at 02/11/2026 **164548.99**

Cash Book

Receipts in current year	156852.85	Opening Balance Bank 1	9968.07	114274.82
VAT to be claimed	400.93	Opening Balance Bank 2	6400.02	
Unallocated cash	0.00	Opening Balance Bank 3	336.97	
Payments in current	106177.75	Opening Balance Bank 4	66778.90	
		Opening Balance Bank 5	30790.86	
		Opening Balance Bank 6	0.00	

Cash Book Closing Balance **164548.99**

General Reserves	60000.00
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	5900.00
Cemetery	1000.00
Estates Equipment	3000.00
Bins and Benches (tfr 11.10.24)	600.00
Civic Service	0.00
Memorial fixing	4000.00
	62698.99

Budget Report - Income

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/10/2026

This report is based on Payment Date

Details		Year 2025/26 Budget	Year 2025/26 Actual	Financial Year Ending 31/03/2027 Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation £	Variation %
Income: General											
Precept		132558	132558	143499	143499	0	0	0	143499	0	0.00
Cemetery Income		4000	11145	0	1530	1350	370	0	3250	3250	100.00
Allotment Income		450	510	450	30	0	0	0	30	-420	-93.33
Market Rents		2000	2365	2000	547	547	163	0	1257	-743	-37.17
Sports ground		4400	4404	3800	901	849	287	0	2037	-1763	-46.40
WLDC Street Cleaning		0	0	0	0	0	0	0	0	0	100.00
Grass Cutting		1785	3772	3770	0	0	3868	0	3868	98	2.60
Grants		1000	0	1000	0	0	0	0	0	-1000	?
VAT Reclaimable		0	5170	0	0	0	0	0	0	0	100.00
Miscellaneous Income		2500	2799	2500	904	828	40	0	1771	729	-29.15
Town Hall		520	520	520	0	520	0	0	520	0	0.01
Magazine Advertising		0	0	0	0	0	0	0	0	0	100.00
CIL income		1000	354	1000	0	0	621	0	621	-379	-37.92
Income: General	Total			158539	147411	4093	5349	0	156853	-229	-1
	Total			158539	147411	4093	5349	0	156853	-229	-1

Budget Report - Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/10/2026

This report is based on Payment Date

Details	Year 2025/26 Budget	Year 2025/26 Actual	Financial Year Ending 31/03/2027 Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation £	Variation %
Expense: General										
Salaries	53000	47721	48000	11338	11600	3935	0	26874	21126	-44
PAYE & NI	15000	17085	15500	4151	4357	1516	0	10024	5476	-35
Staff Travel & Benefits	250	164	250	35	72	40	0	148	102	-41
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	217	47	0	482	1018	-68
Hall Hire	500	450	500	208	87	48	0	343	157	-31
Insurance	4000	7411	5000	0	5682	0	0	5682	-682	14
Audit	700	620	700	200	420	0	0	620	80	-11
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	55	0	55	195	-78
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	1962	0	0	3922	578	-13
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3260	3200	1037	1062	1038	0	3137	63	-2
Sportsground	8300	9561	8300	3188	3077	981	0	7246	1054	-13
Cemeteries/Church	10500	12040	18750	11457	4172	788	0	16417	2333	-12
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	744	0	0	744	356	-32
Community Events	500	0	250	70	250	0	0	320	-70	28
Telephone & Broadband	1350	1538	1350	408	408	136	0	953	397	-29
Electricity - Market Place LN7 6TU	400	375	400	67	62	22	0	151	249	-62
Electricity - South Street Park	600	206	400	59	161	26	0	247	153	-38
Electricity - Market Place LN7 6TL	0	339	0	0	0	0	0	0	0	100
Electricity - Sports Ground	1100	1219	1250	187	112	35	0	335	915	-73
	0	0	0	0	0	0	0	0	0	100
Tree maintenance	1500	1335	1100	0	1376	220	0	1596	-496	45
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	755	0	1995	5	-0
Town Hall	2500	1575	6000	0	925	135	0	1060	4940	-82
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	4500	5423	3500	186	1054	45	0	1286	2215	-63
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	1638	564	0	3792	1208	-24
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	
Health and Safety	5150	5305	4000	2249	30	261	0	2540	1460	-37
	6100	3915								

Budget Report - Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/10/2026

This report is based on Payment Date

Details		Year 2025/26 Budget	Year 2025/26 Actual	Financial Year Ending 31/03/2027 Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation £	Variation %
Expense: General	Total			168450	55087	40234	10858	0	106178	62272	-37
Total				168450	55087	40234	10858	0	106178	62272	-37

Budget Report - Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/10/2026

This report is based on Payment Date

Details	Year 2025/26 Budget	Year 2025/26 Actual	Financial Year Ending 31/03/2027 Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation £	Variation %
Expense: General										
Salaries	53000	47721	48000	11338	11600	3935	0	26874	21126	-44
PAYE & NI	15000	17085	15500	4151	4357	1516	0	10024	5476	-35
Staff Travel & Benefits	250	164	250	35	72	40	0	148	102	-41
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	217	47	0	482	1018	-68
Hall Hire	500	450	500	208	87	48	0	343	157	-31
Insurance	4000	7411	5000	0	5682	0	0	5682	-682	14
Audit	700	620	700	200	420	0	0	620	80	-11
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	55	0	55	195	-78
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	1962	0	0	3922	578	-13
Public Rights of Way	0	0	0	0	0	0	0	0	0	100
Parks grass	3200	3260	3200	1037	1062	1038	0	3137	63	-2
Sportsground	8300	9561	8300	3188	3077	981	0	7246	1054	-13
Cemeteries/Church	10500	12040	18750	11457	4172	788	0	16417	2333	-12
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	744	0	0	744	356	-32
Community Events	500	0	250	70	250	0	0	320	-70	28
Telephone & Broadband	1350	1538	1350	408	408	136	0	953	397	-29
Electricity - Market Place LN7 6TU	400	375	400	67	62	22	0	151	249	-62
Electricity - South Street Park	600	206	400	59	161	26	0	247	153	-38
Electricity - Market Place LN7 6TL	0	339	0	0	0	0	0	0	0	100
Electricity - Sports Ground	1100	1219	1250	187	112	35	0	335	915	-73
	0	0	0	0	0	0	0	0	0	100
Tree maintenance	1500	1335	1100	0	1376	220	0	1596	-496	45
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	755	0	1995	5	-0
Town Hall	2500	1575	6000	0	925	135	0	1060	4940	-82
Civic	0	0	0	0	0	0	0	0	0	100
Equipment	4500	5423	3500	186	1054	45	0	1286	2215	-63
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	1638	564	0	3792	1208	-24
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	
Health and Safety	5150	5305	4000	2249	30	261	0	2540	1460	-37
	6100	3915								

Budget Report - Expenditure

Current Financial Year Ending 31/03/2027

Financial Period 01/04/2026 to 31/10/2026

This report is based on Payment Date

Details		Year 2025/26 Budget	Year 2025/26 Actual	Financial Year Ending 31/03/2027 Budget	Q1 Actual	Q2 Actual	Q3 Actual	Actual	YTD	Variation £	Variation %
Expense: General	Total			168450	55087	40234	10858	0	106178	62272	-37
Total				168450	55087	40234	10858	0	106178	62272	-37

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	☐☐
01/10/2026	2706	WLDC	Bank Payment: Refuse	0.00	57.20	☐☐
03/10/2026	2708	Jake Garden Care (Dyne Group)	Grass cutting parks and amenity visit 14	196.18	1177.08	☐☐
30/09/2026	2709	Mark Nettleton Grass services	Grass cutting cemetery and church Sept	320.00	1920.00	☐☐
02/10/2026	2715	Caistor Arts & Heritage Centre	Room hire meeting 1.10.26	3.75	22.50	☐☐
13/10/2026	2716	Jake Garden Care (Dyne Group)	Dead tree removal Sports ground	240.18	1441.08	☐☐
14/10/2026	2717	Caistor Town Hall	Hire of hall September	0.00	29.00	☐☐
15/10/2026	2718	Test Meter Group	Bank Payment: Legionella test kit	43.49	260.94	☐☐
16/10/2026	2719	EDF	Bank Payment: Electricity - South Street Park	1.26	26.47	☐☐
16/10/2026	2720	EDF	Bank Payment: Electricity - Sports Ground	1.67	35.10	☐☐
21/10/2026	2722	EDF	Bank Payment: Electricity - Market Place LN7 6TU	1.02	21.51	☐☐
14/10/2026	2723	Alan Wood & Partners	Structural survey CS&SC roof	115.00	690.00	☐☐
07/10/2026	2725	Pear Technology	Cemetery map amendments - New ashes section	42.00	252.00	☐☐
22/10/2026	2726	Cloud Next Ltd	renewal - .gov.uk domain	10.00	60.00	☐☐
22/10/2026	2727	Toolstation	Bank Payment: Rad paint/Masking/EBT	5.93	35.56	☐☐
23/10/2026	2728	[redacted]	Bank Payment: Salaries	0.00	[redacted]	☐☐
23/10/2026	2729	[redacted]	Bank Payment: Salaries	0.00	[redacted]	☐☐
23/10/2026	2730	HMRC	Bank Payment: PAYE & NI	0.00	[redacted]	☐☐
23/10/2026	2731	NEST	Bank Payment: Pension payments	0.00	[redacted]	☐☐
26/10/2026	2732	BT	Bank Payment: Telephone & Broadband	14.08	84.50	☐☐
26/10/2026	2733	Tamar Telecom	Bank Payment: Telephone & Broadband	1.25	7.49	☐☐
26/10/2026	2734	Second Element	Legionella Risk Assessments	164.00	984.00	☐☐
26/10/2026	2735	Tool station - Bag hoop	Bank Payment: Equipment	1.17	6.99	☐☐
28/10/2026	2741	Michelle Moss	LastPass Premium - reimbursement to MM	0.00	33.70	☐☐
28/10/2026	2742	Mike Crookes	Mileage claim 26/10/26 - Louth x 3	0.00	175.93	☐☐
28/10/2026	2743	Society of local council clerks (SLCC)	SLCC membership fee	0.00	316.00	☐☐
28/10/2026	2744	Jake Garden Care (Dyne Group)	Parks and sports ground grass	196.18	1177.08	☐☐
30/10/2026	2747	Three	Bank Payment: Telephone & Broadband	7.35	44.12	☐☐
30/10/2026	2748	Angela Clark	Picture frame - Caistor Tour of Britain	0.00	68.29	☐☐

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	
02/11/2026	2750	WLDC bins	Bank Payment: Cemeteries/Church	0.00	57.20	☐☐
03/11/2026	2751	Mark Nettleton Grass services	Grass cutting cemetery and churchyards	260.00	1560.00	☐☐
06/11/2026	2752	Amazon - Path cleaner town hall	Bank Payment: Equipment	4.76	28.55	☐☐
				TOTAL:	**16587.15**	

Authorised Signatory	Authorised Signatory	Minute Ref
Print Name	Print Name	
Date	Date	

CIL REPORT

Financial Year 1st April 2026 to 31st March 2027

A	Total CIL income balance carried over from previous year	£354.46
B	Total CIL income received in reporting year (receipts)	£620.77
C	Total CIL spent within reporting year (net of VAT)	0
	Total CIL allocated but not yet spent to an agreed project (net of VAT)	0
	Total CIL requested to be repaid in the year	0
	Total value of CIL receipts subject to a Repayment Notice served in any year that has not been repaid.	0
D	Total CIL repaid in the year following a Repayment Notice	0
E	Total CIL retained at year end (A+B+D)	£975.23

06/10/2026

Ref	Site Address	Proposal Description	Parish Portion
141727	Land Adj 15 Grimsby Road, Caistor, Market Rasen, Lincolnshire, LN7 6QY	Planning application to erect 1no. dwelling with private drive and garden	£620.77

CIL Expenditure

Item/Purpose	Amount Spent

Michelle Moss

Michelle Moss, Responsible Financial Officer

Appendix C - Infrastructure items (which can be provided or maintained by Parish Councils (not exhaustive)

Infrastructure Type	Power & Duty	Statutory Provision
Allotments	Provision of allotments	Small Holding and Allotments Act 1908 s.23
Burial Grounds; cemeteries and crematoria	Power to acquire and maintain; Power to provide Power to agree to maintain monuments and memorials	Open Spaces Act 1906 ss.9 & 10; Local Government Act (LGA) 1972 s.214 Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1
Bins	Provision of litter bins	Litter Act 1983 ss. 5,6
Bus Shelters	Power to provide	Local Government (Miscellaneous Provision) Act 1953 s.4
Clock	Power to provide public clock	Parish Councils Act 1957, s.2
Closed Church Yards	Power to maintain	LGA 1972 , s.215
Commons and common pastures	Power in relation to inclosure, regulation and management and providing common pasture	Inclosure Act 1845; small Holdings and Allotments Act 1908, s.34
Conference facilities	Power to provide	LGA 1972 s.144
Community Centres	Power to provide and equip building for use of clubs (sport/social/educational); Power to acquire, provide and furnish community building	Local Government (Miscellaneous Provisions) Act 1976 s.19 LGA 1972, s.133
Crime Prevention	Power to spend money on crime prevention	Local Government and Rating Act 1997, s.31
Drainage	Power to deal with ponds and ditches	Public Health Act 1936 s.260
Entertainment and the Arts	Provision of entertainment	LGA 1972 s.145
Highways	Power to repair and maintain public footpaths and bridleways Power to light roads and public places Power to provide parking places for vehicles, bikes, and motorbikes Power to enter into agreement as to dedication and widening Power to provide roadside seats and shelters and bus shelters Power to provide certain traffic signs and other notices Power to plant trees and maintain roadside verges Traffic calming – powers to contribute financially to such schemes Community Transport – power to spend money on community transport schemes	Road Traffic Regulations Act 1984 s.72 Highways Act 1980 s.96 Local Government and Rating Act 1997 s.30 Local Government and Rating Act 1997 ss.26-29
Land	Power to acquire and dispose of land	LGA 1972 ss.124; 126; 127
Mortuaries and post mortem rooms	Power to provide	Public Health Act 1936 s.198
Open Space	Power to acquire land for public recreation Power to acquire and maintain land for open spaces	Public Health Act 1875 s.164 Open Spaces Act 1906 ss.9 and 10
Public Buildings and village hall	Power to acquire and provide buildings for public meetings and assemblies	LGA 1972 s.133
Public Toilets	Power to provide	Public Health Act 1936 s.87
Recreation	Power to acquire land for recreation grounds; public walks; pleasure grounds and open space; and to manage and control them. Power to provide a wide range of recreational facilities Provision of boating pools	Public Health Act 1875 s.164; LGA 1972 sch.14 para27; Public Health Acts Amendments Act 1890 s.44; Open Spaces Act 1906 ss.9 and 10 Local Government (Miscellaneous Provisions) Act 1976 s.19 Public health Act 1961 s.54
War Memorials	Power to maintain, repair, protect and adopt	War Memorial (Local Authorities' Power) Act 1923, s.1; as extended by Local Government Act 1948 s.133
Water Supply	Power to utilise well or spring and to provide facilities for obtaining water from them	Public Health Act 1936 s.125





Sunnyview Conservatories Limited
Breedon Aggregates Yard, Gilbey Road
Grimsby
Lincolnshire
DN31 2RL
info@sunnyviewwindows.co.uk
VAT Registration No.: 678 9839 42
Company Registration No. 03246786

Estimate

ADDRESS
Mr Stuart Davey
Caistor Sports and Social Club
Brigg Road,
Caistor
Market Rasen
LN7 6RX

ESTIMATE NO. 16557
DATE 30/10/2026
EXPIRATION DATE 29/11/2026

JOB NO.
16557

DESCRIPTION	VAT	AMOUNT
To supply and install: Titan Door	20.0% S	1,137.00

INCLUDES VAT TOTAL 189.50
TOTAL **£1,137.00**

Accepted By

Accepted Date

Payment Details
Barclays
Sunnyview Conservatories Ltd
20-50-21
03637220
Please Quote Job Number as Reference

Job Quotation

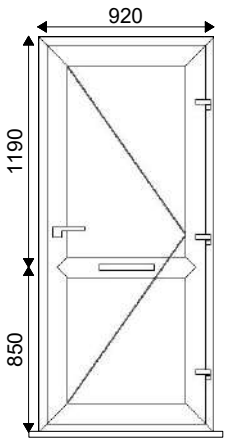
Customer Details
Davey

Tel:
Fax:

Quote No: Q000541
Ref: Davey

Date Printed: 30 October 2026 10:50

System	Rehau - Total 70
Group	White Resi-Door Open Out
Outer Frame	72mm Outer (5 Chamber) White
Door Sash	Door T Sash White
Cill	150mm Sill White
Reinforcement	Std Door Reinforce Whtie
Door Handles	Door Lever/Lever White
Door Hinges	Maxim Flag Hinge White x3
Door Lock	ERA Standard Door Lock Set
Drainage	Concealed
Finish1	White
Letter Plate	White Letterpalte
Bead	28mm Sculpt Bead White
Bead	28mm Sculpt Bead White
Bead	28mm Chamfered Bead White
Bead	28mm Chamfered Bead White
Glass Type	4 Clear Argon T/20/4 Total + T Super Spacer Black
Glass Type	795 x 1945mm Shiplap Panel - W - D-White



1 - 920w x 2040h (Basic Frame Size)
1 - 920w x 2070h, 30mm Cill
Viewed Outside

Window No: 1 of 1
Location: Entrance Door
Finish: White

Reinforcement: Std Door Reinforce Whtie
Extras:

Furniture:
Lever/Lever Handle - White
Maxim Flag Hinge White (LH)
Era Door Lock Set
6000 Shootbolt Keep Packers Rehau
1 Piece Keep Left Hand
Roller Extension
Roller Extension Keep
Door Restrictor
Door Restrictor Routing

Cill:
150mm Sill White (1020mm)

May 2024

All quotations will be honoured for 30 days unless otherwise stated, should you wish to proceed with this quotation a deposit of 25% will be required once your final survey has been carried out.

Upon paying your deposit you are entering into a contract between yourself as the purchaser and Sunnyview Windows. There will be a cooling off period of 14 days in which you can cancel the contract in writing to info@sunnyviewwindows.co.uk. After this 14-day period your 25% deposit is non-refundable. Please be aware, no product will be ordered until receipt of the deposit.

On completion of your installation an invoice will be issued to the email address you have provided us with and will be due upon receipt.

Application for Planning to Household Developments:

Structural changes made to a property require an initial enquiry form to your local council for a planning submission of pre-application. We can apply to your local council on your behalf, there would be a fee as per your council's schedule for pre-application enquiries. If the council pass the works to be done written confirmation will be given.

Application for Building Control to Household Developments:

Should this be required for things such as sun rooms, conservatories, Supalite roofs, we can apply to your local council on your behalf, there would be a fee as per your council's schedule.

Specification & Building Regulation compliances:

All installed UPVC windows are internally beaded for added security, have high security locking mechanisms and all 28mm double glazed sealed units meet current building regulations.

All installed UPVC doors are internally beaded for added security, have high security locking systems, flag hinges and all 28mm double glazed, safety glass sealed units meet current building regulations.

As of June 15th, 2022, the government's new building regulations state that whenever 30% of a property's windows are replaced, background ventilation should be provided in habitable rooms and is therefore our duty to provide you with trickle vents. As all of our installations are submitted to and certified by FENSA, building regulations are legally enforceable and fines could be issued for noncompliance. This may result in you struggling to sell your property in the future and your FENSA cert could become invalid.

FENSA

All UPVC window installations and doors (where there is 50% glass) will be registered with FENSA and a certificate issued once the final invoice has been paid, these are backed with a 10 year guarantee through Quality Assured National Warranties.

Rouse Readimix Yard
Gilbey Road, Grimsby, NE Lincs, DN31 2RL
Tel: 01472 344333
info@sunnyviewwindows.co.uk
Company Reg: 03246786
VAT Registration No: 678983942

All conservatories, sunrooms and roof replacements come with a 10 year insurance backed guarantee with Quality Assured National Warranties upon payment of final invoice.

If you have any questions regarding FENSA or QANW please do not hesitate to contact us at the office.

Guarantee & Maintenance

All hardware (things such as hinges and handles) on windows and doors are guaranteed for 1 year. You should periodically lubricate all moving parts with light machine oil and wipe off any surplus to prevent any dust and particle adhesion, this will help maximise the life of your fittings.

All double-glazed sealed units are guaranteed for up to 5 years. This applies only to the breakdown/failure and does not cover the breakage of any glass.

All UPVC frames are guaranteed for 10 years. Clean the UPVC with a non-abrasive solution or a proprietary UPVC cleaner. Do not clean foiled products with any solvent type cleaning agent, to do so will invalidate your guarantee with our suppliers.

Composite door guarantees including colour fading fall under our supplier's terms and conditions. Clean with a non-abrasive solution, Do not clean with an abrasive solution, to do so will invalidate your guarantee with our suppliers.

Bi-folds: All hardware is guaranteed for 1 year and 10 years for the profile/frames, periodically lubricate all moving parts with a light machine oil. Wipe off any surplus to prevent any dust and particle adhesion, this will help maximise the life of your fittings.

Clean the aluminium with a non-abrasive solution or proprietary aluminium cleaner. Do not clean with an abrasive solution, to do so will invalidate your guarantee with our suppliers.

Installation is guaranteed for a period of 1 year. After this time a call out fee will be charged.

Rouse Readimix Yard
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Tel: 01472 344333
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Report of District Councillor Owen Bierley to Caistor Town Council, 12th November 2026

(Prepared Friday, 30th October)

Community

A further, final, round of West Lindsey's highly successful Flagship Community Grant Scheme is now open as a tried and tested means of helping community groups and other organisations to create resilience and transition to the future. Awards of between £200.00 and £75,000.00 are offered, with no requirement to demonstrate match funding, though applications including it will be viewed favourably. 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. Advice and assistance is readily (and enthusiastically) available from elected representatives too. Demand so far has been substantial, happily led by our area!

The District Council's annual consultation on its Council Tax Support Scheme is now open and will run until 9.00 a.m. on Tuesday, 10th November. This helps working-age applicants on a low income with their Council Tax bill; however people who have reached State Pension age are covered by national rules set by the government so are unaffected by changes in our own scheme.

A new three-year funded financial support mechanism, the Crisis and Resilience Fund (CRF), has been introduced by Government to assist some of the most vulnerable in society. It comprises a number of separate strands, with the overall aim of each being to support low income households who encounter a financial shock and to support activity that builds individual and community financial resilience. For example, subject to a number of criteria, an award could be made to alleviate immediate pressure on household finances as a result of loss of employment, an unexpected household expense, an unexpected increase in a household bill, or an unforeseen circumstance that creates an immediate financial crisis. More detailed information is set out at: https://www.west-lindsey.gov.uk/benefits-support/crisis-resilience-fund#crisis-payments Advice is, of course, also readily available from our customer service advisors. Meanwhile, colleagues at Lincolnshire County Council are administering the strand to help mitigate the impact the ongoing conflict in the Middle East is having on rural communities, specifically on the price of heating oil for those properties that depend upon it and as we rapidly approach the colder months of the year.

Our popular and highly successful Councillor Local Initiative Fund, specifically designed to assist in bringing forward and delivering small-scale community projects remains open, with each member having an allocation of £4,000.00 for the four-year term of the Council ending next May.

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 events and functions through the Council's website at: https://www.west-lindsey.gov.uk/events This service, too, is free of charge and is successfully used by community groups such as Caistor Community Cinema to help promote awareness of (and engagement in) their forthcoming programme of screenings. It covers a wider geographic area and reaches a larger audience compared to what other, more conventional, channels achieve.

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 valuable opportunity. Draws take place at 8.00 every Saturday evening with many prizes to be won, up to a jackpot of £25,000.00 and with promotional 'add-ons' too. For example, existing

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN
☎ 07745 502846 owen@bierley.com

(and potential new) supporters could win the Ultimate PS5 Pro gaming bundle in the Super Draw on Saturday, 28th November, or alternatively opt for £1,000.00 in cash! The Referral Prize Draw enables existing supporters to recommend the lottery to their family and friends and gives each party an entry into an exclusive monthly £200.00 draw to win an Amazon Gift Card upon any sign up. For more information, to purchase tickets, or to register as a new Good Cause, please visit our website at: https://www.westlindseylottery.co.uk Each ticket offers a 1 in 50 chance of a prize and every pound raised for the cause also generates a further 20p for the Community Fund!

As a result of the unexpected and unspecified 'pause' in the Local Government Reorganisation directives announced by the Government in August, next May's elections for our District, Parish and Town Councils will go ahead as originally scheduled and for their normal four-year term.

It is pleasing to report that West Lindsey's Sport and Physical Activity Strategy *Active Together* has now been finalised and published, not least because it provides a further opportunity to thank those individuals and sports clubs that contributed to its development, including many in our area.

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.west-lindsey.gov.uk/council-democracy/facts-figures/information-about-district/council-property

Environment

Following an exceptionally warm and dry summer and the effect this has had on plant growth and material recycling we are keen to consult with residents regarding options for the delivery of the green bin service in future, specifically whether householders would prefer collections to be made throughout the year? This could, for example, mean a fortnightly schedule during the traditional growing period, then reducing to a monthly one during the remaining, colder, months. To contribute your views please visit: https://www.west-lindsey.gov.uk/council-democracy/have-your-say/consultations/current-consultations/garden-waste-2026 Caistor's final collection of the 2026 gardening year will be on Monday, 16th November; thank you again for your valued support!

Planning

A National Scheme of Delegation for Planning Functions took effect on Saturday, 31st October. This document sets out how Local Planning Authorities should run their planning services, with the stated intention that more applications should be determined by officers, even though that objective conflicts with the accepted present level of community (or elected representative) input.

The Central Lincolnshire Joint Planning Team has published a 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

Government has introduced some changes to the local plan making process and in regard to the next (2028) iteration of the Central Lincolnshire Local Plan; the formal part was preceded by the launch, on Thursday, 22nd October, of a six-week Scoping Consultation. This runs until 23.59 on Thursday, 3rd December and the response form (and supporting documentation) can be accessed at: http://plans-central-lincs.hub.arcgis.com/pages/consultations It would be difficult to overstate the importance to communities of engagement in the development of the plan at this early stage.

Owen Bierley, 36 Maple Avenue, Keelby, Grimsby, Lincolnshire. DN41 8EN
☎ 07745 502846 owen@bierley.com

November Report for Council

Events Calendar:

Late night shop - Caistor Shops & eateries until 8pm 5th November, Caistor Businesses

Bonfire Night at South Street Park 6pm Saturday 7th November, Caistor District Lions

Remembrance Day, assemble in the Market Place Sunday 8th November, Caistor Goes

Victorian Market at the Town Hall 10 – 2pm Sunday 15th November, Caistor District Lions

Cinema (The Devil Wears Prada 2) at the Town Hall, 7:30pm Saturday November 21st, Caistor Community Cinema

Christmas Lights Switch On Event in the Market Place 2 – 5pm Sunday November 29th, Caistor Goes

Caistor Living Advent Calendar 2026. I can publish the addresses for the windows for the Council Notice board when ready so that residents that don't use social media can access this?

Pantomime at the Town Hall 3rd – 5th December, CATS – Oh yes it is…

Church Christmas Fayre at St Peter & St Pauls 10 – 12pm Saturday 5th December, Parish Church

Christmas Tree Festival Weekend 5th & 6th December, Parish Church

Carol Concert at the Town Hall, 8pmWednesday 16th December, Caistor District Lions

Christmas Party at the Town Hall 2 – 4:30pm Sunday 13th December, Lincolnshire Cares

Cinema (The Christmas classic "Die Hard", Caistor District Lions sponsored) at the Town Hall, 7:30pm Saturday December 19th, Caistor Community Cinema

Regular Caistor events: Saturday Market 8 – 2pm, Art & Heritage Centre, Sports & Social Club and the Town Hall. Please check their online & socials for information updates. Apologies if I have missed anything out!

Caistor Community Cinema:

Despite the weather, the October film "The Christophers" was well attended and the enjoyed by the audience. The next film is the Christmas classic (allegedly hmmm) Die Hart, kindly sponsored by Caistor District Lions. Doors open from 6:30pm, Tuckers Ice Cream and a bar plus Cinema refreshments will be available for all to enjoy. Tickets, £5, can be bought online, at the door or from the Caistor Post Office (thank you Martin and your team).

Caistor Twinning Association:

Visitors from Sévigné L'Eveque enjoyed a tour and reception around the 2-4 building and were delighted to see their gift from 2024 displayed with the pumpkins. Cllr Lyus will be able to report the visit more fully.

Caistor Goes Events Committee:

Planning is in place for Remembrance Day and the Christmas Lights Switch-On event and market.

Caistor Community Development Trust: 2-4 Market Place:

Apologies are extended from the CDCT board to the Town for the Road Closure by Northern Electricity who are installing the 3 phase electricity. The board is delighted that this work, that has been delayed so many times, is finally taking place and (hopefully) marks the end of disruption to the town by construction works. There maybe minor works in the market place for telecom and electrics. The very extensive snagging list is starting to be worked through and also trying to see what we can do about the pigeons that live in the market place. At the moment ther is a large flock choosing to live above the small courtyard. The board is looking into a humane solution that hopefully will not move the pigeons to another address in Caistor. Now looking at official opening in February to coincide and enhance the opening of number 4!

We are absolutely delighted that Stu Martin is opening a bicycle shop in number 4, and so excited that this will encourage footfall into the Town which can only be of benefit to our local businesses. Although we do have interest in Number 2, the board is encouraging anybody interested to come to view the property and submit their business plan.

What's been happening on site…

We've now officially taken over the site, which is a huge and exciting milestone for the project. What does that really mean? Well, rather than the site being under the care of the contractors, it's now under the official care of the Trust.

Electricity infrastructure has now been installed throughout the building, with the team continuing to work with Northern Powergrid to finalise the main supply connection. We're still awaiting dates for when the electricity supply connections will be completed to be confirmed, but we're continuing to work through this and will share more on that front as soon as we can.

There's also been some really positive movement on the retail units and No.2 and No.4. The team are now in conversations with a number of potential tenants, with a decision expected very soon on at least one of the units. It's exciting to think new businesses may be calling this space home soon!

Anniversary Tours Recap…

On Saturday 19th September, we hosted our anniversary tours as part of the Heritage Open Days Festival 2026. We welcomed more than 40 members of the community through the doors of 2-4

Market Place over four tours, which took place throughout the day, giving visitors the chance to step inside. Each tour, led by the team, gave visitors the chance to see how far the restoration project has come along and get a closer look at the work that is currently taking place across the site. It was a great opportunity to share the latest chapter of what has been happening at 2-4, so a huge thank you to all those who joined us.

A major funding milestone…

We're delighted to share that The National Lottery Heritage Fund has agreed to provide the additional funding needed to help complete the building work at 2-4.

This is the news we've been hoping for and a huge step forward for the project. It means we can keep moving ahead with the restoration, which will only help move us closer to completing the ongoing works to bring these wonderful buildings back into use.

There will still be plenty to do once the main building work is finished… particularly the fit-out, decorating and all those important finishing touches, but we're excited to move into this next stage.

Volunteers, stay tuned for more! Haven't volunteered yet? You can do so by contacting Jayne Bowman 07791704216.

It's taken a lot of hard work to reach this point, but we're getting closer and closer to welcoming the community through the doors and seeing 2-4 burst back into life.

Caistor Twinning Association

Visit from Savigné-l'Évêque 2026

The Twinning association welcomed 14 visitors from France for a packed visit.

It started when they travelled via Portsmouth, Hull and London, using car, ferry and train, arriving Saturday 24th October.

The first organized event was the following day, Sunday, when Cllr Jane Bowman organized a guided tour of 2-4 Market Place, where they saw the massive changes to the whole complex, culminating with a drink in the new assembly room. They were especially interested as they are share holders!

Monday was a visit to Burton Agnes, East Yorkshire, where they enjoyed viewing a magnificent English home, filled with the owners' art treasures collected over the 400 years of its existence. After leaving the house people went to Beverley for a casual lunch and a view of the shops. In the evenings, families grouped together for dinner.

Tuesday morning, the two committees met in the Arts and Heritage Centre, to plan the return visit in 2027, and enjoy coffee and cake. In the afternoon a light hearted game of 10 pin bowling in Cleethorpes was enjoyed by everyone.

Tuesday night was when the special dinner was arranged at Moot Hall, Holton Le Moor. Past and present members, were entertained by music from Rob Turner and an informed talk from Jim Togher about Caistor's involvement with the Tour of Britain. The evening started with speeches and an exchange of gifts. Mme. Sandrine Bodereau, Conseillère Spéciale on behalf of the Mayor of Savigné gave an image of Savigné Town Hall to the Mayor of Caistor Jon Wright, and he gave a special collage of the Tour of Britain in return. Mrs Lindsey Davey and M. Phillipe Vuillemin, the chair and president of the Twinning Associations exchanged family gifts, which included a painted bike which had been on display during the Tour of Britain.

Wednesday saw another action packed day. It started at the Hull MKM stadium where, both English and French were entertained by a tour of this Premier football stadium. A quick lunch followed and then the amazing Hull Maritime Museum, where so much of our local city's history was on display. The final evening saw families gathered again in groups for a last supper.

Thursday morning saw le grand retour!

Caistor Town Hall Management Committee

Minutes of the meeting held on Monday 5th October 2026

The meeting was chaired by Steve Gaughan, who welcomed all to the meeting.

Present: Steve Gaughan (SG), Mike Grant (MG), Jacqui Morgan (JM), Alan Crookes (AC), Mike Broster (MB), Pam Cluff (PC), Chris Morgan (CM), David Redfearn (DR), Steve Webster (SW), Cllr Johnathon Cox (JC), Ruth Smith (RS), Sheila Broster (SB)

1. Apologies for absence: Rick Merrall

2. Minutes of meeting held on 11th May 2026: SG stated it was good to see that CM is now on the mend after his operation. Minutes were agreed a true record**.** Proposed MB, Seconded RS.

3. Matters arising: None

4. Correspondence: None

5. Treasurer's report: MG reported the bank balance stands at £37,598. It will however soon be reduced when the bill for the new dishwasher is paid. The dishwasher is approximately £3000. All other bills are paid. He also reported the gas supplier is soon to change from 1.11.26. The supplier for electricity has already changed.

6. Bar Report: MG reported that the bar has been quiet through the summer.

7. Maintenance report including TTDL: SG informed the meeting that before Rick went on holiday he said he would prioritise the spraying of the curtains and the fitting of the door stops.

8. Booking Secretary's report: The booking Secretary's report was given by SG due to CM being indisposed for the time being. Bookings are heavy for both November and December.
DR suggested users should be paying for stage sound and lighting as they presently use all town hall equipment and electricity for free. MB stated he will include this on the booking form. No specific amount was agreed.

9. Plays and Cinema report: MB reported the play last Friday: 'Last Dance Saloon' was very well received and well attended. People attending from all over Lincolnshire. The next play will be 'Dead on Cue'. He also reported he will be unable to meet and greet at that play and asked for volunteers to step in to help. AC reported that 24 new children have been recruited for the pantomime Dick Whittington.

The latest films showing on the cinema were, I Swear, Hamnet, and H for Hawk. All were well attended.

10. Projects and Grants: SG stated there are no projects ongoing or grants being applied for at the present time.

11. Any other business: RS asked if there were any plans to paint the Arts Room in the near future. JC said we could and it was decided it would be done in the new year by the committee.

MB asked if there was any progress on installation of solar panels on the roof. SG has asked Michelle and it is not on planning in the near future. JC stated it would require costings and when proposed would be discussed by council to see whose responsibility it would be. The Council would have to take responsibility for change of structure to the building.

12. Date of next meeting: Monday 8th February 2027, 2.00pm.

Town Hall
14 High Street
Caistor
LN7 6TX

Minutes of the Personnel and Finance Committee held at 7:00 at the Caistor Town Hall on 27 October 2026

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

1. **To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 5561**

Cllr Crookes declared an interest in agenda item 9.

2. **To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5562**

Apologies received from Cllrs A.Clark and Davey.
It was noted that Cllr Crookes was substituting for Cllr A.Clark, at her request.

3. **Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 5563**

None.

4. **To review and approve the draft minutes from 25th August 2026 meeting - Ref: 5564**

The draft minutes had been circulated prior to the meeting.
RESOLVED to approve the minutes of the Personnel and Finance committee meeting of 25th August 2026.
(1 councillor abstained as they were not at the meeting)

1 abstained

5. **Financial Matters - Ref: 5565**

5a. **To review the projected spend against budget forecast - Ref: 5566**

It was noted that the grass cutting and CIL income have been received. Approved overspends to the insurance and tree maintenance were noted. It was also noted that CS&SC spend is likely to exceed budget due to recently damaged front door. No concerns raised.

5b. **To review expenditure of the Mayors allowance - Ref: 5567**

It was noted that the Mayor has not yet incurred any expenditure this year.

5c. **To consider the Council's current banking arrangements in light of the increased FSCS protection limit and whether accounts held across three banking organisations should be consolidated. - Ref: 5568**

Councillors reviewed the Council's banking arrangements following the increase in the FSCS protection limit. It was noted that the 40-day notice account had limited accessibility and created difficulties in obtaining timely information for bank reconciliations and statutory returns.
RESOLVED to close the Charity Bank 40-day notice account and transfer the funds to an alternative Council account.

All in favour

5d. **To review the proposed/draft Budget for 27/28 and make recommendations to full council - Ref: 5569**

Councillors reviewed the draft 2027/28 budget and accompanying budget notes, including the proposed allocations for grants, projects and earmarked reserves and the anticipated operational expenditure.
Councillors initially considered allocating an additional £5,000 for play area improvements, with the possibility of establishing a working group during 2027/28 to consider future replacement equipment. However, following consideration of staffing requirements later in the meeting, Councillors agreed that the additional £5,000 should instead be allocated towards staffing provision for the potential recruitment of a Deputy Clerk part way through next financial year. It was also agreed not to make the proposed additional £1,150 contribution to the Election earmarked reserve, with this sum also being made available towards the Deputy Clerk provision.
The Clerk was asked to prepare costings and a proposal for a Deputy Clerk post and incorporate these into the revised draft budget.
The revised draft budget, based on a proposed precept of £148,539, representing an increase of 3.51%, would

be presented to Full Council. P&F would review the budget again in December and make its final recommendation to Full Council for approval in January.

5e. To receive an update on the investigation into alternative finance software packages and to consider and agree next steps. - Ref: 5570

Councillors received the report following demonstrations of the alternative finance software packages available from EDGE IT Systems and Scribe Accounts. It was noted that, while Scribe was the more expensive option, it appeared more intuitive and accessible for day-to-day and occasional users. It also offered improved business continuity, cloud-based access, unlimited users with permission levels, read-only access for Councillors and auditors, free training and ongoing support, a full audit trail, and integrated asset management functionality.

Councillors considered that these benefits best met the Council's requirements and agreed to recommend to Full Council the purchase of Scribe Accounts, including the import of one year's historical transactions and the asset register set-up. The first-year cost of the proposed package was noted as £2,084 excluding VAT.

As the cost exceeded the existing budget provision, the proposal and associated expenditure would be referred to Full Council for approval.

6. Policy Matters - Ref: 5571

6a. To consider and agree the recovery process for Lastpass - Ref: 5572

It was noted that LastPass had been implemented as the Council's password manager. It was agreed that, as part of the Council's business continuity arrangements, a dedicated recovery email account would be used for LastPass recovery. Emergency access details would be held securely in the Council safe, accessible by the Chair if required, enabling recovery of access to the Council's accounts and data.
The Clerk was asked to test the recovery process to ensure that the arrangements worked as intended.

6b. To review the updated Business continuity plan which now includes Lastpass. - Ref: 5573

The updated Business Continuity Plan, incorporating the agreed LastPass emergency access and recovery arrangements, was reviewed.
RESOLVED to accept the changes to the Business Continuity Plan including LastPass.

All in favour

6c. To consider the violence at work policy, the record, log and investigation process as recommended by Health and Safety Working Group - Ref: 5574

Councillors considered and RESOLVED to approve the Violence at Work Policy and associated incident recording, logging and investigation process, as recommended by the Health and Safety Working Group.

All in favour

7. Personnel Matters - Ref: 5575

7a. To consider the Clerk/RFO undertaking the SLCC PILAC training and approve the associated training costs. - Ref: 5576

It was RESOLVED that the Clerk/RFO undertake the SLCC PILAC training and that the associated training costs be approved. It was further RESOLVED that the training should commence in 2027 to allow sufficient time for completion.

All in favour

7b. To consider whether to renew the Clerks SLCC membership - Ref: 5577

It was RESOLVED to renew the Clerk's SLCC membership and approve the associated membership cost.

All in favour

7c. To consider the possibility of separating the Clerk and RFO role and recruiting an RFO - Ref: 5578

Councillors considered the report on the Council's future staffing structure, including the options of retaining the current arrangements, separating the Clerk and RFO roles, or recruiting a Deputy Clerk or similar broadly based support role. The report noted that a separate RFO would provide additional financial capacity but would not provide wider governance and Proper Officer cover, whereas a Deputy Clerk role could provide support across a broader range of Council functions and improve resilience and business continuity.

There was a detailed discussion regarding current and future workload. It was noted that progress had been made in managing the Council's core and statutory workload within the Clerk's contracted hours, including through the use of Copilot. However, additional projects and activities, such as organising the Chair's Civic Service and implementing a new finance system, Play area and other projects created additional demands on the Clerk's time. Councillors recognised that further capacity would also be required if the Council wished to progress wider ambitions such as replacement play equipment and the Wayfinding project.

The previous Deputy Clerk arrangement was discussed, including the time required for recruitment, induction and training and the importance of recruiting a suitable person with a clear and realistic remit.

Councillors agreed to recommend the recruitment of a Deputy Clerk part way through the 2027/28 financial year, rather than separating the Clerk and RFO roles, with appropriate provision to be included in the draft 2027/28 budget. The Clerk was asked to prepare indicative costs and a proposed role for further consideration.

8. **To resolve to exclude the press and public from the meeting for the following item due to the confidential nature of the business to be discussed relating to staffing and salary matters. - Ref: 5579**

It was RESOLVED to exclude the press and public for the following item due to the confidential nature of the business to be discussed relating to staffing and salary matters.

Cllr Crookes left the meeting.

All in favour

9. **To consider and approve the revised NALC salary scales and associated back pay with effect from 1 April 2026 - Ref: 5580**

It was RESOLVED to approve the revised NALC salary scales and associated back pay with effect from 1 April 2026.

All in favour

Meeting closed at 8:30pm

P&F Committee 27.10.2026 - Alternative Finance Software

Purpose of Report

To update Councillors following demonstrations of alternative finance software packages and to consider the options for the Council's future financial management system.

Background

The Council's existing finance system has no ongoing software cost. However, support and backup are reliant on one individual, creating a potential business continuity risk should that support become unavailable.

Demonstrations have now been received from EDGE IT Systems and Scribe Accounts.

EDGE IT Systems – AdvantEDGE Finance

The demonstration showed a comprehensive, data-focused finance system.

The quotation includes system configuration, three hours of online finance training and the annual Finance module. The quotation provided is based on a five-year contract, although three-year, one-year and monthly options are also available. The Finance module would be aligned with the end date of the Council's existing EDGE contract.

Scribe Accounts

Scribe is a cloud-based finance system designed specifically for parish and town councils. From the demonstration, the system appeared intuitive and straightforward for day-to-day use, which may be particularly beneficial for Councillors and other occasional users.

Scribe provides unlimited users with permission levels, including read-only access for Councillors and auditors, together with a full audit trail and change history.

Free training, ongoing support and access to Scribe Academy are also provided.

Scribe's asset management functionality includes What3Words mapping and the ability to hold mapped, photo-attached asset records. This could provide an additional practical benefit for managing the Council's physical assets.

Cost Comparison

All figures are shown excluding VAT.

Cost	Current System	EDGE	Scribe
Initial/core set-up	£0	£88	£549
Training	£0	£265	Included/free
First year's software/subscription	£0	£480.25*	£792
Core first-year cost	**£0**	**£833.25**	**£1,341**
One year's historical transaction import	N/A	Not included in quote	£594 optional
Asset register set-up	Existing arrangements	Not included in quote	£149 optional
First year including Scribe optional extras	**£0**	**£833.25**	**£2,084**
Ongoing annual software cost	**£0**	**£480.25***	**£792**

**EDGE figures assume the quoted 15% additional-module discount continues to apply.*

Usage Comparison

	Current System	EDGE	Scribe
Cost	No software or ongoing subscription cost	Lower cost of the two new systems	Highest core first-year and ongoing cost
Familiarity	Established system already in use	New system and processes to learn	New system and processes to learn
Support	Reliant on one individual for maintenance and support	Commercially supported system	Dedicated support plus Scribe Academy and free training
Business continuity	Single-device installation and reliance on individual support	Alternative to present single-device arrangements	Cloud-based, provider-supported system
Users/access	Access currently restricted to a single device	Quote includes an additional concurrent user	Unlimited users with different permission levels
Councillor access	No structured read-only access	Additional user access available	Read-only access can be provided to Councillors and auditors
Ease of use	Already familiar to current user	More data-driven based on demonstration	More intuitive/user-friendly based on demonstration
Audit trail	Existing arrangements	Full audit trail and change history	Full audit trail and change history
Asset management	Existing asset register arrangements	Not included within the finance quote	Asset records with What3Words mapping and photographs available
Data migration	No migration required	Migration arrangements not included in quote	Historical transaction import would incur an additional cost if required

Conclusion

The current system remains the lowest-cost option and currently meets the Council's day-to-day financial requirements. Its principal drawback is the reliance on one individual for maintenance and support together with the current single-device arrangement.

Moving to either alternative would therefore represent an additional cost but would reduce reliance on the existing arrangements.

Of the two alternatives, EDGE has the lower core first-year and ongoing cost based on the quotations received. From the demonstrations, EDGE appeared more data-driven, while Scribe appeared more intuitive and accessible for day-to-day and occasional users.

Scribe also offers additional functionality of interest to the Council, particularly unlimited users with permission levels, read-only access, an audit trail and asset management functionality incorporating What3Words mapping.

The decision is therefore not solely one of cost. Councillors will need to balance the additional expenditure against business continuity, support, accessibility, ease of use and additional functionality.

Recommendation to Full Council - Nov 2026

Proposed recruitment of a Deputy Clerk

Committee	Personnel & Finance Committee
Report to	Full Council
Proposed timetable	Recruitment process from summer 2027, with an intended start around October 2027
Indicative hours	Approximately 15 hours per week

1. Purpose of the report

To present the Personnel & Finance Committee's recommendation that the Council make budget provision for, and begin planning the recruitment of, a Deputy Clerk for approximately 15 hours per week. The suggested approach is to commence recruitment during summer 2027, with the aim of having the successful candidate in post around October 2027.

2. Recommendation

Personnel & Finance Committee recommends that Full Council:

- supports, in principle, the recruitment of a Deputy Clerk for approximately 15 hours per week;
- includes appropriate provision within the 2027/28 budget for a part-year appointment from around October 2027;
- notes that the 2027/28 provision should be based on approximately 50% of the estimated full-year employment cost, subject to the actual start date;
- plans for the full annual cost within the 2028/29 budget and subsequent years;
- authorises the Personnel & Finance Committee to develop the job description, person specification, grading and recruitment arrangements for later approval under the Council's normal procedures; and
- requires final costs and terms to be confirmed before the post is advertised.

3. Background and rationale

The Clerk currently also carries out the Responsible Financial Officer function, alongside governance, committee administration, statutory and Proper Officer responsibilities, financial management, projects and wider operational work. The Committee considered whether the Council's needs would be better met by separating the Clerk and RFO roles or by recruiting a broader Deputy Clerk post.

- A separate RFO would add specialist financial capacity but would not provide wider governance, administrative or Proper Officer cover.
- A Deputy Clerk could support a broader range of Council functions, improve resilience and develop meaningful cover during absence or periods of increased workload.
- The Council's core and mandatory workload is becoming more manageable within the Clerk's contracted hours, supported by improved systems and the appropriate use of Copilot. However, additional projects and civic or community initiatives continue to create peaks of work that cannot always be absorbed within existing hours.

- Examples include organising the Chair's Civic Service, implementing a new finance system, progressing play-area improvements, developing the market and supporting other Council projects.
- Additional capacity would allow the Council to be more progressive without routinely relying on additional Clerk hours or delaying non-statutory projects.
- The previous Deputy Clerk experience highlights the need for careful recruitment, a clear and realistic remit, adequate induction and the selection of a candidate with the right skills and commitment.

4. Proposed scope of the Deputy Clerk role

The intention would not simply be to provide additional general administrative capacity. The Deputy Clerk would gradually take responsibility for defined areas of day-to-day Council business, while working under the Clerk's overall direction. Statutory, complex, confidential and particularly sensitive matters would remain with the Clerk/RFO. Suggested areas of responsibility are set out below, but would depend on the person recruited.

Area	Potential duties	Benefit to the Council
Allotment administration	Manage routine allotment administration, including tenancy records, waiting lists, routine correspondence, inspection records and follow-up actions, referring formal or sensitive matters to the Clerk.	Provides a clear service area for the Deputy Clerk to manage and improves consistency and responsiveness for tenants.
Projects and procurement	Take day-to-day responsibility for agreed projects such as the Wayfinding scheme and play-area improvements; obtain quotations; fund raise; coordinate contractors and suppliers; maintain records; monitor milestones; and prepare progress updates.	Creates capacity to move approved projects forward consistently rather than delaying them when statutory work takes priority.
Buildings and health and safety administration	Maintain schedules for inspections, servicing and assessments; arrange routine requirements such as legionella risk assessments, fire risk assessments and other programmed compliance work; retain records; and track resulting actions for referral to the Clerk or appropriate committee.	Strengthens oversight of building compliance and helps ensure recurring checks and follow-up actions are not missed.
Market administration	Manage routine trader administration, booking records, enquiries and communications; assist with promotion.	Supports a consistent service for traders.
Communications and public information	Prepare routine social media posts, website updates, notices and other public information; respond to or route general enquiries; and maintain standard correspondence.	Improves the flow of public information and protects Clerk time for statutory, complex and confidential work.
Governance and meetings	Assist with draft agendas, supporting papers, minutes, action tracking, policy reviews and publication requirements, while developing sufficient knowledge to provide appropriate cover.	Spreads governance knowledge, supports business continuity and provides practical cover during absence or busy periods.

Area	Potential duties	Benefit to the Council
Business continuity and general support	Develop working knowledge of Council systems, contacts, assets, current projects and procedures and undertake other duties appropriate to the role and grade.	Provides broader organisational resilience and allows priorities to be adjusted as Council services and projects develop.

5. Proposed working arrangements

- Contracted hours: approximately 15 hours per week, with the working pattern to be agreed.
- Reporting: to the Clerk, with objectives and priorities agreed through the Council's staffing arrangements.
- Role focus: broad administrative, governance, project and operational support, rather than a separately appointed RFO.
- Flexibility: the post should be capable of supporting periods of increased activity, subject to contracted hours and agreed priorities.
- Development: induction and training should be planned from the outset, with clear milestones for taking on duties and providing cover.

6. Indicative recruitment timetable

Indicative timing	Proposed activity
Early 2027	Confirm budget provision and agree the broad purpose and scope of the post.
June/July 2027	Prepare / review the job description, person specification, grading, contract terms and recruitment documentation
August 2027	Approve the recruitment pack and begin advertising and recruitment.
Early Autumn 2027	Shortlist and interview candidates; complete checks and confirm appointment.
Around October 2027	Target start date, followed by a structured induction and phased handover of duties.
During 2028	Review the role, workload, outcomes and hours after a suitable settling-in period.

7. Financial implications

The figures below are for budgeting purposes, the 2027/28 provision reflects a part-year appointment from around October 2027. This is approximately half of a full financial year, although the final calculation should use the intended start date and payroll assumptions.

Cost element	Full-year estimate	2027/28 part-year estimate	Notes / assumption
Gross salary (15 hours per week)	£14070	£7000	Salary scale / SCP: 22/£18.04
Employer National Insurance	£1360	£680	Based on applicable thresholds and rates
Employer pension contribution	£1400	£350	Pension scheme and rate: 3%
Recruitment / advertising	£TBC		Likely one-off cost in 2027/28
Equipment and IT set-up	£TBC		Laptop, licences, email, phone or other requirements
Training and professional development	£TBC		Induction and role-related training
TOTAL ESTIMATED COST	**£16830 + costs**	**£8030**	**2027/28 budget provision: £9000**

Budget planning note: the full-year figure may need to be adjusted for any nationally agreed pay award, scale progression and changes to employer on-costs.

8. Recruitment and implementation considerations

- The job description should clearly distinguish the Deputy Clerk's responsibilities from those retained by the Clerk/RFO.
- The salary grading should reflect the actual duties and level of responsibility; external HR or job-evaluation advice should be obtained if appropriate.
- Recruitment should test practical administrative ability, written communication, organisation, judgement, digital confidence and the capacity to work across varied Council business.
- References, right-to-work checks and any other checks appropriate to the final duties should be completed before appointment.
- A structured induction plan should identify the duties to be learned first, the systems and policies to be covered, and the timetable for developing useful cover.
- The Clerk will need protected time for induction, training and supervision during the early months; the initial benefit should therefore be assessed over the medium term rather than immediately.
- The post should be reviewed after implementation to confirm that the role is delivering additional capacity, resilience and project progress.

9. Expected benefits

- Greater resilience and reduced dependence on a single officer.
- Clearer ownership and more consistent administration of allotments, and recurring building compliance requirements.

- Dedicated officer capacity to progress wayfinding, play-area upgrades or other agreed projects, alongside routine Council communications.
- Better continuity during absence and periods of unusually high workload.
- Improved ability to develop the market, coordinate civic activity, manage routine communications and progress wayfinding, play-area and other asset projects.
- Reduced need for unplanned additional Clerk hours when project and statutory deadlines overlap.
- A broader pool of officer knowledge to support longer-term succession and business continuity.

10. Matters for Full Council to consider

- Whether to support the proposed Deputy Clerk role in principle.
- Whether approximately 15 hours per week is an appropriate planning assumption.
- Whether to include a part-year provision in the 2027/28 budget, based on a target start around October 2027.
- Whether the Personnel & Finance Committee should develop the detailed role, grading and recruitment pack for subsequent approval.
- Whether any conditions should be attached before recruitment begins, including a maximum annual cost or requirement for external HR advice.

Budget Forecast 2027/28

Forecast of Income

Category	YTD @ 31/10/26	2026/27 Budget	EOY Forecast	YTD and EPY Forecast Notes	2027/28 Budget	2027/28 Budget Notes
Precept	143499	143499	143499		147991	
Cemetery	3250	0	3500		6500	
Allotments	30	450	450		450	
Market Rents	1251	2000	2000		2000	
Sports Ground	2037	3800	3800		3800	
Grass Cutting	3868	3770	3868		3900	
Grants	0	1000	1000		1000	
Town Hall	520	520	520		520	
CIL Income	621	1000	1000		1000	
Miscellaneous Income	1732	2500	2500		2500	
	156808	**158539**	**162137**	**5329**	**169661**	

Budget Forecast 2027/28

Forecast of Expenditure

	Category	YTD @ 31/10/26	2026/27 Budget	EOY Forecast	YTD and EPY Forecast Notes	2027/28 Budget	2027/28 Budget Notes
Staff costs	Salaries	26874	48000	46000		57000	Include 6 mths DC
	PAYE & NI	10024	15500	17500		18000	Include 6 mths DC
	Staff Travel & Benefits	148	250	250		250	
	Pension payments	3792	5000	6500		7000	Include 6 mths DC
	Other Staff Expenses	0	250	250		250	
	Training	540	800	800		800	
Office/admin	General Office	469	1500	1000		1000	MS Business / Stationery/PAT testing
	Telephone & Broadband	909	1350	1350		1500	
	Hall Hire	343	500	500		500	
	Insurance	5682	5000	5682		5700	
	Audit	620	700	620		700	
	Subscriptions	110	1000	1000		1000	SLCC/LALC
	Professional fees	0	250	250		250	ICCM/ICO
	Legal Fees	0	11000	2000	May no longer be required	1000	
	Cemetery, Market and Parks records management	744	1100	800		900	
	New finance mmt package	0	0	0		2000	Implementation costs and annual sub
	Civic	0	0	3000	Need to decide whether to allocate for civic this year??	0	
	Mayor Allowance	0	250	250		250	
Estates	Amenity and PROW grass	3922	4500	4500		4700	
	Parks grass	3137	3200	3200		3400	
	Sportsground	7246	8300	8300		8500	primarily for grass cutting
	Cemetery/Church	16417	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	1596	1100	2000	Additional £600 allocated from EMR	500	
	Community Events	320	250	320		250	
	Electricity-Market Place LN7 6TU	151	400	400		400	
	Electricity-South Street Park	247	400	400		400	
	Electricity-Market Place LN7 6TL	0	0	0		0	
	Electricity-Sports Ground	335	1250	800		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	1995	2000	3500		2000	Boiler service/pump service/
	Town Hall	1060	6000	6000	For the roof??	2000	gutters £500/ Gas and electric safety insp??/ Legionella insp action/
	Estates Equipment	1286	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	£2000 Lions/£2000 Goes
	Projects various (separate when approved)	210	500	500	Ashes section extension;	3300	Cem notice board £1500; Allot notice board £800; market signs £
	Health and Safety	2540	4000	4000		4000	Worknest £2k/action £2k
		106067	**168450**	**165772**	**59705**	**156950**	

Budget Forecast 2027/28

Reserves

Projected final balance as at 31/03/2027	110239
Less current reserves	101850
Final Projected Balance	8389

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	5900
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
		101850

Suggested Movement in Funds

	+/-	Revised	**Target is between:
General Reserves (4 months min)	0.00	60000.00	*52316.67*
			78475.00
Election	0	3850	
Park equipment and improvements	5000	10000	
Sports Field Fencing	0	1500	
Sports and Social Club	4500	10000	
Other Buildings	3500	5000	
Town Hall	5000	10000	
Fire Station	2000	2000	
Tree maintenance	0	5900	
Cornhill re-surfacing	-5000	0	
Cemetery	6500	7500	
Handyman Equipment	0	3000	
Memorial fixing	0	4000	
Bins and benches project	0	600	
Civic	0	0	
	21500	**123350.0**	
End of previous year surpless/deficit	**-13111**		

2027/28 Forecast Income	**169661**	based on precept of	147991	
				Increase in precept
2027/28 Forecast Expenditure	**156950**	**REQUIRED PRECEPT**	**147991**	**3.13%**
End of previous year surpless/deficit	**-13111.0**			**Council tax increase**
VAT outstanding	**400**			**£ TBC**
BALANCE	**0**	Balance should be 0		

Estates committee update. November 2026

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

Sportsground (tree works): Jake Dyne removed the dead cherry tree down at the sportsground on 13th October; The hedges at the sports ground NKR entrance have been trimmed; How to use signs have been fixed to the gym equipment

Town Hall Works due to take place at the town hall were delayed by the roadworks outside the town hall, a scaffolding permit was withheld. The radiator in the hallway toilet has been de-rusted and painted.

The sports and social club The roof space and timbers have been inspected to establish the structural integrity of the roof as agreed at the last full council meeting. A report has been received.

Benches : The refurbished bench has been returned to the market place and the bench at the cemetery has been reinstated having been rebuilt with new timber and a re-paint.

Cemetery / Cenotaph. The cemetery and cenotaph railings have been washed and cleaned. The cenotaph memorial has been treated with cleaner and washed to remove dirt and grime which was darkening it. Inside the kerbs at the cemetery have been sprayed.

The bench by the shed has been refurbished.

Cricket ground: The cricket club have painted the boundary fence white, materials and brushes etc were provided by CTC.

Other: Spraying around town has been completed; hedges at the meadows have been trimmed; Millfields slide surface has been jetwashed; several other play equipment repairs have been completed

Legionella Risk Assessments – HSWG Update

Purpose of Report

To update Full Council following the Health & Safety Working Group's review of the Legionella Risk Assessments undertaken for the Town Hall, Lock Up and Caistor Sports & Social Club.

Background

Legionella Risk Assessments have been completed for the Council's relevant premises. The HSWG has reviewed the findings and considered the actions required to address the recommendations identified.

The assessments highlighted a number of remedial actions, including plumbing alterations, management of little-used outlets, temperature control and monitoring, and other site-specific measures.

Particular attention was given to the Town Hall hot water system, where the calorifier temperature had previously been recorded at approximately 54°C. The required control measure is for stored hot water to be maintained at 60°C or above, with appropriate distribution temperatures and monitoring.

Actions

Following the HSWG review:

- Actions identified within each risk assessment have been separated into site-specific works for the Town Hall, Lock Up and Caistor Sports & Social Club.
- HSWG councillors are arranging meetings with representatives of the Town Hall Management Group and Caistor Sports & Social Club to work through the respective risk assessments and agree how the identified actions will be progressed.
- The Council has purchased the necessary equipment to undertake the required routine temperature testing.
- Cllr Davey has agreed to undertake the temperature monitoring in accordance with the required schedule, with results recorded to provide an ongoing compliance record.
- Specialist remedial works will be progressed where required.
- A Legionella Written Scheme has been prepared to set out responsibilities, monitoring arrangements, flushing requirements, record keeping and the actions to be taken where results fall outside the required parameters.

The HSWG will continue to oversee progress and report any significant matters or expenditure requiring Council approval.

Christmas Tree and Market Place Christmas Lighting

Purpose of Report

To update councillors on arrangements and costs for the Market Place Christmas tree and lighting, and to seek approval for the associated expenditure.

Background

Cllr Somerscales has selected this year's Christmas tree, which is approximately 26ft high. The tree is located in Yorkshire and is expected to cost in the region of £500–£600. The supplier has provided the Council with good-quality trees at very reasonable prices for a number of years.

The 26/27 budget available for the Market Place Christmas decorations is £1,000.

The following expenditure and commitments also need to be taken into account:

- New string of tree lights purchased in April: £280
- Christmas tree: approximately £500–£600
- Usual donation to the Lions for removal and clearance of the tree in January: £250
- One existing Market Place motif is no longer working. A replacement has been quoted at £260 plus delivery, or £260 if collected.

On these figures, expenditure before replacing the motif would be approximately £1,030–£1,130, already slightly above the £1,000 budget. Replacing the motif would increase the total to approximately £1,290–£1,390, excluding any delivery charge and mileage.

Councillors involved in selecting and subsequently collecting the tree are also eligible to claim the appropriate mileage expenses. As the tree is located in Yorkshire, this will add a further cost to the overall arrangements.

Matters for Consideration

Councillors are asked to consider:

1. Approval of the purchase and collection of the selected 26ft Christmas tree at an estimated cost of £500–£600.
2. Councillor mileage expenses for the selection and collection of the tree.
3. Whether the defective Market Place motif should be replaced this year at a cost of £260
4. Approval of any resulting overspend against the £1,000 Market Place Christmas decorations budget.

Fizzco PhotoQuote

Customer Name: CAISTOR TOWN COUNCIL

Address:

Caistor Town Hall
14 High Street
MARKET RASEN
LN7 6TX
United Kingdom

Brief: *FIZZCO Ltd * HSBC Bank plc * Sort Code 40-28-20 * Account No. 42597357
Phoenix EX-HIRE products are included in this order.
These are NOT NEW but have been tested prior to despatch. Any faults MUST be reported within 48 hours.
For Customer Collection

Unit 29
Lincoln Enterprise Park
Newark Road
Lincoln
Lincolnshire
LN5 9FP
Tel: 01427 666 029
Fax: 0870 7052926
sales@fizzco.co.uk
www.fizzco.co.uk

Quote Ref: SO368243 URN: 674105

Date: 04/11/2026 Date Required: 04/11/2026

PRODUCTS

Item Code and Description		QTY	Price excl VAT £GBP	Discount Net Price £	TOTAL Price £
712-30778 Idolight 230v LED Angel Lamp Post 2D Silhouette - 120cm X 200cm - Warm White LED Rope Light - White Cable - Static		1	£260.00	0.00% £260.00	£260.00

Delivery:	£0.00
Net Total:	£260.00
VAT:	£52.00
Gross Total:	£312.00

TERMS & CONDITIONS

Quotation Valid for 7 Days.
All prices will be subject to VAT at 20%.

All items subject to availability at time of order confirmation.

Fizzco is a trading name of Fizzco Ltd, registered in England & Wales No 62514152

Caistor Town Council

INTERNAL CONTROL SYSTEM

SCOPE OF RESPONSIBILITY

Caistor Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and property accounted for, used economically, efficiently and effectively.

In discharging this overall responsibility, the council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROLS

The system of internal control is designed to manage risk to a reasonable level rather than eliminate all risk. It cannot provide an absolute assurance of effectiveness. The system of control is based on an on-going process to identify the risks to achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and to manage them efficiently, effectively and economically.

THE INTERNAL CONTROL ENVIRONMENT

The Council: -

- Has appointed a Chairman who is responsible for the smooth running of meetings.
- Approves budgets for the following year by its December meeting.
- The December meeting of the Council approves the level of Precept for the following financial year.
- Meets once every month with additional meetings as required.
- Monitors every quarter, as a minimum, the expenditure against budget with a forecast for the end of the year.
- Appoints and reviews the work of the Internal Auditor.
- Ensures that the Council holds relevant insurance cover.

The Clerk to the Council/Responsible Financial Officer (RFO): -

- The Clerk/ RFO is responsible for administrating the Council's finances.
- The Clerk is responsible for the day to day compliance with the law and regulations that the Council is subject to and for managing risks.
- The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.
- Ensure that all VAT are identified and reclaimed.

Adopted on 10th November 2022
Last reviewed: 26th November2024 Date of next Review Nov 2026

Payments: -

- All payments are reported to the Council for approval before payment except in exceptional circumstances or where payments are due before the next meeting in which case they must be reported to the council no later than the next scheduled meeting.
- Two members of the Council must sign the Schedule of Payments to approve the payment.
- The bank reconciliation must be presented to the council at least quarterly, along with the bank statements and be reviewed and signed by a councillor other than the Chair.

Risk Assessments/ Risk Management: -

- The council carries out a risk assessment in respect of actions and regularly reviews its systems and controls.
- The Council has a risk assessment/management document which is reviewed annually.

Internal Audit:

The council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:-

- Records
- Procedures
- Systems
- Internal controls
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reviewed annually.

External Audit:

- The Council's External auditors submit an annual Certificate of Audit, which is reported by the Council.

Standing Orders:-

- The Council has adopted Model Standing Orders as recommended by NALC. These are reviewed annually in May every year and amended as required throughout the year to reflect any amendments to legislation.
- These are available on the Council's website.

Financial Regulations:-

- The Council has adopted the Model Financial regulations as recommended by NALC. These are reviewed annually in May every year and amended as required throughout the year to reflect any amendments to legislation.

REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of : -

- The Full Council
- The independent Internal Auditor who reviews the Council's system of internal control
- The Council's External Auditor who makes the final check using the Annual Return and issues an annual audit report.
- The number of significant issues that are raised during the year. Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.

South St Park and Sports Ground -Terms and Conditions for Volunteer and Community Group Use

General Agreement

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

1. **Advance Notice:** Applications for use of the park must be submitted to Caistor Town Council **at least three months before the proposed event date**. Applications submitted after this deadline may be refused or deferred if there is insufficient time for the Council to consider the request and any supporting information. **Submission of an application does not constitute permission to use the park.**
2. **Council Discretion:** The Council reserves the right to cancel or suspend any booking or withdraw permission for use if the park area is deemed unsuitable due to weather, ground conditions, safety concerns, or other operational reasons, or where the organiser has not complied with these Terms and Conditions or any event-specific conditions. The Council shall not be liable for any costs incurred by the user as a result of such refusal, cancellation, suspension or withdrawal.

Liability and Insurance

3. **Insurance Requirement:** It is a mandatory requirement for all groups or organisations using the facility to take out their own Public Liability Insurance to a recommended level of at least £5 million. Evidence of valid insurance must be provided to the Town Clerk **at least six weeks before the event**. The evidence provided must relate to the organiser and the activities proposed.
4. **Risk Assessment:** The user must prepare a suitable risk assessment for the event and provide a copy to the Town Clerk **at least six weeks before the event**. The risk assessment must relate to the proposed activities and South Street Park and must identify the measures the organiser will take to control relevant risks. The organiser remains responsible for implementing and monitoring the control measures identified.
5. **Event Management Plan**: Caistor Town Council may require the organiser to submit an Event Management Plan where the nature, size, complexity or foreseeable risks of the proposed event make this appropriate. Where requested, the Event Management Plan must be provided to the Town Clerk at least six weeks before the event and must address the matters specified by the Council.
6. **Review of Information**: Applications and supporting documents may be reviewed by the Council's Health and Safety Working Group. The organiser may be asked to provide clarification, amendments or additional information before the application is presented to the Council or before final permission is confirmed. Review of the documents by the Council or its representatives does not transfer responsibility for the planning, management or safe delivery of the event from the organiser to the Council.
7. **Permission and Deadlines**: The event must not proceed unless written permission has been issued by Caistor Town Council and all conditions and pre-event requirements have been met. The Council may withhold or withdraw permission where the required Public Liability Insurance, risk assessment, Event Management Plan or other requested information is not provided within the specified timescale.
8. **Changes to the Event:** The organiser must notify the Town Clerk promptly of any material change to the proposed event, including changes to the activities, dates, times, expected attendance, layout, vehicle access, contractors or equipment. The Council may require revised documents, impose additional conditions or reconsider its permission where a proposed change is material.
9. **Indemnity:** The user shall be responsible for any accident howsoever caused, resulting in death or personal injury to another, unless such death or injury has been caused by the proven negligence of the Council.
10. **Council Liability:** Caistor Town Council cannot accept any liability for loss, damage, or injury sustained by the user or any person participating in the event.
11. **Property Loss:** The Council shall not be responsible or liable in respect of any damage or loss of any property placed or left at or in the facility.

South St Park and Sports Ground -Terms and Conditions for Volunteer and Community Group Use

Event Management and Conduct

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

Damage and Cleanliness

14. **Facility Care:** The park area and any associated facilities must be looked after by the user. No damage is acceptable.
15. **Reimbursement:** The user will reimburse Caistor Town Council for any expenditure incurred in making good any damage to the facility, and any areas where enhanced cleaning is required.
16. **Barring:** Any users or groups found to be abusing the facilities and/or Council staff will be barred from future use of the Council's facilities.
17. **Waste management:** The user is responsible for ensuring all waste and litter generated by the event are removed from the site immediately following the event.

Date and Times Required - (to be completed by the user) Please also include any noise considerations, vehicle movements, CTC equipment you wish to use, including electricity:

Date: Sunday 18th July 2027
Times: Access to park to set event up required from 0700
Event will be taking place from 1000 to 1400
Event will be closed down and park vacated by 1500

Noise: There will be PA System in operation from 0900 to 1300, this will be used for event management and participant entertainment purposes, including the playing of music at a reasonable volume. The PA System will not be used before 0900 or after 1300.

Vehicle Movement: Vehicles will be used during the setup and closedown of the event only. Setup will take place from 0700 until 0900. Closedown will take place from approximately 1200 until 1400. All event volunteers and any third parties involved in the management of the event will be informed that

vehicle movements are not permitted between 0900 and 1200, and that all vehicle movements will need to be supervised.

An ambulance will be stationed in the park to provide first aid facilities during the event.

CTC Equipment Required. Access to electricity will be required. At this stage it is not anticipated that any other additional CTC equipment will be needed for the safe organisation of the event.

Approx 700 attendees – 500 participants and 200 spectators.

Agreement to these Terms and Conditions:

Organisation/Group Name: Caistor Running Club

Main Contact Name: Mark Hodson

Signature (on behalf of Organisation/Group):



Date: 23rd October 2026

Council decision:

☐ **Approved**

☐ **Approved subject to the conditions below**

☐ **Deferred pending further information**

☐ **Refused**

Permission remains subject to the submission and satisfactory review of all required documents and compliance with the conditions below.

Conditions:

Date supporting documents are due:

South St Park and Sports Ground -Terms and Conditions for Volunteer and Community Group Use

Final confirmation issued: Yes / No Date of final confirmation:

Public Tracking Report

CTH Damp report - Roof	**Ref:**	24868	**Created: 20/12/2024**
Repointing front sections of the town hall	**Ref:**	24926	**Created: 16/01/2025**
Fire safety risk assessment	**Ref:**	25293	**Created: 12/06/2025**
Old Fire Station - inspection action	**Ref:**	25452	**Created: 18/06/2025**
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**
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**
Replacement finance package	**Ref:**	27267	**Created: 27/08/2026**
Wayfinding report - Grant application	**Ref:**	27300	**Created: 11/09/2026**
Creation of new ashes section in cemetery	**Ref:**	27353	**Created: 06/10/2026**
WLDC grant application for the town hall roof and repointing	**Ref:**	27371	**Created: 13/10/2026**
Close the 40-day Charity Bank account and transfer funds to Unity Bank	**Ref:**	27499	**Created: 28/10/2026**
Proposed recruitment of a deputy clerk	**Ref:**	27500	**Created: 28/10/2026**