

## **Car Park project**

### **Introduction**

Parking within Kirton in Lindsey has been a problem for a long time and has been on the Agenda of the Regeneration Group for several years. The Community Led Plan (CLP) of April 2012 to July 2013 also highlighted car parking and congestion as a priority in the Market Place as a third priority action. This CLP led on from the Planning for Real exercise in 2002 and due to the lack of availability of land the action could not really progress in any meaningful way. An opportunity has arisen, with a change in personal circumstances of the landowner, for the Town Council to secure the land locally known as "The Squatters" on South Cliff Road for a free car park. The Council are undertaking a feasibility study after seeking pre-planning advice. So far it looks as though the project will be feasible.

### **Present Position**

It is now time to look to the availability of funds to purchase the land and to make the car park. There is a strong likelihood that some funds will be available from the NLC Community fund. The rest will need to be raised and the usual mechanism for this for Town Councils (advice taken from ERNLLCA) is to secure a Public Works Loan. PWLs are for projects like this. Kirton in Lindsey Town council has previously agreed in principle to take out a PWL (for KLASSIC) but, in the event, did not need to progress this. There are some set procedures to follow in the process. The first of which is to secure Council support, then public support (preparation of survey already in progress). Guidance is clear and simple. The loans are low interest and paid over many years to limit the impact on the precept and local council tax.

### **The proposal put to Council now is that:-**

1. Council applies for a Public Works Loan, in anticipation of the arrangements to purchase the land and the cost of making it into a car park. I propose that we seek £100K as we will only draw down what we need.
2. Council enters into negotiations with the landowner to secure the land (designated people to do this. The landowner has the right to confidentiality, and this must be managed appropriately, ie, privately, with a small group identified to do this).
3. Council secures three quotations for the development of the site. These will be based on the design we agreed and considering all the specialist reports we have secured through the design process, making it clear that we are aware of the limitations and difficulties.
4. That all three processes are progressed at the same time.

### **Cllr Pat Frankish**

**16<sup>th</sup> December 2020**

Note. I am aware of the need for a project manager. When we developed the Town Hall, the PM was one of the Trustees. Then the architect led the professional process. That was a £1M project and was successfully completed. Council needs to discuss the options and make a decision on these before work can start.

## **Vincent Hall project**

### **Background and introduction**

Vincent Hall is the old RAF sports hall and there have been many speculations about its possible use and its availability for the people of Kirton. Over the past few months, a working group of North Lincs Councillors, the MP Holly Mumby-Croft, Town Councillors (Frankish and Garritt), together with NLC officers have been exploring the possibilities. The MOD have now agreed to sell it to this group for Community use, together with some of the land, again designated for community use and not for building on.

### **Present Position**

The expert advice (from Cllr Julie Reed) is that a CIO is formed, as the best model for securing grant funding and future protection. A Charitable Incorporated Organisation is the same model as the Town Hall and includes elected Trustees, plus a nominated Trustee from each user group. North Lincolnshire Council have identified funds for the purchase and initial repairs. They will purchase in the first instance and then transfer it to the CIO.

The suggestion from the working group is that three Trustees take it forward initially, Cllrs Poole, Frankish and Garritt. Then as soon as the Governing Documents are in place an election of Community Trustees would follow and any groups who propose to use the sports hall or pitches, will be asked to put forward a named Trustee.

The Proposal to Council, for which support is requested, is:-

1. That Cllrs Frankish and Garritt are supported in their role in this process
2. That Kirton in Lindsey Town Council wishes to support the project and welcomes the availability of the facilities for the town.

**Cllr Pat Frankish**

**For 16<sup>th</sup> December 2020**



## Kirton in Lindsey Town Council

### Policy 05: Reserves Policy

Review and Adopted December 2019 (v.20191)

#### Introduction

Kirton in Lindsey Town Council is required to maintain adequate financial reserves to meet foreseeable needs and commitments and also to have money available in an emergency. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

#### Types of Reserves

Reserves can be categorised as General or Earmarked;

#### General Reserves

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies. The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year. Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short-term resources.

#### Earmarked Reserves

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements. Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

Any decision to set up a reserve must be made by the Council. Expenditure from reserves can only be authorised by the Council. Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established. All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held. Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

#### Opportunity cost of holding reserves

In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy. However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt, the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no reserves to cover unforeseeable short-term funding gaps which may occur; and they would have to be replenished in the following year.

#### Current level of financial reserves

The level of financial reserves held by the council will be agreed by the Town Council during the discussions held regarding the setting of the budget for the next financial year. The Council will typically hold between 3 and 12 months expenditure as a general reserve.

#### Summary

The Council will hold Reserves for these three main purposes: -

- A working balance to ease the impact of uneven cashflows and avoid unnecessary temporary borrowing – this forms part of the General Reserves
- A contingency to ease the impact of unexpected events or emergencies – this also forms part of the General Reserves
- A means of building up funds (Earmarked Reserves), to meet known or predicted requirements.



# Kirton in Lindsey Town Council

## Policy 24: Press & Media Policy

Reviewed and Adopted December 2019 (v.20192)

### **1. INTRODUCTION**

1.1 The purpose of this policy is to define the roles and responsibilities within Kirton in Lindsey Town Council (known as “the Council”) for working with the press and media (known as “the media”) and deals with the day-to-day relationship between the Council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

### **2. KEYS AIMS**

2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

### **3. THE LEGAL FRAMEWORK**

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government’s Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:-

- “Any publicity describing the Council’s policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both.”
- “Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments.”
- “Publicity should not attack, nor appear to undermine, generally accepted moral standards.”

- “Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.”

3.2 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

3.3 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.

3.4 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council’s solicitor before any response is made.

3.5 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council’s policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Parish before any response is made to the media.

#### **4. CONTACT WITH THE MEDIA**

4.1 When responding to approaches from the media, the Clerk and the Mayor should be the authorised contact. However, if the subject of an enquiry relates to the work of one of the Council’s Committees, the authorised contact may be the Chair of that Committee.

4.2 Statements made must reflect the Council’s opinion.

4.3 Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.

4.5 Letters representing the views of the Council should only be issued by the Clerk following agreement by the Council or relevant Committee. If individual Members choose to send letters to express their own opinions on Council policies, they are strongly advised to check their facts first with the Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Member.

4.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

## **5. ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS**

5.1 Agendas and minutes of meetings will be supplied to media outlets, if requested, together with dates of meetings being available on the Council's website.

5.2 The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request, prior to the meeting.

5.3 The media are encouraged to attend Council and Committee meetings and seating and workspace will be made available.

5.4 Any filming or taping of Council or Committee proceedings by the media must be with prior notice to the Clerk and Chair of the particular meeting.

## **6. ELECTIONS**

6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-

- "Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chair of a committee), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council.

All such publicity should be objective and explanatory, and personalisation of issues or personal images making should be avoided."

- "Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals."

- "The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election."

6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

## **7. PRESS RELEASES**

7.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

7.2 Any Officer or Member may draft a press release, however they must all be issued by the Clerk following agreement by the Council to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

## **8. NOTICES**

8.1 The Council website will be used to convey information on matters of interest and latest news and will be updated regularly by the Clerk.

8.2 The Council notice boards will be used for the advertising of agendas, minutes and other council information.

## **9. URGENT SITUATIONS**

9.1 In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the Deputy Mayor may act in the absence of the Mayor.

Signed..... Town Council Chair

Name.....

Date.....

Signed..... Town Council Clerk

Name.....

Date.....



## **Kirton in Lindsey Town Council**

### **Policy 28: Training Policy**

#### **Adopted November 2019 (v20191)**

Kirton in Lindsey Town Council recognises that training and development for councillors and its staff is essential to its ability to maintain good governance and to deliver effective services. It will therefore seek to create a culture of continuous development by:

1. Providing adequate training budgets to achieve its objectives;
2. Encouraging and supporting the development of the knowledge, skills and abilities needed;
3. Providing the necessary opportunities, resources and support to enable staff to attain and maintain the required knowledge, skills and abilities;
4. Including all forms of learning designed to improve the performance, abilities and potential of Councillors and staff;
5. Where appropriate, be involved in Government initiatives;
6. Ensuring that the training and development opportunities are based on needs identified by the individual or requirements of work of the Council;
7. Ensuring that training opportunities and resources are provided to Councillors and staff in a fair way related to identified needs. The appraisal system for staff will address training and development needs and set annual targets;
8. Providing induction training or information for all newly elected or co-opted councillors and additional specific training will be on-going. Training will be offered to newly co-opted/elected Councillors and will encouraged every 4 years alongside relevant training which is available on an ongoing basis. Training records will be maintained for Councillors and staff.
9. Allow all Councillors and staff to put forward training opportunities they are aware of for consideration;
10. Councillors and staff should display a positive attitude towards their development in order to assist the Town Council's achievements. If training is arranged and paid for by the Council and a Councillor/staff member does not attend without good reason, the cost will be recovered from the Councillor/staff member. The final decision if and when this arises will be made by the Personnel & Disciplinary Committee.

**November 2019**

**To be reviewed: November 2020**

**Contact:** Andy Tate  
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**Our Ref:** AT/LC/NS007-2020  
**Date:** 7 December 2020



[www.northlincs.gov.uk](http://www.northlincs.gov.uk)

Assets & Infrastructure

Neighbourhoods

8-9 Billet Lane

Scunthorpe

North Lincolnshire

DN15 9YH

Clerk to Kirton in Lindsey Town Council  
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Kirton in Lindsey  
DN21 4LZ

EMAIL: [enquiries@kirtoninlindseytowncouncil.gov.uk](mailto:enquiries@kirtoninlindseytowncouncil.gov.uk)

Dear Clerk

## **TRANSFER OF GRASS CUTTING TO TOWN AND PARISH COUNCILS**

I hope everyone is staying safe and well in these challenging times. Hopefully the recent news about the forthcoming Covid-19 vaccinations brings good news at last.

The purpose of this letter is to

- Confirm your grant sums early for 2021, especially as some of you may be tendering for year 2 and I appreciate your budget setting process will soon be underway.
- Review 2020, including a request for details of your financial performance.

### **2021**

I have detailed below the 2021 grant for both highway verges/small open spaces and public rights of way (PROWs)

Highway Verges and Small Open Spaces	£16,278
Public Rights of Way (PROWs)	£1,071
<b>Total Grant</b>	<b>£ 17,349</b>

As per this year, the grant will be paid in two equal instalments by BACS transfer on 30 June 2021 and 30 September 2021. The second payment is subject to a satisfactory inspection by a North Lincolnshire Council Officer.

If anyone needs a reminder about the general principles of the scheme, mapping information or the contractual conditions please contact me. The link you need for most of the relevant information is <http://s.northlincs.gov.uk/grasscutting>

### **2020**

I believe that this initiative has been well received in communities and, despite our late notification and of course Covid-19, the process of transferring grass cutting was relatively smooth. Perhaps the main issue we encountered was the accuracy of the mapping data, but at least this project has allowed us to clean up the maps and ensure they are accurate. Thank you for all your help and assistance over the spring and summer in dealing with any queries we had to deal with.

\continued....

In accordance with the terms and conditions of the contract, can you please provide details of the cost of grass cutting, compared to the grant received. I also require information of how you intend to spend any surplus, whether it be used for additional cuts or for community projects. This is a requirement outlined in paragraph 4.5 of the terms and conditions: *'Should any part of the Grant remain unspent at the end of the Grant Period, if agreed in writing by NLC, the Recipient shall be entitled to retain the unspent monies to use for purposes as agreed between the parties.'*

Can you please submit this information before the end of January 2021.

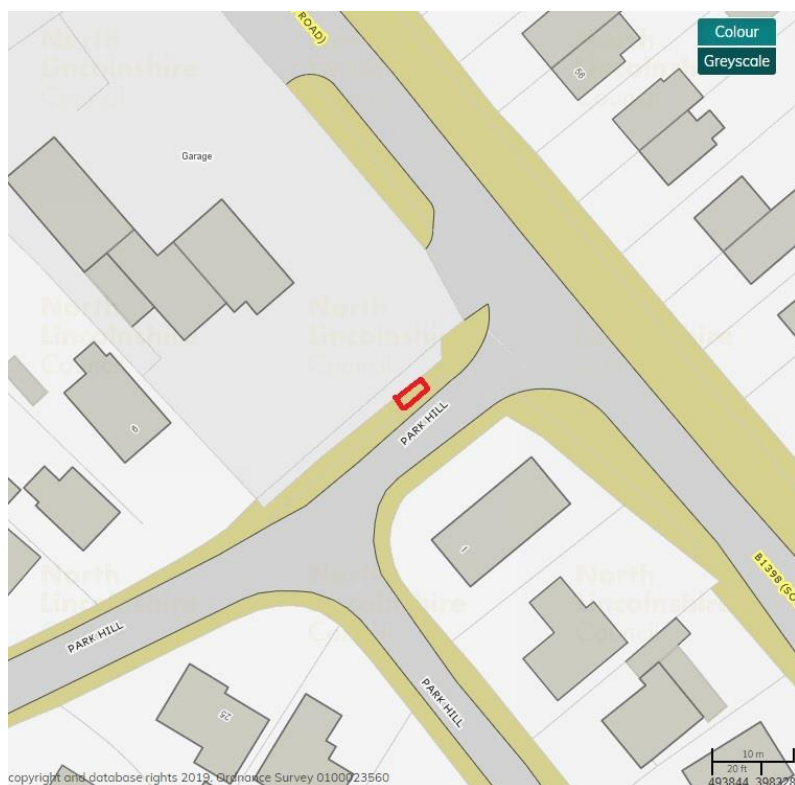
Finally, although it seems a bit early, can I be one of the first to wish you a Merry Christmas and a happy and healthy 2021.

Yours faithfully

A handwritten signature in grey ink that reads "A Tate". The signature is written in a cursive, slightly informal style.

**Andy Tate**  
**Principal Neighbourhoods Officer (Service Transformation & Partnerships)**

## Recommended locations for placement of benches. Park Hill / Dunstan Hill – December 2020



*Approx. recommended location of benches highlight in red.*