



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 27th March 2024
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Adam Delsignore, Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn and Cllr Suzanne Stephenson.

Members not present: Cllr Joy Kofoed.

Also present: One member of the public (part) and Assistant Clerk, Cheri Morton (voluntarily/part) and Town Clerk, Neil Taylor-Matson.

MINUTES

2403/01

Apologies for Absence

Apologies were received from Cllr Joy Kofoed.

2403/02

Declaration of Interests / Dispensations

- a. Cllr Garritt declared an interest in any discussions concerning Ashcourt Lincolnshire Ltd.
- b. No dispensations were granted.

2403/03

Public Participation

No matters were raised.

2403/04

Minutes

- a. The Council considered the minutes of the Full Council Meeting held 28th February 2024.

RESOLUTION: That the minutes were duly approved and signed.

- b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 11th March 2024.

2403/05

Report from Ward / North Lincolnshire Councillors

- a. Ward Councillor David Garritt provided updates regarding

- Death of North Lincolnshire Council (NLC) Cllrs Steve Swift and John Briggs (Deputy Mayor);
- One Land Registry search received reference former RAF Control Tower and more information will be shared when known;
- Additional 103 bus service journeys to suit 9-5 employment and Fri & Sat evenings;
- Parking meters across North Lincolnshire updated to no cash/no tickets;
- Water/drain issues at Equisign; Manton Lane; Station Approach; Spa Hill and Windmill Way;
- Vincent Hall on market To Let by new owners – NLC will not lease the building;
- Greater Lincolnshire Devolution confirmed by all three Lincolnshire Councils, low engagement but overall support for this noted as good from North Lincolnshire residents;
- KCOM broadband installation at KLASSIC Park.

The Clerk asked if NLC would be taking advantage of the government's newly announced funding for weekly food waste collections for those Councils which have yet to fully put a food waste service into place. Cllr Cooper noted that publicity from NLC around the KCOM broadband installation at KLASSIC Park refers to the facility as a community hub, which it is not and the record should be corrected as a community hub has a very specific meaning to NLC. Cllr Garritt to look into two these matters and feedback.

- b. The Council discussed concerns raised by residents about increased vehicle parking along Spa Hill. The Council noted the concerns but recognises that it doesn't have any powers over enforcement.

RESOLUTION: That a request is made to NLC for visible spot visits from traffic wardens to be made unannounced at irregular periods to tackle illegal parking across the town.

ACTION: Town Clerk

- c. The Council discussed concerns raised by residents about the maintenance required to trees in St Andrew's Churchyard. It was noted that NLC had left a card at the Church asking for tree maintenance to take place, although the closed churchyard is the responsibility of NLC, which they have been reminded.

RESOLUTION: Ward Cllr Garritt to remind the relevant officer at NLC that works to the trees are still needed and remain outstanding.

ACTION: Cllr Garritt

- d. It was noted that there was no update regarding the Grayingham crossroads road safety joint review by North Lincolnshire Council and Lincolnshire County Council.

RESOLUTION: That this item is removed from the agenda until there is an update to receive.

ACTION: Town Clerk

2403/06

Mayor & Delegates Reports

The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council:

Mayor's Report on Civic Events attended – Cllr Hazel Fox noted that she had so far attended 24 Civic events during her term of office and had circulated a report detailing:

- Cleatham Hall Menu Launch – 29th February

Signed:

Dated:

- Brigg Civic Dinner – 2nd March
- North Lincolnshire Council Civic Dinner – 8th March
- Broughton Civic Dinner – 9th March
- Kirton in Lindsey Civic Dinner – 23rd March. Cllr Fox expressed thanks to the Assistant Clerk for the organisation and running of the event which ran seamlessly.

2403/07

Financei. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972. (March 2024). The Clerk noted the payment of the LIVES donation following receipt of the necessary details and the renegotiation of the staff mobile phone contracts to reduce the monthly costs.
- b. The Council received the invitation to continue membership of the Rural Services Network Rural Market Town Group following the six-month free trial at £100 plus VAT annually.

RESOLUTION: That the membership is not continued.

- c. The Council approved accounts for payment.
- d. The Council received updates on the UK Shared Prosperity Fund projects. The Clerk noted the ongoing discussion around reduction of weekly staffing hours from 20 to 8 and the proposal to redistribute the funding to enable the filling of gaps in activities provision across the town which formed part of the project proposal application. Progress reporting continues and the play area/CCTV survey responses required as part of this continue to be sought. The Clerk attended a meeting of the Brownies to distribute hard copies of the survey which they have completed and returned for manual input. The Youth Club have also taken part. So far 106 responses received.

RESOLUTION: That Cllr Fox approaches the Scouting leaders to request their assistance in a similar way to the Brownies. Town Clerk to provide documentation required to achieve this.

ACTION: Cllr Fox/Town Clerk

- e. The Council received updates on the Police and Crime Commissioner Community Grant funding application. It was discussed that the limited anti-social behaviour experienced in the town will have impacted on the support received for the project from residents.

RESOLUTION: That the Community Co-Ordinator is asked about capacity to take this work on.

ACTION Cllr Delsignore

RESOLUTION: That if the Community Co-Ordinator does not have the capacity for this, the offer a three-month trial is not accepted due to the unrealistic timeframe given to get the project started.

ACTION: Town Clerk

- f. The Council received information from the Police and Crime Commissioner regarding the Speed Indicator Devices Grant Scheme Pilot. As provision is already in place within the town on a rotation basis and due to concerns with match funding and future maintenance, there was no support for applying to this fund.
- g. The Council received updates regarding funding from North Lincolnshire Council for outside gym equipment. The Clerk reported that the new consultation deadline is 28th March and the Assistant Clerk is continuing to have open discussion with the Football Foundation about their objections.

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (February 2024)

2403/08

Planninga. The Council considered the following planning applications:

i.

Application: PA/2024/240

Proposal: Application to pollard an acacia tree situated within Kirton in Lindsey conservation area.

Site Location: Wickentree House, 2 Queen Street, Kirton in Lindsey, DN21 4NS.

RESOLUTION: That the Clerk responds 'No Comment' to this planning application.

ACTION: Town Clerk

ii.

Application: PA/2023/1166

Proposal: Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline application PA/2020/588 dated 26/03/2021 for a residential dwelling comprising 90 dwellings, open space and associated infrastructure - AMENDED DOCUMENTS - Updated off site BNG to include neutral grassland, updated BNG Assessment and updated Biodiversity Metric.

Site Location: land off Ings Road, Kirton in Lindsey, DN21 4BX.

RESOLUTION: That the Clerk responds with 'Objection' to this planning application, noting that local and historical knowledge demonstrates that the reporting by the applicant is in error. The historic hedges and scrub land at the application site supports a huge diversity of local wildlife and remains very important for this reason. Strongly disagree that it can therefore be considered of low value in any way. All historic hedges and scrub land must be protected. Due to the errors and the lacking local knowledge demonstrated, these reports do not impact on previous objections made.

ACTION: Town Clerk

b. The Council received the following decision notifications from North Lincolnshire Council:

- i. PA/2024/109 – CONSENT TO CARRY OUT TREE WORKS IN A CONSERVATION AREA – to fell a silver birch tree, identified as 01, within Kirton in Lindsey Conservation Area at 4 Queen Street, Kirton in Lindsey, DN21 4NS.
- ii. PA/2023/1339 – CONSENT TO DISPLAY AN ADVERTISEMENT – for one externally illuminated fascia sign and window vinyls at 9 High Street, Kirton in Lindsey, DN21 4LX.
- iii. PA/2022/1999 – REFUSAL OF PLANNING PERMISSION – to erect a portal frame building for storage of agricultural equipment at land off B1205, south of Kirton in Lindsey.
- iv. PA/2022/2001 – REFUSAL OF PLANNING PERMISSION – to erect a portal frame building for storage of agricultural equipment at Land off B1400, Kirton in Lindsey.
- v. PA/2023/1598 – REMOVAL/VARIATION OF CONDITIONS – to vary condition of 2 PA/2016/352 namely to erect garage to the side of plot 74b at Plot 74, Barley Close, Kirton in Lindsey, DN21 4FF.
- vi. PA/2024/114 – HOUSEHOLDER PLANNING PERMISSION – to erect a two-storey front and single-storey side extension at Landeck, 1 Station Road, Kirton in Lindsey, DN21 4BB.

2403/09

Car Parking Provision

The Council received an update from the working group on matters around proposed car parking provision. The data from the traffic survey has been analysed separately by two members and a draft report prepared which will be circulated to all members of the Council when finalised. This will be required both for funding bids and for the planned public consultation with residents. The current process is to focus on the public consultation.

RESOLUTION: That an Extraordinary Meeting is called to discuss requirements.

ACTION: Car Park Working Group/Town Clerk

2403/10

Halifax Bomber Memorial

The Council received a project update report including advice from North Lincolnshire Council regarding Planning Permission or Certificate of Lawfulness. Cllr Garritt noted that the funding request was completed and sent to NLC and that grounds works had started on site. The funding requires confirmation of planning approval and is not provided for projects which have already started. As the land is not privately owned a Certificate of Lawfulness can not be obtained. Cllr Garritt and Cllr Frankish have spent time making a number of representations to the relevant people at NLC to seek a way forward. Retrospective planning permission is to be sought and an agreement is in place that the funding application is allowed to remain in the system despite the work already having started. Planning permission is expected to cost £250-300 and this is to be raised by donations. Cllr Fox has offered use of her Mayoral Allowance to fund a planned buffet reception at the Town Hall but has made it clear to the resident that this must be an event which is an open invitation to all residents of the town. A scheme of the deadlines required to be met has been drawn up by Cllr Garritt and the resident.

RESOLUTION: That Cllr Garritt and Cllr Frankish assist the resident with the completion of the planning application.

ACTION: Cllr Garritt/Cllr Frankish

2403/11

Allotments

The Council received an update on the allotments. Cllr Frankish noted that the revised document is now with the tenants and the Clerk will report any issues with confirmation of agreement from the tenants to the Management Group. Quotes for works required to the entrance way are in progress, it was clarified that the previous installation of plastic grids had not worked so another solution was required. April inspections are scheduled for Saturday 20th with all tenants notified of this.

2403/12

Open Spaces

a. The Council received the visual and operational play park inspection reports for signature and considered any updates regarding the play area. Caloo have arranged for the agility trail ropes to be replaced on 3rd April following their agreement that the original material was not fit for purpose. A further response is still awaited from Caloo regarding their responsibilities around the embankment slide.

RESOLUTION: Cllr Fox/Cllr Delsignore to have a site meeting with the NLC operative to discuss and better understand the requirements following the quotation received for repair works.

ACTION: Cllr Fox/Cllr Delsignore

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council.

RESOLUTION: Cllr Fox to chase up a response from NLC following her enquiry of 5th March with no reply received back.

ACTION: Cllr Fox

c. The Council received an update on North Lincolnshire Council devolved services. The Clerk has provided the annual information required by NLC regarding use of the funding and has again highlighted the shortfall in Parish Paths Partnership funding compared to the works required to keep the paths clear and accessible. It was discussed that previous offers of further devolved services have not materialised and that street/road sign cleaning and the clearance of paths is noticeably lacking in the town, other than by our resident volunteers.

RESOLUTION: That Ward Cllr Garritt reminds NLC that street and road sign cleaning and the clearance of overgrown paths such as North and South Cliff Roads are not services devolved to the Town Council and should be carried out by NLC.

ACTION: Cllr Garritt

d. The Council received an update on tree survey works. The Clerk noted these works are now booked and hoped to be carried out in early April.

2403/13

Policies and Procedures

a. The Council reviewed Policy 20: Cemetery Risk Assessment last approved March 2023.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council reviewed Policy 23: Play Area Risk Assessment last approved March 2023.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council considered the recommendations from ERNLLCA regarding the draft Recruitment Policy.

RESOLUTION: That recommendations and policy are approved.

ACTION: Town Clerk

d. The Council considered the recommendations from ERNLLCA regarding the P&D Committee Remit.

RESOLUTION: That recommendations are approved.

ACTION: Town Clerk

e. The Council discussed handover and take over for Committees for incoming or new members. It was discussed that communication is required between Cllrs and no formal policy is required.

f. The Council discussed the ongoing Community Governance Review work. The Clerk noted the Frequently Asked Questions document for the current NLC Parish Council's Review states the National Association of Local Councils provides guidance that for 2701-3500 electors 11 Councillors are recommended and for 1401-2000 electors 9 Councillors are recommended. The survey for residents remains open with 105 responses received so far.

2403/14

Town Clerk's Report / Correspondence for Information and Discussion

The Council received the Town Clerk's report including correspondence for information and discussion.

Correspondence for Information and Discussion

a. The Council noted correspondence received after the Agenda was published including Property maintenance update regarding the library; UKSPF scope of funding; Hessle Town Council – thank you card for the Mayor; Scunthorpe Theatres What's On Guides; NLC News Direct; Rural Bulletin; Notice of Election – Police & Crime Commissioner; Civic Dinner note of thanks from Barton upon Humber; NALC newsletter; ERNLLCA community energy project funding; Rural Market Towns Group roundup.

b. Royal British Legion – certificate of appreciation received.

c. Police and Crime Commissioner – Community Response Fund public vote outcome.

d. Caloo – response regarding slide.

e. Resident – concerns about increased parking on the road along Spa Hill.

f. NLC – annual rate demand notice for Grove Street Cemetery received.

g. NLC – King Charles III England Coast Path Business Workshop invitation.

h. Rural Services Network – March 2024 digest.

i. NLC – Grass cutting devolution – annual request for up-to-date information as part of agreement.

j. Resident – query about booking of the Town Hall.

k. Smart Wheelie – speed awareness wheelie bin stickers.

l. ERNLLCA – February 2024 newsletter.

m. ERNLLCA – NALC legal updates.

n. NLC – News Direct.

o. HWRA - AGM reminder.

p. The Rural Network – Rural Bulletin.

q. NALC – Newsletter.

r. The Rural Network – Rural Funding Digest.

s. Holly Mumby-Croft MP – Spring Budget 2024 update.

t. NLC – King Charles III England Coast Path Business Workshop.

u. Community Vision – Fortnightly update.

v. Resident – query about ownership of church yard and concern about trees.

w. Resident of Spa Hill – query about works near Whipping Post and query about planning permission.

x. Ashcourt Lincolnshire Ltd – request for meeting to discuss future plans at Manton Quarry – the Clerk reminded Cllrs of the meeting scheduled for 1pm on 28th March to meet with the company.

y. Ward Cllr Foster – update regarding call in request for PA/2022/1997.

z. Ward Cllr Garritt – update regarding Station Approach sewerage leak issue for resident.

aa. PCC – Speed indicator Devices Grant Scheme Pilot.

bb. Ward Cllr Garritt – request to NLC for update on former RAF Control Tower.

cc. Resident – enquiry about boundary of parishes in Manton area.

dd. North Lincolnshire Tourism – Heritage for the Future: East Midlands event information.

ee. Resident – enquiry about roadworks signs left outside of property.

ff. Resident – complaint about littering at The Green (*via Kirtoninlindsey.com contact form*).

gg. NLC – details for funeral of Cllr John Briggs – the Clerk noted that Cllr Kofoed had purchased flowers using the Mayoral Allowance for the family of Cllr Briggs, Deputy Mayor of North Lincolnshire on behalf of Kirton in Lindsey Town Council.

2403/15

Date of next Meeting and Agenda Deadline

a. The Council noted the Annual Town Meeting is to be held Wednesday 10th April 2024 at the Diamond Jubilee Town Hall from 6pm.

b. The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in

circumstances) as: **Wednesday 24th April 2024 at 7pm at the Diamond Jubilee Town Hall**
NOTE: Agenda items to be submitted before Monday 15th April in line with Standing Orders.

2403/16

Exclusion of the Public & Press

The Council considered the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.

RESOLUTION: That the public and press be excluded.

The Council requested that the Assistant Clerk join the meeting as an Officer of the Council due to the nature of the matters to be discussed.

2403/17

Officers Annual Leave

The Council approved annual leave dates for Town Council Officers.

RESOLUTION: That annual leave dates presented are approved for the Assistant Clerk and Town Clerk.

RESOLUTION: That the Town Clerk is given authority to approve annual leave requests for other staff members.

2403/18

Town Council Business Continuity/Emergency Contingency Plans

The Council discussed a business continuity/emergencies contingencies plan in the event of the incapacitation of the Town Clerk or an emergency situation when the Town Clerk cannot be reached. The Clerk corrected the record to confirm Cllr Boyd was not at the P&D Committee Meeting when this matter was originally discussed and apologised to Cllr Boyd for the error.

RESOLUTION: That a process was agreed including the purchase of a small combination key safe.

The meeting closed at 21:10



**Minutes of the Meeting of Kirton in Lindsey Town Council
Promoting Kirton Committee held on Monday 8th April 2024
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm.**

Members Present: Cllr Suzanne Stephenson (Chair), Cllr Kathy Cooper, Cllr Adam Delsignore, Cllr Pat Frankish, Alison Birkett and Martin Hollingsworth.
Members not present: Cllr David Garritt, Cllr Karen Gunn, Victoria Rumary and Tanya Salvador.
Also present: Community Co-Ordinator, Cath Delsignore, Assistant Clerk: Cheri Morton,
Town Clerk: Neil Taylor-Matson and one member of the public.

MINUTES

- PK2404/01 Apologies
Apologies were received from Cllr David Garritt, Victoria Rumary and Tanya Salvador.
- PK2404/02 Declaration of Interests / Dispensations
a. No declarations of interests were declared.
b. No dispensations were granted.
- PK2404/03 Public Participation
No matters were raised.
- PK2404/04 Minutes of the Previous Meeting
The Committee considered the Minutes of the PK Committee Meeting held on 11th March 2024.
RESOLUTION: That the Minutes be signed as a true and accurate record.
- PK2404/05 Community Co-Ordinator report
The Community Co-Ordinator provided a summary of work carried since the last meeting. The website continued to be well used over the last two months with 1,467 unique visitors and 2,200 site sessions. Over 30 days this has demonstrated 7,765 page views across the website. We are seeing less questions about groups and organisations on the Community Facebook pages and the Co-Ordinator is inputting data into the North Lincolnshire Council (NLC) LiveWell site to provide further visibility of groups and organisations at Kirton in Lindsey. All websites need continued promotion and the footfall onto the website pages is clearly linked through to promotional posting on Facebook. Just one example of this is 93 views of the bell ringing group video on the site. The website is also now the fifth result when 'Kirton in Lindsey' is Googled. Getting new people to attend groups, societies and events is the most difficult challenge. The virtual Easter Egg hunt across the website proved a success with a fantastic prize donated by The George Restaurant & Bar and 73 entries which will be drawn by the Mayor at the Annual Town Meeting this week. Two new registrations have been made for the voluntary transport scheme with feedback that this was directly from information on the website. The police surgery held at the Community Café was very successful with the officer looking to return and use the Café as a base for surgeries going forward. Public response to this was as positive as the police response. Requests for volunteers across the town have come in, for the Civic Dinner and St Andrew's United Church and there is a healthy volunteering group now established with a WhatsApp group to keep everyone connected.
SportsZone will begin with a new provider and taster on 15th April which will link directly in with the Youth Club, the timing also in line with the results from a Facebook poll. Sessions on Mondays will be in the hour prior to Youth Club going forward helping with availability for all the target audience.
A NLC Box-It taster session was very successful at the Youth Club and this had led to confirmation of a programme of boxing sessions at KLASSIC Park which could also develop into other activities depending on take up and interest. Both schools are to be approached to arrange for Positive Activities to visit and promote these sessions which are open to anyone aged from 8 to 18.
Plans for the Annual Town Meeting are in final stages, with a more informal mingle session with community group representatives and refreshments. A second push launch for the new website will take place.
Partnership working with KCOM has resulted in the provision of two sessions for the community, targeting different groups. IT & Biscuits will take place on April 23rd at KLASSIC Park, aimed at the older generation in the town who need support with technology and scam awareness. A VR gaming session will also take place aimed more at younger generations and the timing for this is to be confirmed.
The continuation of the work after the UK Shared Prosperity Funding has ended was discussed and the ideal position would be a funded role for 2-3 hours per week. A works analysis will be carried out to detail tasks and actions with hours required and potential funding streams. The Committee thanked the Community Co-Ordinator for her report.
RESOLUTION: For the works analysis to be completed as part of the Community Co-Ordinator's role.
ACTION: Community Co-Ordinator

Signed:

Dated:

PK2404/06

Town Events

The Committee discussed information and actions required at this time regarding Town Events:

- SportsZone – joint working between the Assistant Clerk and Community Co-Ordinator has confirmed the new provider and taster session as detailed in the Community Co-Ordinator report.
- D-Day 80 (6th June 2024) – joint working between the Assistant Clerk and Community Co-Ordinator has provided a contact for information about beacon lighting and advice on the required contents, work remains to find someone to light the beacon at the event. There is no further update from the Royal British Legion at this time to detail their ideas and involvement.

RESOLUTION: That the fire brigade and Scouts are approached about lighting the beacon.

ACTION: Assistant Clerk

RESOLUTION: If the fire brigade and Scouts are unable to light the beacon, an opportunity is given to the community to nominate residents to light the Kirton in Lindsey beacon.

ACTION: Assistant Clerk/Community Co-Ordinator

RESOLUTION: That the risk assessment for the family day event on 8th June was approved.

ACTION: Assistant Clerk/Events Working Group

- Summer Gala (13th July 2024) – the Assistant Clerk reported that the event risk assessment will be brought to the next meeting.
- Christmas Festival (24th November 2024) - the Assistant Clerk reported that 34 requests for early booking forms were received and an Events Working Group meeting is to be planned this month.
- Annual Town Meeting (10th April 2024) - the Assistant Clerk reported that 20 groups and circa 34 people have now confirmed attendance with further promotion ongoing.

PK2404/07

Open Spaces

Tanya Salvador had provided a written update for the meeting noting that the group now have new blue hi-vis with an updated logo for anyone litter picking, weeding or other In Bloom activities. The group have now completed the East Midlands In Bloom competition entry.

Mini Bloomers had a fantastic session at the Love in a Cup Community Café last week, busy all afternoon crafting with numerous children - some that had previously attended but also lots of new ones. The group will be back at the Community Café this week with an activity to decorate a pot and plant up a pair of companion plants to grow at home.

PK2404/08

Tourism including Visit North Lincolnshire Tourism Partnership networking and other initiatives

Cllr Stephenson noted that no further networking events had been attended and that they have previously proven to have little relevance to Kirton in Lindsey. Mount Pleasant Windmill was noted as currently on sale on the open market and NLC are making ongoing enquiries about the listed assets at the former RAF site. Information about ongoing work on a project to update the heritage trail for the town by the Kirton in Lindsey Society with Cath and Adam Delsignore were noted. It was discussed that funding would be needed for any development of tourism assets for the town.

RESOLUTION: That tourism matters are included on future meeting agendas when there is information received to report or action.

ACTION: Town Clerk

PK2404/09

Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 13th May 2024 at 6:30pm, with agenda items to be submitted in writing prior to Friday 3rd May in line with Standing Orders.

The meeting closed at 7:30pm.

Signed:

Dated:



**Minutes of the meeting of Kirton in Lindsey Town Council
General Purposes Committee, held on Monday 8th April 2024
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7:40pm.**

Members Present: Cllr Hazel Fox (Chair), Cllr Kathy Cooper, Cllr Adam Delsignore, Cllr Pat Frankish, and Cllr Suzanne Stephenson.
Members not present: Cllr David Garritt and Cllr Joy Kofoed.
Also present: Town Clerk: Neil Taylor-Matson
and Assistant Town Clerk: Cheri Morton (voluntarily).

Prior to the meeting starting, Cllr Cooper proposed Cllr Fox as Chair of the meeting in the absence of Cllr Garritt. This was supported by the other members present.

MINUTES

- GP2404/01 Apologies
Apologies were received from Cllr David Garritt and Cllr Joy Kofoed.
- GP2404/02 Declaration of Interests / Dispensations
a. No declarations of interest were made.
b. No dispensations were granted.
- GP2404/03 Public Participation
No matters were raised.
- GP2404/04 Minutes of the Previous Meeting
The Committee considered the Minutes of the GP Committee Meeting held on 12th February 2024.
RESOLUTION: That the Minutes be signed as a true and accurate record.
- GP2404/05 Open Spaces
a. The Committee considered the quotation from North Lincolnshire Council (NLC) regarding parts identified for replacement and repair on the February 2024 play area inspections, deferred from the March 2024 Full Council meeting. Cllr Fox outlined further information from NLC regarding the costs.
RESOLUTION: That the quotation is accepted at £806.78 for parts and £420.00 for labour.
ACTION: Town Clerk
b. The Committee received any update regarding the outside gym equipment funding from North Lincolnshire Council. The Clerk reported that an update was expected due to the revised planning consultation deadline of 28th March, however there was no further information at this time.
- GP2404/06 Finance
The Committee received the 4th Quarter Budget Monitoring Report. Cllr Fox noted the increased bank interest received and the concerns about costs for the Parish Paths Partnership as highlighted in the Clerk's report. The Clerk noted that a draft reserves statement would be brought to the April Full Council meeting for discussion and that the Council would need to consider earmarked reserves carefully. The Clerk reminded the Council of careful financial planning and the importance of careful consideration of any matters with financial implications which are not built into the budget for the year. The Committee thanked the Clerk for the reporting.
- GP2404/07 Date of next Meeting and Agenda Deadline
The Committee confirmed the date and time of the next General Purposes Committee meeting as 13th May 2024 at 7:30pm, with agenda items to be submitted in writing prior to Friday 3rd May in line with Standing Orders.

The meeting closed at 7:44pm.

Town Clerk report – supporting information for April 2024 agenda.

2404/05 – Report from Ward / North Lincolnshire Councillors.

Updated listing provided to Ward Cllrs 12th April 2024 for updates to be provided for ongoing matters. Please see report attached.

2404/07 - Mayor & Delegates Reports

Councillor and Officer Reports

- Ashcourt Lincolnshire Ltd meeting - 28th March – report attached.

2404/08 – Finance

e. UKSPF – regular reporting and claim requirements met, surveys ongoing regarding CCTV and play equipment provision with responses from the community required to secure future funding. Cllr Fox contacted the Scouts directly to request their assistance with completing the survey and details about the survey were made available at the Annual Town Meeting.

f. Outside Gym Equipment update – the Assistant received notification of approval of the planning application 11th April 2024 following the extended deadline for responses of 28th March 2024. Notification of this is noted at 2404/06 for receipt and decision by the Council.

2404/12 Open Spaces

a. Play Area inspections and update. Inspection reports for March received from North Lincolnshire Council on 15th April 2024.

Caloo works to 'replace the ropes and fixings' on the 'agility trail' equipment, completed 3rd April. Caloo have confirmed that 'the previous ropes had aluminium fittings which had been wearing out the rope, so our supplier sent replacement rope with plastic fittings to replace them, to resolve the issue.'

Caloo chased up 4th April regarding the embankment slide as discussed at the last Full Council meeting. Response received back:

Sharon has passed on your email to myself regarding the fact that you (acting on behalf of Kirton and Lindsey council) has indicated in your email dated 13th March 2024 that the issues with the embankment slide in the attached ROSPA report dated September 2023 were caused by either Caloo or sub-contractors acting on instruction from Caloo.

I have attached photos taken from our sales representative on the 19th November 2021 where you can see evidence of damage/dents in the surface of the slide but no damage to the side of the slide. I also attach a post installation inspection report from when Caloo had finished the completion of your order dated October 2023 and the report states that there is evidence of damage/dents to the surface of the slide but again no mention of damage to the side of the slide.

From the evidence above it is clear that the damage to the slide of the slide has taken place between October 2022 & September 2023. Your statement that the reason the slide was damaged due to it being put in a skip is completely unfounded.

Regards,

Richard

Richard McKay | Operations manager

b. Play Inspection Service Level Agreement – North Lincolnshire Council. Cllr Fox sent a request for written confirmation of service level agreement to Carl Beacock at North Lincolnshire Council, copied to Karl Dalzell, Ward Cllr David Garritt and the Town Clerk on 5th March 2024 and chased this up 28th March and 5th April. Response received 8th April:

It was good to speak to you and apologies for my impromptu time off and late reply.

To confirm the agreement you have in situ with us.

NLC Parks will undertake bi-weekly inspections to your Park to ensure safety compliance. These inspections serve to ensure requirements against your public liability policies and the safe provision of the play space.

The inspections are performed to ROSPA EN1176 (The European standard) by a certified Inspector and an annual external inspection.

Any inspection undertaken that identifies risk will be reported to you directly with a suggested course of action. We will provide you with an at-cost quotation for consideration, but you are naturally able to explore the market. In most instances we are able to deal with risks upon inspection visit which will also be reported and recorded.

Where a risk is identified that requires work and costs it is a requirement that all practicable options are taken to ameliorate said risk. If the risk is such that a standing liability is identified we will either cordon the area or Park immediately and notify you instantly.

As we proceed with the digitising of our service records these documents will be made available to you electronically. This is an advancing aspect of the service.

Note: The Town Council previously agreed to monthly operational inspections.

c. Tree survey update

Survey works are now completed and the subsequent reporting attached.

d. Commemorative Bench request

Text of request attached for Cllrs attention with details of previous agreements for consideration.

2404/15 – Town Clerk’s Report / Correspondence for Information and Discussion

- a. To note any correspondence received after the Agenda was published.
- b. NLC – Tourism Partnership update March 2024 (fwd 02/04/2024)
- c. Community Vision – Fortnightly update (fwd 02/04/2024)
- d. ERNLLCA – March newsletter (fwd 02/04/2024)
- e. NLC – News Direct (fwd 02/04/2024; 05/04/2024; 12/04/2024)
- f. Independent Brigg Line Rail Group – update regarding extra pedestrian signage for railways station (fwd 02/04/2024)
- g. Resident – Halifax Bomber Memorial queries
- h. Resident – Jazz Band availability information for town events
- i. CPRE – April Newsletter (fwd 04/04/2024)
- j. 118 Information – annual request to update contact information
- k. Rural Services Network – Rural Bulletin (fwd 04/04/2024; 09/04/2024; 16/04/2024)
- l. NALC – Newsletter (fwd 04/04/2024; 15/04/2024; 17/04/2024)
- m. NLC – Property maintenance management update regarding library estate (fwd 04/04/2024)
- n. Rural Services Network – Rural Funding Digest (fwd 04/04/2024)

- o. Caloo – update to response regarding embankment slide
- p. ERNLLCA – Allotment training event (*fwd 04/04/2024*)
- q. Caloo – update regarding agility trail replacement parts
- r. North Lincolnshire Aviation Heritage Centre – request for information ahead of June open days (*fwd 08/04/2024*)

*Please find the attached letter which I hope is self-explanatory – **as attached**.*

This refers to the WW2 airfield at Kirton in Lindsey. Our heritage centre has a dedicated memorial to all former WW2 airfields within North Lincolnshire and as such, will include exhibitions and information about them. Since North Lincolnshire did not have its own aviation heritage centre to include them all, our volunteers have worked hard to ensure each airfield will be remembered as will all those airmen and women from the many countries who were allied with Britain during those times.

I hope this explains my letter and helps you find the correct people involved.

Many thanks.

I look forward to your response.

Kind regards

Patricia Rennison

Secretary

North Lincolnshire Aviation Heritage Centre

- s. Rural Market Town group – telephone call requesting information about decline of membership
- t. Resident – telephone call requesting information about booking Town Hall facilities
- u. UK Potholes – offering services for highway maintenance works
- v. ERNLLCA – notification of District Committee Meeting Thursday 25th April 2024 at 7pm via Zoom (*fwd 11/04/2024*)
- w. Resident – enquiry about meeting attendance regarding planning application discussion
- x. ERNLLCA – Training courses information (*fwd 16/04/2024*)

North Lincolnshire Council

Date reported	Log number/details	Details	Location	Updates received
June 2019	Moat House Road/Cornwall Street condition of footpath for resurfacing raised in June 2019	Footpath	Moat House Road/Cornwall Street	Update August 2023 - meeting with Highways and KLTC - Has been submitted for action.
dates back to early 2021	Paul Harling	litter bins	Gainsborough Road/Grayingham Road	Gainsborough Road/Grayingham Road area . Chased up again directly with Paul Harling 14/03/2024. Request was for one bin along Grayingham Road to be moved to Bader Way / PRoW area. One bin was instead moved to the junction with Gainsborough Road and now there are two side by side. Issue notified to Paul October 2023 - I did chat to Steve, our operative for the area this morning, and have mentioned the bins concerned. He is aware and will carry out the work as soon as he possibly can.
November 2021	FS390634199/FS487530647	Steep Hill – path works around bench & handrail	Steep Hill	August 2023 update: Hand rail on order and works on this and path will be scheduled at same time. no response following further intervention of Ward Councillors and so chased up directly with Mick Johnson 14/03/2024.
January 2022	Noticeboard funding scheme – previous supplier of Perspex not viable and sourcing replacement which is taking longer than expected – raised January 2022 for Tourism board in Market Place.	Noticeboard asset repairs	Market Place	August 2023 update: Previous supplier of perspex is not viable and is sourcing replacement, which is taking longer than expected.
September 2022	Moat House Road/Grove Street junction	Signage	Moat House Road/ Grove Street	officers to look into why the signage is not in place for Moat House Road & Turner Street when approached from Grove Street.
October 2022	Verge hazard markers along South Cliff Road (Spar & Park Farm areas)	Hazard markers	South Cliff Road	August 2023 update: In schedule of works.
October 2022	Renewal of white lines on highway along South Cliff Road and resurfacing works between Dunstan Hill and Mill Lane junctions –		South Cliff Road	January 2023 update from Ward Cllr Foster: I have just spoken to Gareth Donovan re the highway lining issues and they are all in the program of works schedule. Lining will commence when the weather is suitable. There is a long list! August 2023 update: in schedule of works.
22/12/2022	Ian Jickells/Gareth Denovan	Speed monitoring along B1400 near junction with York Road last year	B1400 near junction with York Road	Request for the data report from this? (Useful re Allotments). Follow up sent again 15/03/2024 to Gareth Denovan.
08/01/2023	FS575545207	faded 40mph sign B1400 on approach to town from Grayingham direction	near York Rd/allotments	no update received
19/01/2023	FS578875341	Mill Lane/South Cliff Road junction area surface deterioration 19/01/2023 – response - No actionable defects but will keep monitoring it	Mill Lane/South Cliff Road junction	No actionable defects but will keep monitoring it
January 2023 - meeting with NLC & KLTC	King Edward Street new signage for homes around the Green progress and updates.	Signage	King Edward Street	Lack of official street signage for residents around the Green leading to continued confusion . The only signs are the homemade signs attached to the lime trees. Rob Waltham agreed to install. (Jan 2023 - direct to Rob W) At Regeneration meeting 2023, Rob Waltham advised will chase this up. August 2023 update: Cllr Fox to email house numbers for sign to be prepared and installed.
March 2023	Highway fingerposts - maintenance and retention	fingerposts	across the town	March 2023 to Andy Tate - recommended contact Mick Johnson June 2023 update Mick Johnson - Yes we will be looking to refurb these posts in the black and white style requested, currently low priority however we will attempt to get the team to complete this while we are there in July.

North Lincolnshire Council

Date reported	Log number/details	Details	Location	Updates received
15/06/2023	Colin Brabazon, Partnerships and Community Libraries Manager, Governance and Communities directly via email	Library estate property maintenance works to car park and railings	King Edward Street	<p>21/03/2024: I'm sorry this has taken so long but I'm sure you will be pleased to learn that some progress on this is imminent:</p> <ul style="list-style-type: none"> •A surveyor will shortly visit the site to inspect the car park surface to determine whether it needs repair. •Hill Builders have been tasked to inspect the perimeter fence to determine the necessary repairs and provide us with a quotation. •The car park will be relined to include 2 disabled bays adjacent the library entrance and signage to 2 bays suggesting 'library customers parking only'. <p>Advance notice/signage of any works on the car park (either repair/resurfacing plus relining or just relining, depending on outcome of survey) will of course be provided.</p>
18/07/2023	FS532273543 / Enquiry 636078 / FS561673681 Nov23	Street nameplates - ownership and information around procedure	Various	no response following intervention of Ward Councillors and so chased up again directly with Highways and Carly Pridd. 14/03/2024.
26/07/2023	FS534543653 / FS568752787 on	Market Place / toilets sign	South Cliff Road	no update received
July 2023	Lorries/Tractors turning signs near Cliff Farm/Clements Plant to be installed – progress from August 2023?	Highway / signage	Redbourne Mere	Officers advised this has been reviewed. Due to poor road surface, there were intentions to reduce to 50mph, however since re-surfacing works have been completed, road is now considered acceptable at 60mph. Good visibility and open fields make this suitable for this speed. However, will install "lorries/tractors" turning signs near Cliff Farm/Clements Plant to mitigate.
15/08/2023 - meeting with Highways& KLTC	disabled parking place in Market Place - business consultation was to start - unsure of date	Disabled parking bays	Market Place	Officers will start consultation with occupiers of buildings in the Market Place with a view to marking out a new disabled space outside Morrisons Daily. Current disabled space will remains as an advisory only disabled space.
15/08/2023 - meeting with Highways& KLTC	Entrances to the Town	Speed mitigation	Entrances to the Town	<p>Consideration of speed mitigation measures at all entrances to the town, (e.g. chicanes). This is currently under review with Highways to look at traffic data information. (Jul 2023 - direct to Highways)</p> <p>Feedback from Highways officers: The difficulty with chicanes is that they can create traffic flow problems, additional noise of HGVs accelerating adjacent to dwellings, sometimes an increase in speed as some people choose to accelerate to beat oncoming traffic so they don't have to wait and divert attention from verges / paths to the relative proximity of oncoming traffic. Speed humps create noise, back problems and vehicle wear.</p> <p>July 2023 update - Gareth Denovan, Traffic - We will have a look at the speed data and the accident data and come back you. It may be a couple of weeks before we get a response out as we have officers off on annual leave at the moment.</p> <p>August 2023 update: This will require more in depth discussion. Will consider ideas and revert back at a later date.</p>
September 2023	Tactile paving dropped kerbs query requested by Cllr Cooper.	Dropped kerbs	Across the town	Asked Mick Johnson, will chase.
September 2023	Regeneration meeting – this was due September 2023?			Ward Cllr Update November 2023: I suggest that a proposed agenda is formed and then request made to NLC for a meeting enclosing a copy of proposed agenda so they can see we have things we wish to discuss and get updates on. Maybe something for Hazel, me and you to get done between us?
03/11/2023	FS559424994 / FS579705828	dog waste bin outside cemetery fallen down pole and now at ground level	Grove Street	<p>initially reported November 2023. Chased up 23/01/2024.</p> <p>Update 24 January 2024: Paul Harling We are yet to move the bins around, and I am aware of the issue with the bin at Grove Street. We have had significant issues with vehicles recently and have had to spread the available fleet thinly across all areas. This has meant that we have been prioritising the main duties and has caused a delay in some of our, such as adjusting bins. Please accept my apologies for the delay in keeping up to date with such matters. We will endeavour to carry out this work as soon as resources permit. Thanks for your patience and understanding</p>
23/11/2023	FS564177687 / FS579708099	Cornwall Close sign fallen down	St Andrew's Street / Grove Street junction area	initially reported November 2023. Chased up 23/01/2024.
23/11/2023	FS564177687	Cornwall Close sign for action	Cornwall Close	no update received
26/11/2023	FS564905890	30/40mph sign for action	Station Road	no update received
26/11/2023	Station Approach run off onto Station Road .	Sewage leak	Station Approach	Updated by Ward Cllr Garritt that Network Rail and Northern contacted by NLC and Northern have replied to confirm the matter is now with their maintenance team. (15/03/2024).
29/12/2023	FS572770968	potholes	East Dale Drive	no update received
		Redbourne Mere - Nature Reserve - funding	Redbourne Mere	query around funding information from December and if this is s106 money and if so from which development. Noted that Town Council s106 working group tasked in September with discussing the development of a plan for creating a wildflower area at the site. Membership: Cllr Delsignore, Cllr Fox, Cllr Garritt, Cllr Cooper and Cllr Stephenson (05/01/2024)

North Lincolnshire Council

Date reported	Log number/details	Details	Location	Updates received
12/01/2024	FS576814308	Overgrown path at South Cliff Road and Mill Lane	South Cliff Road / Mill Lane junction	response received 15/01/2024: As these works are not considered to be of an urgent nature the details will be added to our programme of works and will be dealt with in due course. Update received 17/01/2024 to say works now completed.
12/01/2024	FS576816501/FS578884053	Overgrown hedge creating obstruction at South Cliff Road	South Cliff Road	response received 15/01/2024: Card posted requesting owner to cut one part of the hedge. obstruction remains followed up directly to Sheena Alexander 05/04/2024 - update 08/04/2024 I will inspect the overgrown ivy when I am next in Kirton in Lindsey. If the ivy is still causing an obstruction I will notify the home owner.
12/01/2024	FS576818955	Deteriorating path condition at South Cliff Road	South Cliff Road	response received 15/01/2024: No actionable defects found only previous repairs and slurry seal loss.
23/01/2024	FS579709445	March Street road surface deterioration from Wesley St junction	March Street road surface deterioration from Wesley St	23/01/2024 – response 30/01/2024: No actionable defects slurry loss and old trenches, will continue to monitor
27/02/2024	FS590409800	school patrol sign not facing oncoming traffic, turned in to face housing.	Dunstan Hill	no update received
March 2024	Full Council - Ward Cllr	traffic wardens request for patrolling of the town to clamp down illegal parking issues	across the town	
March 2024	Full Council - Ward Cllr	Path works	North Cliff and South Cliff Roads	
	Redbourne Mere / Spa Hill surfacing works progress and updates.			Spa Hill, together with King Edward Street and Station Road are on the 3 year forward works programme for resurfacing. Currently scheduled for 2026/27, but budget dependable... could be brought forward or put back. Via portal update 17/11/2023
	Traffic plan for Ridge - The issue at Spa Hill links with a travel plan which was planned for the former Ridge area by NLC for HGV routes to ensure fair distribution of HGV traffic flow across towns and villages in this area. (May 2020 via Highways)			Ward Cllr Update November 2023: to be confirmed if this is still under development
	No Messing signage procedure for promotion of this scheme?			Ward Cllr Update November 2023: None currently in stock. The first lot were placed in areas where high levels of complaints were received. Once the new PSPO is approved NLC will be reviewing signage and will at that time place in a further order. PSPO is now approved (one of the meetings I sit on deals with PSPOs)
	Gulley cleaning and SuDS checks progress and updates			Ward Cllr Update November 2023: Understand this is being done by NLC as a major ongoing task around the whole of North Lincs

Meeting with Ashcourt (Lincolnshire) Ltd, 28th March 2024, 1pm Town Hall

Attending: Jonny Waller – Director, Ashcourt (Lincolnshire) Limited

Cllr Suzanne Stephenson, Cllr Pat Frankish, Town Clerk

Apologies – David Glover, Solicitor, Ashcourt

Jonny introduced Ashcourt Ltd who are a Hull based firm and have bought out Brianplant which is now Ashcourt (Lincolnshire) Limited.

The aspiration is now to create infrastructure on site at Manton Quarry to provide parking on site, update the existing facilities (including provision for litter disposal) and improve internal access roads. The existing facilities are outdated temporary buildings and the plan is to update these with newer modular buildings which will still be of temporary nature.

This will reduce vehicle movements as lorries will not need to leave and return to the site after each working day, it will also remove the need for lorries to park in the nearby laybys which they currently do when drivers are on their breaks due to lack of parking on site.

The previous application was withdrawn as the infrastructure work is behind schedule and was not in place for the application to proceed.

Ashcourt see no impact on Kirton in Lindsey whatsoever, neither in positive or negative. Vehicle routing is via the B1398 towards Scunthorpe or as far as the Gainsthorpe Road turning and to the A15. Clearly if the A15 is subject to temporary diversion, the diversion route will have to be used during that period, as is the case currently. Ashcourt policy to use main roads such as the A15, not roads through towns and villages.

The transport manager who organises the transport routes is a Kirton in Lindsey resident and is keen to protect the town from any traffic movements related to Ashcourt.

Ashcourt are keen to protect their reputation by removing the vehicles from the laybys and ensuring the road (B1398) is cleaned regularly with a road sweeper. 24hour security now on site has worked to deter thieves stealing diesel and other items from the site which involved using access routes including Kirton in Lindsey to reach it.


Jonny is keen to assist with any issues which come to the attention of the Town Council, be it Ashcourt related or due to other companies, he hopes to keep in dialogue so that we can work together. He is also keen to invite members of the Town Council to the site to see the work done when the infrastructure is in place so that a better understanding of the site and the work of the site is established.

He noted that there are no objections from Hibaldstow Parish about the proposals put forward and although a schedule is in place for the works to create infrastructure, this is more process than specific dates.

The quarry has permissions in place until 2042 and it is currently unknown if works on the site will be completed by 2042 or earlier. The long-term solution is to return the land to agricultural use after quarrying.

Kirton in Lindsey Town Council: Schedule of Payments April 2024

Classification - Open

		Date	Payee	Description	101 Administration	10114 Other Staff Costs (Appropriate to salary, box, %, pension & mileage)	10111 Salaries	10111 Income Tax	10111 National Insurance	10111 Pensions	10112 Mileage	10215 General Power of Competence	10211 Section 137 Grants	103 Democratic Expenses	201 Open Spaces	301 Burial Grounds	401 S144 Promoting Kirton	501 Public Services	601 Civic	70111 Trustee Green & Market Place	70112 Trustee War Memorial & Garden off EED	801 Allotments	VAT	Total
PART A		PRE - APPROVED/APPROVED BY COMMITTEE																						
Contractual	02/04/2024	North Lincolnshire Council	Grove Street Cemetery Rate Demand													£474.05								£474.05
FC2402/07	02/04/2024	CPRE	Membership renewal April 2024-25	£96.00																				£96.00
Clerk FR	02/04/2024	Post Office	Stamps (24 x 2nd class & 24 x 1st class)	£48.00																				£48.00
Contractual	04/04/2024	O2	Business mobiles	£22.00																				£22.00
Contractual	04/04/2024	S Barrett	Grounds Maintenance Contract (Planting)												£585.00									£585.00
FC2402/10	04/04/2024	Tree Generation	Tree Safety Survey works													£290.00			£290.00					£290.00
PK2402/06	11/04/2024	Community Co-Ordinator	Expenses - Annual Town Meeting refreshments	£57.25																				£57.25
Contractual	12/04/2024	HMRC	Income tax payment demand																					
Contractual	16/04/2024	HSBC	Business banking fees	£26.23																				£26.23
Contractual	17/04/2024	Diamond Jubilee Town Hall	Office Rent/Broadband and Room Hire	£452.00																				£452.00
Contractual	17/04/2024	Diamond Jubilee Town Hall	Meeting room hire (inc Civic Dinner)	£36.00															£350.00					£386.00
Contractual	19/04/2024	Wave	Allotments - water billing March 2024																		£24.44			£24.44
Contractual	19/04/2024	R Dixon	Internal Audit 2023-2024	£682.80																				£682.80
Contractual	19/04/2024	Community Co-Ordinator	Mobile phone	£8.33																				£8.33
Contractual	19/04/2024	idVerde	Grounds Maintenance Contract (grass)												£896.21									£896.21
Contractual	22/04/2024	Nest	Pension Contributions																					
Contractual	24/04/2024	BT Business	Telephone billing Jan-Apr	£167.53																				£167.53
Contractual	24/04/2024	Town Clerk	Salary																					
Contractual	24/04/2024	Assistant Clerk	Salary																					
Contractual	25/04/2024	Community Co-Ordinator	Salary																					
Contractual	25/04/2024	HMRC	Tax/NI/Student Loan payments																					
PART B		FOR APPROVAL																						
	30/04/2024	ERNLLCA	Membership renewal April 2024-25	£954.28																				£954.28
	30/04/2024	ICCM	Membership renewal April 2024-25	£100.00																				£100.00
			Subtotal for month		£2,590.42	£0.00					£0.00	£0.00	£0.00	£0.00	£1,481.21	£764.05	£0.00	£0.00	£350.00	£290.00	£0.00	£24.44	£230.27	£10,612.54

Classification - Open

Kirton in Lindsey Town Council Finance Report March 2024**RECEIPTS AND PAYMENTS MADE DURING MARCH 2024, RECONCILING THE CASHBOOK WITH THE BANK STATEMENTS AS AT 31/03/2024**Cashbook balance brought forward:

Balance carried forward April 1st 2023:	£106,513.11
Receipts to February 29th 2024:	£161,713.07
Payments to February 29th 2024:	£165,180.28
Balance carried forward March 1st 2024:	£103,045.90

RECEIPTS

REF	DATE	PAYER	DETAILS	RECEIPTS
			Balance C/F 01/03/2024	£103,045.90
R173	01/03/2024	J Bowers	Civic Dinner tickets x2	£73.00
R174	04/03/2024	Public Sector Deposit Fund	Interest	£333.45
R175	10/03/2024	Women's Institute	Civic Dinner tickets x2	£73.00
R176	11/03/2024	Old Butchers Bistro	Civic Dinner tickets x4	£146.00
R177	12/03/2024	No. 12	Civic Dinner tickets x2	£73.00
R178	14/03/2024	Mablethorpe&Sutton TC	Civic Dinner tickets x2 & cheque admin fee	£75.00
R179	15/03/2024	Kettle of Brigg	Cemetery - Memorial application - SLATER	£185.00
R180	15/03/2024	Kettle of Brigg	Cheque admin fees x2	£4.00
R181	18/03/2024	E Devlin	Allotment rent	£30.00
R182	18/03/2024	H Britton	Allotment rent	£30.00
R183	18/03/2024	CS Killen	Allotment rent	£30.00
R184	21/03/2024	R&F Fletcher	Allotment rent	£30.00
R185	22/03/2024	R Lee	Allotment rent	£30.00
R186	23/03/2024	M Boyd	Civic Dinner tickets x2	£73.00
R187	23/03/2024	C Startin	Civic Dinner ticket x1	£36.50
R188	25/03/2024	Civic Dinner donations	Raffle donations	£715.00
R189	26/03/2024	S Barrett	Allotment rent	£30.00
R190	26/03/2024	Beverley Town Council	Civic Dinner tickets x2	£73.00
R191	26/03/2024	C Dix	Allotment rent	£30.00
R192	27/03/2024	HSBC	Gross Interest	£27.62
R193	28/03/2024	North Lincolnshire Council	UKSFP - Community Coordinator funding 2	£2,153.89
R194	28/03/2024	P Saunders	Allotment rent	£30.00
Receipts, March 2024				£4,281.46

PAYMENTS

REF	DATE	TO WHOM PAID	DETAILS	PAYMENTS
P334	04/03/2024	O2	Business mobile contracts	£22.28
P335	11/03/2024	Nationwide Data	Car park - traffic survey work (1)	£3,000.00
P336	12/03/2024	Nationwide Data	Car park - traffic survey work (2)	£720.00
P337	12/03/2024	Barton Town Council	Civic - Barton Civic Dinner tickets x2	£74.00
P338	12/03/2024	Diamond Jubilee Town Hall	Town Hall Live Community Pot Grant	£300.00
P339	13/03/2024	S Barrett	Grounds Maintenance contract (planting)	£540.00
P340	13/03/2024	Diamond Jubilee Town Hall	Office Rent, Broadband & Room Hire	£454.00
P341	13/03/2024	Diamond Jubilee Town Hall	Meeting room hire	£186.00
P342	13/03/2024	ERNLLCA	Training - Being A Good Employer	£36.00
P343	13/03/2024	Willingham Hall	Civic Dinner - Table, cloth and glasses hire	£388.94
P344	15/03/2024	J Kofoed	Civic - floral tribute for Cllr Briggs	£30.00
P345	18/03/2024	HSBC	Business banking fees	£10.00
P346	19/03/2024	Bannerworld	Christmas Festival - promotional banners	£123.16
P347	19/03/2024	idVerde	Grounds Maintenance contract (grass cutting)	£1,075.45
P348	20/03/2024	LIVES	Donation	£1,458.00
P349	21/03/2024	Lawn N Order	Highway verges devolved services (15)	£1,106.40
P350	25/03/2024	Willingham Hall	Civic Dinner - return of hire deposit	-£30.00
P351	26/03/2024	Nest	Pension contributions March 2024	
P352	26/03/2024	G McCartney	Civic Dinner - catering	£2,116.50
P353	27/03/2024	Town Clerk	Salary	
P354	27/03/2024	Assistant Clerk	Salary	
P355	27/03/2024	N Creasey	Civic Dinner - entertainment (expenses)	£50.00
P356	27/03/2024	H Fox	Civic Dinner - refreshments (expenses)	£47.80
P357	27/03/2024	KLASSIC Park	Staff Costs Mar 2024	
P358	28/03/2024	ICO	Data protection registration fee renewal	£35.00
P359	28/03/2024	Community Co-Ordinator	Salary	
P360	19/03/2023	HMRC	NI/Tax/Student Loan	
Total Payments March 2024				£16,286.49

CASHBOOK CARRIED FORWARD:

Balance carried forward April 1st 2023:	£106,513.11
Receipts to March 31st 2024:	£165,994.53
Payments to March 31st 2024:	£181,466.77
Cashbook total at March 31st 2024:	£91,040.87

RECONCILIATION TO BANK STATEMENTS

Current Account 41305484	£1,000.00
Savings Account 01109553	£10,040.87
Public Sector Deposit Fund	£80,000.00
TOTAL IN BANK AS AT 31/03/2024	£91,040.87

Agreed to cashbook and bank statements:**Dated:**



Kirton in Lindsey Town Council

4th Quarter Budget Monitoring Report 2023-24 (Jan-Mar)

Classification - Open - Finance

ADMINISTRATION AND RESOURCES											
	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments
101 Administration											
Income											
10101	Precept	£103,875.00	£51,937.50	£51,937.50	£0.00				£0.00	£103,875.00	
10102	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10103	Grant Funding	£0.00	£0.00	£2,500.00	£0.00	£1,387.64		£2,153.89	£3,541.53	£6,041.53	
10104	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10105	Income Other	£8,500.00	£12,760.88	£4.00	£237.00	£0.70	£106.00	£6.00	£112.70	£13,114.58	
10106	Bank Interest	£720.00	£711.94	£1,312.12	£1,266.82	£414.62	£403.58	£361.07	£1,179.27	£4,470.15	
	Sub Total	£113,095.00	£65,410.32	£55,753.62	£1,503.82	£1,802.96	£509.58	£2,520.96	£4,833.50	£127,501.26	
Expenditure											
10111	Staff Costs (Salaries, PAYE, Pensions)	£43,100.00	£11,350.52	£10,159.76	£14,866.76	£5,395.28	£5,466.48	£4,542.96	£15,404.72	£51,781.76	
10112	Recruitment	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10113	Staff Expenses / Travel	£200.00	£17.10	£68.10	£9.90		£18.90		£18.90	£114.00	
10114	Training Staff	£300.00	£357.22	£0.00	£54.00				£0.00	£411.22	
10115	Licences/Permissions	£80.00	£0.00	£0.00	£0.00		£70.00		£70.00	£70.00	
10116	Stationery/Consumables	£1,450.00	£648.33	£706.49	£131.14	£2.20	£118.80		£121.00	£1,606.96	
10117	Office Rent/Meeting Room Hire	£5,912.00	£1,357.50	£1,182.00	£1,374.00	£472.00	£484.00	£616.00	£1,572.00	£5,485.50	
10118	Telephone/Broadband etc	£1,560.00	£302.27	£343.54	£387.48	£271.09	£34.00	£46.28	£351.37	£1,384.66	
10119	Memberships/Subscriptions	£1,850.00	£1,059.22	£391.00	£66.00	£384.00		£35.00	£419.00	£1,935.22	
10120	Audit Costs	£1,800.00	£628.80	£756.00	£682.80				£0.00	£2,067.60	
10121	Insurance	£1,350.00	£1,267.52	£0.00	£0.00				£0.00	£1,267.52	
10122	Maintenance	£400.00	£18.35	£0.00	£0.00	£48.00			£48.00	£66.35	
10123	IT/Website	£1,200.00	£396.30	£24.00	£443.49	£295.39			£295.39	£1,159.18	
10124	Sundry Admin	£100.00	£20.00	£2.60	£0.00	£33.80	£106.00		£139.80	£162.40	
10125	Banking fees	£150.00	£47.95	£50.59	£35.93	£23.70	£9.51	£10.00	£43.21	£177.68	
	Sub Total	£59,452.00	£17,471.08	£13,684.08	£18,051.50	£6,925.46	£6,307.69	£5,250.24	£18,483.39	£67,690.05	
	TOTAL	£53,643.00	£47,939.24	£42,069.54	£-16,547.68	£-5,122.50	£-5,798.11	£-2,729.28	£-13,649.89	£59,811.21	
	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments
102 Grants and Donations											
Income											
10201	Income Other	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10202	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10203	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure											
10211	S137 Grants	£300.00	£0.00	£0.00	£300.00				£0.00	£300.00	
10212	S133 Grants - Community Building	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10213	Sports Facilities LG (Misc Prov) Act	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10214	Community Pot	£300.00	£0.00	£0.00	£0.00			£300.00	£300.00	£300.00	
10215	General Power of Competance	£12,660.00	£12,660.00	£0.00	£0.00				£0.00	£12,660.00	
10216	Community Renewal Project	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£13,260.00	£12,660.00	£0.00	£300.00	£0.00	£0.00	£300.00	£300.00	£13,260.00	
	TOTAL	£-13,260.00	£-12,660.00	£0.00	£-300.00	£0.00	£0.00	£-300.00	£-300.00	£-13,260.00	

	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments
103	Democratic Expenses										
Income											
10301	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10302	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10303	Income Other	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure											
10311	Members Expenses	£100.00	£0.00	£0.00	£26.10				£0.00	£26.10	
10312	Members Training	£400.00	£39.22	£0.00	£144.00	£72.00	£240.00	£36.00	£348.00	£531.22	
10313	Election Expenses	£375.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£875.00	£39.22	£0.00	£170.10	£72.00	£240.00	£36.00	£348.00	£557.32	
	TOTAL	-£875.00	-£39.22	£0.00	-£170.10	-£72.00	-£240.00	-£36.00	-£348.00	-£557.32	
OPEN SPACES											
	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments
201	Open Spaces										
Income											
20101	Grant Funding	£0.00	£0.00	£0.00	£9,552.84				£0.00	£9,552.84	
20102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20103	Income Other	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20104	Grass verges devolution	£16,766.34	£8,383.00	£8,383.00	£0.00				£0.00	£16,766.00	
20105	Parish Paths Partnership	£1,103.13	£552.00	£552.00	£0.00				£0.00	£1,104.00	
20106	Traingate Project	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£17,869.47	£8,935.00	£8,935.00	£9,552.84	£0.00	£0.00	£0.00	£0.00	£27,422.84	
Expenditure											
20111	Grounds Maintenance Contracts (Grass/Planting)	£17,500.00	£4,708.66	£4,767.66	£4,977.51	£1,615.45	£1,615.45	£1,615.45	£4,846.35	£19,300.18	
20112	Waste / Bins / Dog Bins	£0.00	£0.00	£0.00	£135.00				£0.00	£135.00	
20113	Play Area Maintenance	£2,000.00	£0.00	£2.60	£13,785.64		£561.30		£561.30	£14,349.54	
20114	Play Area Inspection	£200.00	£0.00	£140.40	£0.00				£0.00	£140.40	
20115	In Bloom/CPRE Entry	£50.00	£35.00	£0.00	£0.00				£0.00	£35.00	
20116	Historic Sites Maintenance	£600.00	£0.00	£174.66	£0.00				£0.00	£174.66	
20117	Grass verges devolution	£16,766.34	£6,825.60	£6,825.60	£2,306.40			£1,106.40	£1,106.40	£17,064.00	
20118	Parish Paths Partnership	£1,103.13	£420.00	£1,260.00	£420.00				£0.00	£2,100.00	
20119	Traingate Project	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£38,219.47	£11,989.26	£13,170.92	£21,624.55	£1,615.45	£2,176.75	£2,721.85	£6,514.05	£53,298.78	
	TOTAL	-£20,350.00	-£3,054.26	-£4,235.92	-£12,071.71	-£1,615.45	-£2,176.75	-£2,721.85	-£6,514.05	-£25,875.94	
BURIAL GROUND											
	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments
301	Burial Ground										
Income											
30101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
30102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
30103	Cemetery Fees	£4,000.00	£1,700.00	£761.00	£1,523.00	£306.00	£530.00	£185.00	£1,021.00	£5,005.00	
30104	Trade Waste Refund	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£4,000.00	£1,700.00	£761.00	£1,523.00	£306.00	£530.00	£185.00	£1,021.00	£5,005.00	
Expenditure											
30111	Trade Waste	£500.00	£470.20	£0.00	£0.00				£0.00	£470.20	
30112	Maintenance Works	£2,376.00	£1,090.54	£328.46	£1,132.80				£0.00	£2,551.80	
30113	Business Rates	£780.00	£474.05	£0.00	£0.00				£0.00	£474.05	
30114	Cemetery costs general	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
30115	Pest control contract	£624.00	£0.00	£312.00	£0.00	£345.60			£345.60	£657.60	
	Sub Total	£4,280.00	£2,034.79	£640.46	£1,132.80	£345.60	£0.00	£0.00	£345.60	£4,153.65	
	Total	-£280.00	-£334.79	£120.54	£390.20	-£39.60	£530.00	£185.00	£675.40	£851.35	

S144 PROMOTING KIRTON												
	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments	
401	Promoting Kirton											
Income												
40101	Grant Funding	£0.00	£250.00	£0.00	£0.00				£0.00	£250.00		
40102	Event Income - Christmas	£500.00	£0.00	£500.00	£705.00				£0.00	£1,205.00		
40103	Event Income - Summer Gala	£0.00	£115.00	£232.11	£0.00				£0.00	£347.11		
40105	Event Income - Coronation events	£0.00	£348.90	£0.00	£0.00				£0.00	£348.90		
40104	Event Donations	£400.00	£0.00	£0.00	£550.96				£0.00	£550.96		
	Sub Total	£900.00	£713.90	£732.11	£1,255.96	£0.00	£0.00	£0.00	£0.00	£2,701.97		
Expenditure												
40111	Summer Gala Expenses	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00		
Christmas Festival Expenses	Christmas Festival Expenses											
	40112	Lights Installation/Removal	£10,000.00	£0.00	£4,761.50	£5,332.89	£336.00			£336.00	£10,430.39	
	40113	Maintenance	£800.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	40114	Town Hall Hire/Electrics	£460.00	£0.00	£0.00	£300.00	£51.57			£51.57	£351.57	
	40115	Church Electrics	£90.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	40116	Market Stall Hire	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	40117	Road Closures	£700.00	£0.00	£0.00	£924.00				£0.00	£924.00	
	40118	Equipment Hire	£120.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	40119	First Aid Provision	£200.00	£0.00	£0.00	£175.00				£0.00	£175.00	
	40120	Advertising and Promotion	£100.00	£0.00	£0.00	£30.00			£123.16	£123.16	£153.16	
	40121	Hosting Fees	£10.00	£0.00	£0.00	£135.00				£0.00	£135.00	
	40122	Entertainers' Fees	£600.00	£0.00	£0.00	£526.00				£0.00	£526.00	
	40123	Christmas Trees & Decorations	£950.00	£0.00	£0.00	£391.70		£696.00		£696.00	£1,087.70	
40125	Coronation events	£0.00	£686.00	£0.00	£0.00				£0.00	£686.00		
40124	Sundry PK Expenses	£50.00	£0.00	£0.00	£45.00				£0.00	£45.00		
	Sub Total	£14,080.00	£686.00	£4,761.50	£7,859.59	£387.57	£696.00	£123.16	£1,206.73	£14,513.82		
	Total	-£13,180.00	£27.90	-£4,029.39	-£6,603.63	-£387.57	-£696.00	-£123.16	-£1,206.73	-£11,811.85		
PUBLIC SERVICES												
	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments	
501	Public Services											
Income												
50101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00		
50102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00		
50103	Income	£0.00	£54.00	£16.00	£0.00				£0.00	£70.00		
	Sub Total	£0.00	£54.00	£16.00	£0.00	£0.00	£0.00	£0.00	£0.00	£70.00		
Expenditure												
50111	Town Clock	£200.00	£0.00	£234.00	£0.00				£0.00	£234.00		
50112	Community Sports Sessions	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00		
	Sub Total	£200.00	£0.00	£234.00	£0.00	£0.00	£0.00	£0.00	£0.00	£234.00		
	Total	-£200.00	£54.00	-£218.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£164.00		

CIVIC											
	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments
601	Civic										
Income											
60101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60102	Donations	£0.00	£0.00	£0.00	£0.00		£100.00		£100.00	£100.00	
60103	Civic Service Income	£200.00	£0.00	£95.46	£105.00				£0.00	£200.46	
60104	Civic Dinner Income	£1,500.00	£119.00	£0.00	£0.00	£255.00	£839.50	£1,335.50	£2,430.00	£2,549.00	Note: £119.00 income April 2023 from March 2023 Civic Dinner
60105	Mayors Charity Night Income	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60106	Civic Refunds	£0.00	£0.00	£0.00	£24.00				£0.00	£24.00	
	Sub Total	£1,700.00	£119.00	£95.46	£129.00	£255.00	£939.50	£1,335.50	£2,530.00	£2,873.46	
Expenditure											
60111	Mayoral Allowance	£650.00	£33.30	£0.00	£0.00			£30.00	£30.00	£63.30	Note: £33.30 expenditure May 2023 from 22-23 term of office
60112	Civic Tickets	£300.00	£65.00	£0.00	£135.00	£65.00	£220.00	£74.00	£359.00	£559.00	Note: £45.00 expenditure May 2023 from 22-23 term of office
60113	Civic Award	£200.00	£0.00	£0.00	£0.00		£116.15		£116.15	£116.15	
60114	Civic Service Expenses	£700.00	£0.00	£3.30	£1,125.40				£0.00	£1,128.70	
60115	Civic Dinner Expenses	£1,500.00	£350.00	£0.00	£0.00			£2,573.24	£2,573.24	£2,923.24	Note: £350.00 invoice April 2023 from March 2023 Civic Dinner
60116	Honours Board and Chain Updates	£100.00	£0.00	£187.50	£0.00				£0.00	£187.50	
60117	Mayor's Charity Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60118	Mayors Charity Night	£50.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60119	Civic Refunds	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£3,500.00	£448.30	£190.80	£1,260.40	£65.00	£336.15	£2,677.24	£3,078.39	£4,977.89	
	Total	£1,800.00	£329.30	£95.34	£1,131.40	£190.00	£603.35	£1,341.74	£548.39	£2,104.43	
CHARITIES											
	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments
701	Charities										
Income											
70101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
70102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
70103	The Green & The Market Place	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
70104	War Memorial & Garden of EED	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure											
70111	The Green & The Market Place	£1,000.00	£0.00	£279.68	£150.00	£1.50			£1.50	£431.18	
70112	War Memorial & Garden of EED	£1,000.00	£0.00	£66.00	£0.00				£0.00	£66.00	
	Sub Total	£2,000.00	£0.00	£345.68	£150.00	£1.50	£0.00	£0.00	£1.50	£497.18	
	Total	£2,000.00	£0.00	£345.68	£150.00	£1.50	£0.00	£0.00	£1.50	£497.18	
ALLOTMENTS											
	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments
801	Allotments										
Income											
80101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
80102	Deposits	£0.00	£30.00	£0.00	£60.00				£0.00	£90.00	
80103	Rent	£300.00	£90.00	£0.00	£0.00			£240.00	£240.00	£330.00	
	Sub Total	£300.00	£120.00	£0.00	£60.00	£0.00	£0.00	£240.00	£240.00	£420.00	
Expenditure											
80111	Maintenance	£0.00	£65.75	£29.75	£0.00				£0.00	£95.50	
80112	Water	£1,998.00	£3.84	£17.32	£44.23	£31.75			£31.75	£97.14	
	Sub Total	£1,998.00	£69.59	£47.07	£44.23	£31.75	£0.00	£0.00	£31.75	£192.64	
	TOTAL	£1,698.00	£50.41	£47.07	£15.77	£31.75	£0.00	£240.00	£208.25	£227.36	

SUMMARY	Description	Approved Budget 2023-24	1st Quarter 2023-24	2nd Quarter 2023-24	3rd Quarter 2023-24	Jan 2024	Feb 2024	Mar 2024	4th Quarter 2023-24	TO DATE	Comments
Code											
101	Administration and Salary	£53,643.00	£47,939.24	£42,069.54	-£16,547.68	-£5,122.50	-£5,798.11	-£2,729.28	-£13,649.89	£59,811.21	
102	S137 and Donations	-£13,260.00	-£12,660.00	£0.00	-£300.00	£0.00	£0.00	-£300.00	-£300.00	-£13,260.00	
103	Democratic Expenses	-£875.00	-£39.22	£0.00	-£170.10	-£72.00	-£240.00	-£36.00	-£348.00	-£557.32	
	Sub Total	£39,508.00	£35,240.02	£42,069.54	-£17,017.78	-£5,194.50	-£6,038.11	-£3,065.28	-£14,297.89	£45,993.89	
201	Open Spaces	-£20,350.00	-£3,054.26	-£4,235.92	-£12,071.71	-£1,615.45	-£2,176.75	-£2,721.85	-£6,514.05	-£25,875.94	
301	Burial Grounds	-£280.00	-£334.79	£120.54	£390.20	-£39.60	£530.00	£185.00	£675.40	£851.35	
401	S144 Promoting Kirton	-£13,180.00	£27.90	-£4,029.39	-£6,603.63	-£387.57	-£696.00	-£123.16	-£1,206.73	-£11,811.85	
501	Public Services	-£200.00	£54.00	-£218.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£164.00	
601	Civic	-£1,800.00	-£329.30	-£95.34	-£1,131.40	£190.00	£603.35	-£1,341.74	-£548.39	-£2,104.43	
701	Charities	-£2,000.00	£0.00	-£345.68	-£150.00	-£1.50	£0.00	£0.00	-£1.50	-£497.18	
801	Allotments	-£1,698.00	£50.41	-£47.07	£15.77	-£31.75	£0.00	£240.00	£208.25	£227.36	
	TOTAL	£0.00	£31,653.98	£33,218.68	-£36,568.55	-£7,080.37	-£7,777.51	-£6,827.03	-£21,684.91	£6,619.20	
	Precept	£103,875.00	£51,937.50	£51,937.50	£0.00	£0.00	£0.00	£0.00	£0.00	£103,875.00	
	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Total Council Tax Funding	£103,875.00	£51,937.50	£51,937.50	£0.00	£0.00	£0.00	£0.00	£0.00	£103,875.00	

Reserves	Approved	1st Quarter	2nd Quarter	3rd Quarter	Jan 2024	Feb 2024	Mar 2024	4th Quarter	TO DATE	Comments
Earmarked - Ringfenced from 2021-22:										Remaining Earmarked (Ringfenced)
Traingate Project	£515.45	£0.00	£0.00	£0.00				£0.00	£0.00	£515.45
Summer Gala	£648.50	£10.00	£647.42	£0.00				£0.00	£657.42	-£8.92
Streetsports	£2,054.27	£180.00	£360.00	£0.00				£0.00	£540.00	£1,514.27
Earmarked from April 2023:										Remaining Earmarked
Community Pot Grants	£700.00	£0.00	£0.00	£0.00				£0.00	£0.00	£700.00
Parish Paths Partnership	£279.80	£278.22	£0.00	£0.00				£0.00	£278.22	£1.58
Grass Verges Devolution	£12,374.10	£0.00	£297.60	£0.00				£0.00	£297.60	£12,076.50
Mayor's Charity Donations (21-22 Peace Garden)	£222.59	£0.00	£0.00	£0.00				£0.00	£0.00	£222.59
Mayor's Charity Donations (22-23 KLASIC)	£1,038.68	£0.00	£1,038.68	£0.00				£0.00	£1,038.68	£0.00
Elections	£2,750.00	£0.00	£0.00	£0.00				£0.00	£0.00	£2,750.00
Play Area Development	£4,000.00	£0.00	£0.00	£2,880.00				£0.00	£2,880.00	£1,120.00
Allotment Provision	£4,000.00	£0.00	£0.00	£0.00				£0.00	£0.00	£4,000.00
Car Parking Provision	£27,929.72	£0.00	£2,340.00	£0.00			£ 3,720.00	£3,720.00	£6,060.00	£21,869.72
Future Match Funding	£10,000.00	£0.00	£0.00	£0.00				£0.00	£0.00	£10,000.00
Total earmarked reserves:	£66,513.11	£468.22	£4,683.70	£2,880.00	£0.00	£0.00	£3,720.00	£3,720.00	£11,751.92	£54,761.19
General reserves:	£40,000.00	£295.00	£3,786.52	£4,800.00			£1,458.00	£1,458.00	£10,339.52	£29,660.48
Total Reserves:	£106,513.11	£763.22	£8,470.22	£7,680.00	£0.00	£0.00	£5,178.00	£5,178.00	£22,091.44	£84,421.67
<i>Current bank balance total:</i>					<i>£110,823.41</i>	<i>£103,045.90</i>	<i>£91,040.87</i>			

Kirton in Lindsey Town Council

4th Quarter Budget Monitoring Report 2023-24 (Jan-Mar)

ADMINISTRATION AND RESOURCES

Administration

Grant Funding no plans were put into the budget for grant funding, however £2,500 was achieved for the CCTV provision via the UKSPF fund in September, recovering some of the money initially paid out from General Reserves. Additionally, £3541.53 was recovered as part of the UKSPF funding for the Community Co-Ordinator role, offsetting staff costs, IT/website, telephone and publicity costs.

Income Other is showing as above that expected due to the value of HMRC VAT refund applied for and received for the previous financial year 2022-2023 and the income received back from KLASSIC for Venue Manager training courses. This also recovers an overspend showing on the Training Staff line. For the third quarter, fees including cheque or cash payments contributed towards banking fees and North Lincolnshire Council refunded the planning application costs for the Outside Gym Equipment (with the exception of administrative costs) due to the failures of service in processing the application. In the fourth quarter, as well as payment corrections from both businesses and residents additional fees were also received for payments by cheque.

Bank Interest the expected achieved income is greatly exceeded due to the unknown position with interest rates at the time of the budget setting and the increased potential for interest earned by combining interest from the HSBC bank account and Public Sector Deposit Fund account.

Staff Costs have risen as expected following revision of working hours and the employment of an additional member of staff which not expected when the budget was approved. As noted above, the UKSPF funding for the Community Co-Ordinator role has offset some of these additional staff costs.

Training Staff, as noted previously, although this area is showing as over budget, the funds received back from KLASSIC for Venue Manager training courses, reduce this overspend back out down to £21.22.

Stationery/Consumables as previously reported this spend is high due to the continued national rising costs of materials and consumables and has exceeded the budget even with very careful spending through the year.

Memberships/Subscriptions costs have exceeded the budget due to increases in membership fees by some organisations above that anticipated.

Audit Costs – the cost of the External Audit increased over the budgeted value due to bands of annual income and expenditure the auditor works to, and the increased income and expenditure in last years accounts.

Sundry Admin is over budget only due to a refund processed to a resident due to a payment made in error to the Town Council (also impacting on 'Income Other').

Grants - S137 Grants / Community Pot / General Power of Competence – all funding allocated was applied for and distributed this financial year. Ear-marked reserves remain in place for Community Pot funding next year.

Members Training members training expenses are over budget in part due to the Whole Council Training, the remaining cost of which will be paid in the next financial year.

Election Expenses funding was not required following the uncontested election in May, however funding is still required to be protected for potential future election expenses. With the funds put aside each year since the last contested election, there was no requirement to budget for this in the next financial year, however reserves will be ring-fenced for future election expenses.

OPEN SPACES

Grant funding was received from the UKSPF to recover most of the costs for the new Supernova equipment. Although no budget was agreed for waste / bins / dog bins, due to vandalism the seagull flaps required replacement at the Green which incurred unplanned for costs. Grass verges devolution and Parish Paths Partnership monies from North Lincolnshire Council (NLC) were not confirmed ahead of budget setting which explains the slight discrepancies. Both Grass Verges and Parish Paths Partnership spending is over that anticipated due to the requirement for additional cuts over the season, with surplus from previous years taken from Earmarked Reserves and the underfunding reported back to NLC. Play area maintenance shows a large overspend, this was for the new Supernova equipment, which was mostly recovered through the UKSPF. The Annual Play Area inspection costs came in under budget due to the new equipment now in place.

BURIAL GROUND

Cemetery Fees have exceeded that budgeted for and this is always a difficult area to predict year on year.

Maintenance works are slightly overbudget due to the requirements for tree and grass seeding works.

Business Rates have unexpectedly reduced this year and so show an underspend, which more than balances out the overspend on maintenance.

PROMOTING KIRTON

Grant Funding shows the income of £250, the Coronation events grant from North Lincolnshire Council which was not planned for when the budget was set.

Event Income for Christmas, Summer Gala and Coronation events have all exceeded the budgeted amount which reflects on the dedicated work now carried out by the Assistant Clerk for town events and the benefit to the Town Council of having a staff member dedicated to events work.

Event donations have also exceeded the budgeted amount due to additional donations raised at the Christmas Festival by Victoria Rumary and the generous annual donation for the Christmas Tree from the A Team.

Summer Gala expenses have come out of the earmarked reserves from last year and due to the income are in line with the budget.

Coronation events and Road closures are overspends but covered by the increased income and underspend in other areas of this part of the budget.

Town Hall Hire/Electrics came in under budget.

Advertising and Promotion is slightly over budget but the promotional material purchased this year are also for future years and so will be beneficial over future financial years.

Hosting Fees for the Christmas Festival are over budget due to the donation to charity requirement of the Market Consent licence.

Christmas Trees & Decorations are over budget due to the unexpected costs around the replacement baubles required this year.

Overall, the **PROMOTING KIRTON** section of the budget is planned before the true cost of the previous years event is known and so is difficult to predict.

PUBLIC SERVICES

Community Sports Sessions have incurred expected costs for professional coaching fees (£540) and it should be noted these are taken from the ring-fenced reserves. Income from the sessions was low (£70) and the fees removed for the coming financial year to compete with other provision for the target age group. Consideration remains important around planning for potential future provision of this kind and its financial viability. (£1,514.27 remains from the original grant funding for this provision.)

Town Clock servicing cost slightly more than anticipated this year and this is built into the budget for next year.

CIVIC

Donations - £100 was generously donated to the Mayor's Charities ahead of the Civic Dinner and this is included in the total monies raised over the year.

Civic Dinner income exceeded that budgeted for, even when discounting the late payment in (£119.00) from the previous Mayoral year. At this stage there are still some ticket payments outstanding for the Civic Dinner which took place on 23rd March.

Civic Refunds – show income due to purchased tickets for a Brigg Town Council which were refunded when Barton upon Humber Town Council attended and the Mayor was unable to.

Civic Tickets – the increase in attendance at Civic Events during this financial year and the increase in overall costs for Civic Events is the reason for the overspend in this area. It was not clear when the budget for the next financial year was set that this overspend would occur (with £359.00 in outgoings in the final quarter).

Civic Service expenses were over budget despite efforts made to keep within the budget. This is factored into the budget for the new financial year.

Civic Dinner expenses were over budget despite efforts made to keep within the budget. This was factored into the budget for the new financial year before the event was finalised. A late invoice received for payment (£350.00) for the event in the previous financial year is included here, and there are still outstanding invoices due for this year's event to come.

Honours Board and Chain Updates were a little over budget and this was due to the additional works required for the Honours Board this year.

Receipts in May for the Mayoral Allowance (£33.30) and Civic Tickets (£45.00) related to the 2022-23 Mayoral Year, not the 2023-24 Mayoral Year due to the differences with the Financial Year (April-March) and Council Year (May-April).

CHARITIES

No matters to highlight.

ALLOTMENTS

There is income under both Deposits and Rent which do not match the budget due to the early payment of most rent fees in March prior to the start of this financial year and the payment of new deposits from new tenants.

Maintenance and administration costs at this point are covered by the budget against Water costs and so an 'Administration' line was added to the expenditure lines for this section for the next financial year.

RESERVES

As reported above, use of Earmarked Reserves was made for the Community sports sessions professional fees and the Summer Gala expenses. Parish Path Partnership additional costs have also come from here. The planning application costs for the outdoor gym equipment came from General Reserves, as did the cost of the ball strike assessment, the initial payment for the outside gym equipment, the donation to LIVES and the outlay for the CCTV provision under UKSPF funding (£3,786.52) with £2,500.00 received in funding to balance this out. The majority of the planning application costs were refunded by North Lincolnshire Council and the majority of the outside gym equipment costs will be covered by North Lincolnshire Council on completion of the project. Future Match Funding can be used for the UKSPF projects to cover the 21% contribution the Town Council agreed to.

Summary

The budget for the next financial year takes into account many of the areas highlighted in this report and new information from the final quarter of 2023-2024 will help to inform future budget planning.

Overall, the budget shows over-spending and under-spending across the categories which in some places balances out again. The Council is therefore reminded that it is required to be mindful of increasing costs, the impact of the work and responsibilities of the Council and new projects/ideas on the budget. Careful forward planning is required when budget setting each year to cover projects which the Council is looking to achieve for the year ahead.

Projects which are not built into the budget should be looked at with extreme caution. This is because unexpected and unplanned works cause budgets to be exceeded, and all ideas and projects should be factored into the budget. Unexpected new projects require funding streams to be identified in order to cover both the costs and the future potential impact of those projects, such as ongoing maintenance.

Event planning has benefited from the Assistant Clerk and the Events Working Group planning events and working to the budget approved for the next financial year. With greater time and planning now allocated to the preparations for events with a member of staff dedicated to this work, the clear benefits are shown.

Neil Taylor-Matson

02/04/2024

Kirton in Lindsey Town Council

Reserves Statement April 2024

DRAFT



Total reserves:	£91,040.87
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Earmarked Reserves :

Ringfenced from 2023-24:

Traingate Project	£515.45
Streetsports	£1,514.27
Outside Gym Equipment Grant	£20,200.00
Community Pot Grants	£700.00
Mayor's Charity Donations (21-22 Peace Garden)	£222.59
Mayor's Charity Donations (23-24 Brownies/Scouts)	£1,015.46
Elections	£3,125.00
Maintenance - including Christmas Festival	£1,969.26

Earmarked from April 2024:

Grass Verges Devolution	£11,778.84
Future Match Funding	£10,000.00

Total earmarked reserves:	£51,040.87
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General reserves:	£40,000.00
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Total Reserves:	£91,040.87
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Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Kirton in Lindsey Town Council

www.kirtoninlindseytowncouncil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/09/23, 15/02/24, 11/04/24

Mr. Dixon, Sarsic Sector Audit

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

11/04/24

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Public Sector Audit

Kirton in Lindsey Town Council

Internal Audit Report for the year ended 31 March 2024

Public Sector Audit

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Kirton in Lindsey Town Council

Internal Audit Report for the year ended 31 March 2024

Introduction

Part 2, paragraph 5 (1) of the Accounts and Audit Regulations 2015 imposes a duty on Local Councils to “undertake an effective Internal Audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance”.

Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.

At the request of the council I have conducted an Internal Audit review of the council's accounting records in respect of the financial year ended 31 March 2024. I have acted independently and, on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in place during the financial year.

The audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions and recommendations have been recorded in the table below.

Prioritisation of recommendations

In accordance with good internal audit reporting practice and the Governance and Accountability for Local Councils Practitioners Guide, the recommendations contained in this report have been prioritised. The following 'traffic light' system for the prioritisation of recommendations has been adopted: Page | 3

- Significant weakness in internal control requiring urgent attention.
- Moderate weakness in internal control requiring attention within the current year.
- Minor weakness in internal control, or matters of good practice the council may wish to consider, to be addressed within the current year.

Distribution List

Chairman of the Council

All Members of the Council

Clerk to the Council

The findings of the audit are summarised below

	Test	Findings and Recommendations
1	Have appropriate books of account been properly maintained throughout the year?	<p><u>Appropriate accounting records</u></p> <p>Findings</p> <p>The cash book is maintained on spread sheets on a receipts and payments basis and has been balanced to the 31st March 2024.</p> <p>It is sufficiently well analysed to provide all the information required for the completion of the Annual Governance and Accountability Return (AGAR).</p> <p>The council has correctly transferred the first nine months staffing costs relating to KLASSIC from council staff costs (box 4 of the AGAR) to the council's General Power of Competence, which is analysed to box 6 on the AGAR. The remaining three months were recharged to KLASSIC in accordance with minute number 2312E/05 of the Extraordinary meeting of the council held on the 18th December 2023. The reimbursement from KLASSIC for the period January to March 2023 has correctly been credited against staffing costs in the cash book. This methodology ensures that staffing costs for KLASSIC during the year have been correctly accounted for and in accordance with the External Auditor's requirements.</p> <p>To the date of the audit, the spread sheets are arithmetically correct and bank reconciliations have been undertaken monthly.</p> <p>All invoices and receipts are consecutively numbered and cross referenced to the cash book which provides an audit trail from original documentation to the council's financial records.</p>

2	<p>Have the council's Financial Regulations and Standing Orders been formally adopted and complied with?</p>	<p><u>Adherence to Financial Regulations and Standing Orders</u></p> <p>Findings</p> <p>The council's Standing Orders and Financial Regulations were re-approved at the Annual meeting of the Town Council held on the 24th May 2023. Both Standing Orders and Financial Regulations are the latest NALC Models.</p> <p>On the 1st January 2024 the Government increased the procurement thresholds to £214,904 for goods or services and to £5,372,609 for public works (construction). Financial Regulations have been updated accordingly and were approved at the council meeting held on the 28th February 2024.</p>
3	<p>Are payment controls effective and VAT properly accounted for?</p> <p>Has the council recorded s137 expenditure separately and is it within the statutory limit?</p>	<p><u>Adequate payment controls</u></p> <p>Findings</p> <p>I have tested a large sample of payments From April 2023 to March 2024.</p> <ul style="list-style-type: none"> ➤ All payments tested have been correctly reported to council for authorisation and approval. ➤ For the sample of invoices tested I have reviewed and confirmed completeness, accuracy, the correct year of account, classification within the council's accounts and compliance with Financial Regulations. As noted in section 8 of this report, a shortfall occurred in the payment of National Insurance contributions for March 2024 which will require correction when the current month's contributions are paid to HMRC. <p>I have tested and confirmed that VAT has been correctly identified and recorded in the cash book for reclaim from HMRC.</p> <p>Following the council's re-adoption of the General Power of Competence at the Annual Meeting held on the 24th May 2023 all grant funding is allocated to this legislative power unless a more specific power is available. The council is, however, required to use s.137 of the 1972 Local Government Act for certain specific expenditure such as donations to registered charities. During the year £425 has been coded to s.137; the expenditure is appropriate for this statutory power and well within the annual statutory limit.</p>

		<p>To the date of the audit, three cheques have been issued by the council and the stubs have been correctly initialled by both signatories to indicate agreement with the cheque and the documentation provided at the time of signing.</p> <p>As the council does not maintain a separate bank account for receipts and payments in respect of the Mayor's chosen charity(s), payments have been made via the council's bank account. As reported in section 10 of this report, the Clerk now maintains a document which identifies both receipts and payments during each civic year. This provides a record of funds raised and subsequently dispersed to the Mayor's chosen charity(s) or cause(s).</p> <p>On 26 October 2023, the Levelling-up and Regeneration Act (the 2023 Act) received Royal Assent. Section 82 of the 2023 Act amends the Local Government Act 1894 (the 1894 Act) by inserting a new section 19A into the 1894 Act. Section 19A came into force on 26 December 2023.</p> <ul style="list-style-type: none"> ➤ The government's view is that its amendment, in the form of section 19A, clarifies that the 1894 Act does not affect the discretionary powers of parish councils in England to fund church repairs or improvements or property held for an ecclesiastical charity. ➤ Councils will, therefore, need to consider requests in respect of church property or property held for an ecclesiastical charity as they would any other funding request. Funding powers, further to section 19A of the 1894 Act coming into force, are discretionary. Town and Parish Councils are not under any additional duties as a result of the 2023 Act and the insertion of section 19A to the 1894 Act. ➤ NALC's previous view on this subject (as set out in Legal Briefing L01-18 – financial assistance to the church) was that only explicit local council powers could override the prohibition in the 1894 Act to fund churches. NALC is now, therefore, withdrawing Legal Briefing L01-18, further to the Government's amendment as per section 19A which came into force on 26 December 2023. NALC has updated and reissued Legal Topic Note 31E to remove references to the prohibition, which will no longer apply since section 19A came into force. A further advice note, LO2-23, was issued by NALC on the 20th December 2023, which provides additional clarification on this subject.
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		<p>Recommendation</p> <ul style="list-style-type: none"> ● The council should take note of the change in the legal position in relation to the funding of church repairs, or improvements or property held for an ecclesiastical charity, since the introduction of the Levelling-up and Regeneration Act 2023.
4	<p>Has the council assessed the significant risks in delivering its activities and services and regularly reviewed the adequacy of these assessments?</p> <p>Is insurance cover appropriate and adequate?</p> <p>Are financial controls documented and regularly reviewed?</p>	<p><u>Assessment of significant risks</u></p> <p>Findings</p> <p>Risk Assessments reviewed by council during the 2023/24 include the Health & Safety Policy (reviewed June 2023), the Cemetery, Play Area and Allotment Risk Assessments (March 2024) and the Lone Worker Policy (December 2023). On the 12th June 2023, the Promoting Kirton Committee approved the Risk Assessment for the Summer Gala. The Christmas Festival Risk Assessment was approved by this committee on the 9th October 2023. The council's Financial Risk Assessment was also re-approved, without amendment, at the Annual meeting on the 24th May 2023.</p> <ul style="list-style-type: none"> ➤ A Risk Assessment was prepared during March 2023 for the King's Coronation event. It was presented to and approved by the Promoting Kirton Committee on the 17th April 2023. <p>I have reviewed the council's insurance cover, and the levels of indemnity are considered to be adequate.</p> <p>The council's Play Area was inspected by Playsafety Ltd., an independent RoSPA accredited company, and the inspection report was presented to Town Council on the 27th September 2023. From 2024/25, Zurich Insurance will undertake this annual inspection. North Lincs will continue to undertake in-depth operational inspections on a monthly basis and council members will continue to carry out weekly checks.</p> <ul style="list-style-type: none"> ➤ Inspection sheets are completed for all play area inspections; details of the items checked and any actions found to be required are recorded. The inspection sheets include provision to record the action taken to remedy faults. The sheets are completed and presented to council monthly for review and approval. They are signed as reviewed and approved by a member of the council. When any actions required have been completed, the weekly sheets record is updated, by changing the outstanding issue (coloured orange) to "completed" (coloured green).

		<p>Basic Internal financial controls and procedures are included in the council's Financial Regulations.</p> <p>I have reviewed the council's electronic data storage arrangements. A full back up of all council information is carried out weekly and saved onto an external hard drive which is stored in a secure fireproof safe.</p>
5	<p>Has the annual precept requirement resulted from an adequate budgetary process?</p> <p>Has progress against budget been regularly monitored and reported and were reserves appropriate?</p>	<p><u>Adequate budgetary process</u></p> <p>Findings</p> <p>The council prepared a detailed annual budget for 2023/24 in the correct format; it was adopted at the Full Council Meeting held on the 21st December 2022. A Precept of £103,875 was approved.</p> <p>A detailed budget monitoring report in respect of quarter one was presented to council on the 26th July 2023. The second quarter's monitoring report was presented to the General Purposes Committee on the 25th October 2023. Updated income and expenditure figures up to the end of November 2023 were included in the budget planning document submitted to the Town Council meeting on the 20th December 2023. A third quarters budget monitoring report was submitted to the council meeting held on the 24th January 2024.</p> <p>The council's Reserves Statement as at April 2024 will be presented to the next Town Council meeting on the 24th April 2024. The council's balances brought forward on the 1st April 2024 totalled £91,040.87. Earmarked reserves total £51,040.87 and the remaining general balance of £40,000, which equates to 35% of the 2024/25 Precept, is considered to be adequate and prudent for a council the size of Kirton in Lindsey Town Council.</p>
6	<p>Was all expected income fully received in accordance with the current scale of charges, properly accounted for and promptly banked?</p> <p>Were security controls over cash and cash equivalents effective?</p>	<p><u>Adequate income controls</u></p> <p>Findings</p> <p>I have reviewed and checked a large sample of council income from April 2023 to March 2024. The two Precept instalments of £51,937.50 received from NLC on the 24th April and 25th July 2023 agree to the council's Precept requirement of £103,875.00.</p>

	<p>The council also received income in respect of devolved grass cutting, NLC Grants, a VAT refund, the cemetery, allotment rent, Coronation and Christmas Market stalls, sportszone fees, donations, bank and investment interest, cheque and cash administration fees, refunds, reimbursement of KLASSIC staffing costs, the Civic Service and miscellaneous.</p> <p>At the Town Council meeting held on the 26th April 2023 an amended Allotments Tenancy Agreement was agreed and it was also agreed to maintain the original rent of £30.00 for 2023/24. The minutes, however, did not record the council's agreement of the figure for the current year's rent. This was done retrospectively at the Town Council meeting held on the 28th February 2024.</p> <ul style="list-style-type: none"> ➤ I have agreed the Allotment Register, which records the plot numbers, the current tenants, the rent due for the year and the amount and date the rent has been paid, to the council's receipts and the cash book. <p>The Town Council held an event for the Kings Coronation in May 2023, and I have agreed a sample of income received for stalls to the fees recorded in the Promoting Kirton minute of the 17th April 2023. I have also agreed the charges for stalls for the Christmas lights switch on, which were confirmed by the Promoting Kirton committee meeting on the 9th October 2023.</p> <p>I have checked a large sample of income throughout the year and agreed the income received to receipts, remittance advices and the council's authorised and minuted charges (as amended in respect of the Summer Gala) to the accounting records. All income was well documented, accurately recorded, and cross referenced to the cash book.</p> <p>All income received in respect of the cemetery was in accordance with the council's November 2022 revised Cemetery Fees, which were agreed at the Town Council's budget setting meeting held on the 23rd November 2022. The council meeting held on the 24th May 2023 reviewed the charges and resolved that no changes were required.</p>
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		As the council does not maintain a separate bank account for receipts and payments in respect of the Mayor's chosen charity(s), income in respect of the Mayor's civic service, dinner, and charity event is paid into the council's bank account. As reported in section 10 of this report, the Clerk maintains a document which identifies both receipts and payments during each civic year. This provides a record of funds raised, and subsequently dispersed to the Mayor's chosen charity(s) or cause.
7	<p>Were petty cash payments appropriate and supported by receipts?</p> <p>Was all expenditure approved and reported to members?</p> <p>Has VAT been correctly accounted for?</p>	<p><u>Appropriate petty cash controls</u></p> <p>Findings</p> <p>The council does not maintain a petty cash account. All petty items of expenditure are reimbursed to the Clerk and Council Members via the normal payments system and reported to council together with all other council payments.</p> <p>I have checked a large sample of petty cash payments and all of those checked have been correctly recorded in the council's accounting system and reported to council for approval.</p>
8	<p>Do all employees have contracts of employment with clear terms and conditions?</p> <p>Are salaries to employees and all other payments and allowances paid in accordance with council approvals?</p> <p>Has PAYE and NI been correctly deducted and paid to HMRC?</p>	<p><u>Adequate payroll controls</u></p> <p>Findings</p> <p>The council's employees received new contracts of employment dated the 1st January 2024, which contain clear terms and conditions.</p> <ul style="list-style-type: none"> ➤ It is noted that there was a delay between the date of issue of the new contracts and them being signed by the council as employer. This was due to a delay in the holding of a Personnel and Disciplinary Committee, following council's decision on the 18th December 2023, to change the employees' terms and conditions of employment, and availability of the Chair of the Personnel Committee to sign the Clerk's contract. <p>I have checked and agreed the gross pay calculations for the Clerk, Assistant Clerk and the council's Community Co-ordinator to the current 2023/24 NJC Pay Scales, hours worked and revised contractual hours.</p>

		<p>At the Extraordinary meeting of the council on the 18th December 2023 it was resolved that the Assistant Clerk maintains a Charity role for 4 of her weekly hours which will be recharged to KLASSIC.</p> <p>The External Auditor requires me to check that the correct employer's pension percentage contribution has been applied. I have reviewed the council's minutes and confirmed that the percentage employer's pension contribution paid during the year is in accordance with the latest council approval in November 2018.</p> <p>The council's employees are subject to PAYE and NI regulations using HMRC Basic Tools software and for the sample checked statutory deductions have been correctly paid to HMRC.</p> <p>Recommendations</p> <ul style="list-style-type: none"> ● As Contracts of Employment are legally binding contracts, the council should arrange if possible, for these to be signed by both parties as soon as they are issued.
9	Is the Asset and Investment Register complete and accurate and reviewed on a regular basis?	<p><u>Appropriate recording of assets</u></p> <p>Findings</p> <p>The council maintains an Asset Register in the form of a spread sheet. I have checked and confirmed, for the sample tested, that new assets purchased during the year have been added to the register using the correct valuation method, i.e., cost price, net of VAT and £1 nominal value for gifted assets.</p> <p>The Asset Register is more fully described by the Government and the External Auditor as an Asset and Investment Register. As the council has now purchased a short-term investment from CCLA, the cost of the investment has been added to the register at the cost price. The value of this investment has, correctly, not been included in the year-end Asset Register total for the purpose of box 9 on the Accounting statement.</p> <p>The updated total on the Asset Register, as at 31st March 2024, agrees to the declaration in box 9 of the Accounting Statement on the AGAR.</p>

10	<p>Were bank reconciliations performed on a regular and timely basis?</p> <p>Has a year-end reconciliation been performed and balanced?</p> <p>Have all bank reconciliations been reviewed by an appointed member and evidenced as such?</p>	<p><u>Adequate bank reconciliations</u></p> <p>Findings</p> <p>The council's bank balances for both the current and savings accounts and the deposits held in the Public Sector Deposit Fund are identified on each month's Finance Report which are submitted to council and are signed by the Chairman and one other council member. The respective bank statements are also provided to the authorising councillors at the same time as the reconciliations and these have also been signed as authorised. This procedure is considered to be best practice and forms an important part of the council's internal financial control systems. I have checked and agreed the balances on the Finance Reports from April 2023 to March 2024 to the bank statements for the two accounts at HSBC and for the Public Sector Deposit Fund.</p> <p>As a separate bank account is not held for the Mayor's Charity account, the Clerk maintains a document which identifies both receipts and payments during each civic year. This provides a record of funds raised, and subsequently dispersed to the Mayor's chosen charity(s) or cause. The account has been reconciled by the Clerk and provides detailed evidence of all receipts and payments up to the financial year-end. Additional income will be received, and expenditure incurred prior to the end of the current civic year. This will be added to the document maintained by the Clerk and the final disbursement(s) will be made after the end of the civic year.</p>
11	<p>Were Accounting statements prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate, were debtors and creditors properly recorded?</p>	<p><u>Correct accounting basis and previous Internal Audit Report actioned</u></p> <p>Findings</p> <p>The year-end statements have been prepared on the correct accounting basis (Receipts and Payments) and, therefore, debtors and creditors have not been included.</p> <p>The statements agree with the cash book and there is an audit trail from underlying financial records to the year-end statements.</p> <p>The declaration in box 9, fixed assets, on the AGAR agrees to the total value of assets recorded in the updated Asset Register as at the 31st March 2024.</p>

	Has the previous Internal Audit Report been submitted to council and actioned as necessary?	The 2023/24 Interim Internal Audit Report was submitted to the Town Council meeting held on the 25th October 2023 and the recommendations were agreed.
12	If the council certified itself as exempt from an External Audit Limited Assurance Review last year, has it met the exemption criteria and correctly declared itself exempt?	<u>Exemption Certificate</u> Findings The council, correctly, did not complete an Exemption Certificate under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
13	Did the council correctly provide, during the summer, the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations 2015?	<u>Exercise of Public Rights</u> Findings I have confirmed by a review of the council's website that, during the summer of 2023, the council correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the 2015 Accounts and Audit Regulations.
14	Did the council comply with the publication requirements for the previous year's AGAR?	<u>Publication Requirements</u> Findings I have reviewed the council's website and confirmed that the Town Council published the correct documents as required by the Accounts and Audit Regulations 2015.
15	Has the council met its responsibilities as a Trustee?	<u>Trustee responsibilities</u> Findings At the Annual meeting held on the 24th May 2023 it was resolved, following the receipt of legal advice from ERNLLCA, <i>"That the Town Council recognises it cannot act as Sole Trustee for Torksey Charity and so the Charity sits entirely separately from the Town Council"</i> . Another fund, known as The Green and the Marketplace, was registered with the Charity Commission in 1974. This fund has a dormant bank account. The Clerk has a bank statement dated September 2013 showing a nil

	<p>balance and the bank has confirmed that the account contains no funds. The Charity Commission identifies that the activities of the Trust are to <i>"maintain and preserve the Green and Marketplace for the use and enjoyment of the residents of Kirton in Lindsey"</i>. Apart from maintaining the grass, additional expenditure has been incurred on the fencing and postage to send a letter to a new resident regarding parking. Such expenditure is in accordance with the intention of the Trust and, in accordance with the External Auditor's advice, the council minute of the 23rd January 2019 that confirmed; <i>"Because there are no Trust Fund monies available, the council has spent its own funds on the maintenance and upkeep of these assets and areas for the good of the community as a whole"</i>.</p> <p>One further fund, known as The War Memorial and the Garden of Edward Elmhirst Duckering has been identified. The council has confirmed that there are no known bank accounts associated with this Trust. No income has been received and a small amount of expenditure has been incurred on the replacement of two flags at the War Memorial. This also is appropriate expenditure.</p> <p>The Council is also the Sole Trustee for KLASSIC. The Charity Commission website confirms that KLASSIC is a registered charity number 1115978. The purpose of the Charity is the provision of recreational and sports facilities for the community. The website confirms that Kirton in Lindsey Town Council was appointed as sole trustee on the 22nd June 2020 and the date for the charity's financial reporting is the 31st May.</p> <ul style="list-style-type: none"> ➤ The charitable objectives are confirmed as: the Trustees are to provide or assist in the provision of a recreation ground (grounds) involving the construction of pitches, greens, courts, pavilions, changing facilities and associated amenities to be held upon charitable trust namely for the purpose of providing recreation and leisure time occupation in the interest of social welfare and with the object of improving the conditions of life for the benefit of the inhabitants of Kirton in Lindsey and the neighbourhood (hereinafter called the "area of benefit") and for other charitable purposes for the benefit of the inhabitants in the area of benefit.
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Executive Summary

The accounts and governance arrangements of the council have continued to be maintained to a very high standard and the assistance of the Clerk of the council in the completion of this audit was much appreciated.

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The internal financial control environment within the council is good and the consideration and adoption of the above recommendations and advisory note will serve to further enhance and strengthen the systems, procedures and governance arrangements already in place.

The Internal Audit has been conducted in accordance with the Governance and Accountability for Local Councils – Practitioners Guide 2024.

I confirm that I have no relationship or interest, financial or otherwise, with any member or officer of the council.

Richard Dixon

Public Sector Audit

13th April 2024

Public Sector Audit

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Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Kirton in Lindsey Town Council

www.kirtoninlindseytowncouncil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/09/23, 15/02/24, 11/04/24

Mr. Dixon, Sarsic Sector Audit

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

11/04/24

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

NORTH LINCOLNSHIRE COUNCIL
INSPECTION OF PLAYGROUNDS AND EQUIPMENT

LOCATION OF PLAYGROUND

Kirton Playing Field

MONTH..... MAR 24

QUARTERLY INDEPTH INSPECTION

Equipment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Zip Line											/										/										
Tower Slide Unit											/										/										
Basket Ball Post											/										/										
Galaxy Unit											X										X										
Yellow Zig Zag Spinner											/										/										
Roundabout											/										/										
Timber Trim Trail											/										/										
2 Flat 1 Basket Swing											/										/										
Pyramid Rope Climbing Net											/										/										
2 Cradle 1 me to you swing											/										/										
Seesaw											/										/										
Embankment Slide unit											/										/										
Toddler Trim Trail											/										/										
Toddler Twin Tower Slide unit											/										/										
Toddler Vinci slide unit											/										/										
2 Play boards											/										/										
Safety Surfacing											/										/										
Grass Matting											/										/										
Gate \ Fencing											/										/										
Bins											/										/										
Bike Stand Posts											/										/										
Teen Shelter											X										X										
Seat \ Picnic Tables											/										/										
Signage											/										/										
SUPERNOVA											/										/										

Inspectors Name... S. JONES

Signature..... 

NORTH LINCOLNSHIRE COUNCIL DEFECTS REPORT

[illegible]

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
-------	--------------	---------------	---	---------	---

Name of Inspector

Adam Delsignore

Inspector Qualifications

Conducted on

31.03.2024 13:32 BST

Document Number

270324

Weather conditions.

Clear and dry

1 / 1 (100%)

Is the site free from litter, dog fouling, broken glass, or other dangerous objects?

Pass

Is the site free of any obvious signs of damage to any equipment?

Ongoing issue/Council aware

Is the signage intact and readable?

Pass

Have all the bins been emptied?

Pass

Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)

Pass

Is the site free of any fallen branches or any other grounds maintenance issues?

Pass

General comments. Is there anything you would like to flag for the attention of the Town Clerk?

Same observations and photos as before. Will be helped by the ropes being replace w/c 2nd April



Photo 1

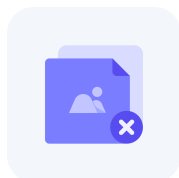


Photo 2



Photo 3

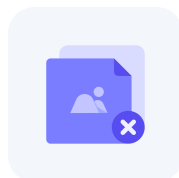


Photo 4



Photo 5

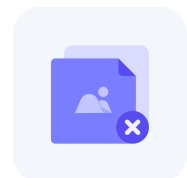


Photo 6

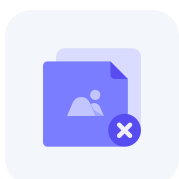


Photo 7



Photo 8



Photo 9



Photo 10



Photo 11

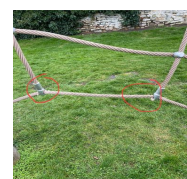


Photo 12



Photo 13

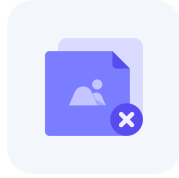
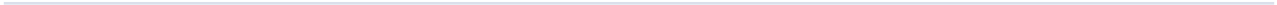


Photo 14



Media summary



Photo 1

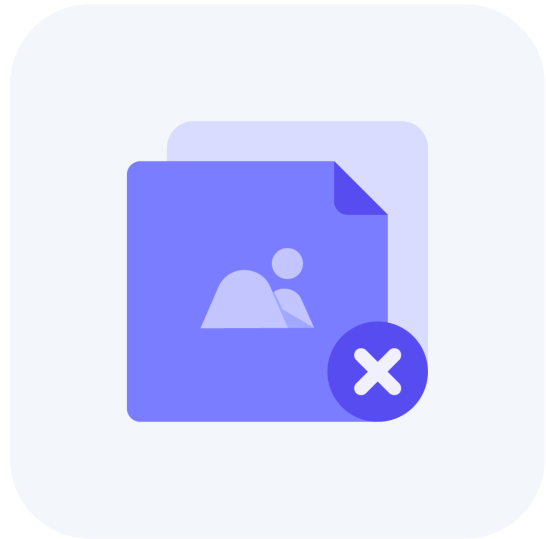


Photo 2



Photo 3

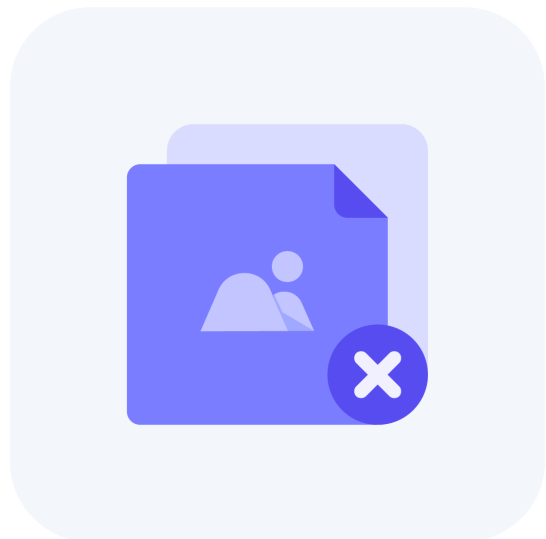


Photo 4



Photo 5



Photo 6

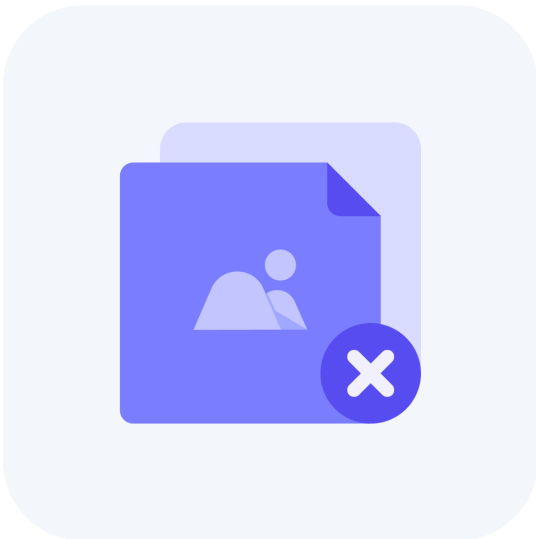


Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13

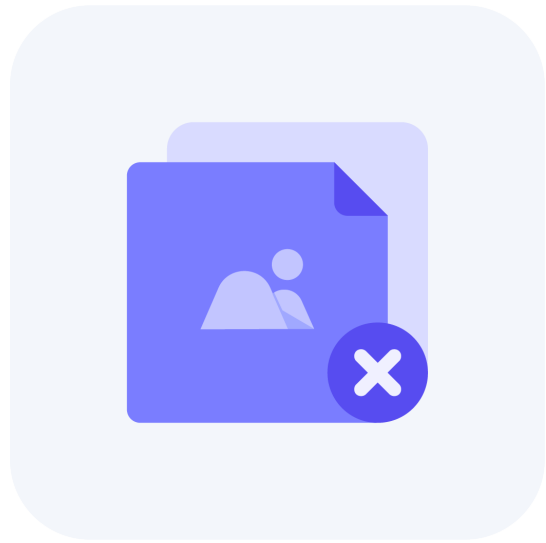
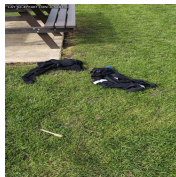






Photo 14

Visual Play Area Inspection

Complete

Score	5 / 6 (83.33%)	Flagged items	1	Actions	0
Name of Inspector				Hazel Fox	
Inspector Qualifications				RPII	
Conducted on				07.04.2024 10:50 BST	
Document Number				07042024	
Weather conditions.				Dry and windy	
				1 / 1 (100%)	
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?				Pass	
Some discarded clothing. Left in place as owner may come back for it.					
					
Photo 1					
Is the site free of any obvious signs of damage to any equipment?				Fail	
Rope beginning to fray on tower slide netting. Monitor.					
Uneven ground around spica and roundabout.					
Split beginning to open up more on toddler swing. Monitor.					
   					
Photo 2 Photo 3 Photo 4 Photo 5					
Is the signage intact and readable?				Pass	
Have all the bins been emptied?				Pass	
Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)				Pass	
Is the site free of any fallen branches or any other grounds				Pass	

maintenance issues?



General comments. Is there anything you would like to flag for the attention of the Town Clerk?

No.

Flagged items

1 flagged

Information

Is the site free of any obvious signs of damage to any equipment?

Fail

Rope beginning to fray on tower slide netting. Monitor.

Uneven ground around spica and roundabout.

Split beginning to open up more on toddler swing. Monitor.



Photo 2



Photo 3



Photo 4



Photo 5

Media summary



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5

Visual Play Area Inspection

Complete

Score	5 / 6 (83.33%)	Flagged items	1	Actions	1
-------	----------------	---------------	---	---------	---

Name of Inspector Adam Delsignore

Inspector Qualifications

Conducted on 09.04.2024 14:26 BST

Document Number 090424

Weather conditions. Overcast/rain

1 / 1 (100%)

Is the site free from litter, dog fouling, broken glass, or other dangerous objects?

Pass

Is the site free of any obvious signs of damage to any equipment?

Ongoing issue/Council aware

Is the signage intact and readable?

Pass

Have all the bins been emptied?

Pass

Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)

Fail

The requirement states a cut during the first week in April. The grass has not been cut.

To do | Assignee: Adam Delsignore | Priority: Low | Due: 16.04.2024 14:31 BST | Created by: Adam Delsignore

The requirement states a cut during the first week in April. The grass has not been cut.

Chase the contracted grass cutters

Is the site free of any fallen branches or any other grounds maintenance issues?

Pass

General comments. Is there anything you would like to flag for the attention of the Town Clerk?

Vinci flag remains loose

Ground surface around roundabout and spinner remain uneven and matting uneven

Foam/rubber covers on some of the steps remain split



Photo 1



Photo 2



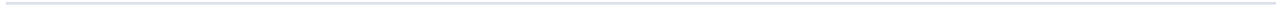
Photo 3



Photo 4



Photo 5



Flagged items & Actions	1 flagged, 1 action
Flagged items	1 flagged, 1 action
Information	
<div><div><div>Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)</div><div>Fail</div></div></div>	
The requirement states a cut during the first week in April. The grass has not been cut.	
<div>To do Assignee: Adam Delsignore Priority: Low Due: 16.04.2024 14:31 BST Created by: Adam Delsignore</div>	
The requirement states a cut during the first week in April. The grass has not been cut.	
Chase the contracted grass cutters	
Other actions	0 actions

Media summary



Photo 1



Photo 2



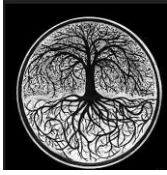
Photo 3



Photo 4



Photo 5



Tree report

Kirton Lindsey Town Council,
Lincolnshire.

Prepared by: Tree Generation on the 3rd of April 2024

Date of Inspection: 3rd of April 2024

Prepared by:

Tree Generation
Lincolnshire.
07719 143011

1 Introduction

Upon the consideration of their duty of care under the Occupiers Liability Act 1985, I have been asked by the Clerk on behalf of Kirton Lindsey Town Council to re-inspect all the trees growing within Grove Street Cemetery and The Green and provide recommendations for any remedial action I deemed necessary. The initial survey was carried out on the 3rd of March 2020 by Tree Generation.

Though I have inspected all the trees, I have only commented on ones which need remedial works or further investigation.

2 Conclusions and Summary

All works are laid out in the order of timescale within the main tree safety schedule.

Risk Priority 3

These are shown as orange on the attached work schedule and include felling one Lombardy poplar (T014). Though not a high risk T003 & T011 have dead hangers within the mid crown.

Risk priority 4

These are shown as green on the attached work schedule and include severing ivy, minor tree works or works which could be carried out over a longer timeframe. This category has been used where there is a low risk or works could be classed as management within an annual work programme.

It should be noted that all trees have a natural failure rate. This failure has long been classed as Act of God.

It should also be noted that the trees I have commented on as needing work are on land managed by the Town Council. The targets include buildings, play areas, gravestones plus neighbouring properties roads & footpaths and as such are classed as low to moderate targets.

Weather conditions throughout the surveys:

Slight breeze, overcast skies with rain showers, and a temperature of 9°C.

3 Instructions

As requested, I have now inspected all the trees as directed and am pleased to report on the following:

- (i) The condition, health, and safety of the inspected trees.
- (ii) Recommendations for the future management.

4 Qualifications and experience.

I have been working professionally with trees since 1989, and so because of this I have always had to visually inspect trees.

I hold the LANTRA Professional tree inspectors award, and if required will request further investigation from other professionals within various fields.

5 Report limitations

My inspection of the tree was carried out from ground level with aid of a sounding hammer, probe, and binoculars: should a further inspection be required it will be highlighted in my recommendations.

Height & distance measurements are carried out using a Nikon™ Forest Pro Clinometer.

During the survey, a Samsung Galaxy™ tablet which has OTISS tree survey software installed was used to capture all the information including photographs if required. The device accuracy is stated as $\leq 2\text{m}$. Whilst not as accurate as a topographical survey, this method is considered to provide a fair representation of the positions of the trees surveyed. Tree positions should, however, be considered indicative only.

Where Ivy, sucker or shrub growth are present, I was only able to view those areas visible to me.

Trees and shrubs are living organisms whose health and condition can change rapidly. The health, condition and safety of trees should be checked by a competent person on a regular basis and would recommend downloading a copy of the latest NTSG (National Tree Safety Group) factsheets.

My conclusions and recommendations within this report are true to the best of my knowledge on the dates of inspection. The period of validity of one year may be reduced in the case of any change in conditions above or below ground close to the tree.

6 Findings

Field	Description																																																												
Survey & Site	Each inspection is carried out within a Survey. The Survey dictates the site for this tree.																																																												
Location	The location – stored as longitude/latitude in the GIS database. Also displayed as national grid references.																																																												
Reference	A reference name or number. e.g. T01, G14.																																																												
Other Reference	A TPO number, other reference(s), or tag number.																																																												
Species *	The Common Species and botanical name are presented as a single list. If the Tree Structure is a Group, Hedge, Shrubs or Woodland, then these are recorded as multiple species.																																																												
Variety	A variety or cultivar (text).																																																												
Description	A detailed description of the tree. For example: its general structure, its location, potential targets at risk, etc. This information tends to be unchanging between inspections.																																																												
Tree Structure	One of: Tree, Multi-stemmed tree, Group, Hedge, Stump, etc. This field determines whether the icon is a point or a polygon.																																																												
Age Class	One of: Newly Planted, Young, Semi mature, Early Mature, Mature, Over Mature, Veteran.																																																												
Life Expectancy	Estimate life expectancy or “remaining contribution” in years, e.g. 10+, 20+, etc.																																																												
Number of Stems	Number of stems in a multi-stemmed tree. If the Structure is a Group, Hedge, Shrubs or Woodland, then the Number of Trees for each species are automatically added up and the total stored in the this field for the group.																																																												
Inspection Cycle	How long before this tree should be inspected again, e.g. 1 Year, 2 Years, 5 Years, etc.																																																												
Condition	A summary of the overall condition: good, fair, poor, dead																																																												
Height	A measurement or estimate of the height in metres.																																																												
DBH	A measurement or estimate of the DBH in centi-metres. DBH means the diameter at breast height 1.5m.																																																												
Crown Radius	A measurement or estimate of the average crown radius in metres.																																																												
Survey Notes	Detailed notes of what was seen during this inspection.																																																												
Risk Assessment	<div><div><p>Matrix 1. Likelihood matrix.</p><table><tr><th>Likelihood of Failure</th><th colspan="4">Likelihood of Impacting Target</th></tr><tr><th></th><th>Very low</th><th>Low</th><th>Medium</th><th>High</th></tr><tr><th>Imminent</th><td>Unlikely</td><td>Somewhat likely</td><td>Likely</td><td>Very likely</td></tr><tr><th>Probable</th><td>Unlikely</td><td>Unlikely</td><td>Somewhat likely</td><td>Likely</td></tr><tr><th>Possible</th><td>Unlikely</td><td>Unlikely</td><td>Unlikely</td><td>Somewhat likely</td></tr><tr><th>Improbable</th><td>Unlikely</td><td>Unlikely</td><td>Unlikely</td><td>Unlikely</td></tr></table></div><div><p>Matrix 2. Risk rating matrix.</p><table><tr><th>Likelihood of Failure & Impact</th><th colspan="4">Consequences of Failure</th></tr><tr><th></th><th>Negligible</th><th>Minor</th><th>Significant</th><th>Severe</th></tr><tr><th>Very likely</th><td>Low</td><td>Moderate</td><td>High</td><td>Extreme</td></tr><tr><th>Likely</th><td>Low</td><td>Moderate</td><td>High</td><td>High</td></tr><tr><th>Somewhat likely</th><td>Low</td><td>Low</td><td>Moderate</td><td>Moderate</td></tr><tr><th>Unlikely</th><td>Low</td><td>Low</td><td>Low</td><td>Low</td></tr></table></div></div> <p>This is based on TRAQ the rating quantified by The International Society of Arboriculture and is based on the following principles.</p>	Likelihood of Failure	Likelihood of Impacting Target					Very low	Low	Medium	High	Imminent	Unlikely	Somewhat likely	Likely	Very likely	Probable	Unlikely	Unlikely	Somewhat likely	Likely	Possible	Unlikely	Unlikely	Unlikely	Somewhat likely	Improbable	Unlikely	Unlikely	Unlikely	Unlikely	Likelihood of Failure & Impact	Consequences of Failure					Negligible	Minor	Significant	Severe	Very likely	Low	Moderate	High	Extreme	Likely	Low	Moderate	High	High	Somewhat likely	Low	Low	Moderate	Moderate	Unlikely	Low	Low	Low	Low
Likelihood of Failure	Likelihood of Impacting Target																																																												
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Very likely	Low	Moderate	High	Extreme																																																									
Likely	Low	Moderate	High	High																																																									
Somewhat likely	Low	Low	Moderate	Moderate																																																									
Unlikely	Low	Low	Low	Low																																																									

Recommendation 1 Timescale 1	A set of recommendations for maintenance work or further inspections required. A timescale for these recommendations, e.g. No Action, Urgent, 6 Months, 1 Year, 2 Years, etc.
Recommendation 2 Timescale 2	Another set of recommendations for maintenance work or further inspections required. As <i>above...</i>
Recommendation 3 Timescale 3	Long term set of recommendations for maintenance work or further inspections required. As <i>above...</i>

- **Photos** – If required pictures are taken to show the defect, current condition and remedial action required.

The above priorities recognise the practicalities of organising remedial works, e.g., an element of risk exists if any tree has a defect and it is located near a person's property, the Law states that landowners should do what is "reasonably practical" to reduce that risk.

Other considerations when prioritising works are the impact on wildlife; **it is an offence under the *Wildlife and Countryside Act*** to intentionally or recklessly disturb bats or nesting birds. This would not preclude the carrying out of urgent safety works (although prior liaison with the relevant bodies would be a requirement).

It will be essential that operators carrying out works observe the requirements of the act if encountering protected wildlife. This may include temporary postponement or seeking of a licence from Natural England.

7 Comment

The following are mentioned within the tree schedule, and are worthy of explanation:

A Crown Dieback/deadwood

The crown of most trees contains small quantities of deadwood which may warrant immediate remedial works. However, as a tree declines significant dieback can cause an indication of dysfunction. Occasionally trees will dieback in response to stress (e.g., drought, water logging, or compaction) and show recovery when the soil conditions are improved.

Several the inspected trees contain small to medium quantities of deadwood. Deadwood makes an important contribution to the wildlife food chain and need only to be removed where it poses a perceived risk to persons or property.

B Internal Decay

Trees may contain varying degrees of internal decay, normally following damage, and colonisation by decay pathogens. This can be and often is compartmentalised and need not immediately create a critical weakness, plus it is also a major benefit to wildlife.

Occasionally “Slime Flux” will be seen to weep from wounds/cavities. This is often the product of an organism known as *Bacterial Wetwood*. The alkaline substance produced is potentially toxic to the tree, but rarely enters the trees’ transport systems, and in the meantime serves to exclude more harmful pathogens.

Large wounds remain as a potential entry point for decay Pathogens for many years. When considering tree surgery work, every effort should be made to minimise wound size, e.g., by reducing the size of branch rather than removing the whole branch.

C Ivy

It is often thought that ivy kills trees – this is not strictly accurate ivy is a climber, which grows up the side of the tree, but can eventually smother the tree. It also increases the “sail area” of the crown and resistance to wind, potentially causing trees to fail earlier than they would otherwise have done.

Finally, of course heavy growth of ivy can obstruct more serious stem defects.

D Hangers

Loose hanging branches are often present in the crowns of maturing trees. It is important to periodically check for and remove any loose branches in the crowns. These are more easily identified when trees are without leaves.

E Common Fungal fruiting bodies

There are several specific fungi which are associated with trees which commonly include:

***Hymenoscyphus fraxineus* (ASH DIEBACK)** – A disease, which was first discovered within East Anglia in 2012, and since that time has worked its way across the country. This is of a serious concern to landowners with large numbers of trees within striking distance of targets. Signs of the disease are.

- Spots on the leaves
- Wilted leaves
- Branches losing their leaves (dying back)
- Dark patches sometimes diamond shaped called lesions, on the branches/unions and or trunk.

A four -part system has been developed to help assess the health of ash trees by gauging the amount of dieback within the crown. Other problems such as drought stress or root issues cause crowns to look sparse though general crown health is a quick and useful gauge of the tree's overall health.

Class 1. 100% - 76% of crown remains.

Class 2. 75% - 51% of crown remains.

Class 3. 50% - 26% of crown remains.

Class 4. 25% - 0% of crown remains.

Once it is clear what stage the crown is at, a management strategy can be put in place. Trees can be “dead wooded” or reduced to allow them to be retained in the landscape for a longer period. Though if dieback is more severe or a budget does not allow for continued management/maintenance then felling and replacing with alternative species may be the only option left.

***Inonotus hispidus* (Shaggy bracket)** – An annual bracket fungus often associated with ash. Fruiting bodies are a yellow orange colour which then turns to black – This is what is most likely to be visible and can be quite large.

Causes a white rot which can be decayed rapidly with stem failure as a result.

***Kretzschmaria deusta* (Brittle cinder)** – A species easily missed as it tends to appear in small pockets resembling charcoal in the buttress roots of most broadleaved species, especially beech.

Causes a white rot which degrades the tensile strength of the roots and lower stem with ceramic type failures occurring.

***Ganoderma applanatum & australe* (Artist's fungi & Southern bracket)** – Perennial fungi which can be difficult to tell apart hence why in the report it states *spp* for species. These can grow for many years and as a result can get quite large. They tend to be quite slow in decaying living wood and as a result the tree if reasonably healthy can grow reactive growth to compensate.

Causes a white rot which can lead to failure though usually in association of another pathogen.

***Armillaria mellea* (Honey fungus)** – A large group of species which are annual and appear for a relatively short time in clusters around the base of many species of tree. More commonly seen are the black “Boot lace” *rhizomorphs* in the ground and under the bark of affected trees.

Causes a white rot and in some cases can kill a healthy tree relatively quickly.

In all cases, where there is a perceived risk to road users or property, I have suggested further investigation or remedial works.

8 General

Before authorising any tree works, you should confirm (via your Local Planning Authority) if the trees are the subjects of a Tree Preservation Order (TPO), or if they are within a Building Conservation Area.

If the TPO is in place, then statutory approval is required **before** any works can take place. If located in a Building Conservation Area, then the local Authority must be given six weeks advance notice of intent.

When engaging the services of a tree surgeon, please, use only properly qualified and experienced companies and always check that they carry Public and Products Liability Insurance, and the relevant Employers Liability Insurance.

All tree works should be carried out in accordance with “current industry best practice”.

Please do not hesitate to contact me if you require any further assistance.

Yours sincerely,

Steve Vessey

Report completed 3rd of April 2024.

References: The Body Language of Trees – Mattheck & Breloer

Updated Field Book – C. Mattheck.

NTSG, Common Sense Risk Assessment of Trees.

Principles of Tree Hazard Assessment and Management – D. Lonsdale.

Ash dieback disease: a guide for tree owners (June 2020) – The Tree Council

Site name

Kirton Lindsey Town Council

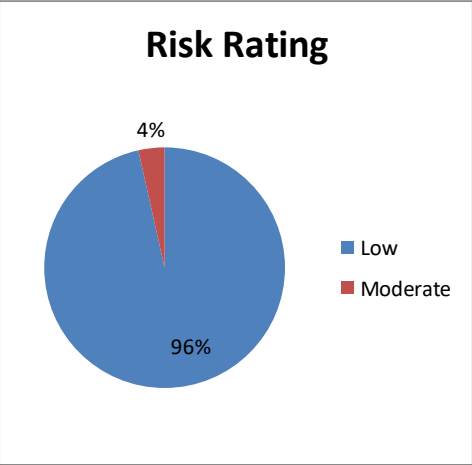
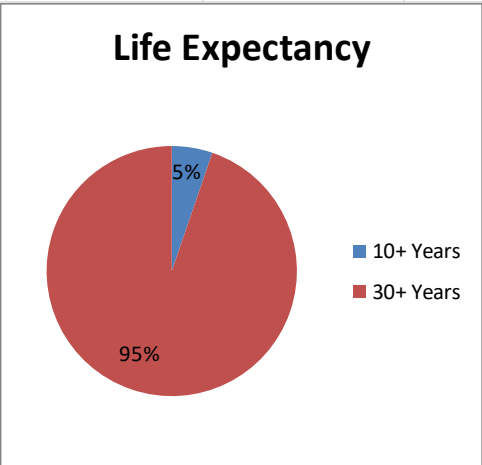
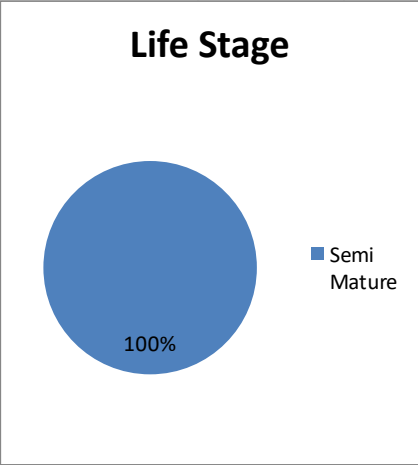
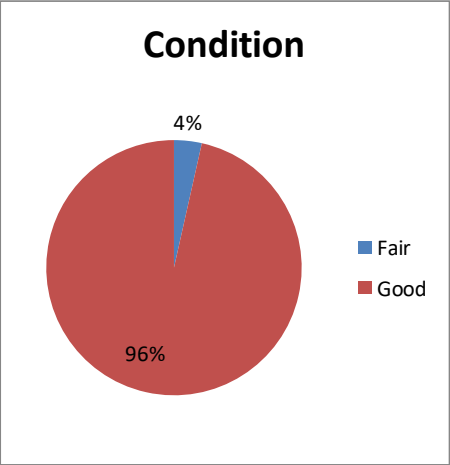
Site risk level

Medium Risk

Survey reference

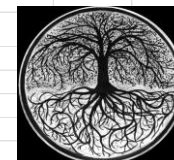
KLTC0424

Condition	No. trees	Life Stage	No. trees	Life Expectancy	No. trees	Risk Rating	No. trees
Fair	2	Semi Mature	57	10+ Years	3	Low	55
Good	55			30+ Years	54	Moderate	2
Total	57					Total	57



Tree Survey Report

Client: Kirton Lindsey Town Council



Condition	No. trees
Fair	2
Good	55
Total	57

Ref.	Location	Species	Description	Measurements	Survey Notes	Structure	Risk Rating	Physiological Condition	Structural Condition	Inspect Period	Recommendations	Grid ref	what3words
T001	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - overhead wires. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 19 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Rubbing lateral to the south at 9m creating a weak point BT lines pass through the lower crown to the north at 5m. Minor deadwood circa <5cm diameter throughout the mid to upper crown	Tree	Low	Good	Fair	3 Years	Remove the rubbing lateral at the union. These works are to prevent future failure at this point. Timescale: 21-Sep-2024 (6 Months)	SK 93717 98746	///smart.awoken.magazines
T002	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - overhead wires. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 17 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Ivy over the lower stem prevents a full inspection from taking place. BT lines pass through the lower crown to the southwest at 6m. Minor deadwood throughout the mid to upper crown circa 5cm diameter	Tree	Low	Good	Good	3 Years	Mitigation Actions 1: Sever ivy to allow further investigation to take place. Timescale: 21-Sep-2024 (6 Months) Long term Recommendations: Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93727 98747	///dissolves.litters.dictation
T003	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - overhead wires. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 20 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Dead hanger to the southwest at 8m BT lines pass through the lower crown to the south at 6m.	Tree	Low	Good	Good	3 Years	Mitigation Actions 1: Remove the dead hanger Timescale: 21-Jun-2024 (3 Months) Long term Recommendations: Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93736 98750	///rock.strictest.weddings

T004	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 17 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense.	Tree	Low	Good	Good	3 Years	Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93745 98752	///hound.professes.vi sit
T005	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - road. Target # - street light. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 19 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Small diameter laterals to the south obscure the street light. Small diameter deadwood throughout the mid to upper crown.	Tree	Low	Good	Good	3 Years	Mitigation Actions 1: Cut to give 30cm of clearance around the street light, removing branches less than 2cm diameter. Timescale: 21-Mar-2025 (1 Year) Long term Recommendations: Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93756 98753	///bombard.flitting.re lies
T006	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 16 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense.	Tree	Low	Good	Good	3 Years	Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93764 98755	///twists.transmitted. witless
T007	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 17 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Ivy over the lower stem prevents a full inspection from taking place.	Tree	Low	Good	Good	3 Years	Mitigation Actions 1: Sever ivy to allow further investigation to take place. Timescale: 21-Sep-2024 (6 Months) Long term Recommendations: Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93773 98760	///blink.indicates.win ter
T008	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 23 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Small diameter deadwood throughout the mid to upper crown, particularly to the south over the footpath, bus stop, and road.	Tree	Low	Good	Good	3 Years	Mitigation Actions 1: Remove deadwood to the south Timescale: 21-Sep-2024 (6 Months) Long term Recommendations: Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93783 98761	///uncouth.mascot.h elpful

T009	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 10 Crown Radius (m): 1 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Foliage: Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Sounding hammer notes internal decay within the lower stem to the east from ground level to 1.2m and 60cm wide, extending to the north by 30cm and the south by 45cm from point of decay. There is evidence of Kretzschmaria deusta to the south at 30cm. Tree has been pollarded at 7m as a result.	Tree	Low	Good	Good	3 Years	Long term Recommendations: Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93794 98768	///resting.sampled.up ward
T010	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 17 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Minor deadwood throughout the mid to upper crown	Tree	Low	Good	Good	3 Years	Mitigation Actions 1: Remove deadwood or accept relatively low risk Timescale: 21-Mar-2025 (1 Year) Long term Recommendations: Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93804 98772	///louder.slap.transcr ibes
T011	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 17 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. A dead hanger circa 2cmx 2m to the southeast at 7m. Minor deadwood throughout the mid to upper crown circa 5cm diameter	Tree	Low	Good	Good	3 Years	Mitigation Actions 1: Remove the dead hanger Remove deadwood Timescale: 21-Jun-2024 (3 Months) Long term Recommendations: Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93813 98777	///today.banquets.sn owy
T012	The Green	Broad-leaved lime (<i>Tilia platyphyllos</i>)	Owned by local council. Parkland tree. Roadside tree. Target # - footpath. Target # - playground. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 17 Crown Radius (m): 6 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Ivy over the lower stem prevents a full inspection from taking place. Minor deadwood throughout the mid to upper crown	Tree	Low	Good	Good	3 Years	Mitigation Actions 1: Sever ivy to allow further investigation to take place. Timescale: 21-Sep-2024 (6 Months) Long term Recommendations: Monitor for change Timescale: 21-Mar-2026 (2 Years)	SK 93824 98780	///husky.openly.intro duce

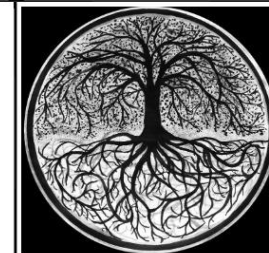
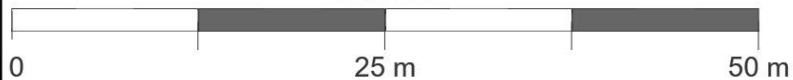
T013	Cemetery	Wild cherry x3 (<i>Prunus avium</i>)	Owned by local council. Cemetery tree. Roadside tree. Target # - dwelling. Target # - footpath. Target # - grave stones. Target # - overhead wires. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 15 Crown Radius (m): 8 Trees: 3 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Fair to Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. All have medium quantities of deadwood throughout the mid to upper crown BT line passes through both crowns at 4m to a neighbouring property.	Group	Low	Good	Good	3 Years	Cut to give 30cm of clearance around the lines removing branches less than 2cm diameter. Timescale: 21-Sep-2024 (6 Months)	SK 93254 98650	///escorting.odds.spo il
T014	Cemetery	Lombardy poplar x2 (<i>Populus nigra italica</i>)	Owned by local council. Cemetery tree. Target # - grave stones. Target # - Open ground - Within drip line. - Occupancy - Occasionally(2). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 32 Crown Radius (m): 4 Trees: 2 Life Stage: Semi Mature Life Exp.: 10+ Years	Vigour: Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Sounding hammer notes internal decay within the lower stems, though there is good reactive growth on the buttress roots. Decay is more advanced in the tree to the north. Tree to the north has recently lost a major scaffold branch at 4m - typical of the species	Group	Moderate	Fair	Physical Defect	2 Years	Mitigation Actions 1: Fell the tree to the north, due to advancing internal decay. Works are to prevent damage to gravestones or neighbouring property. Timescale: 21-Sep-2024 (6 Months) Long term Recommendations: Monitor for change on the tree to the south Timescale: 21-Mar-2026 (2 Years)	SK 93120 98657	///starfish.acids.aviat ors
T015	Cemetery	Silver birch (<i>Betula pendula</i>)	Owned by local council. Cemetery tree. Roadside tree. Target # - footpath. Target # - grave stones. Target # - Overhead wires. Target # - road. - Within drip line. - Occupancy - Frequent(3). - Not practical to move the target. - Not practical to restrict access to the target zone.	Height (m): 16 Crown Radius (m): 8 Stems: 3 Life Stage: Semi Mature Life Exp.: 10+ Years	Vigour: Good Wind Exposure: Partial. Crown Size: Medium. Crown Density: Dense. Interior Branches: Dense. Ivy over the lower stem to the east, which prevents a full inspection from taking place.	Multi-Stemmed	Low	Good	Good	3 Years	Sever ivy to allow further investigation to take place Timescale: 21-Sep-2024 (6 Months)	SK 93189 98683	///spurred.improving. patch
T016	Cemetery	Mixed broadleaves x39 (<i>Mixed Broadleaves</i>)	Owned by local council. Cemetery tree. Roadside tree. Target # - footpath. Target # - grave stones. Target # - Overhead wires. Target # - road. - Within drip line. - Occupancy - Frequent(3).	Height (m): 18 Crown Radius (m): 6 Trees: 39 Life Stage: Semi Mature Life Exp.: 30+ Years	Vigour: Good * Load Factors Wind Exposure: Partial. Crown Size: Medium. Crown Density: Normal. Interior Branches: Normal.	Group	Low	Good	Good	3 Years	Monitor for change Timescale: 21-Mar-2027 (3 Years)	SK 93190 98660	///waving.oiled.nupti als

Kirton Lindsey Town Council

The Green

Page size: A4

1 : 500



Risk Rating

- Extreme
- High
- Moderate
- Low
- Not Recorded



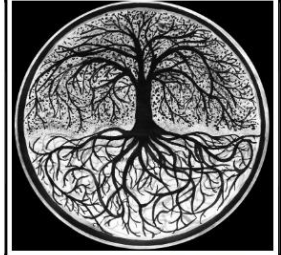
Map data ©2024 Google
Licence/Acc 000CFB-848F24-402DC3

Kirton Lindsey Town Council

Grove Street Cemetery.

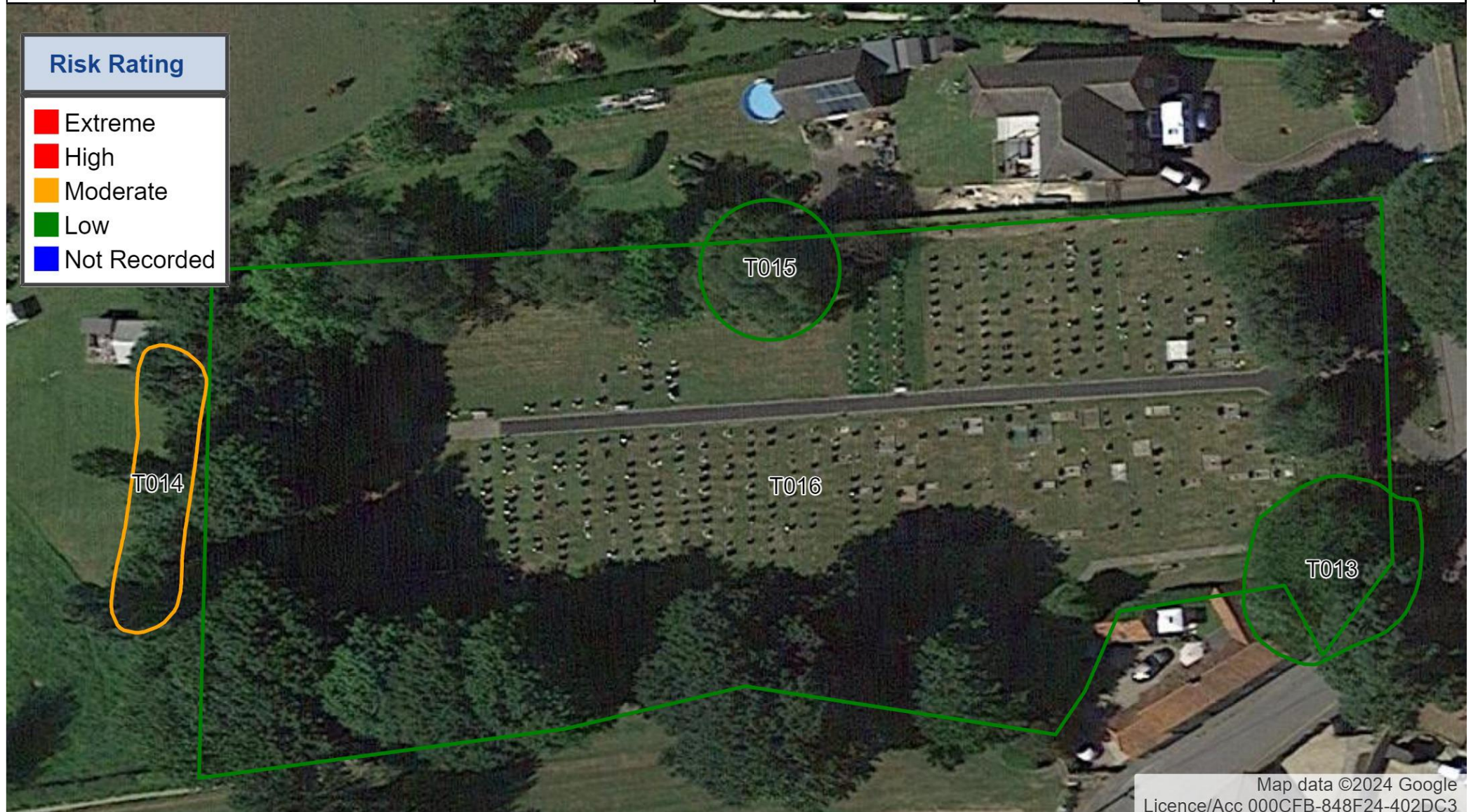
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Risk Rating

- Extreme
- High
- Moderate
- Low
- Not Recorded



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Tree Survey Report





Kirton Lindsey Town Council







Recommendation	Photo
	 Dead hanger
<p>Tree: T001 Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Remove the rubbing lateral at the union. These works are to prevent future failure at this point.</p>	 Rubbing lateral to the south at 9m
<p>Tree: T002 Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Sever ivy to allow further investigation to take place.</p>	 Ivy over the lower stem

Recommendation	Photo
<p>Tree: T007</p> <p>Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Sever ivy to allow further investigation to take place.</p>	 <p>Ivy over the lower stem</p>
<p>Tree: T008</p> <p>Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Remove deadwood to the south</p>	
<p>Tree: T012</p> <p>Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Sever ivy to allow further investigation to take place.</p>	
<p>Tree: T013</p> <p>Site: Kirton Lindsey Town Council</p> <p>Wild cherry x3</p> <p>Cut to give 30cm of clearance around the lines removing branches less than 2cm diameter.</p>	 <p>Phone passes through the lower crown</p>

Recommendation	Photo
<p>Tree: T014 Site: Kirton Lindsey Town Council</p> <p>Lombardy poplar x2</p> <p>Fell the tree to the north, due to advancing internal decay. Works are to prevent damage to gravestones or neighbouring property.</p>	 <p>Blue is the tree to the north</p>
<p>Tree: T015 Site: Kirton Lindsey Town Council</p> <p>Silver birch</p> <p>Sever ivy to allow further investigation to take place</p>	
<p>Tree: T005 Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Cut to give 30cm of clearance around the street light, removing branches less than 2cm diameter.</p>	 <p>Small diameter laterals obscure the street light</p>
<p>Tree: T010 Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Remove deadwood or accept relatively low risk</p>	

Recommendation	Photo
<p>Tree: T002 Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Monitor for change</p>	
<p>Tree: T004 Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Monitor for change</p>	
<p>Tree: T005 Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Monitor for change</p>	
<p>Tree: T006 Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Monitor for change</p>	

Recommendation	Photo	
<p>Tree: T007</p> <p>Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Monitor for change</p>		
<p>Tree: T008</p> <p>Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Monitor for change</p>		
<p>Tree: T010</p> <p>Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Monitor for change</p>		
<p>Tree: T011</p> <p>Site: Kirton Lindsey Town Council</p> <p>Broad-leaved lime</p> <p>Monitor for change</p>		

Recommendation	Photo
<p>Tree: T012 Site: Kirton Lindsey Town Council Broad-leaved lime Monitor for change</p>	
<p>Tree: T014 Site: Kirton Lindsey Town Council Lombardy poplar x2 Monitor for change on the tree to the south</p>	 <p>Blue is the tree to the north</p>
<p>Tree: T016 Site: Kirton Lindsey Town Council Mixed broadleaves x39 Monitor for change</p>	



Kirton in Lindsey Town Council

Policy 08: Member Development Policy

Reviewed and Adopted March 2023 (v.20231) FC2303/10

1.0 Introduction

- 1.1 This Council is committed to the training and development of its Members in order to assist the Council in achieving its aims, objectives, priorities and vision in accordance with the plans that have been agreed. Member development is a joint commitment made by both the Council and the Members and will be delivered by the sourcing of appropriate training and development opportunities and sufficient funding being made available to enable engagement by all.

2.0 Member Development

- 2.1 It is essential that Members are given equal opportunity to develop their knowledge of local government and the law relating to parish councils and to learn and develop skills to help them serve the community. Participation in Member Development should be accepted as being part of the role of being a councillor.

- 2.2 This Council recognises:-

- a: The need to provide appropriate training, development and learning opportunities for all Members which will be identified by various means including (but not exclusively) self-assessment, recommendations from professional bodies, the Council stated aims and objectives and changes in legislation;
- b: That continued investment and commitment to training and development are essential if quality services are to be provided, maintained and continually improved;
- c: That it has a responsibility to provide equal access to training and development for all Members in accordance with equal opportunities legislation and existing policies.

- 2.3 This Council:-

- a: Will identify delivery agencies to provide training and development to maximise the potential of its Members;
- b: Will conduct an annual training needs self-assessment for Members which will form the basis of a training plan linked to the Council objectives;
- c: Require all Members to actively participate in the training and development;
- d: Will identify areas of training need, in addition to Members' self-assessment, which arise from changes in legislation and the changing role of this Council;

e: Identify specific needs which will include basic new Councillor Induction and other critical topics such as gaining a thorough understanding of:

- The Planning process
- Members' Financial Management responsibilities
- The Code of Conduct
- Decision-making processes
- Dispute Resolution;

f: Identify accredited courses for Councillors;

g: Source courses offered in topics that will be helpful to the development of members;

h: Source courses tailored to specific aims that the Council may have, such as attainment of the Local Councils Award Scheme.

2.4 Courses will be sourced for delivery only by appropriately qualified and indemnified providers.

3.0 Resources

3.1 The Council will provide a training and development budget and, in particular, the Council will take into account the following factors:-

- a: The identified training and development needs of Members, based on a needs assessment of all Members, reviewed annually;
- b: Training and development needs that are essential to improve and progress the agreed policies and strategies of the Council, which will be reviewed annually;
- c: The value for money to be derived from attendance.

4.0 Conclusion

4.1 This Council is determined to provide opportunities for all elected Members to further develop the necessary skills and competencies to assist Members undertake their legal obligations in terms of effective decision-making and the scrutiny of Council business.

Signed..... Town Council Mayor
Name.....
Date.....

Signed..... Town Council Clerk
Name.....
Date.....

NORTH LINCOLNSHIRE



**AVIATION HERITAGE
CENTRE**

21 Orchard Close,
Burton upon Stather,
Scunthorpe,
North Lincolnshire
DN15 9EQ
8th April 2024

Dear Clerk,

I am not sure if the Parish Council is aware of the existence of North Lincolnshire Aviation Centre, although some may have seen the regular updates on our Facebook page. The purpose of this letter is to enquire if you know who, if not yourselves, is responsible for the upkeep of the memorial on the former RAF Kirton Lindsey airfield?

The NLAHC is holding an open weekend on 8th & 9th June and, as the Centre is dedicated to all the former airfields within North Lincolnshire, we intend to have a small display about each site within one of our exhibition huts. It would be wonderful to include any exhibits and/or memories from persons involved with Kirton and I would be grateful for any information you may be able to give as regards who to contact please.

I look forward to your reply

Many thanks.

Patricia Rennison

Secretary

North Lincolnshire Aviation Heritage Centre