



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 18th December 2024
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Kathy Cooper, Cllr Karen Gunn, Cllr Joy Kofoed and Cllr Suzanne Stephenson.

Members not present: Cllr Adam Delsignore, Cllr Pat Frankish and Cllr David Garritt

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

MINUTES

The Mayor, Cllr Hazel Fox, opened the meeting and welcomed members of the public.

- 2412/01 Apologies for Absence
Apologies were received from Cllr Adam Delsignore, Cllr Pat Frankish, Cllr David Garritt and Ward Cllr Trevor Foster.
- 2412/02 Declaration of Interests / Dispensations
a. No declaration were made.
b. No dispensations were granted.
- 2412/03 Public Participation
A member of the public asked for details of the correspondence item CPRE – North Lincolnshire Community Energy – share offer. The information was offered to be shared with the resident.
Another member of the public asked they could also be sent the same information – this was also offered.
A member of the public announced the passing of former Mayor and Town Councillor, Billy Boyd on 15th December. Billy had served as a Town Councillor for 17 years, joining Kirton in Lindsey Town Council in June 2007. In 2009 he was elected Mayor and served in that role until 2013, presenting the Keys to the Town to No 1 Air Control Centre (IACC) amongst other events and achievements. Condolences were given to Melanie and his family, his co-workers and many friends.
A member of the public requested a minutes silence be observed, which allowed for reflection.
The Mayor gave thanks to Billy Boyd for his support to her as Chair and Councillor and noted that she would purchase flowers for Melanie from her Mayoral Allowance.
- 2412/04 Minutes
a. The Council approved the minutes of the Full Council Meeting held 27th November 2024.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council approved the minutes of the Extraordinary Full Council Meeting held 27th November 2024.
RESOLUTION: That the minutes were duly approved and signed.
c. The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 26/11/2024.
d. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 9/12/2024.
e. The Council received the draft minutes of the General Purposes Committee Meeting held 9/12/2024.
- 2412/05 Report from North Lincolnshire Council / Ward Councillors
a. There were no Ward Councillors present, however Ward Cllr Trevor Foster had provided a short report earlier in the afternoon following the North Lincolnshire Council Planning Committee meeting. At that meeting PA/2023/1166 Ings Road application was unanimously refused and the three residents who attended and spoke gave excellent representations about the concerns. Cllr Foster wished the Mayor and Town Councillors a Merry Christmas and a happy and prosperous New Year.
b. The Council noted outstanding matters raised with North Lincolnshire Council (NLC) including litter/dog waste bin at Church Street and road maintenance works (South Cliff Road, North Cliff Road, Redbourne Mere, March Street/Wesley Street). The Town Clerk reported that no updates were received on these matters along with outstanding queries on information around requesting work from the NLC Weed Warriors and no clarification on whether the team is made up of volunteers or employees of NLC, street naming works, assistance with the work required to the allotments entrance, salt bin replenishment and no updates on the works reported to be scheduled or to be checked by NLC at the last meeting.
The Town Clerk requested consideration by the Town Council in regard to the works Ward Cllr Garritt highlighted at the last meeting as down to the Town Council to resolve themselves - maintenance works to highway fingerposts and replacement Perspex for the tourism/places of interest noticeboard. It was estimated that paint for the highway fingerposts would be circa £150.00 with volunteer labour to carry out the painting. In terms of the Perspex for the noticeboard, this was expected to be less but further research to be carried out. The costs would come out of the maintenance budget.
RESOLUTION: That the Town Council approve these works to be carried out. ACTION: Town Clerk
c. The Council received the Speed Limit consultation from North Lincolnshire Council (Traffic) regarding the

B1398, Kirton in Lindsey and Mortal Ash Hill, Scunthorpe.

RESOLUTION: That the Town Clerk responds noting that the Town Council support and encourage both of these proposed changes.

ACTION: Town Clerk

d. The Council received the Occasional Market Consent consultation regarding the Pop Up Market application.

RESOLUTION: That the Town Clerk responds to the consultation, querying the fifteen allocated parking spaces for each market.

ACTION: Town Clerk

2412/06 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 – Cllr Hazel Fox:

- NLC Highways Meeting – 3rd December – recommendations to come back from Gareth Denovan following site meeting in the town centre to look at potential ways to improve car parking in the town.
- St Andrew's Church Christmas Tree Festival – 15th December – a hugely successful event with a reported 300 visitors to the festival over the weekend.

Councillors and Officers reports

• Christmas Winter Window Wonderland Competition – the Council received a short report from the Assistant Clerk on the votes received, with the top three windows at West Cross Street, Kirton Lindsey Primary School and Windmill Way. The Council asked if the Mayor would be happy to present the prizes to the these entries.

RESOLUTION: That the Mayor presents prizes to the top three voted entries. ACTION: Cllr Fox

• Burial Law Workshop – the Town Clerk reported recommendations to be considered for amendments to the Cemetery Regulations following this very useful workshop from NLC Bereavement Services Team at Church Square House.

- Festive wreaths should be removed prior to 1st February;
- That the regulations and Exclusive Right of Burial (ERoB) certificates should include permission for memorial rights but also to state clearly that the maintenance of any memorial is the responsibility of the owner of the ERoB;
- That a regulation should be included that the applicant for an ERoB must return a signed copy of the Regulations to confirm receipt and agreement to them prior to the issuing of the ERoB;
- That memorial masons should be required to provide a certificate for each memorial to confirm it meets the current required standards and that a photograph post installation should be provided by them;
- That the following fees are recommended to be added to the Scale of Charges – Transfer of Deed cost (NLC charge £85) and a non-compliance charge for memorial masons (NLC charge £500).

RESOLUTION: That these recommendations are approved and the charges adjusted pro-rata with current Kirton in Lindsey fees. ACTION: Town Clerk

2412/07 Finance

i. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority (December 2024)

b. The Council received confirmation of the completion of the UK Shared Prosperity Fund project (Community Co-ordinator). The funding from UKSPF for this ended on 31st October and the project was now signed off successfully following the submission of monthly reporting and end of project data.

c. The Council considered information from the Royal British Legion regarding local spending. No reply had been received to provide information about this.

RESOLUTION: That the Town Clerk chases up a response from the Royal British Legion.

ACTION: Town Clerk

d. The Council received notification of 2025 ERNLLCA Talking Tables training opportunity (March). £70 plus VAT.

RESOLUTION: That the Town Clerk is approved to attend.

ACTION: Town Clerk

e. The Council approved accounts for payment.

ii. Internal Control

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

iii. External Control

The Council received confirmation of completion of the HSBC Safeguarding Review of bank account. The Town Clerk was thanked for the work involved.

iv. Precept 2025-2026

a. The Council received any updates regarding potential future funding for the Community Co-Ordinator role. There were no updates to report.

b. The Council received and considered the budget planning documentation for 2025-2026. The Town Clerk again noted the concerning response from NLC regarding Precept Requirement and Grant information clarifications sought. This noted that the decrease in taxbase for Kirton in Lindsey for 2025/26 is due to an over-estimation (by NLC) of anticipated growth in 2024/25. i.e the 2024/25 taxbase was estimated by NLC to be higher than it is

actually turning out to be during the current financial year. This means that in order for Kirton in Lindsey Town Council to maintain the current level of precept, Kirton in Lindsey residents face roughly a 3% increase due to this over-estimation by NLC. The Town Clerk noted serious concern that the current budget proposals, representing a 4.4% increase on last years budget, therefore translate to a 7.3% increase to the town.

RESOLUTION: It was agreed that residents should be made aware that there are elements outside the control of the Town Council in the setting of the precept. ACTION: Town Clerk

RESOLUTION: That, under Grants and Donations, the S137 Grants value is increased from £300.00 to £310.00. ACTION: Town Clerk

RESOLUTION: That the required budget for 2025/2026 is £117,224.56. ACTION: Town Clerk

RESOLUTION: That the required precept for 2025/2026 is £117,224.56. ACTION: Town Clerk

2412/08 Planning

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

- i. PA/2022/1997 – FULL PLANNING PERMISSION – for change of use of field to equestrian use, to dismantle existing indoor manège and rebuild in neighbouring paddock, and creation of new vehicular access to the B1398 – Manège, B1398 from B1400 to B1205, Kirton in Lindsey
- ii. PA/2024/1169 – HOUSEHOLDER PLANNING PERMISSION – to install an air source heat pump at 12 Fairfields, Kirton in Lindsey, DN21 4LZ.
- iii. PA/2024/1151 - CONSENT UNDER TREE PRESERVATION ORDERS – to remove lower limbs / branches of a mature Grey Poplar tree, identified as contained within Area 1 of County of Lincoln, Parts of Lindsey, Tree Preservation (Kirton in Lindsey) Order 1972 – A1 (Area 1) listing at land to the rear of Beechcroft Drive, Kirton in Lindsey, DN21 4FE.
- iv. PA/2024/1270 – CONSENT UNDER TREE PRESERVATION ORDERS – to thin, crown lift and remove overhanging branches of a sycamore tree identified as T4, subject to and within Tree Preservation (Kirton in Lindsey) Order 1972 at 8a Station Road, Kirton in Lindsey, DN21 4BB.
- v. PA/2024/1365 – NON-MATERIAL AMENDMENT – for a non-material amendment to planning permission PA/1999/0920 dated 31/03/2000 to add the following plans condition: "The development hereby permitted shall be carried out in accordance with the following approved plans: Site Location Plan from PA/1999/0920, Phases 1-3 K1PP001C dated 17.03.2004 , Phases 4-5 K1PP002C dated May 1999 AMENDED DRAWING, Public Footpath and Landscaping K1 PP 03 dated 07/1999, Phase 1 Plan SK1 dated June 2000, House Type 3 258T-06 Rev B dated JAN 2003, House Type Ei K1.PP.Eio1 dated July 2002, House Type E2 K1.PP.Eii.01 Rev D dated May 2005, House Type e(iii) K1.PP.Eiii.01 dated July 2002, House Type E4 K1.PP.Eiv.01 dated March 2004, House Type F 271T-04 dated MARCH 2003, House Types 1.2.3 K1.PP.004 dated 06.1999, House Types a,b,c K1.PP.006 dated 06.1999, House Types f,g,h K1.PP.008 dated 06.1999, House Types i,j,k K1.PP.009 dated 06.1999, House Types l,m,n K1.PP.010 dated 06.1999 at Windmill Plantation , Kirton in Lindsey, DN21 4FF

The Town Clerk noted that no public consultation took place for PA/2024/1365. It had come to light that no approved planning condition was imposed on the original planning permission in 2000, and this non-material amendment was to rectify that matter.

2412/09 Car Parking Provision

Discussion was deferred as no updates had been received following the meeting with NLC Highways on 03/12/24.

2412/10 Halifax Bomber Memorial

The Council sought to resolve to respond to the following queries.

- Who does the Halifax Bomber Memorial now belong to?
- Who is responsible for the maintenance of the small flower garden? Could the Mini Bloomers be asked to adopt this?
- Who is responsible for any future repairs to the structure?
- What is the protocol for removing flowers/wreaths placed there?
- Can another small plaque be added on to the side of the memorial?

RESOLUTION: That it is the understanding of the Town Council that, although support in principle was offered throughout the process including in terms of the required planning permission (and application) and securing funding, by individuals of the Town Council, the project was that of a resident. The Town Council extends thanks to the resident for their work and success of the project but understand that the monument is theirs. The Town Council therefore cannot provide responses to the further four questions. ACTION: Town Clerk

2412/11 Policies and Procedures

a. The Council reviewed Policy 27: Lone Worker Policy last approved December 2023.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council considered the recommendation from the P&D Committee to add an Appraisals Policy and revised Appraisals form as appendices to Policy 37: Recruitment and Selection Policy.

RESOLUTION: That the Appraisals Policy and revised Appraisals form are added as appendices.

ACTION: Town Clerk

c. The Council considered actions required around the Casual Vacancy on the Council, including confirmation of the ongoing procedure, review of the Co-Option Application form and vacant roles. The Town Clerk confirmed that notification had been given to NLC and the Notice of Vacancy published. Electors have until 20th December to make representations to NLC if they wish for the vacancy to be filled by election. After this period applications for either nomination for election or Co-Option can be received. Vacancies currently exist on the P&D Committee (the remit requires a minimum of four Cllrs); Allotments group (now down to two Cllrs); Community Emergency Plan Committee (now down to two Cllrs) and a signatory on the bank mandate.

The Co-Option Policy which was developed by the Town Council makes mention of an application form, however no application form was formally approved as part of the policy. The Town Clerk provided copies of a previously used form and a recommended amended version for future use.

RESOLUTION: That the amended version of the Co-Option Application Form is adopted as part of the Co-Option Policy.

ACTION: Town Clerk

2412/12 Open Spaces

a. The Council received the visual and operational play park inspection reports for signature and noted apology from Cllr Fox for missing one of the weekly inspections.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. A response had now been received with an unreserved apology for the significant breakdown in communication and reassurances that the NLC team don't just complete an inspection and submit a report. Any immediate defects are dealt with at point. If there are any inabilities in performing this the equipment would be cordoned with immediate notification to the Town Council to agree a repair/remedy. Operational reports for September, October and November were received. Information about the annual inspection is still to be provided.

b. The Council received inspection reports for the outside gym equipment.

c. The Council received an update regarding the request for a memorial bench to be placed within Grove Street Cemetery. The Town Clerk reported that the bench work is completed and a plaque is now on order which will complete this project.

d. The Council received an update regarding the schedule for the tree survey safety works. The Town Clerk reported that these works were now completed.

2412/13 Allotments

There was no update from Ward Cllrs regarding the pre-planning advice for the works to the entrance.

RESOLUTION: That strong requests are made to the Ward Cllrs on the urgency of this matter.

ACTION: Town Clerk

2412/14 A Team

The recommendation that a bench is placed in the location which the A Team stall used at Summer Galas, under the lime tree canopy on the Green, in order to formally recognise the years of work of the volunteers was received.

RESOLUTION: That this is supported in principle and taken to a meeting of the Green and Market Place Charity for consideration as soon as possible.

ACTION: Town Clerk

RESOLUTION: That the Clerk carries out research into costs for recycled plastic bench and installation works.

ACTION: Town Clerk

2412/15 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 Clerk noted correspondence received after the Agenda was published as a resident query/complaint regarding the flower bed outside the Cemetery; play area inspection report from Cllr Fox; NLC News Direct update; Visit North Lincolnshire Partnership December update; PA/2024/1395 (St Andrew's Street) and confirmation of the Police Crime Commissioner application for grant funding for Market Place CCTV.

b. Brownies – note of thanks for approval of grant funding application

c. Resident – enquiry about emptying of litter/dog waste bin Church Street

d. St Andrew's United Church – invitation to Christmas Tree Festival

e. Resident – enquiry about casual vacancy process

f. Banking – notification of reduction in interest rates

g. NLC – Tourism Partnership November News, training and funding updates

h. NLC – Play Area inspections update response

i. Community Vision – Funding Advent Calendar 2024

j. NLC – News Direct updates

k. NLC – Community Governance Review (Parish Councils) Final Recommendations report

l. ERNLLCA – November Newsletter

m. Community Vision – monthly update

n. NLC – clarification on Precept Requirement and Grant 2025/26

o. Rural Services Network – Rural Bulletin

- p. Brigg Town Council – notification of Civic Dinner (April)
- q. City of Lincoln Council – notification of Charity Whisky Tasting event (January)
- r. Rural Services Network – Rural Funding Bulletin
- s. NLC – Forthcoming Meetings information for publication
- t. NLC – consultation information on speed limit amendments
- u. Scouts – note of thanks for approval of grant funding application
- v. NAT – December newsletter
- w. Kirton in Lindsey Society – letter of thanks re community pot grant
- x. NLC – Occasional Market Consent consultation – Pop Up Market
- y. Planning – notification of planning committee meeting re land off Ings Road application (18/12)
- z. Louth Town Council – notification of passing of Mayor, Cllr Julia Simmons – Cllr Kofoed asked whether there was support from the Council to send a formal tribute. Cllr Fox advised that she had already done so at length as she knew Cllr Simmons well.
- aa. Halifax Bomber Memorial – queries about ownership and maintenance
- bb. ERNLLCA – details of available finance courses
- cc. NLC – Air Fryer Project Phase 2: A Family Focused Approach information
- dd. CPRE – North Lincolnshire Community Energy – share offer
- ee. Resident – query about potential ‘unadopted status’ of street
- ff. Banking – confirmation of completion of safeguarding review of bank account
- gg. NLC – Tourism Partnership – Greening your Tourism Business workshop information

2412/16 Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as: **Wednesday 22nd January 2025 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 13th January in line with Standing Orders.

2412/17 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.

2412/18 Civic Award 2024

The Council received and considered 10 nominations for the 2024 Civic Award, the 7 nominees being:

- Jolene Butler
- Ian Steedman
- Wayne Eynon
- Dave Capell
- Tanya Salvador
- Charlie Millward and Caroline Hodder
- Doreen Coulson

RESOLUTION: That the annual award is purchased.

RESOLUTION: That the winner is informed and invited to the Civic Dinner in March.

ACTION: Town Clerk

ACTION: Town Clerk

The meeting closed at 20:20



**Minutes of the Meeting of Kirton in Lindsey Town Council
Promoting Kirton Committee held on Monday 13th January 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm**

Members Present: Cllr Suzanne Stephenson (Chair), Cllr Kathy Cooper, Cllr Hazel Fox, Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn, Alison Birkett, Martin Hollingsworth and Victoria Rumary.
Members not present: Tanya Salvador.
Also present: Three members of the public, Assistant Clerk: Cheri Morton and Town Clerk: Neil Taylor-Matson.

MINUTES

PK2501/01 Apologies

Apologies were received from Tanya Salvador.

PK2501/02 Declaration of Interests / Dispensations

- No declarations of interests were declared.
- No dispensations were granted.

PK2501/03 Public Participation

No matters were raised.

PK2501/04 Minutes of the Previous Meeting

The Committee considered the minutes of the PK Committee Meeting held on 9th December 2024.

RESOLUTION: That the minutes be signed as a true and accurate record.

PK2501/05 Community Co-Ordinator report

- The Community Co-Ordinator had provided a written report which was noted.
- The Committee considered the future of the Community Co-Ordinator role, with Cllr Frankish noting there was no update to report on the application to the National Lottery for funding. There is a period of 13 weeks for decisions.

PK2501/06 Halifax Bomber Memorial

The Committee considered the adoption of the memorial recognising the input to Promoting Kirton that it already had and will continue to have. The Committee discussed that the Town Council had made a resolution in February 2024 that it would look to adopt the monument for future maintenance and that formal gifting from the resident should be part of this process.

RESOLUTION: That the Committee recommends that the Town Council resolution from February is put into place following a formal request from the resident.

RESOLUTION: That a request is made to the resident that when all the works are completed a formal offer is made to the Town Council for adopting the monument for future maintenance and that thanks are given for his work in bringing this monument to the town. ACTION: Town Clerk

PK2501/07 Town Events

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

- Civic Dinner – the Assistant Clerk noted that the invitation design had been agreed with the Mayor and that the menu from The George was now finalised so that invitations could be sent out. Cllr Fox noted that tables would be used from the Town Hall to reduce costs of hiring tables in. Raffle prizes now to be sourced.
- SportsZone – the Assistant Clerk noted that contact was due to be made with Wright Way Sports in order that information including the starting date for the 2025 season could be brought to the next meeting.
- Annual Town Meeting – it was noted that the informal approach adopted last year had proved popular and should be retained. The costs for this to be brought to the next meeting and the scheduled date to be confirmed with the Town Hall.
- 80th Anniversary of VE Day – a quotation was received from Little Enchantments for provision of PA and live singing relevant to the event. This is for an hour of music and an hour and half provision of PA, costing £220. The North Lincolnshire Council grant funding is for £250. Dave Capell to be contacted for the installation of the beacon. The event will be ‘bring your own picnic’ with use of the town eateries encouraged.
RESOLUTION: That the quotation from Little Enchantments of £220.00 is approved.
ACTION: Assistant Clerk
- Summer Gala and Scarecrow Trail – the date of Saturday 12th July was confirmed with the location to be The Green. The theme for the scarecrows was decided to be “Heroes”.
RESOLUTION: That Cllr Garritt makes contact with the town eateries to provide information and potential promotions with the VE Day anniversary theme.
ACTION: Cllr Garritt
- Summer Gala and Scarecrow Trail – the date of Saturday 12th July was confirmed with the location to be The Green. The theme for the scarecrows was decided to be “Heroes”.

- **Christmas Festival** – Alison Birkett provided an update from meeting with the Lincolnshire Co-Op regarding their community champion scheme for an application of support for the Christmas Festival. It was confirmed that the scheme supports charities and community groups. The preferred means of application, from the Town Council or Events Working Group, to be queried and an application for £250.00 to be considered. The Committee thanked Alison for speaking with Lincolnshire Co-Op about this.
Alternative options for the town Christmas Tree were discussed. The Assistant Clerk has contacted one company and is awaiting further information with costings from them. Cllr Gunn noted that she had a verbal offer, which she is waiting for in writing, for the donation of a tree. This would require transport from Lincoln and putting into place/taking down.
Cllr Gunn also proposed that a living tree to be permanently installed in the Market Place was looked into, in order to consider the cost savings this may provide for future years.
RESOLUTION: That the approach for an application for £250.00 to Lincolnshire Co-Op Community Champions is clarified. **ACTION: Alison Birkett/Town Clerk**
RESOLUTION: That local Town and Parish Council's are contacted to find out about any permanently installed Christmas trees as examples for advice on if this could be achieved.
ACTION: Town Clerk

PK2501/08 Open Spaces

There was no update to discuss regarding Open Spaces / In Bloom.

PK2501/09 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 10th February 2025 at 6:30pm, with agenda items to be submitted in writing prior to Friday 31st January in line with Standing Orders.

The meeting closed at 7:11 pm.



**Minutes of the meeting of Kirton in Lindsey Town Council
General Purposes Committee, held on Monday 13th January 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7:30pm**

Members Present: Cllr David Garritt (Chair), Cllr Kathy Cooper, Cllr Pat Frankish, Cllr Hazel Fox and Cllr Suzanne Stephenson.

Members not present: Cllr Joy Kofoed.

Also present: Three members of the public, Town Clerk: Neil Taylor-Matson and Assistant Town Clerk: Cheri Morton (voluntarily).

MINUTES

GP2501/01 Apologies

Apologies were received from Cllr Joy Kofoed.

GP2501/02 Declaration of Interests / Dispensations

- a. No declarations of interests were declared.
- b. No dispensations were granted.

GP2501/03 Public Participation

No matters were raised.

GP2501/04 Minutes of the Previous Meeting

The Committee considered the minutes of the General Purposes Committee Meeting held on 9th December 2024.

RESOLUTION: That the minutes be signed as a true and accurate record.

GP2501/05 Planning

The Committee considered the following planning applications:

i. PA/2024/1395

Proposal: Planning permission for alterations to boundary wall to create additional parking and the removal of disused chimney of existing dwelling.

Site Location: 2 St Andrew's Street, Kirton in Lindsey, DN21 4PJ.

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

ACTION: Town Clerk

ii. PA/2024/1402

Proposal: Application for approval of reserved matters (access, appearance, landscaping, layout and scale) pursuant to outline planning permission PA/2021/1763 dated 17/12/2021 for a detached dwelling.

Site Location: 22 York Road, Kirton in Lindsey, DN21 4PS.

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

ACTION: Town Clerk

GP2501/06 Finance

The Committee received the 3rd Quarter Budget Monitoring Report and thanked the Town Clerk for the clear presentation of the financial picture to date. The Clerk noted that the careful consideration of the budget and spending by the Town Council was important and reassuring for preparation of the report.

GP2501/07 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next General Purposes Committee meeting as 10th February 2025 at 7:30pm, with agenda items to be submitted in writing prior to Friday 31st January in line with Standing Orders.

Town Clerk report January 2025

Updates from May Meeting:

2405/14 – Updates now received from NLC regarding requirement for planning permission for improvements to entrance to site and circulated to all Cllrs. June. Pre-planning advice sought from NLC and supporting information requested from Contractors. Notification received that pre-planning advice timeframe is 28 days. **September 2024** – pre-planning advice reported at General Purposes Committee meeting and meeting to be arranged between Town Clerk and Ward Cllr Garritt to discuss requirements. **Ward Councillors to take this to back to NLC for clarification and request Highways assistance.**

Updates from June Meeting:

2406/14 – NLC play area inspections - Uneven ground inspection and inspection of sand pit remain outstanding and to be confirmed once handover completed between NLC staff.

Updates from September Full Council Meeting:

2409/09 – Car Parking Provision - a meeting is arranged with officers from NLC to discuss possible available options to maximise parking within the town. - Queried with Ward Cllr David Garritt on best approach for arranging this meeting; email sent to Gareth Denovan, NLC 7th October. Reply awaited. October 2024: Meeting now arranged for Wed 13th Nov. Meeting on Wed 13th Nov was cancelled by Gareth Denovan that day, alternative dates requested and response awaited. **December 2024: Meeting took place 5th December 2024 with updates and recommendation to come from Gareth Denovan following on from this.**

October Full Council Meeting items:

2410/15 – Correspondence – Duke of Edinburgh volunteering request. The Council considered the offer from a resident working towards the Gold Duke of Edinburgh Award to volunteer with the Town Council for the equivalent of one hour a week for twelve months. This was supported unanimously. **October 2024 - Details requested for getting started – paperwork, areas of interest and availability.**

2410/14 – Open Spaces - Planting of Town Council flower beds around the town. - That Cllr Cooper works with the Clerk and Contractor to continue a more sustainable planting approach and also review sponsorships to raise additional funds.

November Full Council Meeting items:

2411/05 – Humber and Wolds Rural Action – Rural Housing Project - That the offer of undertaking the Rural Housing Project needs survey is accepted. November 2024: HWRA officially notified. **January 2025: Proposed dates to start the Survey are Friday 17th January through until Sunday 9th February. Support requested to publicise and information about events which could be attended requested and responded to.**

2411/15 – Open Spaces - That chasing up is continued and Ward Cllrs and the Leader of NLC are copied in to email chasers. If there is no response received by the next Full Council Meeting the Town Council to reconsider their position and potentially go ahead with booking a RoSPA inspection. December 2024: Update now received from NLC with apology. **January 2025: Awaiting confirmation of works carried out identified by NLC in December, of RoSPA inspection and January operational inspection date.**

2411/15 – Open Spaces - That the information is shared with the residents who have approached Cllr Kofoed about Clay Lane. (Cllr Kofoed)

2411/15 – Open Spaces - That research is carried out into who NLC and other Town Council's use for dealing with anti-social behaviour, vandalism and dangerous situations at town and village greens. (Cllr Garritt)

2411/15 – Open Spaces – Noticeboard, Cornwall Street. That the quotation of £150 to repair rot and carry out general maintenance is approved. **November 2024: Contractor informed.**

December Full Council Meeting items:

2412/04 – North Lincolnshire Council reports - maintenance works to highway fingerposts and replacement Perspex for the tourism/places of interest noticeboard. That the Town Council approve these works to be carried out. **To date enquiries regarding the replacement Perspex are ongoing, works for painting of highway fingers to be progressed in the Spring.**

2412/04 – North Lincolnshire Council reports - Speed Limit consultation regarding the B1398, Kirton in Lindsey and Mortal Ash Hill, Scunthorpe - That the Town Clerk responds noting that the Town Council support and encourage both of these proposed changes. **December 2024: Consultation responded to.**

2412/04 – North Lincolnshire Council reports - Occasional Market Consent consultation regarding the Pop Up Market application - That the Town Clerk responds to the consultation, querying the fifteen allocated parking spaces for each market. **December 2024: Consultation responded to.**

2412/06 – Reports - Christmas Winter Window Wonderland Competition – That the Mayor presents prizes to the top three voted entries. **December 2024 – Prizes allocated and kindly presented by Cllr Hazel Fox.**

2412/06 – Burial Law Workshop – Recommendations from workshop - That these recommendations are approved and the charges adjusted pro-rata with current Kirton in Lindsey fees. **December 2024: Regulations and Scale of Charges updated.**

2412/07 – Finance – Royal British Legion - information from the Royal British Legion regarding local spending. - That the Town Clerk chases up a response from the Royal British Legion. **December 2024: Information received from Chair of Kirton in Lindsey RBL and circulated to all Cllrs.**

“Good morning, with reference to the donation of £300 we the Royal British Legion Kirton in Lindsey branch received from the town council. We use these funds to help local veterans in their hours of need. For instance, we helped an army veteran when his relationship ended and we found him living in his car with his dog. We paid for an hotel and food for him and kennels for the dog while we helped him go through the process of gaining accommodation for him and his pet. We got him a flat and set him up on the road to recovery. He is now working and living life as he should be. We are only able to help others when donations are given to us by groups, individuals and organisations like yourselves. We thank you very much for your help.”

2412/07 – Finance - 2025 ERNLLCA Talking Tables training opportunity (March) - That the Town Clerk is approved to attend. **December 2024: Training course booking made.**

2412/07 – Finance – Precept 2025-26 - that residents should be made aware that there are elements outside the control of the Town Council in the setting of the precept; that, under Grants and Donations, the S137 Grants value is increased from £300.00 to £310.00; That the required budget for 2025/2026 is £117,224.56 and the required precept for 2025/2026 is £117,224.56. **December 2024: Preparations for information sharing and notification of NLC made with concerns regarding the taxbase highlighted. The following response was received back:**

“Thank you for your email and completed precept calculator.

I acknowledge that Kirton in Lindsey have set their precept requirement for 2025/26 as £117,224.56, resulting in a band D rate for your residents of £100.52.

Many thanks for your help with this process this year.

With regards to the calculation of the taxbase each year, this is based on a number of known factors at that point in time. This includes the number of actual properties in each banding, the number of properties which are subject to discounts and exemptions, and numbers receiving Council Tax Support. All these figures affect the taxbase and are liable to change over the course of time, and estimations are made using the best information available to us to allow for this. But in reality, not all these estimates will occur as forecast. For instance, there may be delays in properties being built, whilst more people may end up being entitled to discounts or exemptions, or eligible for CT Support, all these factors resulting in a lower taxbase.

As such, whilst every attempt is made to calculate the taxbase as accurately as possible, there will always be a degree of variability which cannot be controlled.

I trust this explains this matter.”

2412/10 – Halifax Bomber Memorial - That it is the understanding of the Town Council that, although support in principle was offered throughout the process including in terms of the required planning permission (and application) and securing funding, by individuals of the Town Council, the project was that of a resident. The Town Council extends thanks to the resident for their work and success of the project but understand that the monument is theirs. **December 2024: Letter to resident drafted and delivered.**

2412/11 – Policies – Lone Worker Policy - That this policy is approved without amendment. **December 2024: Policy version and review date updated and published with copy printed for signatures.**

2412/11 – Policies – Recruitment and Selection/Appraisals - That the Appraisals Policy and revised Appraisals form are added as appendices. **December 2024: Policy content, version and review date updated and published.**

2412/11 – Policies – Co-Option - That the amended version of the Co-Option Application Form is adopted as part of the Co-Option Policy. **December 2024: Form finalised for distribution as required.**

2412/13 – Allotments – Entrance works - That strong requests are made to the Ward Cllrs on the urgency of this matter. **January 2025: Further request made to Ward Cllrs for updates.**

2412/14 – A Team – formal recognition of work of the volunteers - That the placement of a bench is supported in principle and taken to a meeting of the Green and Market Place Charity for consideration as soon as possible and that the Clerk carries out research into costs for recycled plastic bench and installation works. **January 2025: Meeting of the Charity approves the placement of a bench, location to be clarified and confirmed and costings sought.**

2412/18 – Civic Award 2024 - That the annual award is purchased and the winner is informed and invited to the Civic Dinner in March. **December 2024: Winner informed, award ordered and received and details provided to Assistant Clerk for Civic Dinner requirements.**

January Committee meeting updates:

Promoting Kirton

2501/06 – Halifax Bomber Memorial - That the Committee recommends that the Town Council resolution from February is put into place following a formal request from the resident, that a request is made to the resident that when all the works are completed a formal offer is made to the Town Council for adopting the monument for future maintenance and that thanks are given for his work in bringing this monument to the town. **January 2025: Ongoing.**

2501/07 – Town Events – 80th Anniversary of VE Day - That the quotation from Little Enchantments of £220.00 is approved and that Cllr Garritt makes contact with the town eateries to provide information and potential promotions with the VE Day anniversary theme. **January 2025: matters ongoing.**

2501/07 – Town Events – Christmas Festival – That the approach for an application for £250.00 to Lincolnshire Co-Op Community Champions is clarified and that local Town and Parish Council's are contacted to find out about any permanently installed Christmas trees as examples for advice on if this could be achieved. **January 2025: matters ongoing.**

General Purposes

2501/05 – Planning – PA/2024/1395 - That the Clerk responds with 'No Comment' to this planning application. **January 2025 - Response submitted and logged.**

2501/05 – Planning – PA/2024/1402 - That the Clerk responds with 'No Comment' to this planning application. **January 2025 - Response submitted and logged.**

January Agenda items

2501/06 - NLC / Ward Cllrs update

Following the update from Cllr Garritt in November, updates requested to be continued to be provided on the completion of the outstanding works which are agreed to be scheduled, the matters which required further investigation and other outstanding matters which included: litter/dog waste bin at Church Street, weed warriors work requests information / clarification if the team is made up of volunteers or employees of NLC and road maintenance works (South Cliff Road, North Cliff Road, Redbourne Mere, March Street/Wesley Street.

Enquiries regarding the replacement Perspex for the noticeboard are ongoing, works for painting of highway fingerposts to be progressed in the Spring.

2501/07 – Mayor & Delegates Reports

Town Clerk meeting with VideCom Security 23rd December re Police & Crime Commissioner funding – CCTV. This was to discuss the recommended placement for the CCTV camera and requirements in line with the information required for submission of the planning application.

2501/08 - re Police & Crime Commissioner funding – CCTV. Following meeting with VideCom Security and discussions with NLC planning and Conservation officers, hybrid planning permission and listed building consent application completed and submitted which is currently queued for checking and publication. Costs for location and block plan £19.50 plus VAT and costs for the planning application to be confirmed following checking.

2501/09 – Finance – Royal British Legion

Information received from Chair of Kirton in Lindsey RBL and circulated to all Cllrs December 2024:

“Good morning, with reference to the donation of £300 we the Royal British Legion Kirton in Lindsey branch received from the town council. We use these funds to help local veterans in their hours of need. For instance, we helped an army veteran when his relationship ended and we found him living in his car with his dog. We paid for an hotel and food for him and kennels for the dog while we helped him go through the process of gaining accommodation for him and his pet. We got him a flat and set him up on the road to recovery. He is now working and living life as he should be. We are only able to help others when donations are given to us by groups, individuals and organisations like yourselves. We thank you very much for your help.”

2501/11 – Car Parking Provision

Following the site meeting with Officers from North Lincolnshire Council in early December, Ward Cllr Garritt providing further information to the officers and is a point of contact for further information and recommendations from the Officers.

2501/13 – Policies and Procedures

Notice of the government’s current consultation regarding improving the standards and conduct framework

The Government has launched a consultation, which seeks views about improving the standards and conduct framework. It sets out various options that the Government are considering, including:

- Introducing a mandatory minimum prescribed Code of Conduct,
- Requiring local authorities to have a Standards Committee,
- Requiring local authorities to publish investigation outcomes,
- Requiring investigations to be concluded where the member resigns,
- Empowering individuals affected by councillor misconduct to come forward,
- Introducing the power of suspension, with related safeguards,
- Ensuring that any new arrangements align with the Public Sector Equality Duty.

You can access the consultation document on the link below:

<https://www.gov.uk/government/consultations/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england>

It is anticipated that legislation will be introduced in mid-2025, to amend the existing standards regime. This is likely to have implications for all elected councillors, so the council may wish to consider responding. The deadline is 26 February 2025.

[Notice of the government's current consultation regarding overhaul of the local audit system in England](#)

Local Audit Reform: a Strategy for Overhauling the Local Audit System in England

As part of its devolution plan, the government is looking to transform the local audit system, 'to give greater clarity on the purpose of audit and accounts, and ensure they take centre stage in local scrutiny'. In-line with Sir Tony Redmond's recommendations, the government will legislate to radically simplify the system, bringing as many audit functions as possible into one body (a new Local Audit Office), and is now engaging with the sector on how to do this, subject to legislation. You can access the consultation here:

https://www.gov.uk/government/consultations/local-audit-reform-a-strategy-for-overhauling-the-local-audit-system-in-england/local-audit-reform-a-strategy-for-overhauling-the-local-audit-system-in-england?utm_source=emailmarketing&utm_medium=email&utm_campaign=news_bulletin_18_december_2024&utm_content=2025-01-16

The Minister of State for Local Government and English Devolution, Jim McMahon OBE MP, has written a letter to the National Association of Local Councils (NALC) the Society of Local Council Clerks and the Association of Drainage Authorities, setting out the government's strategy for overhauling local audit in England, including arrangements which affect local councils and others within the scope of Limited Assurance Review for Smaller Authorities. As a reminder, for the purposes of audit, a smaller authority is defined in the 2014 Local Audit and Accountability Act as an authority in which both gross annual income and gross expenditure is below a statutory threshold of £6.5 million over a 3-year period.

The consultation focuses predominantly on principal authorities, but draft proposals for changes to the parish, ie smaller authorities regime are made. We hope that member councils and parish meetings will be able to respond to this consultation. To assist you to do so, please see below a resume of the aspects that specifically concern parishes (but do check all questions as there may be some other questions that your council/parish meeting wishes to respond to):

Q1 – the creation of a new Local Audit Office (LAO)

Q3 – should responsibility for the appointment of an external auditor for parishes be transferred from the Smaller Authorities Audit Appointments to the new LAO?

Q28 – Do you agree that the smaller authorities' thresholds should be increased, ie £25,000 and £200,000?

Q29 – Do you agree that the local audit threshold of £25,000 should be increased, broadly in

line with inflation?

Q30 - Are there other changes that would improve the accounting and limited assurance regime for smaller authorities?

At point 121 it is stated that in a review of other aspects of the audit regime for smaller bodies, there will be consideration of whether to simplify the exemptions regime for parish meetings, to require electronic submission of AGARs. Also whether to require internal audit reports to be considered by the full council of a smaller body. There will also be consideration of the effective operation of the legal right of local electors to inspect and object to accounts and the coverage of the Transparency Code. Councils are encouraged to add their views on these aspects to their consultation response.

The consultation will last for six weeks from Wednesday 18 December 2024, to Wednesday 29 January 2025.

2501/14 – Open Spaces.

Update from NLC regarding service level agreement for play area inspections:

I continue to chase up information about the annual RoSPA inspection to be arranged by NLC via their Zurich cover, and I await confirmation of when this will be taking place. I received the December operational play inspection from NLC over a month after it was completed and it highlighted works required to the roundabout. On receipt, I chased this matter up to confirm if the required works have been completed.

To receive updated costs for 2025 from the highway verges contractors

The contractors have unfortunately had to review pricing for the 2025 season after various price increases seen over the last year and also those due to come in to force this year. Quotations attached.

To receive an update about the Local Councils Award Scheme

The application was due to be reviewed by the panel on Friday 17th January and an update will be provided as soon as possible afterwards.

2501/17 – A Team

Costs information - Seat outside cemetery and seats at doctors surgery are Phoenix Jubilee seats with brown enviropol slats and side hand supports. Current cost, including fixings into concrete and plaque is £1,217.51 plus £177.61 VAT a total of £1,461.51. Concrete base to be laid at additional costs along with installation to be confirmed.

2501/19 – Humber and Wolds Rural Action - – Rural Housing Project

To receive an update on the Humber and Wolds Rural Action Rural Housing Project.

Proposed dates to start the Survey are Friday 17th January through until Sunday 9th February. Support requested to publicise and information about events which could be attended requested and responded to.

Kirton in Lindsey Town Council: Schedule of Payments January 2025

Classification - Finance - Open

Date	Payee	Description	Classification - Finance - Open																						
			101 Administration	1011 Other Staff Costs (separate to salary, tax, NI, expense & mileage)	1011 Salaries	1011 Income Tax	1011 National Insurance	1011 Pensions	1011 Mortgage	1025 General Power of Competence	1021 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 of EED	801 Allotments	VAT	Total			
PART A			PRE - APPROVED/APPROVED BY COMMITTEE																						
Contractual	02/01/2025	Oz	Business mobile contracts	£23.92																		£4.78	£28.70		
Contractual	05/01/2025	S Barrett	Grounds maintenance contracts (planting)										£565.00										£565.00		
Contractual	06/01/2025	Diamond Jubilee Town Hall	Office Rent and Room Hire	£440.00																			£440.00		
FC2412/15	06/01/2025	Terraquest Solutions	Planning application - location and block plans	£19.50																			£19.50		
Christmas lights	09/01/2025	P Bryan	Christmas Lights - Church																						
Contractual	13/01/2025	Diamond Jubilee Town Hall	Meeting room hire	£28.00																			£28.00		
Contractual	16/01/2025	HSBC	Business banking account charges	£10.12																			£10.12		
Civic	16/01/2024	Barton upon Humber TC	Civic Dinner tickets x2																					£80.00	
PK2409/06	17/01/2025	Fillinghams	Christmas Festival - Town Tree																				£120.00	£720.00	
Contractual	18/01/2025	IdVerde	Grounds maintenance contracts (grass cutting)											£600.00									£208.10	£1,248.62	
FC2412/18	20/01/2025	Priority Prizes	Civic Award - Trophy										£1,040.52										£11.31	£67.85	
Contractual	21/01/2025	Wave	Allotments - water billing Sep-Dec 2024																						
Contractual	21/01/2025	Nest	Pension contributions																				£18.71	£18.71	
Contractual	22/01/2025	Town Clerk	Salary																						
Contractual	22/01/2025	Assistant Clerk	Salary																						
Contractual	23/01/2025	Community Co-Ordinator	Salary																						
Contractual	24/01/2025	HMRC	Tax/NI/Student Loan payments																						
Contractual	25/01/2025	BT Business	Telephone billing	£119.85																			£23.97	£143.82	
Contractual	31/01/2025	Blachere Illumination UK	Christmas Lighting contract payment																				£283.76	£1,702.57	
PART B			FOR APPROVAL																						
Subtotal for month				£641.39	£0.00								£0.00	£0.00	£0.00	£0.00	£1,605.52	£0.00	£2,378.81	£0.00	£136.54	£0.00	£18.71	£655.82	£10,421.65

Kirton in Lindsey Town Council Finance Report December 2024

Receipts and Payments made during December 2024, reconciling the cashbook with the bank statements as at 31/12/2024

Cashbook balance brought forward:	Balance carried forward April 1st 2024:	£91,040.87
	Receipts to November 30th 2024:	£161,729.75
	Payments to November 30th 2024:	£137,012.06
	Balance carried forward December 1st 2024:	£115,758.56

Ref	Date	Payer	Details	Receipts
			Balance C/F 01/12/2024	£115,758.56
R121	03/12/2024	North Lincolnshire Council	UKSPF funding - Community Co-Ordinator	£519.67
R122	03/12/2024	CCLA	Interest payment	£315.93
R123	10/12/2024	Retford Memorials	Cemetery fees - Memorial application BUCKNALL	£90.00
R124	12/12/2024	J Inman	Christmas Festival - Stall booking	£15.00
R125	27/12/2024	HSBC	Gross Interest	£39.21

Receipts, December 2024 £979.81

Ref	Date	To Whom Paid	Details	Payments
P220	03/12/2024	O2	Business mobile contracts	£28.70
P221	03/12/2024	D Saxby	Grove Street Cemetery - bench works	£945.00
P222	03/12/2024	AG Medical	Christmas Festival expenses - First Aid provision	£125.00
P223	03/12/2024	G Morgan	Christmas Festival expenses - PA provision	£270.00
P224	03/12/2024	North Lincolnshire Council	Electrical PAT testing	£48.00
P225	03/12/2024	Roadworx	Christmas Festival expenses - Road closures	£954.00
P226	04/12/2024	Blachere Illumation Ltd	Christmas lighting contract	£3,000.00
P227	05/12/2024	Blachere Illumation Ltd	Christmas lighting contract	£630.32
P228	09/12/2024	Diamond Jubilee Town Hall	Office Rent & Room Hire	£440.00
P229	09/12/2024	Diamond Jubilee Town Hall	Room hire charges including Christmas Festival	£343.00
P230	09/12/2024	S Barrett	Grounds maintenance contract (planting)	£565.00
P231	09/12/2024	ERNLLCA	Training - Chairmanship training parts 1 & 2	£36.00
P232	09/12/2024	ERNLLCA	Training - SLCC/ERNLLCA joint event	£50.00
P233	10/12/2024	Lawn N Order	Tree safety works	£2,616.00
P234	10/12/2024	Town Clerk	Expenses - travel (Humber Bridge)	£3.00
P235	10/12/2024	Assistant Clerk	Expenses - travel (Cottingham)	£26.10
P236	10/12/2024	pc-software.net.com	PDF software licence renewal	£35.00
P237	16/12/2024	Town Clerk	Grove Street Cemetery - bench plaque order	£30.00
P238	16/12/2024	KLASSIC	Staff costs Dec 2024	
P239	17/12/2024	Nest	Pension Contributions Dec 2024	
P240	17/12/2024	HSBC	Business banking account charges	£15.16
P241	18/12/2024	Assistant Clerk	Salary	
P242	18/12/2024	Town Clerk	Salary	
P243	18/12/2024	Community Co-Ordinator	Salary	
P244	19/12/2024	HMRC	NI/Tax/Student Loan	
P245	20/12/2024	idVerde	Grounds maintenance contract (grass cutting)	£1,248.62

Total Payments December 2024 £15,804.37

Cashbook carried forward

Balance carried forward April 1st 2024:	£91,040.87
Receipts to December 31st 2024:	£162,709.56
Payments to December 31st 2024:	£152,816.43
Cashbook total at December 31st 2024:	£100,934.00

Reconciliation to Bank Statements

Current Account 41305484	£1,000.00
Savings Account 01109553	£19,934.00
Public Sector Deposit Fund	£80,000.00
Total in bank as at December 31st 2024:	£100,934.00

Agreed to cashbook and bank statements:

Dated:



Kirton in Lindsey Town Council

3rd Quarter Budget Monitoring Report 2024-25 (Oct-Dec)

ADMINISTRATION AND RESOURCES										
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
101	Administration									
Income										
10101	Precept	£112,226.07	£56,113.04	£56,113.03				£0.00	£112,226.07	
10102	Council Tax Support Grant	£0.00	£0.00	£0.00				£0.00	£0.00	
10103	Grant Funding	£8,764.94	£652.00	£1,042.06			£519.67	£519.67	£2,213.73	
10104	Donations	£0.00	£0.00	£0.00				£0.00	£0.00	
10105	Income Other	£8,500.00	£14,530.86	£2.00	£2.00			£2.00	£14,534.86	
10106	Bank Interest	£1,000.00	£1,223.02	£1,303.91	£409.45	£405.15	£355.14	£1,169.74	£3,696.67	
	Sub Total	£130,491.01	£72,518.92	£58,461.00	£411.45	£405.15	£874.81	£1,691.41	£132,671.33	
Expenditure										
10111	Staff Costs (Salaries, PAYE, Pensions)	£61,310.68	£14,408.88	£14,731.38	£2,893.92	£5,691.57	£4,395.47	£12,980.96	£42,121.22	
10112	Recruitment	£0.00	£0.00	£0.00				£0.00	£0.00	
10113	Staff Expenses / Travel	£100.00	£0.00	£61.50			£29.10	£29.10	£90.60	
10114	Training Staff	£400.00	£12.00	£324.00		£84.00	£50.00	£134.00	£470.00	
10115	Licences/Permissions	£85.00	£0.00	£0.00				£0.00	£0.00	
10116	Stationery/Consumables	£1,450.00	£178.74	£452.66		£458.88		£458.88	£1,090.28	
10117	Office Rent/Meeting Room Hire	£5,600.00	£1,540.75	£1,478.75	£477.50	£544.00	£468.00	£1,489.50	£4,509.00	
10118	Telephone/Broadband etc	£1,700.00	£306.84	£216.23	£165.28		£28.70	£193.98	£717.05	
10119	Memberships/Subscriptions	£1,850.00	£1,090.28	£410.00		£126.00		£126.00	£1,626.28	
10120	Audit Costs	£2,000.00	£682.80	£504.00	£712.80			£712.80	£1,899.60	
10121	Insurance	£1,350.00	£1,453.32	£0.00				£0.00	£1,453.32	
10122	Maintenance	£200.00	£39.60	£2.50			£48.00	£48.00	£90.10	
10123	IT/Website	£600.00	£0.00	£0.00	£79.99		£35.00	£114.99	£114.99	
10124	Sundry Admin	£100.00	£108.56	£0.00	£2.50			£2.50	£111.06	
10125	Banking fees	£200.00	£46.23	£34.49	£8.00	£10.00	£15.16	£33.16	£113.88	
	Sub Total	£76,945.68	£19,868.00	£18,215.51	£4,339.99	£6,914.45	£5,069.43	£16,323.87	£54,407.38	
	TOTAL	£53,545.33	£52,650.92	£40,245.49	-£3,928.54	-£6,509.30	-£4,194.62	-£14,632.46	£78,263.95	
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
102	Grants and Donations									
Income										
10201	Income Other	£0.00	£0.00	£0.00				£0.00	£0.00	
10202	Grant Funding	£0.00	£0.00	£0.00				£0.00	£0.00	
10203	Donations	£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	
Expenditure										
10211	S137 Grants	£300.00	£0.00	£0.00	£310.00			£310.00	£310.00	
10212	S133 Grants - Community Building	£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	
10214	Community Pot	£0.00	£0.00	£0.00				£0.00	£0.00	
10215	General Power of Competance	£14,140.00	£8,640.00	£0.00		£3,500.00		£3,500.00	£12,140.00	
10216	Community Renewal Project	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£14,440.00	£8,640.00	£0.00	£310.00	£3,500.00	£0.00	£3,810.00	£12,450.00	
	TOTAL	-£14,440.00	-£8,640.00	£0.00	-£310.00	-£3,500.00	£0.00	-£3,810.00	-£12,450.00	

	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
103	Democratic Expenses									
Income										
10301	Grant Funding	£0.00	£0.00	£0.00				£0.00	£0.00	
10302	Donations	£0.00	£0.00	£0.00				£0.00	£0.00	
10303	Income Other	£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	
Expenditure										
10311	Members Expenses	£100.00	£0.00	£0.00				£0.00	£0.00	
10312	Members Training	£400.00	£294.00	£0.00			£36.00	£36.00	£330.00	
10313	Election Expenses	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£500.00	£294.00	£0.00	£0.00	£0.00	£36.00	£36.00	£330.00	
	TOTAL	-£500.00	-£294.00	£0.00	£0.00	£0.00	-£36.00	-£36.00	-£330.00	
OPEN SPACES										
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
201	Open Spaces									
Income										
20101	Grant Funding	£0.00	£0.00	£0.00				£0.00	£0.00	
20102	Donations	£0.00	£0.00	£0.00				£0.00	£0.00	
20103	Income Other	£0.00	£0.00	£0.00				£0.00	£0.00	
20104	Grass verges devolution	£16,766.00	£0.00	£16,766.00				£0.00	£16,766.00	
20105	Parish Paths Partnership	£1,104.00	£0.00	£1,104.00				£0.00	£1,104.00	
20106	Traingate Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
20107	Halifax Bomber Memorial project	£0.00	£0.00	£3,037.00					£3,037.00	
	Sub Total	£17,870.00	£0.00	£20,907.00	£0.00	£0.00	£0.00	£0.00	£20,907.00	
Expenditure										
20111	Grounds Maintenance Contracts (Grass/Planting)	£19,286.33	£5,287.69	£5,440.86	£1,813.62	£1,813.62	£1,813.62	£5,440.86	£16,169.41	
20112	Waste / Bins / Dog Bins	£0.00	£0.00	£35.00		£100.00		£100.00	£135.00	
20113	Play Area Maintenance	£2,000.00	£0.00	£2,216.14				£0.00	£2,216.14	
20114	Play Area Inspection	£400.00	£0.00	£0.00				£0.00	£0.00	
20115	In Bloom/CPRE Entry	£35.00	£35.00	£0.00				£0.00	£35.00	
20116	Historic Sites Maintenance	£400.00	£0.00	£0.00				£0.00	£0.00	
20117	Grass verges devolution	£16,766.00	£4,519.20	£6,919.20	£1,106.40	£1,200.00		£2,306.40	£13,744.80	
20118	Parish Paths Partnership	£1,104.00	£840.00	£420.00	£420.00			£420.00	£1,680.00	
20119	Traingate Project	£0.00	£0.00	£0.00				£0.00	£0.00	
20120	Halifax Bomber Memorial project	£0.00	£0.00	£3,067.86					£3,067.86	
	Sub Total	£39,991.33	£10,681.89	£18,099.06	£3,340.02	£3,113.62	£1,813.62	£8,267.26	£37,048.21	
	TOTAL	-£22,121.33	-£10,681.89	£2,807.94	-£3,340.02	-£3,113.62	-£1,813.62	-£8,267.26	-£16,141.21	

BURIAL GROUND										
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
301	Burial Ground									
Income										
30101	Grant Funding	£0.00	£0.00	£0.00				£0.00	£0.00	
30102	Donations	£0.00	£0.00	£0.00				£0.00	£0.00	
30103	Cemetery Fees	£4,000.00	£1,989.00	£2,152.50	£1,035.00	£1,215.00	£90.00	£2,340.00	£6,481.50	
30104	Trade Waste Refund	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£4,000.00	£1,989.00	£2,152.50	£1,035.00	£1,215.00	£90.00	£2,340.00	£6,481.50	
Expenditure										
30111	Trade Waste	£500.00	£493.60	£0.00				£0.00	£493.60	
30112	Maintenance Works	£3,000.00	£290.00	£578.49			£2,763.00	£2,763.00	£3,631.49	
30113	Business Rates	£500.00	£474.05	£0.00				£0.00	£474.05	
30114	Cemetery costs general	£0.00	£0.00	£0.00		£5.95		£5.95	£5.95	
30115	Pest control contract	£576.00	£0.00	£345.60				£0.00	£345.60	
	Sub Total	£4,576.00	£1,257.65	£924.09	£0.00	£5.95	£2,763.00	£2,768.95	£4,950.69	
	Total	-£576.00	£731.35	£1,228.41	£1,035.00	£1,209.05	-£2,673.00	-£428.95	£1,530.81	
S144 PROMOTING KIRTON										
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
401	Promoting Kirton									
Income										
40101	Grant Funding	£0.00	£0.00	£245.26				£0.00	£245.26	
40102	Event Income - Christmas	£1,000.00	£200.00	£230.00	£230.00	£667.00	£15.00	£912.00	£1,342.00	
40103	Event Income - Summer Gala	£250.00	£125.00	£80.00				£0.00	£205.00	
40104	Event Donations	£400.00	£0.00	£199.45		£41.43		£41.43	£240.88	
	Sub Total	£1,650.00	£325.00	£754.71	£230.00	£708.43	£15.00	£953.43	£2,033.14	
Expenditure										
40111	Summer Gala Expenses	£700.00	£0.00	£475.00				£0.00	£475.00	
	<i>Christmas Festival Expenses</i>									
40112	Lights Installation/Removal	£9,032.00	£4,761.50	£0.00			£3,630.32	£3,630.32	£8,391.82	
40113	Maintenance	£0.00	£0.00	£0.00				£0.00	£0.00	
40114	Town Hall Hire/Electrics	£370.00	£0.00	£0.00			£315.00	£315.00	£315.00	
40115	Church Electrics	£80.00	£0.00	£0.00				£0.00	£0.00	
40116	Market Stall Hire	£100.00	£0.00	£0.00				£0.00	£0.00	
40117	Road Closures	£800.00	£0.00	£0.00			£954.00	£954.00	£954.00	
40118	Equipment Hire	£120.00	£0.00	£0.00				£0.00	£0.00	
40119	First Aid Provision	£200.00	£0.00	£0.00			£125.00	£125.00	£125.00	
40120	Advertising and Promotion	£100.00	£0.00	£0.00				£0.00	£0.00	
40121	Hosting Fees	£10.00	£0.00	£10.00				£0.00	£10.00	
40122	Entertainers' Fees	£550.00	£0.00	£0.00		£256.00	£270.00	£526.00	£526.00	
40123	Christmas Trees & Decorations	£960.00	£0.00	£0.00				£0.00	£0.00	
40124	D-Day events	£0.00	£255.15	£53.60				£0.00	£308.75	
40125	Best Kept Frontage Competiton	£36.00	£0.00	£0.00		£30.00		£30.00	£30.00	
40126	Sundry PK Expenses	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£13,058.00	£5,016.65	£538.60	£0.00	£286.00	£5,294.32	£5,580.32	£11,135.57	
	Total	-£11,408.00	-£4,691.65	£216.11	£230.00	£422.43	-£5,279.32	-£4,626.89	-£9,102.43	

PUBLIC SERVICES										
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
501	Public Services									
Income										
50101	Grant Funding	£0.00	£0.00	£0.00				£0.00	£0.00	
50102	Donations	£0.00	£0.00	£0.00				£0.00	£0.00	
50103	Income	£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	
Expenditure										
50111	Town Clock	£250.00	£0.00	£234.00				£0.00	£234.00	
50112	Community Sports Sessions	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£250.00	£0.00	£234.00	£0.00	£0.00	£0.00	£0.00	£234.00	
	Total	-£250.00	£0.00	-£234.00	£0.00	£0.00	£0.00	£0.00	-£234.00	
CIVIC										
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
601	Civic									
Income										
60101	Grant Funding	£0.00	£0.00	£0.00				£0.00	£0.00	
60102	Donations	£0.00	£0.00	£0.00				£0.00	£0.00	
60103	Civic Service Income	£200.00	£0.00	£115.84				£0.00	£115.84	
60104	Civic Dinner Income	£2,000.00	£182.50	£0.00				£0.00	£182.50	Civic Dinner 2024 late payments
60105	Mayors Charity Night Income	£0.00	£0.00	£0.00				£0.00	£0.00	
60106	Civic Refunds	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£2,200.00	£182.50	£115.84	£0.00	£0.00	£0.00	£0.00	£298.34	
Expenditure										
60111	Mayoral Allowance	£650.00	£48.00	£30.00		£226.05		£226.05	£304.05	
60112	Civic Tickets	£300.00	£0.00	£0.00				£0.00	£0.00	
60113	Civic Award	£150.00	£0.00	£0.00				£0.00	£0.00	
60114	Civic Service Expenses	£1,200.00	£0.00	£2.70	£849.00			£849.00	£851.70	
60115	Civic Dinner Expenses	£2,000.00	£350.00	£0.00				£0.00	£350.00	Civic Dinner 2024 late invoice
60116	Honours Board and Chain Updates	£100.00	£0.00	£0.00				£0.00	£0.00	
60117	Mayor's Charity Donations	£0.00	£0.00	£0.00				£0.00	£0.00	
60118	Mayors Charity Night	£0.00	£0.00	£0.00				£0.00	£0.00	
60119	Civic Refunds	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£4,400.00	£398.00	£32.70	£849.00	£226.05	£0.00	£1,075.05	£1,505.75	
	Total	-£2,200.00	-£215.50	£83.14	-£849.00	-£226.05	£0.00	-£1,075.05	-£1,207.41	
CHARITIES										
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
701	Charities									
Income										
70101	Grant Funding	£0.00	£0.00	£0.00				£0.00	£0.00	
70102	Donations	£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	
70104	War Memorial & Garden of EED	£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	
Expenditure										
70111	The Green & The Market Place	£500.00	£290.00	£0.00			£828.00	£828.00	£1,118.00	
70112	War Memorial & Garden of EED	£500.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£1,000.00	£290.00	£0.00	£0.00	£0.00	£828.00	£828.00	£1,118.00	
	Total	-£1,000.00	-£290.00	£0.00	£0.00	£0.00	-£828.00	-£828.00	-£1,118.00	

ALLOTMENTS										
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
801	Allotments									
Income										
80101	Grant Funding	£0.00	£0.00	£0.00				£0.00	£0.00	
80102	Deposits	£0.00	£0.00	£0.00				£0.00	£0.00	
80103	Rent	£300.00	£60.00	£0.00				£0.00	£60.00	
	Sub Total	£300.00	£60.00	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	
Expenditure										
80111	Maintenance	£1,000.00	£0.00	£0.00				£0.00	£0.00	
80112	Water	£250.00	£24.44	£37.65	£55.03			£55.03	£117.12	
80113	Administration	£100.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£1,350.00	£24.44	£37.65	£55.03	£0.00	£0.00	£55.03	£117.12	
	TOTAL	-£1,050.00	£35.56	-£37.65	-£55.03	£0.00	£0.00	-£55.03	-£57.12	
SUMMARY										
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	Oct 2024	Nov 2024	Dec 2024	3rd Quarter 2024-25	TO DATE	Comments
Code										
101	Administration and Salary	£53,545.33	£52,650.92	£40,245.49	-£3,928.54	-£6,509.30	-£4,194.62	-£14,632.46	£78,263.95	
102	S137 and Donations	-£14,440.00	-£8,640.00	£0.00	-£310.00	-£3,500.00	£0.00	-£3,810.00	-£12,450.00	
103	Democratic Expenses	-£500.00	-£294.00	£0.00	£0.00	£0.00	-£36.00	-£36.00	-£330.00	
	Sub Total	£38,605.33	£43,716.92	£40,245.49	-£4,238.54	-£10,009.30	-£4,230.62	-£18,478.46	£65,483.95	
201	Open Spaces	-£22,121.33	-£10,681.89	£2,807.94	-£3,340.02	-£3,113.62	-£1,813.62	-£8,267.26	-£16,141.21	
301	Burial Grounds	-£576.00	£731.35	£1,228.41	£1,035.00	£1,209.05	-£2,673.00	-£428.95	£1,530.81	
401	S144 Promoting Kirton	-£11,408.00	-£4,691.65	£216.11	£230.00	£422.43	-£5,279.32	-£4,626.89	-£9,102.43	
501	Public Services	-£250.00	£0.00	-£234.00	£0.00	£0.00	£0.00	£0.00	-£234.00	
601	Civic	-£2,200.00	-£215.50	£83.14	-£849.00	-£226.05	£0.00	-£1,075.05	-£1,207.41	
701	Charities	-£1,000.00	-£290.00	£0.00	£0.00	£0.00	-£828.00	-£828.00	-£1,118.00	
801	Allotments	-£1,050.00	£35.56	-£37.65	-£55.03	£0.00	£0.00	-£55.03	-£57.12	
	TOTAL	£0.00	£28,604.79	£44,309.44	-£7,217.59	-£11,717.49	-£14,824.56	-£33,759.64	£39,154.59	
	Precept	£112,226.07	£56,113.04	£56,113.03	£0.00	£0.00	£0.00	£0.00	£112,226.07	
	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Total Council Tax Funding	£112,226.07	£56,113.04	£56,113.03	£0.00	£0.00	£0.00	£0.00	£112,226.07	

Reserves	Approved	1st Quarter	2nd Quarter	Oct 2024	Nov 2024	Dec 2024	3rd Quarter	TO DATE	Comments
Earmarked - Ringfenced from 2023-24:									
Traingate Project	£515.45	£0.00	£0.00				£0.00	£0.00	
Streetsports	£1,514.27	£125.00	£275.00	£100.00			£100.00	£500.00	
Outside Gym Equipment Grant	£20,200.00	£0.00	£25,200.00				£0.00	£25,200.00	
Community Pot Grants	£700.00	£0.00	£0.00		£900.00		£900.00	£900.00	
Mayor's Charity Donations (21-22 Peace Garden)	£222.59	£0.00	£0.00				£0.00	£0.00	
Mayor's Charity Donations (23-24 Scouts/Brownies)	£1,015.46	£0.00	£1,015.46				£0.00	£1,015.46	
Elections	£3,125.00	£0.00	£0.00				£0.00	£0.00	
Maintenance - including Christmas Festival	£1,969.26	£0.00	£0.00				£0.00	£0.00	
Earmarked from April 2024:									
Car parking provision*	£5,639.42	£0.00	£600.00				£0.00	£600.00	
At September 2024*:	£0.00							£0.00	
Allotments maintenance/administration*	£5,639.42	£0.00	£0.00					£0.00	
At September 2024*:	£10,678.84	£0.00	£0.00					£0.00	
Halifax Bomber Memorial buffet	£500.00	£0.00	£500.00					£500.00	
Future Match Funding	£10,000.00	£0.00	£0.00				£0.00	£0.00	
Total earmarked reserves:	£51,040.87	£125.00	£27,590.46	£100.00	£900.00	£0.00	£1,000.00	£28,715.46	
								£0.00	

Kirton in Lindsey Town Council

3rd Quarter Budget Monitoring Report 2024-25 (Oct-Dec)

ADMINISTRATION AND RESOURCES

Administration

Grant Funding the anticipated total income from grant funding in this section was not achieved as the Community Co-Ordinator role did not incur the anticipated expense. However, at Income Other this is above that expected due to the value of HMRC VAT refund applied for and received for the previous financial year 2023-2024 which therefore goes some way to balance this out.

Bank Interest the expected achieved income is already exceeded due to the continued unsettled financial outlook at the time of the budget setting and continued increased potential for interest earned by combining interest from the HSBC bank account and Public Sector Deposit Fund account. This helps off-setting the relatively recent introduction of fees to operate the business bank account.

Banking Fees banking fees increase when cheque and cash payments are made to the Town Council and attract the administration fee for processing. The Council tries to off-set this by the application of an administration charge for payments for cheque and cash, and current income from bank interest also helps recover the cost of these monthly charges.

Training Staff costs for staff training are currently over budget, but this is currently offset by Members Training costs which are under budget.

Insurance at the time of budget setting (in October/November 2023), as this is so far in advance of the insurance renewal in June, no Insurance company would provide quotations or forward forecasts. Premiums continue to rise for insurance cover and the renewal premium agreed, the most competitive of the four brought before the Council has slightly exceeded the budgeted value (*by £103.32*).

Maintenance it was recommended previously that consideration be given to the maintenance of assets in the future years, including (but not limited to) the cemetery shed, benches, gazebos and noticeboards. Without regular maintenance assets fall into disrepair and replacement costs will need to be considered. This value was increased at the budget setting for 2025-26.

Grants and Donations

Under S137 Grants the slight overspend in the donation to the Royal British Legion agreed this year is now adjusted for the 2025-2026 budget.

Of the £14,140.00 allocated to Budgeted Grants in November 2023, the payment of the approved grant to the North Lincolnshire Woodland Trust is currently on hold. All other grants are now processed in line with the Resolutions of the Council.

Democratic Expenses

Members Training –is should be noted that the carry-over of half the cost for the Full Council training event in the last financial year is shown in May.

Overall the **ADMINISTRATION AND RESOURCES** section presents no concerns at this part of the financial year with increased income balancing out any overspends across the budget area.

OPEN SPACES

OPEN SPACES presents no concerns at this point in the financial year, as noted as expected in previous reports, the Parish Paths Partnership payments exceeded the budget due to the limited cuts (three a year) North Lincolnshire Council provide for with the funding which this Council has noted in previous years is not sufficient for the maintenance of these public paths.

No budget was in place for the Halifax Bomber Memorial project, however grant funding for the project was applied for via the Town Council and a small shortfall is shown between the grant awarded and the actual costs incurred.

No budget was in place for Waste / Bins / Dog Bins, however vandalism to the bins at the play area have incurred a small cost for repairs and a further cost will be incurred for the production of replacement parts. It was recommended that a budget value is put in place for continued repairs to bins owned by the Town Council and in the budget for 2025-2026 this was approved and put into place.

Play Area Maintenance is already slightly over the budgeted value, and it was noted by the Council in previous reports that the maintenance and repair of play equipment continues to be a regular expenditure for the Council. Therefore an increased budgeted amount to cover this was approved at the 2025-2026 budget setting.

Overall the **OPEN SPACES** section remains within budget at this part of the financial year.

BURIAL GROUND

Under Maintenance Works, half the value of the Tree Safety Survey is included, the other half recorded under Charities (The Green & The Market Place). Also the costs of the memorial bench are shown here, with income to cover them shown under Cemetery Fees. The final payment from the family for the bench is now due as the works are completed.

Overall, the **BURIAL GROUND** section presents no concerns at this point in the financial year, with income from fees exceeding the anticipated budget – this does include the deposit for the new memorial bench (and will include the final payment which is now due) which was not expected income for the year when the budget was prepared.

PROMOTING KIRTON

Grant Funding - D-Day 80 Events were not budgeted for, however the Assistant Clerk successfully applied for North Lincolnshire Council funding which covered the expenses (after removal of VAT from the relevant items). This grant money was successfully received in July. National events such as the D-Day anniversary and forthcoming VE Day anniversary next year often have grant funding provided to encourage local events to take place. It is noted that the VE Day grant from North Lincolnshire Council for next year was the first given with plenty of forward notice, and this will be applied for – however it comes after the finalisation of the budget setting in December 2024.

Summer Gala – the event income for the Summer Gala was lower than that anticipated, however the expenditure for the event was also lower. It is important to take into account any feedback from events and future ideas in order to better plan the budget required to hold them, and the budget for 2025-2026 was adjusted in line with the income and expenditure.

Christmas Festival event income was slightly higher than expected, but full costs will be confirmed over the coming months with invoices for lighting and the Christmas tree still be received and paid.

Event Donations – Event donations both financial and otherwise have significantly dropped with the A Team no longer active (Christmas Tree funding) and local stores unable to provide donations such as selection boxes for Santas grotto. Alternative means for funding these now need to be considered by the Town Council.

Best Kept Town Centre Frontage costs were not as high as anticipated due to sourcing a local supplier for the supply of prizes.

Overall, the **PROMOTING KIRTON** section currently remains within budget at this time in the financial year.

PUBLIC SERVICES

Community Sports Sessions continued this year under the name 'SportsZone'. The Council decision was to remove charges from the activities to provide them for free, change the coaching provider and change the day/time with the aim to encourage more interest. The sessions have now finished for this year, and a review is required in order to consider the viability of continuation. The costs for the sessions, which are for the professional coaches with the relevant checks in place for working with young children, were met using earmarked reserves (£500 to the end of September).

CIVIC

Due to the timing of the Civic Dinner close the end of the Council financial year, late payments in (totalling £182.50) and a late invoice received for payment (£350.00), some income/expenditure is showing for the Civic Dinner already this financial year, however they are factored into the costs from the event which took place in March of the previous financial year.

Income from the Civic Service was lower than in previous years and the anticipated budget, but the costs for this years event were also lower with cost savings built into the planning of the event by the Mayor and Assistant Clerk.

There will be a report of the income and expenditure for the Civic Dinner in the Quarter 4 report. As the details will come after the budget planning work for the next financial year have reached conclusion, this does create some difficulties in accurately budgeting for this annual Town Council Civic event.

Overall, the **CIVIC** section presents no concerns at this point in the financial year.

CHARITIES

Under The Green & The Market Place, half the value of the Tree Safety Survey and the works required by the survey is included, the other half recorded under Burial Ground (Maintenance Works). This does take this section slightly over budget, slightly buffered by the lack of spending for the War Memorial Charity at this time.

Overall, the **CHARITIES** section presents a slight over spend at this point in the financial year.

ALLOTMENTS

Due to the majority of tenants making their rent payments early, prior to 1st April, only £60 of income is shown in this financial year. However all ten tenants have paid their annual rent due for the current financial year. It is noted that in September the Council agreed to vire the remaining earmarked reserves from the car parking provision project to allotments maintenance and administration, recognising that this community service provision requires relevant investment from the Town Council.

Overall, the **ALLOTMENTS** section presents no concerns at this point in the financial year.

RESERVES

Earmarked spending is Streetsports (£500 of £1,514.27); Outside Gym Equipment Grant (£25,200.00 of £20,200.00 – the additional £5,000 is the VAT which will be reclaimed); Community Pot Grants (£900 now claimed); Mayor's Charity Donations 23-24 to Brownies and Scouts (£1,015.46 of £1,015.46); Car parking provision (£600.00 of £5,639.42 with the remaining £5,039.42 vired to Allotments maintenance/administration in September) and £500.00 (of £500.00) for the Halifax Bomber Memorial buffet earmarked from last years Mayor's Allowance. The vire to the Allotments section takes that earmarked reserves value for the Allotments section to £10,678.84.

The agreed Earmarked and General Reserves present no concerns at this time.

Summary

Overall, there are no significant concerns to report with the budget at this stage of the financial year, with the recommendations made in the Quarter 2 report taken into account for the 2025-2026 budget setting.

Neil Taylor-Matson

06/01/2025



Kirton in Lindsey Town Council

Policy 24: Press & Media Policy

Reviewed and Adopted January 2024 (v.20241) [FC2401/09]

1. Introduction

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

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

2. Key Aims

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

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

3. The Legal Framework

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

- “Any publicity describing the Council’s policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both.”
- “Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although Councils should not oversimplify facts, issues or arguments.”
- “Publicity should not attack, nor appear to undermine, generally accepted moral standards.”
- “Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.”

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

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

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

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

4. Contact with the Media

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

4.2 Statements made must reflect the Council's opinion.

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

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

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

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

5. Attendance of Media at Council or Committee Meetings

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

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

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

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

6. Elections

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

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

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

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

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

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

7. Press Releases

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

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

8. Notices

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

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

9. Urgent Situations

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

Signed..... Town Mayor

Name.....

Date.....

Signed..... Town Clerk

Name.....

Date.....



Kirton in Lindsey Town Council

Policy 28: Learning & Development Training Policy

Adopted January 2024 (v20241) [FC2401/09]

Next Review January 2025

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

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

Signed: _____ (Kirton in Lindsey Town Mayor)

Signed: _____ (Kirton in Lindsey Town Clerk)

Date: _____

January 2024
To be reviewed: January 2025

NORTH LINCOLNSHIRE COUNCIL
INSPECTION OF PLAYGROUNDS AND EQUIPMENT
LOCATION OF PLAYGROUND Kirton Playing Field **MONTH** Dec 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						/																									
Yellow Zig Zag Spinner						/																									
Roundabout						X																									
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						/																									
Safety Surfacing						/																									
Grass Matting						/																									
Gate \ Fencing						/																									
Bins						/																									
Bike Stand Posts						/																									
Teen Shelter						/																									
Seat \ Picnic Tables						/																									
Signage						/																									

SUPERNOVA

Inspectors Name: S. Jones

Signature: 

NORTH LINCOLNSHIRE COUNCIL

INSPECTION OF PLAYGROUNDS AND EQUIPMENT

LOCATION OF PLAYGROUND

Kirton Lindsay Classic Park

MONTH... DEC 24

Date	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				
Pod Fit 3 Unit						/																													
Air Walker						/																													
Double Air Skier						/																													
Tia Chi Spinner						/																													
Reclined Fitness Bicycle						/																													
Arm Trainer						/																													
Steel Seat						/																													

Defects Reports Overleaf X

Inspectors Name... S JONES

Signature... 

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
Name of Inspector					Hazel Fox
Inspector Qualifications					RPII
Conducted on					29.12.2024 12:17 GMT
Document Number					29122024
Weather conditions.					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?					Pass
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?					No.

Klassic Visual Gym Equipment Inspection

Complete

Score	5 / 5 (100%)	Flagged items	0	Actions	0
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Name of Inspector Adam Delsignore

Inspector Qualifications 01.01.25

Conducted on 01.01.2025 14:32 GMT

Document Number 01.0125

Weather conditions. Cold and clear

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? Pass

Is the signage intact and readable? Pass

Has the grass been cut? Pass
Doesn't look cut recently but it's not too long

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?