



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 25<sup>th</sup> June 2025  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr Tony Kitchen, Cllr Joy Kofoed, Cllr Karen Gunn (part), Cllr Barry Starkie and Cllr Suzanne Stephenson.

Members not present: Cllr David Garritt

Also present: 4 members of the public (2 part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

LOCAL COUNCIL  
AWARD SCHEME  
SILVER

**MINUTES**

Cllr Fox opened the meeting and welcomed members of the public attending. Cllr Fox took the time to remind all Councillors about the need for respectful behaviour in meetings including the respect for the democratic decisions made at meetings. Cllr Fox reminded Councillors that Standing Orders are to be followed at all times and inappropriate behaviour will be dealt with as outlined in Standing Orders.

**2506/01 Apologies for Absence**

Apologies were received from Cllr David Garritt.

**2506/02 Resignation of Councillor Cooper**

The Council noted the resignation of Councillor Cooper, received by the Mayor 18/06/2025. Cllr Fox noted thanks to Cllr Cooper for her years of service to the community.

**2506/03 Declaration of Interests / Dispensations**

- No declarations were made.
- No dispensations were granted.

**2506/04 Public Participation**

A member of the public spoke to clarify their employment history prior to retirement to explain their position in relation to declarations of interest at Council meetings.  
Another member of the public spoke to outline to the Council the limited opportunities to respond to the North Lincolnshire Council (NLC) Local Plan Consultation stages, and the confusing documentation provided by NLC around this. The member of the public also noted reading a press report that Trent Valley Gliding Club had received notice to vacate from their landlord.

**2506/05 Minutes**

- The Council approved the minutes of the Full Council Meeting held 28<sup>th</sup> May 2025.

**RESOLUTION: That the minutes were duly approved and signed.**

- The Council received the draft minutes of the Promoting Kirton Committee Meeting held 12/05/2025 and considered the recommendations to Full Council from the meeting.

- PK2506/07: Events at The Green. The Booknic Event is suggested to offer a donation, whereas the Bricks At The Park should be requested to make a donation.

**RESOLUTION: That this recommendation is accepted and approved.**

**ACTION: Assistant Clerk**

- PK2506/07: Town Crier. A sash should be purchased in consultation with Mr McKenzie, the Role should be registered and a policy prepared. A letter of thanks should be sent.

**RESOLUTION: That this recommendation is accepted and approved.**

**ACTION: Town Clerk**

- PK2506/07: Beacon. That the current beacon is disposed of, and a permanent beacon is not considered at this time.

**RESOLUTION: That this recommendation is accepted and approved.**

**ACTION: Assistant Clerk**

**2506/06 Matters Arising**

The Council discussed matters arising from, and received any updates following the May Full Council meeting.

- KLASSIC Park** – progress around the Transfer of Assets and Undertakings

Cllr Fox advised that both resolutions at 2505/18 stand and that the rescission did not; the two resolutions made did not conflict.

Cllr Gunn joined the meeting.

**RESOLUTION: That the Clerk makes contact with the four solicitors whose details Cllr Stephenson had researched to seek costings for them to review the Transfer of Assets and Undertakings as well as the cost for advice on drawing up a lease to the CIO. Hetts to also to be asked for a cost for advice on drawing up a lease to the CIO.**

**ACTION: Town Clerk**

**RESOLUTION: That all the solicitors contacted are also asked the cost for advice on a member of the team losing part of their role due to the transfer from the corporate trust to the CIO.**

**ACTION: Town Clerk**

- Open Spaces** – Market Place and town planting. Thanks were expressed to Cllr Frankish for organisation of planting of the Market Place as well as Redbourne Mere and the library car park following receipt of an update from In Bloom. A volunteer watering team was now formed and volunteers remain keen to help maintaining the three peace garden beds. Working group meeting notes to be circulated to all Councillors. Vehicle damage to library railings reported to NLC.
- Humber & Wolds Rural Action** – Rural Housing Survey. Informed of approval of draft and S106 monies.
- Police & Crime Commissioner funding** – CCTV. Approval of grant claim received and signage now in place on lampposts.

Signed:

Dated:

- Communication Board for play area. Now in place with a very positive community response.
- Humber Forest – offer of tree planting update. Areas identified by the Council too small for this scheme. Recommended to apply for Woodland Trust free tree packs. Humber Forest will also enquire to NLC about viability for trees at South Cliff Road.
- Grove Street Cemetery – land registration documents signed off at solicitors, unsafe memorials work costings awaited, Clerk attended Management of Memorials training 23<sup>rd</sup> June.

#### 2506/07 Report from North Lincolnshire Council / Ward Councillors

a. & b. Ward Cllr David Garritt had sent his apologies and noted the preference to provide a verbal report.

The Town Clerk noted the following:

- 'Church' signs now in place at Spa Hill/Church Street and Church Street/Ings Road;
- Steep Hill handrail missing section replaced with scaffolding pole, appears to be awaiting painting;
- 40mph buffer zone campaigned for by residents now in place between national speed limit and 30mph zone, North Cliff Road;
- Disabled bay in Market Place (front of Morrisons Daily) now in place;
- 'Not Messing' – litter and dog fouling signs collected by the Clerk from NLC Depot, to be put up in relevant hot spots;
- c. The Council received notification of the new North Lincolnshire Local Plan Consultation.

**RESOLUTION: That no more development should be permitted at the bottom of the town and the Ron and Elsie Stamp Field (former Cricket Field/current Football Field) be made available for development with the condition that \$106 funding is provided for town car parking.**

**ACTION: Town Clerk**

d. The Council received information and request around additional signage for the railway station from the Independent Brigg Line Rail Group.

**RESOLUTION: That thanks are given for their work in obtaining the signs and support will be considered for further signage if the disappointing number of train services increases.**

**ACTION: Town Clerk**

e. The Council discussed \$106 matters (deferred from May).

**RESOLUTION: That the Clerk seeks information from Ward Councillor Garritt re new NLC officer in the role responsible for the oversight of the potential development of a nature reserve at Redbourne Mere.**

**ACTION: Town Clerk**

**RESOLUTION: That Cllr Frankish researches a proposal for potential options for the Wormwood Hill area and brings a proposal to the next meeting.**

**ACTION: Cllr Frankish**

#### 2506/08 Mayor & Delegates Reports

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

Mayor's Report on Civic Events attended – Cllr Hazel Fox:

- Kirton in Lindsey Society – Digital Heritage Trail launch 2<sup>nd</sup> June

Councillors and Officers reports

- Kirton Lindsey Primary School (meeting re noticeboard) – 16<sup>th</sup> June – Town Clerk
- NAT Ridge meeting – the Council noted the postponement of the June meeting.

#### 2506/09 Finance

##### i. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority (June 2025).

b. The Council received an update regarding potential future funding for the Community Co-Ordinator role.

**RESOLUTION: That all options for funding are explored including National Lottery, UKSPF and Cultural Futures.**

**ACTION: Town Clerk**

c. The Council approved accounts for payment, including planting at Redbourne Mere and the library car park. Cllr Frankish noted her interest in this matter.

**ACTION: Town Clerk**

##### ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook (May 2025). The Town Clerk noted that HSBC were scrapping the £8 small business banking fee from the July charging cycle.

#### 2506/10 Planning

a. The Council considered the following planning application:

##### i. PA/2025/634

Proposal: Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline planning application PA/2022/1408 dated 10/07/2023 for a residential development of 28 dwellings.

Location: Southdown House, Grayingham Road, Kirton in Lindsey, DN21 4EL

**RESOLUTION: That the Clerk responds with 'Objection' to this planning application, noting recognition of the outline planning approval, but requesting that serious consideration is given to the management of water, access and affordable housing provision.**

**ACTION: Town Clerk**

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

- i. PA/2025/408 – HOUSEHOLDER PLANNING PERMISSION – for single storey side and rear extensions at 10B Station Road, Kirton in Lindsey, DN21 4BB.
- ii. PA/2025/448 – HOUSEHOLDER PLANNING PERMISSION – to replace external masonry skin and render, fenestration alterations to rear extension and replace kitchen window with bi-folding doors at 28 South Cliff Road, Kirton in Lindsey, DN21 4NR.

2506/11 Car Parking Provision

Cllr Fox noted that following an initial response from Tighes that they were unable at this time to come to an agreement, a further meeting is now offered with another of the four representatives of the family.

**RESOLUTION: That Cllr Fox, Cllr Garritt and the Town Clerk meet with the representative as soon as practicable.**

**ACTION: Town Clerk**

2506/12 Policies and Procedures

a. The Council noted updated responses and attendance at Standards and Code of Conduct training provided by North Lincolnshire Council, which is mandatory for all members as per Section 3.10 of the Code of Conduct. Attended May 16<sup>th</sup> Session: Cllr Pat Frankish, Cllr Kathy Cooper, Cllr Joy Kofoed, Assistant Clerk and Town Clerk. Awaiting distribution of recorded session: Cllr Suzanne Stephenson. Received directly internally from NLC: Cllr David Garritt. Previously attended: Cllr Fox. Attended 5<sup>th</sup> June: Cllr Starkie. Not responded: Cllr Gunn and Cllr Kitchen.

b. The Council reviewed Policy 09: Grievance Policy last approved June 2024.

**RESOLUTION: That this policy is amended to include information about the means for Councillors to raise complaints and with this amendment is approved.**

**ACTION: Town Clerk**

c. The Council reviewed Policy 26: Complaints Policy last approved June 2024.

**RESOLUTION: That this policy is approved without amendment.**

**ACTION: Town Clerk**

d. The Council discussed a review of the List of Contacts from previous Community Emergency Plans and NLC Snow Warden advice (raised by Cllr Kofoed).

**RESOLUTION: That Councillors provide any local knowledge and information they have to the Town Clerk to assist in updating the list.**

**ACTION: Town Councillors**

e. The Council considered any actions required to fill internal and external vacancies following the resignation of Cllr Cooper.

**RESOLUTION: P&D Committee member – Cllr Tony Kitchen**

**RESOLUTION: P&D Committee Chair – Cllr Joy Kofoed**

**RESOLUTION: Finance and Planning Committee – Cllr Barry Starkie**

**RESOLUTION: Promoting Kirton Committee – no change**

**RESOLUTION: Bank mandate – no change other than the removal of Cllr Cooper.**

**ACTION: Town Clerk**

**RESOLUTION: KLASSIC Charity Committee – no change**

**RESOLUTION: Green & The Market Place Charity Committee – Cllr Karen Gunn and Cllr Joy Kofoed**

**RESOLUTION: War Memorial & Garden of Edward Elmhirst Duckering Charity Committee – Cllr Karen Gunn and Cllr Joy Kofoed**

**RESOLUTION: NLC Town and Parish Liaison meetings – no change**

**RESOLUTION: NLC NATs meetings – Cllr Tony Kitchen**

**RESOLUTION: Diamond Jubilee Town Hall representative – Cllr Barry Starkie**

**RESOLUTION: Allotments group – no change.**

2506/13 Open Spaces

a. The Council received the weekly visual (Cllr Kitchen: 09/06; 26/06) and monthly operational (NLC: 20/06) play park inspection reports for signature.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. The Town Clerk had had to chase up the monthly operational inspection report for June. Costs for the recommended replacement of the cradle swing were also still awaited from NLC.

**RESOLUTION: That an independent annual inspection is taken up with RoSPA.**

**ACTION: Town Clerk**

c. The Council received the weekly inspection reports for the outside gym equipment (Cllr Starkie: 14/06; 23/06).

d. The Council considered disposal of lamp post planters previously used in the Market Place gifted by Burleys. (raised by Cllr Frankish)

**RESOLUTION: That the lamp post planters are disposed of.**

**ACTION: Cllr Frankish**

e. The Council received a request to install two solar lights to Grandad's Plough at Traingate.

**RESOLUTION: That thanks and approval are given for installation of two solar lights.**

**ACTION: Town Clerk**

2506/14 Allotments

The Council received relevant updates. The Town Clerk noted a smart water meter was now installed by Anglian Water. The neighbouring land owners had confirmed approval to trim the branches that overhang the boundary but not to reduce the height. They had also requested tenants are not to hang anything on the boundary fencing. A recent break in at the site had resulted in the theft of a water butt and sack trolley. Quotation requests ongoing for planning drawings for the works required at the allotment entrance. Allotment tenants to be asked if they would trim the hedge around the signage.

**RESOLUTION: That the purchase of replacement padlock for gate is reimbursed to allotment tenant.**

**ACTION: Town Clerk**

2506/15 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 the following correspondence received after the Agenda was published:

- Civic – North Lincolnshire Council Masquerade Ball info;
- ERNLLCA – finance course info;
- Resident – request if have plan to demonstrate if NLC owns land around Barnard Meadows park & fence that separates it from parking for houses;
- My Community Alert – QR scams;
- ERNLLCA – 38 degrees petition for community led neighbourhood plans;
- NLC – for notification only – PA/2025/762 ; Notice of proposed work to two horse chestnut trees within Kirton in Lindsey's conservation area;
- LIVES Co-Ordinator Wayne Eynon – note of formal thanks to Cllr David Garritt and Mr Jack Skipworth following RTC near Kirton Academy Tuesday 17th June;

The Mayor updated the Council regarding this correspondence, noting that Cllr Garritt and Mr Skipworth were two of the first people at the scene and had given first aid and reassurance until LIVES and the ambulance and police teams arrived. A reply was sent to Mr Eynon on behalf of the Mayor and Town Council with the formal thanks forwarded on to NLC and Humberside Fire & Rescue congratulating Cllr Garritt and Mr Skipworth.

- The Green & Market Place Charity – land registration documentation returned by volunteer;
- NLC – News Direct update;
- Allotments break in reports;
- Baton of Hope update distributed to bearers;
- Resident – complaint about smell from litter/dog fouling bins at Church Street bus stop in hot weather;
- Civic - Crowle & Ealand Civic Service Save the Date;
- Breakthrough Communications - Community Engagement workshop (19th June);
- Local Government Association – Disinformation Workshop (20th June);
- ERNLLCA – NLC Cultural Futures Project grants information;
- Rural Services Network weekly news;
- Civic – Hedon Civic Service notification;
- Civic – North East Lincolnshire Civic dates;
- Civic – Mablethorpe and Sutton Civic Service notification;
- Civic – Equisign Tack and Seed Open Day invitation (July);
- NLC – Notification of next Town and Parish Liaison Meeting 24th July, 7pm at Church Square House;
- NLC – June play area inspection and update re cradle seat;
- ERNLLCA – IT Policy template as provided by NALC to meet Assertion 10 in the Practitioners Guide re IT Policy.
- b. Brigg Town Council – Brigg Civic Service invitation
- c. Resident – note of thanks re installation of communication board at the park following their suggestion
- d. Brigg Town Council – Brigg Town Mayor's Charity Golf Day open invite
- e. Resident – enquiry about dealing with noise nuisance
- f. GC3 Security - GC3 website vulnerability reported
- g. Rural Services Network – Weekly News
- h. NLC – Play area checks update report
- i. Eau Valley Singers – request to promote summer concert in Scotton
- j. Resident – query about planning permission for parcel lock box outside Morrisons Daily
- k. NLC – Tourism Partnership News
- l. NLC - News Direct
- m. Humberside Police Ridge – note of thanks for appreciation expressed to Ridge team
- n. ERNLLCA – Notification of Sustainable Communities Workshop
- o. St Andrew's Church – information about request for additional bench at churchyard
- p. ERNLLCA – Addressing Workplace Conflict and Grievances Workshop details
- q. Acorn Recyclers – update regarding allotment site boundary conifers and fence
- r. LiveWell North Lincolnshire – request for assurance review update for link to kirtoninlindsey.com website
- s. Community Vision – Third Sector Trends information
- t. ERNLLCA – Institute of Occupational Safety and Health training notification
- u. ERNLLCA – Drones in public places training notification. The Clerk noted Cllr Kofoed is booked to attend.
- v. Resident – enquiry about grave spaces at Cemetery
- w. Resident – enquiry about grave spaces at Cemetery (separate resident enquiry)
- x. Baton of Hope – Meet and Greet information event details shared with nominees
- y. Resident – enquiry about ownership/responsibility for conker tree at Spa Hill / Church Street junction
- z. Wil-Lec – enquiry about community magazines for advertising
- aa. Resident – request for highway verge contractors not to cut area of grass in front of property
- bb. ERNLLCA – reminders about H&S and HR related webinars

Signed:

Dated:

- cc. Cllr Stephenson – copy of communications with Trent Valley Gliding Club
- dd. ERNLLCA – reminder about HR related webinars
- ee. NAT Ridge – reminder and details for meeting on 18<sup>th</sup> June
- ff. ERNLLCA - June Newsletter
- gg. Town Hall – copy of communications with Town Hall and NLC regarding car blocking access to public toilets
- hh. NAT Ridge – notification of postponement of June meeting
- ii. Resident – request for review of CCTV footage
- jj. HWRA – Notice of AGM and 50<sup>th</sup> Anniversary Celebrations
- kk. Baton of Hope – Meet and Greet and other information for baton bearers
- ll. Community Vision – Cadent Centre for Warmth Project introduction and request for meeting. The Clerk reported meeting with Lud Ahmed regarding this scheme and the requirement for a search for volunteers to promote carbon monoxide alarms, the priority services register and slow cooker availability for all residents.
- mm. NLC – local Plan Initial Engagement, Call for Sites Addendum and Draft Statement of Community Involvement
- nn. Resident – request for advice on solar lighting for Grandad's Plough

2506/16 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 23<sup>rd</sup> July 2025 at 7pm at the Diamond Jubilee Town Hall.**

**NOTE: Agenda items to be submitted before Monday 14<sup>th</sup> July in line with Standing Orders.**

The meeting closed at 20:45.





**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting,  
held in the Heritage Room, Diamond Jubilee Town Hall, High Street,  
Kirton in Lindsey, on Friday 11<sup>th</sup> July 2025 at 11 am.**

Members Present: Cllr Joy Kofoed (Chair), Cllr Tony Kitchen and Cllr Suzanne Stephenson.  
Members not present: Cllr Karen Gunn.  
Also present: Town Clerk, Neil Taylor-Matson.

## MINUTES

- PD2507/01 Apologies  
No apologies for absence were received.
- PD2507/02 Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2507/03 Public Participation  
No members of the public were present.
- PD2507/04 Minutes of the Previous Meeting  
The Committee approved the minutes of the Personnel & Disciplinary Committee Meeting held on Tuesday 26<sup>th</sup> November 2024.
- PD2507/05 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
The Committee considered the exclusion of the public and press due to the confidential nature of the items to be discussed.  
**RESOLUTION: That the public and press be excluded.**
- PD2507/06 Staffing matters - KLASSIC  
The Committee received information and agreed next steps. The Town Clerk had been directed to conduct an informal investigation and had presented a written report and gave a brief overview of this. The Chair requested that it be recorded in the minutes that the Venue Manager now has responsibility for three members of staff; a cleaner, groundsman and caretaker.  
**RESOLUTION: That Cllr Stephenson and Cllr Kitchen arrange an investigation meeting with the KLASSIC Venue Manager to review banking statements for both the period in question and immediately before and that the Assistant Clerk is asked to provide the information required.**  
**ACTION: Cllr Stephenson/Cllr Kitchen**  
**RESOLUTION: That the investigation meeting is to take place and a follow up written report by Cllr Stephenson and Cllr Kitchen is to be provided to P&D Committee members and the Town Clerk prior to Friday 8<sup>th</sup> August.**  
**ACTION: Cllr Stephenson/Cllr Kitchen**  
**RESOLUTION: That the Town Clerk provides an update to the Assistant Clerk that an investigation meeting with Cllr Stephenson and Cllr Kitchen will take place and that she is asked to provide them with the information required.**  
**ACTION: Town Clerk**  
**RESOLUTION: That following receipt of the written report the P&D Committee decide whether anything further is required to be done.**  
**ACTION: P&D Committee**
- PD2507/07 Appraisal report  
The Town Clerk provided a report following the completion of staff appraisals in January and March. The Chair requested that it be recorded in the minutes that reminders will be required in November for staff to begin to fill in the relevant sections of the forms. The Town Clerk was asked to provide a brief overview of the appraisals. The Town Clerk noted concerns raised by both members of staff on the number scales in the first section of the form, the lack of prompt about training and the lack of prompt about suitability of job descriptions. These prompts were included in the previous proforma used. The Town Clerk then provided an overview of the two appraisals carried out with the Assistant Clerk/KLASSIC Venue Manager for her two differing roles and read out the two agreed Action Plans for the different roles.  
**RESOLUTION: That the P&D Committee recommend that the KLASSIC Trustee Members are informed that the Venue Manager has expressed concern that the amount of work required to prepare for a transfer of the Sole Trusteeship to a CIO increases the workload to more than the four hours she is contracted for and that the Venue Manager is asked to detail what the extra work required is to enable the Trustee Members to consider a way forward.**  
The Town Clerk clarified that the appointment of an Assistant Clerk was to protect the Town Clerk from any additional work following the Town Council decision to take on KLASSIC Park to protect it in perpetuity. The Assistant Clerk's four hours per week for the Venue Managers role were decided on the work required at that time, to take bookings and prepare invoices as well as managing one contractor.

Signed:

Dated:

**RESOLUTION: That the appraisal form is added as an item to the next P&D Committee Meeting for review, with the blank form to be circulated to members prior to the meeting with any recommended proposals for consideration from the Town Clerk.** ACTION: Town Clerk

The Town Clerk's appraisal was not discussed.

PD2507/08 Job Descriptions

The Committee discussed the Assistant Clerk's job description. The Town Clerk reported that the job description was updated and brought to the P&D Committee in June 2023 for discussion and although it was discussed and no queries were raised there was no resolution made regarding it.

**RESOLUTION: That the Assistant Clerk is asked to review the job description and add in any new items which are now a part of her role since June 2023.**

ACTION: Town Clerk/Assistant Clerk

**RESOLUTION: That the job description, with any additions, is included on the next P&D Committee agenda for consideration.** ACTION: Town Clerk

PD2507/09 Heritage Room Hire

The Committee discussed the provision of working facilities for the Assistant Clerk. The Town Clerk gave a summary of the history behind the Heritage Room Hire as agreed by the Council.

**RESOLUTION: That no changes are made to working arrangements at this time.**

PD2507/10 Staff Attendance at P&D Meetings

The Committee discussed staff attendance at P&D meetings.

**RESOLUTION: That the Assistant Clerk is asked to attend P&D Meetings if required.**

PD2507/11 Time Sheets

The Committee received information about the completion of timesheets by staff members.

**RESOLUTION: That timesheets are sent to the P&D Committee members on a monthly basis to be reflected on.** ACTION: Town Clerk

**RESOLUTION: That the P&D Committee recommend to the KLASSIC Trustee Members that the same system is replicated with the Venue Manager sending appointed HR members timesheets for all members of staff on a monthly basis to be reflected on.**

PD2507/12 Annual Leave

The Committee received information about annual leave entitlements and usage so far by staff. The Town Clerk reminded the Committee members of the contractual agreements on annual leave from the NALC model contract used by the Town Council; confirming that the Town Clerk is entitled to 28 days plus bank holidays and that the Assistant Clerk is entitled to 25 days plus bank holidays (pro rata for part time hours). The Town Clerk has taken four days leave so far this financial year and the Assistant Clerk has not taken any so far, but future leave booked was discussed.

PD2507/13 Staff Training

The Committee discussed areas of training for staff members. The Town Clerk had provided copies of the published training log information for both members of staff.

**RESOLUTION: That the Assistant Clerk is to seek out specific training as agreed in her appraisal, up to a limit of £65, if available, prior to September.** ACTION: Assistant Clerk

**RESOLUTION: That approval of the NALC course 'Achieving finding beyond the precept' is given for the Assistant Clerk at £35.00.** ACTION: Town Clerk/Assistant Clerk

**RESOLUTION: That approval of the ERNLLCA Conference (October) was approved for the Town Clerk.** ACTION: Town Clerk

PD2507/14 1 to 1 meetings

The Committee discussed the provision of 1 to 1 meetings with staff members.

**RESOLUTION: That 1 to 1 meetings are arranged on an 'as and when' basis.**

PD2507/15 Emergency call outs/office venue cover

The Committee discussed emergency call outs and office/venue cover. The Committee noted that the during periods of annual leave the Town Clerk places notices at the office, provides an answerphone message on both the office landline and mobile phone, sets up an out of office email and updates the social media automated response message. In agreement with the Chair of the Council, their contact details are provided for 'cases of emergency'. The Town Clerk confirmed that in the event of a personal emergency impacting work, the contact 'chain of command', in order is: (1) Chair of P&D Committee, (2) A.N. Other member of P&D Committee or (3) Chair of the Council. The Town Clerk reflected that the role is not solely office-based and does require some work around the town in relation to various different matters or responsibilities and the Committee agreed that it was not practical to follow the annual leave procedure every time the Town Clerk had to carry out work away from the office.

PD2507/16 Policies

The Committee received an update on development of relevant policies. The Town Clerk had prepared a draft Compassionate Leave Policy for consideration following the decision of the Full Council in April (FC2504/20). The policy was agreed to be simplified further.

**RESOLUTION: That with amendments:**

**To the second paragraph to add in the words 'In the case of the Town Clerk, initially by contacting (1) the Chair of P&D Committee or (2) A.N. Other member of the P&D Committee or (3) the Chair of the Town Council' after 'line manager';**  
**to the third paragraph to add in the words 'up to' before '5 days' and remove '2-' and '(for example spouse, parent, step-parent, grandparent, brother, sister, child, mother-in-law and father-in-law, however the closeness of relationships are acknowledged as specific to individuals)' the policy is approved.**

PD2507/17 Community Co-Ordinator

The Committee discussed information about the role and any actions required regarding recruitment.

**RESOLUTION: That the role is a fixed term contract.**

**ACTION: Town Clerk**

**RESOLUTION: That the information about the role is to state that it is a Temporary role.**

**ACTION: Town Clerk**

**RESOLUTION: That the salary is SCP 2 (currently £12.26 per hour).** **ACTION: Town Clerk**

**RESOLUTION: That the role is stated to 'commence as soon as possible'.** **ACTION: Town Clerk**

**RESOLUTION: That the role is for eight months but could be extended.** **ACTION: Town Clerk**

**RESOLUTION: That the role is advertised on the website, social media and in noticeboards.**

**ACTION: Town Clerk**

**RESOLUTION: That applications are to be received prior to 8<sup>th</sup> August 2025.** **ACTION: Town Clerk**

**RESOLUTION: That Cllr Joy Kofoed, Cllr Tony Kitchen and Cllr Suzanne Stephenson are able to conduct the interviews depending on date and availability.**

**ACTION: Cllrs Kofoed, Kitchen and Stephenson.**

The Committee apologised to the Town Clerk for directing this preparation work and the additional work it causes, due to the short notice available to the Committee.

The meeting closed at 12:53pm.

Signed:

Dated:





**Minutes of the Meeting of Kirton in Lindsey Town Council**  
**Promoting Kirton Committee held on Monday 14<sup>th</sup> July 2025**  
**at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm**

Members Present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr David Garritt, Cllr Suzanne Stephenson, Alison Birkett and Martin Hollingsworth.

Members not present: Cllr Karen Gunn, Cllr Barry Starkie and Victoria Rumary.

Also present: Two members of the public, Assistant Clerk: Cheri Morton & Town Clerk: Neil Taylor-Matson.

Cllr Fox welcomed everyone to the meeting.

**MINUTES**

**PK2507/01** Election of Members

No nominations were received to join the Committee.

**PK2507/02** Apologies

Apologies were received from Cllr Barry Starkie and Victoria Rumary.

**PK2507/03** Declaration of Interests / Dispensations

- a. Cllr Stephenson declared a personal interest at PK2507/07 (Christmas Festival – Indoor of Town Hall).
- b. No dispensations were granted.

**PK2507/04** Public Participation

No matters were raised.

**PK2507/05** Minutes of the Previous Meeting

The Committee considered the minutes of the PK Committee Meeting held on 9<sup>th</sup> June 2025. The Town Clerk noted thanks to Cllr Hazel Fox for taking the minutes of the meeting.

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

**PK2507/06** Community Co-Ordinator update

The Town Clerk reported that a P&D Committee meeting had taken place on Friday 11<sup>th</sup> July and the recruitment process and advertising were agreed. Funding applications are ongoing work to be started.

**PK2507/07** Town Events

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

- Summer Gala and Scarecrow Trail - review. – The Assistant Clerk provided an update noting there were eight entries this year, and the results of the voting were 1<sup>st</sup> Prize to Creative Cuppa ('Kirstie Allsopp & Esme Young') with seven public votes and 2<sup>nd</sup> Prize to Orchard Close ('Elton John') with four votes. A donated prize was awarded for the Word Challenge. It was discussed that names should be required on voting slips going forward. It was discussed that prizes were not yet agreed by the Committee for the winners.

**RESOLUTION: That gift vouchers are purchased from No. 12 Chocolatier for 1<sup>st</sup> (£10) and 2<sup>nd</sup> (£5) prizes to be awarded.**

**ACTION: Town Clerk/Assistant Clerk**

The Assistant Clerk provided an update on the Gala, noting a total of twelve stalls at the event. North Lincolnshire Council (NLC) Community Wellbeing also attended and were pleased with the interest and take up shown. Field of Dreams were unable to showcase their dogs due to the hot weather. Thanks were noted to Cllr Garritt for the provision of a cold drinks stall at the last minute due to the hot weather. There were three entries into the Fancy Dress competition with the winner to switch on the Christmas Lights in November. Alison asked that thanks were recorded to Cheri and the Councillors who helped on the day as this was greatly appreciated, particularly by the WI. Discussion took place around sources of power including the research into leisure batteries, the provision of giant games for children and the availability of food and drink during the event. The First Aider had cancelled on the day of the event, but First Aid cover was available through three different sources throughout the event. Thanks were given to Victoria for running her craft stall and collecting donations for future town events. The total raised was yet to be counted, and will be reported back at the next meeting. The Town Clerk noted that banners were no longer permitted to be displayed on the library railings, but that the Assistant Clerk had found other locations within the town to place the Gala banners this year.

- SportsZone: Attendance figures were reported by the Assistant Clerk; 09/06: 9; 16/06: 7; 13/06: 10; 30/06: 6 and 07/07: 10.

• 'Bricks at the Park' and 'Booknic' events: Documentation requested was received from both organisers. The Booknic organisers were extremely disappointed to be asked for a donation to hold the event, as libraries are non-profit making and have an ethos of 'free and open to all'. They explained that other Parish and Town Councils they work with a

Signed:

Dated:



donation has never been asked for and questioned the support for community events in the town from the Town Council. The Town Clerk worked with the organisers to help resolve the issue around this and advised a donation would not be required, this smoothed relations and they have confirmed the event is now planned to go ahead, providing posters for display.

For 'Bricks at the Park' the organisers have worked closely with the Assistant Clerk to provide all the information and meet all the requirements requested, this has required a lot of input from the Assistant Clerk. The costs to put on the event have increased for the business beyond their expectations and the Town Clerk asked for clarification on the level of donation to be requested from them. Access for the event set up / take down still requires some clarification.

**RESOLUTION: That a £10-£20 donation is requested, but this can be waived if not feasible.**

**ACTION: Town Clerk**

- James Town Circus – the Committee received the request for the organisers to attend Wed 10<sup>th</sup> – Sun 14<sup>th</sup> September. This was supported in principle as long as access could be resolved.

**RESOLUTION: That an item is place on the next Full Council Meeting agenda to discuss access.**

**ACTION: Town Clerk**

**RESOLUTION: That if no other provision is available, access is provided by the Town Clerk within working hours, and so if necessary the bollards are removed Tuesday 9<sup>th</sup> and replaced on Monday 15<sup>th</sup> September.**

**ACTION: Town Clerk**

- Baton of Hope (15<sup>th</sup> September) – the Town Clerk noted the work involved to liaise between the point of contact at NLC and the nominees which will be ongoing until the event.

- Civic Service (5<sup>th</sup> October) – the Assistant Clerk provided an update with 19 confirmed and 12 apologies so far. The Church and Church Halls are booked as are the Church representatives Rev Swannack & Pat Frankish. Organist to be booked and catering costings still to be confirmed. Cllr Fox is to approach the school(s) to try to arrange a soloist following on from her attendance at the Brigg Civic Service over the weekend.

- Christmas Festival (30<sup>th</sup> November) - The Assistant Clerk reported bookings are slowly coming in, with one food vendor confirmed for Sylvester Street and others expressing interest. The Risk Assessment was reviewed. Quotes and arrangements for the Christmas Tree were discussed. Alison noted that the WI had raised funds towards sponsorship of the Christmas Tree by selling brick-a-brac during the Gala. Cllr Garritt noted that some lighting for stalls will need replacing and requested approval of a budget. It was also discussed about using the large marquee for shared stalls. The Town Clerk provided an update that the lighting cables on the Town Hall had been tidied, and further work may be required.

**RESOLUTION: That the Risk Assessment is approved.**

**ACTION: Assistant Clerk**

**RESOLUTION: That Fillinghams are the preferred supplier for the Christmas Tree, with a £650 budget agreed and that sponsorship is sought from across the town with a minimum of £50 put forward.**

**Sponsors to be recognised with a notice on the Christmas Tree stand.**

**ACTION: Assistant Clerk**

**RESOLUTION: That a budget of £50 is approved for lighting for stalls.**

**ACTION: Town Clerk**

**RESOLUTION: That stalls under the shared area of the marquee are to be £15 for a 6ft table.**

**ACTION: Assistant Clerk**

**RESOLUTION: That costings to purchase weights for the marquee are brought to the next meeting.**

**ACTION: Assistant Clerk**

- Town Crier. The Town Clerk had prepared a draft policy as agreed at the last meeting and had reached out to the Guild to register the town as having a Town Crier, awaiting a reply.

**RESOLUTION: That with the removal of '3. The position will be held for a year and will be re-elected at the Annual Town Meeting' the policy was approved.**

**ACTION: Town Clerk**

#### PK2507/08 Open Spaces

No update was received from In Bloom but an update to be sought. The Committee noted that the Market Place, library and Redbourne Mere planting is very effective and noted appreciated for the work carried out and to the watering team dealing with the current hot weather. The Town Clerk had sought clarification from the insurers regarding cover for the litter pickers. This was confirmed as covered by the Council's policy if they are carrying out litter picking on the sole instruction of the Council.

**RESOLUTION: That further information is sought regarding potential insurance cover for litter pickers from NLC or Keep Britain Tidy.**

**ACTION: Town Clerk**

#### PK2507/09 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 8<sup>th</sup> September 2025 at 6:30pm, with agenda items to be submitted in writing prior to Friday 29<sup>th</sup> August in line with Standing Orders.

The meeting closed at 7:26 pm.

Signed:

Dated:

Minutes of the Meeting of the Trustee of The Green and The Market Place Charity  
held at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey  
on Monday 14th July 2025 at 7:30pm.

Present: David Garritt (Chair), Hazel Fox, Pat Frankish, Joy Kofoed and Suzanne Stephenson.

Members not present: Karen Gunn and Tony Kitchen.

Also present: Two members of the public and Town Clerk: Neil Taylor-Matson

## MINUTES

### 2507/01 Apologies for Absence

Apologies were received from Barry Starkie.

### 2507/02 Public Participation

No matters were raised.

### 2507/03 Minutes

The Trustee Members approved the minutes of the meeting held 25<sup>th</sup> May 2025.

**RESOLUTION:** *That the minutes were duly approved and signed.*

### 2507/04 Update on Deeds and Land Registration work

The Town Clerk provided a brief update confirming that stage one of the work was completed; to register the entire plot of land, including the Green and the War Memorial areas under ownership of the Green Charity.

There were costs incurred by the volunteer, for postage and documentation, however the labour had been carried out free of charge.

The second stage, as previously agreed, was now to consider transferring the area of land recognised to be, and identified on the plan of 1920 as, the 'War Memorial & Garden' area, to the War Memorial and Garden of Edward Elmhirst Duckering Charity as a gift so that both sites are then owned by the individual charities.

**RESOLUTION:** *That the Town Council is asked to cover the costs incurred of £220.29.*

**ACTION:** Town Clerk

**RESOLUTION:** *That a letter of thanks is sent to the volunteer for the work carried out.*

**ACTION:** Town Clerk

**RESOLUTION:** *That the land recognised to be, and identified on the plan of 1920 as, the 'War Memorial & Garden' area, is offered to the War Memorial and Garden of Edward Elmhirst Duckering Charity as a gift.*

**ACTION:** Town Clerk

**RESOLUTION:** *That a quotation is sought from Burton & Dyson, Solicitors, for land registry work and advice/costings if a professional drawing of the area is required. The quotation to be taken to the Town Council to request approval and covering of the costs required.*

**ACTION:** Town Clerk

Minutes of the Meeting of the Trustee of The War Memorial and Garden of Edward Elmhirst Duckering Charity  
held at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey  
on Monday 14th July 2025 at 7:45pm.

Present: David Garritt (Chair), Hazel Fox, Pat Frankish, Joy Kofoed and Suzanne Stephenson.

Members not present: Karen Gunn and Tony Kitchen.

Also present: Two members of the public and Town Clerk: Neil Taylor-Matson

## MINUTES

### 2507/01 Apologies for Absence

Apologies were received from Barry Starkie.

### 2507/02 Public Participation

No matters were raised.

### 2507/03 Minutes

The Trustee Members approved the minutes of the meeting held 26<sup>th</sup> October 2022.

**RESOLUTION:** *That the minutes were duly approved and signed.*

### 2507/04 Peace Garden

a. The Trustee members received updates from the Town Council on matters regarding the Peace Garden. It was noted that in April the Town Council had resolved 'that roses are relocated to other existing flower beds in the town and to the rose bed nearest the boundary of the Peace Garden area, the two empty rose beds then to be grassed over'; and in May funding had come forward and 'that the generous offer from Amara Care was accepted for annual sponsorship of the required maintenance to look after the three Peace Garden rose beds properly'. Town Council planting contractor was notified that the works quoted for proper maintenance and care of the Peace Garden rose beds was now funded and agreed. The Trustee members discussed the concerns raised by the public on the initial decision in April and that a number of people in the town remain keen to volunteer to help with maintenance of the three Peace Garden beds. Efforts continue to link with volunteers with the contractor for joint maintenance efforts.

b. The Trustee members considered the request from the Royal British Legion Kirton in Lindsey to install a bench so people can sit amongst the beds for quiet reflection. The background of the Peace Garden development was given, noting the initial plan had included a larger scheme including seating but was not completed. Land registration work resulted in the Town Council and Trustee members pausing work in the area due to any uncertainty of ownership. As Trustee members considered that these matters were now resolved the request from the Royal British Legion were supported unanimously.

**RESOLUTION:** *That the following proposals were supported unanimously:*

- *They would prefer position between bed next to bollards and next bed, at an angle facing the War Memorial.*
- *They feel a concrete base would not be required, but they could secure it by digging four small holes and pouring concrete in those holes and attaching fixings. They would either do the work themselves or pay someone to do it. That way it would not spoil the appearance of the rose beds and grass around them.*

- *They already have a bench which they have purchased.*
  - *The Royal British Legion will take responsibility for any future upkeep in perpetuity.*
- RESOLUTION: *That the Town Clerk confirms this unanimous decision with the Royal British Legion.*
- ACTION: Town Clerk

2507/05

Update on Deeds and Land Registration work

The Town Clerk provided a brief update confirming that stage one of the work was completed; to register the entire plot of land, including the Green and the War Memorial areas under ownership of the Green Charity.

The second stage, as previously agreed, was for The Green and The Market Place Charity to then consider transferring the area of land recognised to be, and identified on the plan of 1920 as, the 'War Memorial & Garden' area, to the War Memorial and Garden of Edward Elmhirst Duckering Charity as a gift so that both sites are then owned by the individual charities.

The Green and The Market Place Charity had resolved to do this.

RESOLUTION: *That the generous offer from The Green and The Market Place Charity to gift the area of land is accepted.*

ACTION: Town Clerk



Town Clerk report July 2025

**Updates from November Meeting:**

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. January 2025: Current weather hampering progress. March 2025: Works completed late February, with report that the noticeboard likely has around a year of serviceable use left due to the deterioration on the rear wooden panels. Church Street noticeboard also noted as end of life. Research ongoing for costs and locations. **June/July 2025: Town Clerk met with Primary School regarding Cornwall Street noticeboard. They would like to see this retained, they do use it for advertisement of vacancies and may have materials and labour for repairs. Wider consultation ongoing with residents about use and locations of other noticeboards.**

**Updates from December Meeting:**

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. January 2025: Enquiries regarding the replacement Perspex are ongoing, works for painting of highway fingers to be progressed in the Spring. March 2025: Perspex now inspected and solution to be costed. April 2025: Costing provided. May 2025: Works completed. **June/July 2025: Works for painting of highway fingerposts still to be progressed.**

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. February 2025: Meeting with Mick Johnson, NLC full details provided and recommendations on way forward now chased up/awaited. April 2025: Confirmation of planning permission requirement. **May-July 2025: Scheme of works for planning permission sought.**

**Updates from January Meeting:**

2501/15 - Grove Street Cemetery - work around land registration - That the Clerk instructs Burton & Dyson under these terms and that a valuation is sought and processes are followed (three quotes) as required dependent on the value of the work required. January 2025: Instructed 23/01/2025 and advised CC letter etc to be sent along with ID requirements. ID requirements duly completed. Land valuation via Paul Fox requested via phone/email 23/01/2025, chased up 28/01/2025 and confirmed ongoing at 14/02/2025 at cost of £100 + VAT. March 2025: Paul Fox advises on likely valuation and advises finalised report will follow shortly. April 2025: Valuation report received 15<sup>th</sup> April and solicitor informed. May 2025: Meeting with Solicitor and Statutory Declaration drafted. Notified this will need to be taken to a separate solicitor for declaration. June 2025: Appointments made with solicitors for signing and progression. **June 2025: Documentation signed and solicitors now dealing with Land Registry.**

**Updates from March Meeting:**

2503/10 – Finance – Asset maintenance (noticeboards) - That the Clerk researches costings and potential locations for noticeboards and reports back to the Full Council. April 2025: Research ongoing. **May-July 2025: Research ongoing, notices put into boards and information into Kirton First and online.**

2503/12 – Car Parking Provision - That the landowners are approached about setting up a meeting to include Cllr Fox, Cllr Garritt and potentially the Town Clerk. April 2025: Arrangements in terms of availability ongoing. May 2025: Meeting held with landowner representatives. June 2025: Update from landowner received. **July 2025: Further meeting with landowner representatives.**

2503/16 – Grove Street Cemetery - That the unsafe memorial stones are laid flat as previously. March 2025: Adequate notice period to expire prior to commissioning of works. May 2025: Request for costings from memorial company. **June/July 2025: Continued chasing of costs from memorial company with agreement of £10 per memorial to progress.**

**Updates from April Meeting:**

2504/06 – NLC Report - That Cllr Garritt raises March Street for consideration of works by NLC. **May/July 2025: Cllr Garritt updated the Council that he would be meeting with relevant officers in June to raise this.**

2504/06 – NLC Report - That consideration for St Andrew's Street to be made a one-way street from March Street is put forward to NLC by Cllr Garritt. **May/July 2025: Cllr Garritt updated the Council that he would be meeting with relevant officers in June to raise this.**

2504/14 – Open Spaces – War Memorial works - That Community Payback are asked to carry out the painting works, with £231.00 approved to cover paint costs. April 2025: Confirmation of approval given to Community Payback and scheduling work requested. **June/July 2025: Scheduling of works chased up. Staffing difficulties are causing delays. Date of 25<sup>th</sup> July proposed with material to be purchased ahead (paint and brushes).**

2504/15 – Grove Street Cemetery - That Town Clerk is approved to attend the memorial inspection training. April 2025: Training booked, however same course at lower price identified for July. Initial booking cancelled and July training booked at better value. **July 2025: Training attended.**

2504/16 – Allotments - That quotations are sought for planning drawings to proceed with the planning application and brought back to the Full Council for consideration. April 2025: Initial request for quotation sent and information awaited. June 2025: Quotation received and further quotations to be requested to seek best value. **July 2025: Ongoing – those received to be presented to FC.**

2504/20 – Personnel – Compassionate Leave - That a policy be put into place for compassionate leave on a sliding scale (2-5 days with the potential for further, unpaid leave, by arrangement) depending on the specific situation and the employee's relationship to the person involved. **April-July 2025: Work ongoing – P&D meeting held 11<sup>th</sup> July and policy approved.**

**Updates from May Meeting:**

2505/06 – NLC / Ward Cllrs update – S106 matters - Cllr Garritt to seek internal updates from NLC regarding the nature reserve work off Redbourne Mere and arrange a meeting to establish the work required and how this could be shared between NLC and the Town Council and that

further discussion be deferred to the next Full Council meeting. **June 2025: Included on June agenda for discussion, Clerk requested update from Cllr Garritt (new NLC officer in post).**

2505/08 – Mayor & Delegates Reports – Humber Forest - That Cllr Garritt approaches NLC about the potential for tree planting along South Cliff Road. **June 2025: Humber Forest to also make approach.**

2505/09 – Humber and Wolds Rural Action – Rural Housing Project - That the draft report is approved to be finalised and the next steps work with HWRA taken up, informing them of the availability of S106 monies for affordable housing. May 2025: HWRA contacted to confirm the draft and notify re S106 monies. **July 2025: No further update received.**

2505/11 – Finance – Community Co-Ordinator role - That reserves are used to fund the post for four hours per week for up to six months temporarily pending any grant funding being forthcoming. Advert and job description work to commence. **July 2025: Work ongoing – P&D meeting held 11<sup>th</sup> July. Recruitment process and advertising were agreed. Funding applications are ongoing work to be started.**

2505/15 – Open Spaces – Play area inspections - That Cllr Kitchen makes a repair to the rubber buffer on the gate into the toddler play area.

2505/15 – Open Spaces – Town planting - That a whole town planting scheme working group is set up, with Cllrs Fox, Frankish, Garritt, Cooper and Starkie and meetings are arranged to include the planting contractor and interested members of the public.

2505/15 – Open Spaces – Town planting - That clarification is sought from In Bloom around sponsorship monies allocations. (Working Group)

#### **Updates from June Meeting:**

2506/06 – Matters Arising - That the Clerk makes contact with the four solicitors whose details Cllr Stephenson had researched to seek costings for them to review the Transfer of Assets and Undertakings as well as the cost for advice on drawing up a lease to the CIO. Hetts to also to be asked for a cost for advice on drawing up a lease to the CIO. **June 2025: Solicitors contacted and costings requested, those received to be taken to FC.**

2506/06 - Matters Arising - That all the solicitors contacted are also asked the cost for advice on a member of the team losing part of their role due to the transfer from the corporate trust to the CIO. **June 2025: Solicitors contacted and costings requested, those received to be taken to FC.**

2506/07 - North Lincolnshire Local Plan Consultation - That no more development should be permitted at the bottom of the town and the Ron and Elsie Stamp Field (former Cricket Field/current Football Field) be made available for development with the condition that s106 funding is provided for town car parking. **July 2025: Consultation response submitted.**

2506/07 - Independent Brigg Line Rail Group (signage) - That thanks are given for their work in obtaining the signs and support will be considered for further signage if the disappointing number of train services increases. **June 2025: Response sent and reply distributed to Cllrs.**

2506/07 - S106 matters (deferred from May) - That the Clerk seeks information from Ward Councillor Garritt re new NLC officer in the role responsible for the oversight of the potential development of a nature reserve at Redbourne Mere. **July 2025: Query sent to Cllr Garritt.**

2506/07 - S106 matters (deferred from May) - That Cllr Frankish researches a proposal for potential options for the Wormwood Hill area and brings a proposal to the next meeting.

2506/09 – Finance – Community Co-Ordinator - That all options for funding are explored including National Lottery, UKSPF and Cultural Futures. **July 2025: Ongoing. P&D Meeting held 11<sup>th</sup> July. Recruitment process and advertising were agreed. Funding applications are ongoing work to be started.**

2506/10 – Planning – PA/2025/634 - That the Clerk responds with 'Objection' to this planning application, noting recognition of the outline planning approval, but requesting that serious consideration is given to the management of water, access and affordable housing provision. **June 2025: Response agreed submitted and logged.**

2506/11 – Car Parking - That Cllr Fox, Cllr Garritt and the Town Clerk meet with the representative as soon as practicable. **July 2025: Meeting arranged and held.**

2506/12 – Policies and Procedures – Grievance Policy - That this policy is amended to include information about the means for Councillors to raise complaints and with this amendment is approved. **July 2025: Policy amended, version and review date updated, log updated and next review date noted on log.**

2506/12 – Policies and Procedures – Complaints Policy - That this policy is approved without amendment. **July 2025: Policy version and review date updated, log updated and next review date noted on log.**

2506/12 – Policies and Procedures – List of Contacts - That Councillors provide any local knowledge and information they have to the Town Clerk to assist in updating the list.

2506/12 - Policies and Procedures – Vacancies - P&D Committee member – Cllr Tony Kitchen; P&D Committee Chair – Cllr Joy Kofoed; Finance and Planning Committee – Cllr Barry Starkie; Promoting Kirton Committee – no change; Bank mandate – no change other than the removal of Cllr Cooper; KLASSIC Charity Committee – no change; Green & The Market Place Charity Committee – Cllr Karen Gunn and Cllr Joy Kofoed; War Memorial & Garden of Edward Elmhirst Duckering Charity Committee – Cllr Karen Gunn and Cllr Joy Kofoed; NLC Town and Parish Liaison meetings – no change; NLC NATs meetings – Cllr Tony Kitchen; Diamond Jubilee Town Hall representative: Cllr Barry Starkie; Allotment group – no change. **June 2025: All details updated across systems, other Councils and organisations notified as relevant; website updated and notices updated as required. Mandate change confirmed finalised with bank.**

2506/13 – Open Spaces – Play area - That an independent annual inspection is taken up with RoSPA. **June 2025: Booking confirmed.**

2506/13 – Open Spaces – Planters – That the lamp post planters are disposed of.

2506/13 – Open Spaces – Grandad's Plough – That thanks and approval are given for installation of two solar lights. **July 2025: Resident thanked, informed and solar light returned.**

2506/14 – Allotments - That the purchase of replacement padlock for gate is reimbursed to allotment tenant. **June 2025: Payment made.**

### July Agenda items

#### 2507/05 - NLC / Ward Cllrs update

##### Clerks notes:

- St Andrew's Street/Church Street – update requested, no update from NLC
- March Street/Wesley Street – update requested, no update from NLC
- NLC Steep Hill works (handrail) and direction sign for Market Place toilets – ongoing. **No update re directional sign for Market Place toilets.**
- Wray Street/Traingate path – Ongo report they understand the path is the responsibility of NLC. NLC state the path is unadopted and are checking with legal. Resident updated. **No further update received.**
- 'We're Not Messing Signage' – previously noted that NLC had a specific process for this signage to discourage litter and flytipping. Updated contact following 'Share The Road' signage request, NLC currently checking for stock (last update received 7<sup>th</sup> May, chased up 15<sup>th</sup> May). June 2025: NLC confirm 'we have a few bits at billet which can be collected.' **June 2025: signs collection and starting to be placed.**
- Pot holes – George Street (initially reported March 2023, advised road was resurfaced, query at quick deterioration of those works January 2025) – **these are now filled in.**

##### *Issues reported with no progress reported on:*

- *Hedge obstruction at Mill Lane/South Cliff Road (January 2025)*
- *Pot holes – Wesley St/March St/Wray St junction area (January 2025)*
- *Pot holes / road surface – March Street between junctions with Wesley St. & St. Andrew's St (initially reported January 2024)*
- *Street nameplate repair required – Church Street (St Andrew's junction) (January 2025)*
- *Street nameplate repair required – Grayingham Road (June 2024)*
- *Road surface deterioration – Dunstan Hill/Dunstan Villas junction (February 2025)*
- *Street light permanently on – Wesley Street (February 2025)*
- *Pot holes – Steep Hill / Wesley Street (February 2025)*
- *Public Rights of Way FP250 (North Cliff Road – Hibaldstow) – fingerpost damage reported, update received: The fallen post has been added to the list for replacement. Additionally, bridge near KLASSIC Park (FP254) cleared of vegetation and some new boards have been fitted.*
- *Pot holes along Queen Street (reported April 2025)*



### **2507/06 – Speed Indicator Device**

I have provided advice on the position of Town and Parish Councils in relation to the provision of speed indicator devices and their powers to do so. NALC legal advice, originally published in Dec 2022 and confirmed as still the case in July 2025 is:

#### **Vehicular activated speed signs**

- Local councils sometimes consider providing vehicular activated speed signs (VAS) under the power to prevent crime. It is our view that this power does not cover the provision of such signs as speeding is normally dealt with by a fixed penalty notice which is not a criminal sanction and the display of a speed is not a deterrent.
- The General Power of Competence will not assist local councils as it is a power that enables a local authority to do anything individuals generally may do and individuals cannot provide speed signs.
- In the absence of a specific power, Section 137(2) of the Local Government Act 1972 specifically allows a council to contribute towards the costs of another local authority's functions. Therefore, a contribution could be made to a highway authority's costs in respect of such speed signs.
- Another possibility would be for a highway authority to delegate its function to a local council under section 101 of the 1972 Act.

A contribution towards the costs is possible, so collaborative work with North Lincolnshire Council (as the highway authority) is the recommended way that the Town Council could do this, unless North Lincolnshire Council delegate its function to the Town Council.

### **2507/07 - Councillors and Officers reports**

Breakthrough Communications - Community Engagement workshop (19th June) – Town Clerk. Useful advice on engaging with the community in a variety of ways and the need for the Council to be proactive within the community and not simply provide a one way communication. Going out to meet with organisations and groups as well as individuals where needed is very important in order to be able to represent the residents and community effectively. Regular information needs to be given, and it now takes the publication of information seven times before it is taken in by people. Eight out of ten people now use a social media platform, but with so many different ones available it can be a task to reach them.

Local Government Association – Disinformation workshop (20th June) – Town Clerk Extremely useful workshop on the current problems of disinformation through malicious means or sometime ignorance. The threat was explored, the effective handling discussed as well as the means to counter the problem. Disinformation is the knowing/purposeful distribution of false information. Misinformation is the mistaken distribution of false information and Malinformation is decontextualised or maliciously used 'true' information to present a different 'truth' or cause confusion. All are threats and can cause disruption and damage to the organisation and need to be dealt with specifically and carefully. These are growing problems and will continue to develop to impact on communities. Resistance needs to be built up against these problems to keep the public correctly informed and the validation of 'truth'.

ICCM/ERNLLCA – Cemetery Memorial Management workshop (23rd June) – Town Clerk. Presentation of information and advice from very knowledgeable experienced hands on ICCM officer who is physically involved in cemetery management day to day. Lots of practical and documentary advice and details of processes to follow with example forms and advice.

ERNLLCA – District Committee Meeting (16th July) – Town Clerk. See attached report of meeting.

**2507/08 – Allotments.** Four companies approached for quotations for the works required to put forward a planning application for the entrance works. Two received back. A third company replied to say they were too busy to take on additional works at this time. See attached report.

One of the allotment tenants agreed to tidy the foliage around the sign, I have not managed to check that this was completed due to workload.

**2507/09 – KLASIC.** Approaches made to all solicitors as instructed, the responses are attached in a separate report.

**2507/10 – Policies and Procedures.**

NALC – Assertion 10 in the Practitioners Guide and **IT Policy template**. NALC have now provided a template IT Policy to help Town & Parish Councils meet Assertion 10 for 2025/26. NALC have also said that: *“having an acceptable use/ GDPR/ DPA policy and/ or risk assessment that details use of IT equipment would satisfy this requirement. There is no need for a separate policy if it is covered elsewhere.”*

**2507/12 – Open Spaces.**

Bin emptying on The Green is carried out by the contractors weekly (in normal circumstances) when they attend The Green to carry out works, this can be the day after a play area inspection has taken place. Some bins are always well used, while others are less well used, and so the well used bins are often filled each week.

When issues arise, I make contact with the contractors to discuss them and raise any concerns. In terms of the chain link fencing, the pole which is currently down (near the bus shelter) and the one with the missing finial are on the work list for the contractor to provide a quotation for repair using spare parts the Town Council currently have in store. The post which is down near the houses on the other side of The Green is the responsibility of the householders to resolve.

North Lincolnshire Council service level agreement – on chasing updates regarding the costings for works they recommended for the cradle seat, I was advised by the team on 25<sup>th</sup> June :

*So sorry about the delay on your response please find attached your inspections for this month I will email tomorrow with more substance and in depth about the cradle seat*

And then, following further chasing up, I was advised on 7<sup>th</sup> July :

*I will speak with Carl and get him to give you a message/call as soon as possible as I’m unsure if I’m unable to speak on the matter.*

I have chased this up further, with the last update on 17<sup>th</sup> July: *I have scheduled a meeting with Carl this morning, So I will give you an update for the cradle seat.*

**2507/16 - Town Clerk's Report – Correspondence for information and discussion.**

1. **The George** – request for support regarding issue of ball games in the Market Place – for any response to be agreed for a reply from the Council.
2. **ERNLLCA** – NALC and ACRE survey – Flood Resilience – for any response to be agreed (*see separate list of the questions*). Deadline 29 August 2025.
3. **ERNLLCA** – Annual Conference information (October 2025) – attendance approved by P&D Committee Friday July 11th.
4. **ERNLLCA** – Annual General Meeting and Annual Conference information (Sept/Oct 2025) :

Anyone from a Member Council can attend the AGM. However, only the two named delegates can vote on an issue during the meeting. It is possible for one of the delegates to be the Clerk.

At the AGM motions put forward by Member Councils and the District Committees are considered. The motions are often used to highlight an issue, call for change at a national level or to ask bodies such as NALC to adopt a certain position.

In previous years, motions have been sent to NALC where they are considered by the relevant committee. NALC have set out certain requirements in terms of the information they need. Motions will not be taken forward unless the following information is provided:

- The reason why the motion has been submitted for the consideration
- How the issue is affecting parish councils in the area (with case study evidence)
- How this issue is affecting local councils nationally and why this is a national issue requiring NALC policy formulation (with case study evidence)
- What aspect of national parish policy you would like NALC to lobby Government on
- Which part of primary or secondary legislation (or secondary regulation/ Statutory Instrument) you would like to be changed
- What other action your County Association would like NALC and its Policy Committee to take if the motion was adopted

Please send in motions before **Monday 4 August 2025**.

**5. Greater Lincolnshire for All - Local Government Reorganisation in Greater Lincolnshire**

As you will know, the Government has asked for proposals on options for the future of local government in Greater Lincolnshire by the end of November.

East Lindsey and South Holland District Councils are developing an ambitious proposal, A Greater Lincolnshire for All, that would see the creation of two new unitary authorities in the north and south of the county to replace the existing ten authorities in Greater Lincolnshire.

- Northern Lincolnshire Unitary Council: Covering North Lincolnshire, North East Lincolnshire, West Lindsey and the City of Lincoln
- Southern Lincolnshire Unitary Council: Covering North Kesteven, South Kesteven, Boston, South Holland, and East Lindsey

Over the coming months, as we develop this proposal, it is important that we engage key stakeholders to understand what's important to them, what the priorities for the new councils should be and, where appropriate, to co-design the future delivery of key elements of the proposal. For town and parish councils we would be particularly keen to discuss and understand views on future local governance arrangements.

We are holding two specific events for town and parish councils over the coming months where you will be able to hear more about the proposal direct from the leaders of East Lindsey and South Holland, to ask questions and provide comments. These events be held on-line on the following dates:

- **6.30pm Monday 28th July**
- **6.30pm Wednesday 20th August**

If you are unable to attend these events, we would be happy to make separate arrangements to speak to you or your town or parish council on an alternative date. You can RSVP to these events by visiting [EVENTS | Greater Lincolnshire](#) or by replying to this email.

We look forward to working together on these plans over the coming months.

Kind regards,

A Greater Lincolnshire for All

- 6. Request to borrow Town Council Marquee on Saturday 2nd August 2025**  
For the Council to provide a decision.

ERNLLCA Annual Meeting of the North Lincolnshire District Committee 16<sup>th</sup> July 2025, 7pm

Notes - Neil Taylor-Matson, Town Clerk. Held via Zoom, with 13 in attendance.

- The Committee elected a Chair for the year 2025/2026 – Cllr David Knowles re-elected.
- The Committee received brief introductions and apologies.
- The Committee received a brief update about the Cultural Futures Project Grants from Kate West the Cultural Futures Manager at North Lincolnshire Council. Kate outlined the offer of grants for increased arts, heritage and cultural activity. These are for wholly new projects which will run for twelve months, with funding bands of £250-£5,000 and £5,000 to £10,000. Projects are to meet Ambition, Collaboration, Skills, Sustainability and Legacy and Diverse Communities criteria. There will be a second round of applications in November, then two further opportunities in Apr/Sept 2026. One confirmed project will be a large scale ‘arts & health’ programme as well as a focus on social proscribing. Where funding applications are unsuccessful, Kate will work with applications to find alternative solutions to help all projects become a reality. At the moment, there are low numbers of heritage related projects coming forward. The Cultural Futures Project has resulted in the formation of a Cultural Assembly of 35 elected members from across North Lincolnshire and this project will run for three years, ending in December 2027.
- The Committee elected a Vice-Chair for the year 2025/2026 – Cllr David Wells re-elected.
- The Committee agreed the minutes of the meeting held on 24 April 2025 and noted that there were no matters arising from the minutes – agreed.
- The Committee elected four members to the ERNLLCA Executive Committee to hold office for a twelve-month period. The current representatives were re-elected ‘en-bloc’: Cllr Brian Brooks; Cllr David Knowles; Cllr David Wells and Cllr Keith Portess.
- The Committee considered the ERNLLCA Annual General Meeting (AGM) and noted that the AGM will take place remotely via Zoom on Thursday 11 September 2025, starting at 7pm.
- No motions were submitted by the District Committee for the AGM.
- The Committee considered nomination of Officers for the positions of President and Vice President of the Association. – Cllr Brian Brooks was nominated as President and Cllr David Wells was nominated as Vice President. These nominations will go forward to the AGM.
- The Committee noted that the ERNLLCA Conference will take place on Tuesday 21 October 2025 at Lazaat Hotel, Cottingham.
- The Committee noted a report about the work of the Executive Committee and highlights of this reported were noted; a discussion took place around the potential impact that local government reorganisation might have in Lincolnshire and that there might be an impact on the Association. More clarity on this is expected around November when proposals are considered from the existing Council bodies by the government.
- No matters were brought to the open forum or for consideration of items for future meeting.
- The Committee noted that forthcoming meetings are scheduled to take place remotely via Zoom at 7pm on Wednesday 15 October 2025 and Wednesday 22 April 2026.





**Policy 07: Member/Officer Protocol**

Reviewed and Adopted: September 2024 (v.20241) [FC2409/12]

**1.0 Reason for policy**

- 1.1 Mutual trust and respect between Councillors and Officers is essential to ensure good governance and the effective running of a Council. To help ensure that relationships do not go awry, it is advisable to have a written protocol, which can cover the respective roles and responsibilities of the Councillors and Officers; the relationships between Councillors and Officers; how concerns should be raised; and who is responsible for making decisions.
- 1.2 The same fundamental principles apply regardless of the nature and size of a Council.
- 1.3 This protocol is intended to assist Councillors and Officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.
- 1.4 The reputation and integrity of the Council is significantly influenced by the effectiveness of Councillors, Officers, and others working together to support each other's roles.
- 1.5 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity should be avoided.
- 1.6 The Council has adopted Codes of Conduct for both Councillors and Officers. Both represent best practice. Both codes are based on the [Seven Principles of Public Life](#) also known as the Nolan Principles and these underpin this Protocol:-
  - Selflessness – serving only the public interest.
  - Integrity – avoiding placing themselves under any obligation to people or organisations and declare and resolve interests.
  - Objectivity – taking decisions impartially and on merit.
  - Accountability – to the public; being open to scrutiny.
  - Openness – taking decisions in an open and transparent manner.
  - Honesty – to be truthful.
  - Leadership – exhibit these principles in their own behaviour and be willing to challenge poor behaviour.
- 1.7 A breach of this Protocol may also be a breach of the Members' Code or provide contributory evidence and may result in a complaint to the Monitoring Officer of North Lincolnshire Council.
- 1.8 A breach of this Protocol may also breach the Officer's Code which may lead to disciplinary action.

**2.0 Respective roles**

- 2.1 The term "Officer" is defined as any person who is in the employment of the Town Council. All people working for the Council, even if in a voluntary capacity should be treated in line with this protocol.
- 2.2 The respective roles of Councillors and Officers can be summarised as follows:

Councillors and Officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and

to the Council, and to carry out the Council's work under the direction and control of the Council and relevant committees.

### **3.0 Councillors**

3.1 Councillors have four main areas of responsibility:

- To determine Council policy and provide community leadership;
- To monitor and review Council performance in delivering services;
- To represent the Council externally; and
- To act as advocates for their constituents on matters relevant to their role as Town Councillor and without prejudicing their duties to the Town Council.

3.2 All Councillors have the same rights and obligations in their relationship with Officers, regardless of their status or political affiliation, and should be treated equally.

3.3 Councillors should not involve themselves in the day to day running of the Council. This is the Officer's responsibility, and Officers will be acting on instructions from the Council or its Committees, within an agreed job description.

3.4 Mayors, Committee Chairs and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with Officers may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality or bring the Council into disrepute.

### **4.0 Officers**

4.1 The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

4.2 In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express their own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not pressurise the Officer to make a recommendation contrary to the officer's professional view, nor victimise an Officer for discharging their responsibilities.

### **5.0 Respective expectations**

5.1 All Councillors can expect:

- a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillor's or political group;
- a working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- a timely response from Officers to enquiries and complaints;
- Officer's professional advice, not influenced by political views or personal preferences;
- regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- respect, courtesy, integrity and appropriate confidentiality from Officers;
- access to training and development opportunities to help them carry out their role effectively;

- not to have personal issues raised with them by Officers outside the Council's agreed procedures;
- that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- that Officers will at all times comply with the relevant Code of Conduct.

## 5.2 Officers can expect from Councillors:

- a commitment from the Council as a whole (to the Community)
- a working partnership;
- an understanding of, and support for, respective roles, workloads and pressures;
- a timely response from Councillors to enquiries/correspondence in need of response;
- leadership and direction;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;
- that Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- that Councillors will at all times comply with the Council's adopted Code of Conduct;
- access to training and development opportunities to help them carry out their role effectively;
- not to have personal issues raised with them by Councillors outside Council's agreed procedures;
- regular updates on actions designated by the Council to them.

## 5.3 Some General Principles:

- Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment.
- Special relationships with particular individuals or party political groups should be avoided as it can create suspicion that an Officer favours that Councillor or political group above others.

## 6.0 Political Groups

- 6.1 The operation of political groups is becoming more of a feature within local Councils. Councillors are elected to serve their community and should ensure that is the guiding principle by which decisions are made. Party politics within a parish or town Council can pose particular difficulties for Officers in terms of accountability. The Council remains the employer and Officers, via the management structure, are answerable only to the Council as a whole.
- 6.2 Party political groups have no power to require an Officer of the Council to attend group meetings or to prepare written reports for them, and Officers should refuse to do so.
- 6.3 Officers are responsible to the Council as a whole and should not take action under instructions from any individual Councillor, even if they have been styled as 'Leader' of the Council (i.e. 'Chair' or 'Mayor').
- 6.4 Officers should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options or make any recommendations. It is not the Officers role to make recommendations to a political group.
- 6.5 If a report is prepared for one political group, Officers should advise all other political groups that the report has been prepared, or that advice was given.

- 6.6 Any Officer needing advice or guidance on matters relating to party groups or how to operate within a political environment, can seek advice from bodies providing professional support such as NALC, SLCC or ERNLLCA.

## **7.0 Problem areas**

- 7.1 From time to time the relationship between Councillors and Officers may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party, it is important that the Council adopts a formal grievance protocol or procedure.
- 7.2 The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way if they cannot be resolved informally. ERNLLCA has issued a workable policy and procedure which can be accessed from the website. Further advice is available from the ERNLLCA office. The Chair of the Council cannot, formally, resolve such matters themselves. The creation of a committee of no less than, and no more than, three members with devolved authority to resolve such matter is the appropriate mechanism (i.e Personnel & Disciplinary Committee).
- 7.3 If a Councillor is dissatisfied with the conduct, behaviour or performance of an Officer, the matter should be raised in the first instance with the Clerk (if it applies to another member of staff) or the Chair of the Personnel Committee (if it applies to the Clerk). If the matter cannot be resolved informally, it may be necessary to invoke the Council's disciplinary procedure. ERNLLCA has issued a workable policy and procedure which can be accessed from the website. Further advice is available from the ERNLLCA office.

## **8.0 Town Council Correspondence**

- 8.1 The point of contact for the Town Council is the Proper Officer (Town Clerk), who will deal with all correspondence addressed to the Council.
- 8.2 In line with the Data Protection Act 2018, should it be necessary to share correspondence with Councillors, permission will be sought from the sender to share any personally identifiable data and if this is not granted correspondence will be suitably redacted.
- 8.3 All Council correspondence should be sent by the Proper Officer using official Town Council means including letter headed paper, email account or telephone line, and the addressee should be made aware if this is being forwarded to another person (e.g. copy to XX).
- 8.4 Councillors should refrain from sharing confidential correspondence with other Councillors or outside bodies. Every attempt will be made to issue correspondence with a meeting Agenda. This may be waived in exceptional circumstances at the discretion of the Proper Officer.
- 8.5 All Councillors may request to view correspondence to enable them to carry out their duties with full knowledge and in the interests of transparency. The Proper Officer will provide in a timely manner in line with priorities and workload. Information which is of a personal or sensitive nature may be withheld.

## **9.0 Communications with Officers of the Town Council**

- 9.1 Councillors must not give orders to any Officer, unless authorised to do so.
- 9.2 No individual Councillor, regardless of whether or not they are the Chair of the Council, or the Chair of a Committee, may give instructions to Officers.

9.3 Telephone calls should be appropriate to the work of the Town Council.

## **10.0 E-mails**

10.1 Councillors should understand the workload and working hours of Officers of the Town Council, in responses to all correspondence and be mindful of the deadlines and priorities of Officers. Where an urgent response is requested, reasons should be stated.

10.2 Information to Councillors should be directed via the Proper Officer for circulation.

10.3 Emails requiring acknowledgement will carry a read receipt.

10.4 Decisions should be taken in public, including any related debates.

10.5 Councillors should refrain from passing comment by email in respect of items that should be discussed at Council meetings as it creates unnecessary email traffic. Where a response is appropriate, send comments back just to the author of an email rather than replying to or adding in other recipients.

## **11.0 Meetings with Officers**

11.1 Wherever possible an appointment should be made.

11.2 Meetings should be relevant to the work of that particular Officer and the matter is to be legitimate Council business.

Signed..... Town Mayor

Date.....

Signed..... Town Clerk

Date.....



## **Kirton in Lindsey Town Council IT Policy**

### **1. Introduction**

Kirton in Lindsey Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

### **2. Scope**

This policy applies to all individuals who use Kirton in Lindsey Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

### **3. Acceptable use of IT resources and email**

Kirton in Lindsey Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

### **4. Device and software usage**

Where possible, authorised devices, software, and applications will be provided by Kirton in Lindsey Town Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

### **5. Data management and security**

All sensitive and confidential Kirton in Lindsey Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## **6. Network and internet usage**

Kirton in Lindsey Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## **7. Email communication**

Email accounts provided by Kirton in Lindsey Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

## **8. Password and account security**

Kirton in Lindsey Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

## **9. Mobile devices and remote Work**

Mobile devices provided by Kirton in Lindsey Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

## **10. Email monitoring**

Kirton in Lindsey Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

## **11. Retention and archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

## **12. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

## **13 Training and awareness**

Kirton in Lindsey Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

## **14. Compliance and consequences**

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

## **15. Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

## **16. Contacts**

For IT-related enquiries or assistance, users can contact the Town Clerk in the first instance, who will seek further professional advice if required.

All staff and Councillors are responsible for the safety and security of Kirton in Lindsey Town Council's IT and email systems. By adhering to this IT and Email Policy, Kirton in Lindsey Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Role: \_\_\_\_\_

**Classification - Finance - Open**

[illegible]

## Kirton in Lindsey Town Council Finance Report June 2025

**Receipts and Payments made during June 2025, reconciling the cashbook with the bank statements as at 30/06/2025****Cashbook balance brought forward:**

Balance carried forward April 1st 2025:	£78,542.96
Receipts to May 31st 2025:	£75,172.76
Payments to May 31st 2025:	£48,158.74
<b>Balance carried forward June 1st 2025:</b>	<b>£105,556.98</b>

<b>Receipts</b>				<b>Receipts</b>
Ref	Date	Payer	Details	
			<b>Balance C/F 01/06/2025</b>	<b>£105,556.98</b>
R38	03/06/2025	Public Sector Deposit Fund	Interest	£294.31
R39	12/06/2025	Amara Care Ltd	Donation for Peace Garden maintenance	£1,500.00
R40	12/06/2025	KJC Ahmed	Christmas Festival stall booking	£25.00
R41	18/06/2025	D Lister	Summer Gala stall booking	£15.00
R42	24/06/2025	Baked Like A Daydream	Christmas Festival stall booking	£15.00
R43	27/06/2025	JA Kitchen	Cemetery - Exclusive Right of Burial & cheque fee	£362.00
R44	27/06/2025	HSBC	Gross Interest	£27.71
			<b>Receipts, June 2025</b>	<b>£2,239.02</b>

<b>Payments</b>				<b>Payments</b>
Ref	Date	To Whom Paid	Details	
P69	02/06/2025	O2	Business mobile contracts	£30.84
P70	02/06/2025	JB Rural	Parish Paths Partnership	£450.00
P71	03/06/2025	Lawn N Order	Devolved highway verge cutting (3)	£1,146.00
P72	10/06/2025	Allen Signs	Play area - Communicaton Board	£494.16
P73	16/06/2025	HSBC	Business banking account charges	£8.00
P74	16/06/2025	S Barrett	Grounds Maintenance (planting)	£581.00
P75	16/06/2025	Diamond Jubilee Town Hall	Office Rent and Room Hire	£450.00
P76	16/06/2025	Diamond Jubilee Town Hall	Meeting room hire	£73.00
P77	16/06/2025	Lawn N Order	Devolved highway verge cutting (4)	£1,106.40
P78	16/06/2025	North Lincolnshire Council	Cemetery - Annual trade waste agreement	£510.70
P79	17/06/2025	P Frankish	Expenses - planting (Market Place)	£183.00
P80	18/06/2025	KLASSIC Park	Staff costs - June	
P81	20/06/2025	idVerde	Grounds Maintenance (grass cutting)	£1,248.62
P82	20/06/2025	Town Clerk	Expenses - Statutory Declaration costs (Cemetery)	£23.00
P83	20/06/2025	Screwfix Direct	Expenses - fingerpost maintenance (grit rub)	£21.99
P84	24/06/2025	Nest	Pension Contributions (June)	
P85	24/06/2025	Town Clerk	Expenses - travel (training, Skidby)	£33.16
P86	24/06/2025	Town Clerk	Expenses - travel (solicitors, Gainsborough)	£13.52
P87	24/06/2025	D Barnard	Refund - Christmas Festival Stall booking cancellation	£7.50
P88	25/06/2025	Town Clerk	Salary	
P89	26/06/2025	Assistant Clerk	Salary	
P90	26/06/2025	J Winney	Allotments - replacement padlock	£13.19
P91	26/06/2025	HMRC	Tax/NII/Student Loan payments	
P92	26/06/2025	P Frankish	Expenses - planting (Redbourne Mere/Library)	£90.03
P93	26/06/2025	Town Clerk	Expenses - travel (collection of NLC signage)	£6.24
P94	26/06/2025	Brigg Office Supplies	Stationery - printer ink	£459.60
			<b>Total Payments, June 2025</b>	<b>£11,388.85</b>

**Cashbook carried forward**

Balance carried forward April 1st 2025:	£78,542.96
Receipts to June 30th 2025:	£77,411.78
Payments to June 30th 2025:	£59,547.59
<b>Cashbook total at June 30th 2025:</b>	<b>£96,407.15</b>

**Reconciliation to Bank Statements**

Current Account 41305484	£1,362.00
Savings Account 01109553	£15,045.15
Public Sector Deposit Fund	£80,000.00
<b>Total in bank as at June 30th 2025:</b>	<b>£96,407.15</b>

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



# Kirton in Lindsey Town Council

1st Quarter Budget Monitoring Report 2025-26 (Apr-Jun)

ADMINISTRATION AND RESOURCES								
	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
101	Administration							
Income								
10101	Precept	£117,224.56	£58,612.28			£58,612.28	£58,612.28	
10102	Council Tax Support Grant	£0.00				£0.00	£0.00	
10103	Grant Funding	£0.00				£0.00	£0.00	
10104	Donations	£0.00				£0.00	£0.00	
10105	Income Other	£10,000.00	£13,627.93		£2.00	£13,629.93	£13,629.93	VAT refund plus banking admin fee charges & HSBC payment
10106	Bank Interest	£2,000.00	£295.53	£307.02	£322.02	£924.57	£924.57	
	Sub Total	£12,000.00	£72,535.74	£307.02	£324.02	£73,166.78	£73,166.78	
Expenditure								
10111	Staff Costs (Salaries, PAYE, Pensions)	£55,961.56	£4,740.82	£4,432.48	£4,438.90	£13,612.20	£13,612.20	
10112	Recruitment	£0.00				£0.00	£0.00	
10113	Staff Expenses / Travel	£100.00	£35.10	£30.16	£52.92	£118.18	£118.18	
10114	Training Staff	£400.00	£84.00			£84.00	£84.00	
10115	Licences/Permissions	£85.00				£0.00	£0.00	
10116	Stationery/Consumables	£1,450.00		£15.99	£459.60	£475.59	£475.59	
10117	Office Rent/Meeting Room Hire	£5,600.00	£487.50	£613.00	£523.00	£1,623.50	£1,623.50	
10118	Telephone/Broadband etc	£1,700.00	£183.36	£30.84	£30.84	£245.04	£245.04	
10119	Memberships/Subscriptions	£1,850.00	£36.00	£1,095.10		£1,131.10	£1,131.10	
10120	Audit Costs	£2,000.00	£712.80			£712.80	£712.80	
10121	Insurance	£1,500.00		£1,698.53		£1,698.53	£1,698.53	
10122	Maintenance	£400.00		£15.00		£15.00	£15.00	Need to add in c. £800 for ongoing CCTV maintenance contract(s)
10123	IT/Website	£200.00		£193.50		£193.50	£193.50	
10124	Sundry Admin	£100.00				£0.00	£0.00	
10125	Banking fees	£200.00	£16.03	£11.76	£8.00	£35.79	£35.79	
	Sub Total	£71,546.56	£6,295.61	£8,136.36	£5,513.26	£19,945.23	£19,945.23	
	TOTAL	-£59,546.56	£66,240.13	-£7,829.34	-£5,189.24	£53,221.55	£53,221.55	

	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
<b>102</b>	<b>Grants and Donations</b>							
<b>Income</b>								
<b>10201</b>	Income Other	£0.00				£0.00	£0.00	
<b>10202</b>	Grant Funding	£0.00				£0.00	£0.00	
<b>10203</b>	Donations	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Expenditure</b>								
<b>10211</b>	S137 Grants	£310.00				£0.00	£0.00	
<b>10212</b>	S133 Grants - Community Building	£0.00				£0.00	£0.00	
<b>10213</b>	Sports Facilities LG (Misc Prov) Act	£0.00				£0.00	£0.00	
<b>10214</b>	Community Pot	£900.00		£300.00		£300.00	£300.00	
<b>10215</b>	General Power of Competence	£14,170.00		£14,170.00		£14,170.00	£14,170.00	
<b>10216</b>	Community Renewal Project	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£15,380.00</b>	<b>£0.00</b>	<b>£14,470.00</b>	<b>£0.00</b>	<b>£14,470.00</b>	<b>£14,470.00</b>	
	<b>TOTAL</b>	<b>-£15,380.00</b>	<b>£0.00</b>	<b>-£14,470.00</b>	<b>£0.00</b>	<b>-£14,470.00</b>	<b>-£14,470.00</b>	
	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
<b>103</b>	<b>Democratic Expenses</b>							
<b>Income</b>								
<b>10301</b>	Grant Funding	£0.00				£0.00	£0.00	
<b>10302</b>	Donations	£0.00				£0.00	£0.00	
<b>10303</b>	Income Other	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Expenditure</b>								
<b>10311</b>	Members Expenses	£100.00				£0.00	£0.00	
<b>10312</b>	Members Training	£300.00				£0.00	£0.00	
<b>10313</b>	Election Expenses	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£400.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	<b>TOTAL</b>	<b>-£400.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	

OPEN SPACES								
	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
<b>201</b>	<b>Open Spaces</b>							
<b>Income</b>								
20101	Grant Funding	£0.00				£0.00	£0.00	
20102	Donations	£0.00			£1,500.00	£1,500.00	£1,500.00	
20103	Income Other	£0.00				£0.00	£0.00	
20104	Grass verges devolution	£16,766.00				£0.00	£0.00	
20105	Parish Paths Partnership	£1,104.00				£0.00	£0.00	
20106	Traingate Project	£0.00				£0.00	£0.00	
20107	Halifax Bomber Memorial	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£17,870.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	
<b>Expenditure</b>								
20111	Grounds Maintenance Contracts (Grass/Planting)	£19,500.00	£1,813.62	£1,834.42	£1,829.62	£5,477.66	£5,477.66	
20112	Waste / Bins / Dog Bins	£100.00				£0.00	£0.00	
20113	Play Area Maintenance	£3,000.00			£494.16	£494.16	£494.16	
20114	Play Area Inspection	£400.00				£0.00	£0.00	
20115	In Bloom/CPRE Entry	£35.00				£0.00	£0.00	
20116	Historic Sites Maintenance	£400.00			£21.99	£21.99	£21.99	
20117	Grass verges devolution	£16,766.00		£2,488.08	£2,252.40	£4,740.48	£4,740.48	
20118	Parish Paths Partnership	£1,104.00			£450.00	£450.00	£450.00	
20119	Traingate Project	£0.00				£0.00	£0.00	
20120	Halifax Bomber Memorial	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£41,305.00</b>	<b>£1,813.62</b>	<b>£4,322.50</b>	<b>£5,048.17</b>	<b>£11,184.29</b>	<b>£11,184.29</b>	
	<b>TOTAL</b>	<b>-£23,435.00</b>	<b>-£1,813.62</b>	<b>-£4,322.50</b>	<b>-£3,548.17</b>	<b>-£9,684.29</b>	<b>-£9,684.29</b>	
<b>BURIAL GROUND</b>								
	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
<b>301</b>	<b>Burial Ground</b>							
<b>Income</b>								
30101	Grant Funding	£0.00				£0.00	£0.00	
30102	Donations	£0.00				£0.00	£0.00	
30103	Cemetery Fees	£4,000.00	£1,185.00	£600.00	£360.00	£2,145.00	£2,145.00	
30104	Trade Waste Refund	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£4,000.00</b>	<b>£1,185.00</b>	<b>£600.00</b>	<b>£360.00</b>	<b>£2,145.00</b>	<b>£2,145.00</b>	
<b>Expenditure</b>								
30111	Trade Waste	£520.00			£510.70	£510.70	£510.70	
30112	Maintenance Works	£3,000.00				£0.00	£0.00	
30113	Business Rates	£505.00	£474.05			£474.05	£474.05	
30114	Cemetery costs general	£0.00		£120.00	£23.00	£143.00	£143.00	
30115	Pest control contract	£692.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£4,717.00</b>	<b>£474.05</b>	<b>£120.00</b>	<b>£533.70</b>	<b>£1,127.75</b>	<b>£1,127.75</b>	
	<b>Total</b>	<b>-£717.00</b>	<b>£710.95</b>	<b>£480.00</b>	<b>-£173.70</b>	<b>£1,017.25</b>	<b>£1,017.25</b>	



S144 PROMOTING KIRTON								
	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
<b>401 Promoting Kirton</b>								
<b>Income</b>								
40101	Grant Funding	£0.00				£0.00	£0.00	
40102	Event Income - Christmas	£1,000.00	£315.00		£40.00	£355.00	£355.00	
40103	Event Income - Summer Gala	£200.00	£50.00	£60.00	£15.00	£125.00	£125.00	
40105	Event Income - VE Day events	£0.00				£0.00	£0.00	
40104	Event Donations	£200.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£1,400.00</b>	<b>£365.00</b>	<b>£60.00</b>	<b>£55.00</b>	<b>£480.00</b>	<b>£480.00</b>	
<b>Expenditure</b>								
40111	Summer Gala Expenses	£500.00	£10.00			£10.00	£10.00	
	<i>Christmas Festival Expenses</i>							
40112	Lights Installation/Removal	£10,095.00		£4,761.50		£4,761.50	£4,761.50	
40113	Maintenance	£0.00				£0.00	£0.00	
40114	Town Hall Hire/Electrics	£390.00				£0.00	£0.00	
40115	Church Electrics	£0.00				£0.00	£0.00	
40116	Market Stalls & Lighting	£100.00			£7.50	£7.50	£7.50	
40117	Road Closures	£950.00				£0.00	£0.00	
40118	Equipment Hire	£0.00				£0.00	£0.00	
40119	First Aid Provision	£200.00				£0.00	£0.00	
40120	Advertising and Promotion	£100.00				£0.00	£0.00	
40121	Hosting Fees	£135.00	£38.59			£38.59	£38.59	
40122	Entertainers' Fees	£550.00				£0.00	£0.00	
40123	Christmas Trees & Decorations	£1,100.00				£0.00	£0.00	
40124	National events (2025: VE Day)	£0.00		£110.00		£110.00	£110.00	
40125	Best Kept TC Frontage Competiton	£36.00				£0.00		
40126	Sundry PK Expenses	£0.00	£4.00			£4.00	£4.00	Annual Town Meeting refreshments costs
	<b>Sub Total</b>	<b>£14,156.00</b>	<b>£52.59</b>	<b>£4,871.50</b>	<b>£7.50</b>	<b>£4,931.59</b>	<b>£4,931.59</b>	
	<b>Total</b>	<b>-£12,756.00</b>	<b>£312.41</b>	<b>-£4,811.50</b>	<b>£47.50</b>	<b>-£4,451.59</b>	<b>-£4,451.59</b>	
<b>PUBLIC SERVICES</b>								
	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
<b>501 Public Services</b>								
<b>Income</b>								
50101	Grant Funding	£0.00				£0.00	£0.00	
50102	Donations	£0.00				£0.00	£0.00	
50103	Income	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Expenditure</b>								
50111	Town Clock	£250.00				£0.00	£0.00	
50112	Community Sports Sessions	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£250.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	<b>Total</b>	<b>-£250.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	

CIVIC								
	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
<b>601 Civic</b>								
<b>Income</b>								
60101	Grant Funding	£0.00				£0.00	£0.00	
60102	Donations	£0.00				£0.00	£0.00	
60103	Civic Service Income	£110.00				£0.00	£0.00	
60104	Civic Dinner Income	£2,000.00				£0.00	£0.00	
60105	Mayors Charity Night Income	£0.00				£0.00	£0.00	
60106	Civic Refunds	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£2,110.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Expenditure</b>								
60111	Mayoral Allowance	£650.00				£0.00	£0.00	
60112	Civic Tickets	£300.00				£0.00	£0.00	
60113	Civic Award	£150.00				£0.00	£0.00	
60114	Civic Service Expenses	£1,200.00				£0.00	£0.00	
60115	Civic Dinner Expenses	£2,000.00	£365.00			£365.00	£365.00	Town Hall hire invoice for 2024/25
60116	Honours Board and Chain Updates	£100.00				£0.00	£0.00	
60117	Mayor's Charity Donations	£0.00				£0.00	£0.00	
60118	Mayors Charity Night	£0.00				£0.00	£0.00	
60119	Civic Refunds	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£4,400.00</b>	<b>£365.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£365.00</b>	<b>£365.00</b>	
	<b>Total</b>	<b>-£2,290.00</b>	<b>-£365.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£365.00</b>	<b>-£365.00</b>	
<b>CHARITIES</b>								
	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
<b>701 Charities</b>								
<b>Income</b>								
70101	Grant Funding	£0.00				£0.00	£0.00	
70102	Donations	£0.00				£0.00	£0.00	
70103	The Green & The Market Place	£0.00				£0.00	£0.00	
70104	War Memorial & Garden of EED	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Expenditure</b>								
70111	The Green & The Market Place	£700.00				£0.00	£0.00	
70112	War Memorial & Garden of EED	£700.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£1,400.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
	<b>Total</b>	<b>-£1,400.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	

ALLOTMENTS								
	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
801	Allotments							
Income								
80101	Grant Funding	£0.00				£0.00	£0.00	
80102	Deposits	£0.00				£0.00	£0.00	
80103	Rent	£300.00	£120.00			£120.00	£120.00	
	Sub Total	£300.00	£120.00	£0.00	£0.00	£120.00	£120.00	
Expenditure								
80111	Maintenance	£1,000.00			£13.19	£13.19	£13.19	
80112	Water	£250.00	£18.10			£18.10	£18.10	
80113	Administration	£100.00				£0.00	£0.00	
	Sub Total	£1,350.00	£18.10	£0.00	£13.19	£31.29	£31.29	
	TOTAL	-£1,050.00	£101.90	£0.00	-£13.19	£88.71	£88.71	
SUMMARY	Description	Approved Budget 2025-26	Apr 2025	May 2025	Jun 2025	1st Quarter 2025-26	TO DATE	Comments
Code								
101	Administration and Salary	-£59,546.56	£66,240.13	-£7,829.34	-£5,189.24	£53,221.55	£53,221.55	
102	S137 and Donations	-£15,380.00	£0.00	-£14,470.00	£0.00	-£14,470.00	-£14,470.00	
103	Democratic Expenses	-£400.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Sub Total	-£75,326.56	£66,240.13	-£22,299.34	-£5,189.24	£38,751.55	£38,751.55	
201	Open Spaces	-£23,435.00	-£1,813.62	-£4,322.50	-£3,548.17	-£9,684.29	-£9,684.29	
301	Burial Grounds	-£717.00	£710.95	£480.00	-£173.70	£1,017.25	£1,017.25	
401	S144 Promoting Kirton	-£12,756.00	£312.41	-£4,811.50	£47.50	-£4,451.59	-£4,451.59	
501	Public Services	-£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	
601	Civic	-£2,290.00	-£365.00	£0.00	£0.00	-£365.00	-£365.00	
701	Charities	-£1,400.00	£0.00	£0.00	£0.00	£0.00	£0.00	
801	Allotments	-£1,050.00	£101.90	£0.00	-£13.19	£88.71	£88.71	
	TOTAL	-£117,224.56	£65,186.77	-£30,953.34	-£8,876.80	£25,356.63	£25,356.63	
	Precept	£117,224.56	£58,612.28	£0.00	£0.00	£58,612.28	£58,612.28	
	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Total Council Tax Funding	£117,224.56	£58,612.28	£0.00	£0.00	£58,612.28	£58,612.28	

<b>Reserves</b>	<b>Approved</b>	<b>Apr 2025</b>	<b>May 2025</b>	<b>Jun 2025</b>	<b>1st Quarter</b>	<b>TO DATE</b>	<b>Comments</b>
<b>Earmarked - Ringfenced from 2024-25:</b>							
Traingate Project	£515.45				£0.00	£0.00	
Streetsports	£1,014.27		£139.00		£139.00	£139.00	
Mayor's Charity Donations (21-22 Peace Garden)	£222.59				£0.00	£0.00	
Mayor's Charity Donations (24-25 MacMillan Support)	£444.84				£0.00	£0.00	
Elections	£3,125.00				£0.00	£0.00	
Maintenance - including Christmas Festival	£1,969.26				£0.00	£0.00	
<b>Earmarked from April 2025:</b>							
Allotment maintenance	£10,678.84				£0.00	£0.00	
IT/Website	£1,772.71	£599.00			£599.00	£599.00	
Play Area Inspections	£400.00				£0.00	£0.00	
Historical Site Maintenance	£400.00				£0.00	£0.00	
Future Match Funding	£10,000.00	£3,000.00	£789.91		£3,789.91	£3,789.91	
<b>Total earmarked reserves:</b>	<b>£30,542.96</b>	<b>£3,599.00</b>	<b>£928.91</b>	<b>£0.00</b>	<b>£4,527.91</b>	<b>£4,527.91</b>	
						£0.00	
<b>General reserves:</b>	<b>£48,000.00</b>		£2,691.50	£273.03	<b>£2,964.53</b>	<b>£2,964.53</b>	
						£0.00	
<b>Total Reserves:</b>	<b>£78,542.96</b>	<b>£3,599.00</b>	<b>£3,620.41</b>	<b>£273.03</b>	<b>£7,492.44</b>	<b>£7,492.44</b>	
<i>Current bank balance total:</i>		<i>£140,130.73</i>	<i>£105,556.98</i>	<i>£96,407.15</i>			

## Kirton in Lindsey Town Council

### 1<sup>st</sup> Quarter Budget Monitoring Report 2025-26 (Apr-Jun)

#### **ADMINISTRATION AND RESOURCES**

##### **Administration**

Areas of note: Income Other, Staff Expenses/Travel, Insurance and Maintenance costs.

Income Other is showing as above that expected due to the value of HMRC VAT refund applied for and received for the previous financial year 2024-2025.

Staff Expenses/Travel increased requirements for travelling outside of the town, for collection of signage from North Lincolnshire Council due to their changing policies and legal work has increase expenditure beyond that initially anticipated. Staff will continue to need to travel outside of the town for ongoing work of the Council.

Insurance at the time of budget setting in October/November, 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 has slightly exceeded the budgeted value (£198.53).

Maintenance costs – as advised previously, maintenance costs will need to increase in future years to cover maintenance of new assets including the CCTV equipment now owned by the Council.

##### **Grants and Donations**

Of the £14,170.00 allocated to Budgeted Grants in November, all payments of grants were processed in May in line with the Resolutions of the Council. It is unclear at this time what the grants to In Bloom (& Mini Bloom) have covered with the future of the group currently uncertain, and the application not detailing specific areas which the grant agreed was able to cover.

Under Community Pot, £600 in funding remains available to local groups and organisations.

**Overall** the **ADMINISTRATION AND RESOURCES** section presents no concerns at early part of the financial year as the slightly increased income has balanced out a small overspend. The Town Council, however must plan ahead going forward for additional costs it is aware of due to rising costs and additional responsibilities it has entered into.

**OPEN SPACES** presents no concerns at this early point in the financial year, the Parish Paths Partnership payments may exceed the budget due to the limited cuts (three a year) North Lincolnshire Council provide for with the funding which this Council has agreed in previous years is not sufficient. The current weather conditions to this point in the financial year are perfect for growth and so additional cutting may be required to keep the paths accessible.

Donations - £1,500 was received from local business Amara Care to cover maintenance costs for the three peace garden rose beds. This is one of a number of impacts on the work of the Town Council following the uncertainties around the In Bloom group which the Council must remain aware of.

**Overall** the **OPEN SPACES** section presents no concerns at early part of the financial year, but the Town Council must remain aware of the impact that issues faced by local groups and organisations may have on the finances of the Council. Grounds Maintenance companies have also identified likely increases in costs when contracts are next renewed.

##### **BURIAL GROUND**

Under Cemetery costs general, the costs for work to resolve outstanding land registry issues are shown. Trade Waste agreement and Business Rates costs were in line with that expected. Income is currently healthy for this point in the financial year.

**Overall**, the **BURIAL GROUND** section presents no concerns at this early point in the financial year.

## **PROMOTING KIRTON**

VE Day Events were not budgeted for, however the Assistant Clerk successfully applied for North Lincolnshire Council funding which will cover the expenses (after removal of VAT from the relevant items). This grant money is expected to be received in July. National Events can continue to cause budgeting concerns when enough information is not known far enough ahead, such as if funding may be available to support events for the town.

Event income for both the Gala and Christmas Festival at this time are low. The take up for the Gala proved to be limited and this points to the need for focus on town events by the Council in planning for the future. There is still plenty of time for increased interest and bookings for the annual Christmas event.

A cost of £7.50 is shown against Christmas Festival - Market Stalls and Lighting due to a cancellation and refund in line with the stall booking policy.

Hosting Fees – the £38.59 cost shown is for the purchase of two-way radios to improve event communications between staff and volunteers.

Annual Town Meeting refreshments – this is a new process which was trialled in the previous financial year and due to the successful format repeated again this financial year. If purchases are required for this annual event going forward, a specific budget line is recommended. Costs were split between financial year due to purchases in March and April 2025.

**Overall**, the **PROMOTING KIRTON** section presents no concerns at this early point in the financial year however the Council are reminded to be aware of the coming range of activities which may require funding when budget setting each year.

## **CIVIC**

Due to an invoice received for payment (£365.00) after the close of the previous financial year, some expenditure is showing for the Civic Dinner already this financial year, however this was factored into the costs from the event which took place in March of the previous financial year.

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

## **RESERVES**

Future Match Funding was used for initial payments for the CCTV equipment which was part funded by the Police and Crime Commissioner grant. This will be offset when the funding is received. In addition, £2,964.53 was spent from General Reserves in this period for the A Team bench and town planting.

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

## **Summary**

Overall, there are no significant concerns to report with the budget at this early stage in the financial year, however the Council is reminded to note additional costs which need to be taken into account during budget planning. This includes those for additional responsibilities the Town Council takes on, general rising costs, impact of contract reviews with existing contractors and events (planned, national and those with additional costs such as the Annual Town Meeting).

Neil Taylor-Matson

01/07/2025

# Visual Play Area Inspection

Site: KIRTON IN LINDSEY TOWN COUNCIL PLAY AREA, TOWN GREEN

Site address: KING EDWARD STREET, KIRTON IN LINDSEY, GAINSBOROUGH, DN21 4NQ

Name of Inspector: Garry Kitcher

Inspector Qualifications:

Conducted on: Sunday 6 July 2025

Document Number: SEVEN

Weather conditions: fair

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

☐ Pass

☒ Fail

☐ Ongoing issue/Council aware

Comments:

LITTER AREAS "FREE" BIN.  
LITTER IN MAIN PLAY AREA  
LITTER IN OTHER AREAS OF PLAY AREA

---

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

☒ Pass

☐ Fail

☐ Ongoing issue/Council aware

Comments:

---

Is the signage intact and readable?

☒ Pass

☐ Fail

☐ Ongoing issue/Council aware

Comments:

Have all the bins been emptied?

☐ Pass

☒ Fail

☐ Ongoing issue/Council aware

Comments:

All bins are full

---

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

☐ Fail

☐ Ongoing issue/Council aware

Comments:

---

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

☒ Pass

☐ Fail

☐ Ongoing issue/Council aware

Comments:

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

Fence post at side of main field broken



# Klassic Visual Gym Equipment Inspection

**Complete**

<b>Score</b>	4 / 5 (80%)	<b>Flagged items</b>	0	<b>Actions</b>	0
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<b>Name of Inspector</b>	Barrie Starkie
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<b>Inspector Qualifications</b>	Councillor
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<b>Conducted on</b>	29 Jun 2025 12:44 UTC
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<b>Document Number</b>	29062025
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<b>Weather conditions.</b>	Bright dry
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1 / 1 (100%)
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<b>Is the site free from litter, dog fouling, broken glass, or other dangerous objects?</b>	Pass
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<b>Is the site free of any obvious signs of damage to any equipment?</b>	Pass
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<b>Is the signage intact and readable?</b>	Pass
--	------

<b>Has the grass been cut?</b>	Pass
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<b>Is the site free of any fallen branches or any other grounds maintenance issues?</b>	Fail
---	------



Photo 1

<b>General comments. Is there anything you would like to flag for the attention of the Town Clerk?</b>	Deep hole next to equipment , could cause ankle twist etc
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## Media summary



Photo 1

# Klassic Visual Gym Equipment Inspection

**Complete**

<b>Score</b>	5 / 5 (100%)	<b>Flagged items</b>	0	<b>Actions</b>	0
<b>Name of Inspector</b>		Barrie Starkie			
<b>Inspector Qualifications</b>		Councillor			
<b>Conducted on</b>		7 Jul 2025 12:00 UTC			
<b>Document Number</b>		07072025			
<b>Weather conditions.</b>		Sunny 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			
Has the grass been cut?		Pass			
Is the site free of any fallen branches or any other grounds maintenance issues?		Pass			
<b>General comments. Is there anything you would like to flag for the attention of the Town Clerk?</b>					

## Flood Resilience Survey

NALC has partnered with Action with Communities in Rural England (ACRE) to launch a new survey designed to help parish and town councils enhance their flood resilience. The short survey will capture what information and support parish and town councils need to better plan for flooding. The results will directly shape the development of practical resources tailored to local needs, ensuring that any future resources are genuinely helpful and relevant.

Alongside ACRE, we are particularly keen to ensure that the voices of parish and town councils are heard so that we can provide support that addresses real on-the-ground challenges. Member council participation will help both organisations deliver meaningful action that improves community resilience.

Parish and town councils are encouraged to respond to the survey **by 23:45 on 29 August 2025**. To ensure a broad and representative range of input, we request one response per parish or town council. This initiative supports Action 20 of the Rural Flood Resilience Partnership Action Plan, which aims to help communities plan for flooding. The survey link is [here](#).

I've copied out the questions to make it easier for you to work out responses before you submit them online as it requires one entry per council.

1. What is the name of your parish or town council? \*
2. Which county area is your council located in? \*
3. Does your area have a history of flooding? \*
4. Is flood risk identified as a priority in your council's current plans or policies? \*
5. Has your council developed or contributed to a local flood resilience or emergency plan?
6. Are you aware of the Environment Agency's flood risk maps and tools? \*
7. Has your council engaged with local residents or businesses about flood risk or resilience?
8. What methods have you used to engage the community? *(Select all that apply)*
9. Have you worked with any of the following on flood resilience? *(Select all that apply)* if none, skip to the next question
10. What are the biggest challenges your council faces in planning for flood resilience?
11. Has your council developed a Neighbourhood Plan?
12. What kind of support would help your council improve flood resilience planning? *(Select all that apply)*
13. Would your council be interested in joining a national community of practice on rural flood resilience?