



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 26th November 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr Chris Howard, Cllr Joy Kofoed, Cllr David Garritt and Cllr Suzanne Stephenson.

Members not present: Cllr Barry Starkie and Cllr Karen Gunn.

Also present: 7 members of the public (part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.



MINUTES

Cllr Fox opened the meeting and welcomed everyone attending.

2511/01 Apologies for Absence

Apologies were received from Cllr Barry Starkie and Cllr Karen Gunn.

2511/02 Declaration of Interests / Dispensations

- Cllr Pat Frankish declared an interest in 2511/14 iii (grant applications).
- No dispensations were granted.

2511/03 Public Participation

A member of the public queried the Town Council's objections to his planning application PA/2025/881 as he considered the reasons given in the objection to be untrue. Cllr Fox offered to include the item for discussion on the next Finance & Planning Committee Meeting to be held on 8th December.

A member of the public spoke on the requirement for accounts and financial records for those applying for grants from the Town Council and suggested the process should allow for some groups to be excluded from having to provide this information. He also noted the cutting down of a silver birch tree and replacement of it with a new sapling on the roundabout at South Dale Close and asked if the Town Council were aware. The resident commented that he observed the atmosphere in Council meetings had improved in recent months.

Two members of the public spoke in support of their grant funding application for Kirton First and noted that they now had the financial paperwork in place should it be needed. They discussed the importance of the paper magazine for parts of the community, the positive feedback they were receiving on the development and current format, the use of the magazine by the Town Council and other not-for-profit community organisations and the efforts made to improve funding flow for the magazine. Cllr Howard asked about any plans for a hybrid model with the magazine also available online, the representatives advised this would need increased funding to achieve.

Cllr Garritt provided a response to the resident regarding the Town Council's response to PA/2025/881 noting that the Town Council has no decision-making powers in regard to planning and had represented the views of the community it had received. If the objection was not within planning law or factually wrong, it would be dismissed by the planning authority. Cllr Garritt also explained the process for reversing Town Council decision making.

A member of the public spoke on the Town Council decision making process for grant applications.

2511/04 Minutes

- The Council approved the minutes of the Full Council Meeting held 22nd October 2025.

RESOLUTION: That the minutes were duly approved and signed.

- The Council received the minutes of the Personnel & Disciplinary Committee Meeting held 25th September 2025.
- The Council received the draft minutes of the KLASSIC Charity Committee Meeting held 23rd October 2025.
- The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 28th October 2025.
- The Council received the draft minutes of the Promoting Kirton Committee Meeting held 10th November 2025.
- The Council received the draft minutes of the Finance and Planning Committee Meeting held 10th November 2025.

2511/05 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 Remembrance Service** – (9th November). Cllr Fox noted thanks to the Royal British Legion for organisation of this event.
- Broughton** – Civic Service (23rd November)

Councillors and Officers reports

- IOSH Training – Barton** (18th November) – Cllr Joy Kofoed noted a very good course.
- NLC / NLC Legal meeting re KLASSIC** (20th November) – Cllr Howard noted a good meeting, and that North Lincolnshire Council (NLC) Legal cannot give advice outside their organisation and they were unable to confirm if they had any experience of the specific scenario, confirming they would check and advise. NLC are happy to meet with the CIO to help advise, develop a business plan and step in on the CIO side when a Town Council lease is offered. Cllr Howard noted

Signed:

Dated:

concerns that it was expressed at the meeting that the CIO would not accept a lease agreement and that the Town Council was now incurring costs around this work and if consideration should be given to viability. Cllr Stephenson noted the importance of recognising that any work carried out was for the best of KLASSIC from an empathetic standpoint. Cllr Frankish noted that Rob Waltham had expressed concerns the CIO were not fully represented at the meeting and concern in the negative atmosphere of the current process. Cllr Howard responded that he had no recollection of Rob Waltham raising any concerns that the CIO were not present and clarified that the Working Group had advised Cllr Garritt that no CIO members be present at the NLC meeting to maximise the benefit of the Council progress.

2511/06 Report from North Lincolnshire Council / Ward Councillors

a. Ward Cllr David Garritt reported that NLC were looking into the removal of the library railings. The Town Clerk provided an update that a good replica of the railings was now installed, and it appeared the company whose van damaged the railings some time ago had arranged for the damaged section to be removed and replicated. The Town Clerk had updated the Neighbourhood Action Team on this situation. Cllr Garritt advised that a traffic management plan is in place for the new development near to Maple Close which prohibits construction traffic using Maple Close; that a NLC site meeting at Barnard Meadows for improvement works had resulted in the closure of the small park on health and safety grounds and he was working for this to be resolved quickly. Lesley Potts at NLC is now looking into the plans for the nature reserve off Redbourne Mere; Richard Hannigan is looking into a residents concern about the lack of ambulance transport to hospitals; the application by Ashcourt for a concrete batching facility is to go to Planning Committee in December; a number of highway issues are outstanding and Cllr Garritt has referred them back to the Ward Officer. NLC held a Combined Authority Meeting to put forward their position for a Devolved Lincolnshire Authority. Cllr Stephenson asked if NLC were dealing with the road near to Manton quarry which was recently closed. Cllr Garritt advised he understood it to be a burst Anglian Water main.

b. The Council noted outstanding matters raised with NLC including road maintenance works (March Street/Wesley Street), street resurfacing at Cornwall Street, ownership queries raised by resident regarding Wray Street/Traingate path, signage and resurfacing on Redbourne Mere and parking enforcement. Cllr Garritt had advised these matters were referred back to the Ward Officer. Cllr Fox noted concern that this list was again growing with no progress.

c. The Council received communications about the maintenance and signage for the public conveniences in the Market Place. It was noted that the Diamond Jubilee Town Hall raised concerns about the poor signage for the public conveniences with North Lincolnshire Council in July 2023 and no progress is yet seen. In addition, residents raised concerns about the maintenance of the facilities and it was made clear that the facilities are not suitably decorated – the concrete block walls are not treated with washable paint and there is no access to hot water for the NLC employed cleaner. The relatively recently repaired door is again broken with gaps between the wooden boards. The Town Clerk advised that the last communication about the signage would be looked into. Cllr Stephenson noted that this amounts to an environmental health concern.

RESOLUTION: That the information is shared with Cllr Garritt to raise with the relevant people at NLC, noting that these matters amount to an environmental health concern. ACTION: Town Clerk/Cllr Garritt

d. The Council received information about the continued unadoption of The Maltings estate by NLC and residents concerns about the abuse and maintenance of the small play provision. The Town Clerk noted that the estate remains the responsibility of Allison Homes and the use of the small play provision for disposal of dog waste and the placement of a dog water bowl were highlighted by residents as serious concerns. Allison Homes have advised (27/11) that they are seeking a company to empty the litter bin and put signage about no dogs into place.

e. The Council received resident complaints about Ashcourt and their presence at Manton Quarry. The Town Clerk noted that Cllr Garritt had covered most of the points in his report. Cllr Garritt advised that due to the concerns raised about the increased traffic through the town, he would look into if a traffic management plan is in place. The Town Clerk noted an update from Ward Cllr Trevor Foster that Manton/Cleatham Parish Meeting and Messingham and Scawby Parish Councils have all lodged concerns about the activities at the quarry.

f. The Council received an update on the Community Speedwatch scheme. The Town Clerk noted that enough volunteers are in place for the scheme to start, and in a meeting with the area co-ordinator initial sites for monitoring were identified. These will be developed as the scheme gets going. Training is underway to get the volunteers started and more volunteers are encouraged to get involved.

2511/07 MP Nic Dakin

The Council received an offer of support for ongoing or outstanding issues or concerns within the town as well as a reminder of the wider reach of the MP's constituency to inform residents of help available.

2511/08 Speed Indicator Devices

The Council received an update on progress with research into process for the funding of speed indicator devices for the town. A consultation is required with residents near to the proposed locations, and Cllr Fox will clarify who carries out that consultation.

RESOLUTION: That the recommended sites at South Cliff Road, Redbourne Mere and North Cliff Road are progressed, with Spa Hill/Station Road as a reserve location. ACTION: Cllr Fox

RESOLUTION: That funding is sought for three Elan City devices at £7,019.00 (ex. VAT). ACTION: Cllr Fox

2511/09 Grove Street Cemetery

a. The Council received notification of renewal of pest control contract following approval at the Finance & Planning Committee meeting.

b. The Council received information and quotation for memorial safety testing works. The Town Clerk noted that in addition a Faculty from the Diocese will be required due to the involvement of consecrated ground and this was previously £500.

RESOLUTION: That the quotation from Serenity Memorials of £3325.00 (ex VAT), plus the cost of securing

any unsafe memorials and a Faculty is approved.

ACTION: Town Clerk

2511/10 KLASSIC

The Council received an update from the Working Group following their meeting with Hetts to discuss legal advice. Cllr Howard reported on the meeting on 6th November. A lease can be done and it was recommended there should be no 'giving away' with a lease advised as the 'perfect solution' for the Town Council. In terms of the concerns of the CIO that a lease couldn't allow them to develop the facility as they would like to, a 'loose lease with firm boundaries' was advised to resolve this. Following on from the initial meeting a walk around with the solicitors took place at KLASSIC to help with the drawing up of the lease. In order to progress the drawing up of the draft lease the Working Group now required approval of costs from the solicitors, provision of KLASSIC accounts to Hetts, provision of asset register to Hetts and decision around the title of the outdoor gym equipment. Cllr Frankish declared an interest and did not take part in voting. The Town Clerk expressed concerns in the time required to carry out the requirements put forward by the Working Group in working hours available for the Venue Manager and Town Clerk. The Town Clerk also reminded the Council of previous advice given when solicitors were initially contacted that consultation and discussion with all parties was recommended ahead of decision making which incur spending of public money as incurring costs ahead of understanding what different parties would want or accept is ill-advised. **RESOLUTION: That the estimated costs from Hetts of £1,450-£1,850 + VAT and surveyors report (Option 3) of £400 + VAT (estimated) was approved.**

RESOLUTION: That KLASSIC accounts are sourced and provided as required to Hetts.

ACTION: Town Clerk

RESOLUTION: That an asset register is sourced and the development overseen for the completion in the correct format.

ACTION: Town Clerk

RESOLUTION: That the situation with the outdoor gym equipment remains 'as is' at this time.

RESOLUTION: That an informal meeting is arranged with the Town Council and CIO representatives to provide an update and information.

2511/11 Allotments

The Council received updates including planning application information requirements, wood chipping requirements for communal paths and notification of the annual membership renewal for the National Allotment Society.

RESOLUTION: That the costs for an initial additional Phase 1 Desk Study at £990.00 + VAT are approved.

ACTION: Town Clerk

RESOLUTION: That the annual membership of the National Allotment Society at £70 + VAT is approved.

ACTION: Town Clerk

RESOLUTION: That the Town Clerk's action in sourcing wood chipping for the communal paths at £150.00 (+ VAT) is approved.

2511/12 Open Spaces

a. The Council received the weekly visual play park inspection reports by Cllr Starkie (dated 24/10; 31/10 and 16/11) for signature.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. The Town Clerk reported no operational inspection report received and the update received from the current NLC Parks, Playgrounds and Cemeteries supervisor to say that they are unable to carry out additional works beyond their paid Service Level Agreement (SLA) Inspection Service at this time. The Town Clerk noted the concerns raised previously that no formal SLA was put into place beyond email communications. Quotations were sought from the installers of the play equipment, Caloo and KOMPAN with the KOMPAN quotation still awaited. Additional quotations had also been sought for options around the embankment slide which is reaching end of life. These were awaited from various companies.

RESOLUTION: That Caloo and KOMPAN are approached for information on any paid SLA they could offer, if they only do so for their own equipment and different timescales to include monthly and quarterly.

ACTION: Town Clerk

RESOLUTION: That NLC are approached for information on any paid SLA they could offer with different timescales to include monthly and quarterly.

ACTION: Town Clerk

RESOLUTION: That Cllr Starkie is asked about potential training in play area inspections.

RESOLUTION: That the quotation from Caloo for repairs and maintenance to their equipment at £722.50 plus VAT is approved.

ACTION: Town Clerk

c. The Council received the weekly inspection reports by Cllr Starkie (dated 22/10; 31/10 and 18/11) for the outside gym equipment.

d. The Council received an update following the grounds maintenance (planting) meeting held on 10th October with costings for additional works.

RESOLUTION: That the quotation for landscaping works from Pitch Lines at £750 + VAT is approved.

ACTION: Town Clerk

RESOLUTION: That the quotation for replanting the Richdale Avenue flowerbeds by the planting contractor at £360 (no VAT) is approved.

ACTION: Town Clerk

e. The Council received an update from the Town Clerk to report that all current Community Payback projects were completed and the team were keen to continue to support the Town Council with further projects. Councillors were asked to keep this in mind for any potential projects to put forward.

2511/13 Policies and Procedures

a. The Council reviewed Policy 05: Reserves Policy last approved November 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council reviewed Policy 30: Bio-Diversity Policy last approved November 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council considered a review of the Grant Policy and Application Form.

RESOLUTION: That the new draft policy and application form documents are approved, with confirmation that the maximum grant which can be applied for is £5,000.00.

ACTION: Town Clerk

d. The Council received the new NALC draft IT Policy. It was agreed that work was needed to develop the existing IT Policy and incorporate relevant elements from this new draft. Work to be carried out in due course when time allows.

e. The Council received the notification from North Lincolnshire Council that the current casual vacancy can be filled by co-option, agreeing actions required to follow the Co-Option Policy.

RESOLUTION: That applications are welcomed for consideration at the December Full Council meeting.

ACTION: Town Clerk

2511/14 Financei. Income and Expenditure

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

b. The Council received a Community Pot application from the Royal British Legion Kirton in Lindsey for the annual Remembrance Service buffet for 2026. The Council noted that the Royal British Legion were unable to provide their constitution or finance/accounts documentation as part of the application.

RESOLUTION: That the application for £300 for the 2026 Remembrance Service buffet is approved.

ACTION: Town Clerk

c. The Council received notification of maintenance requirements for Grandad's Plough monument. The Town Clerk reported that the resident who developed the monument has advised that weatherproofing should be carried out on the ploughman sculpture. In 2021 this was £100 and it is recommended that this is done annually going forward.

RESOLUTION: That weatherproofing work is researched and carried out using the relevant earmarked reserves.

ACTION: Town Clerk

d. The Council received notification of maintenance testing requirement for Solaris rechargeable lights.

RESOLUTION: That the lights are returned to the manufacturer for analysis at a cost of £60.00 for courier services.

ACTION: Town Clerk

e. The Council approved accounts for payment.

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. The charge from Microsoft for the use of Co-Pilot was discussed.

iii. Precept 2026-2027

a. The Council received reports from groups and organisations in receipt of grants from the previous financial year but did not discuss them.

Budgeted Grant Funding Applications were considered in the following order:

Cllr Frankish declared an interest and did not vote on any applications.

d. The Council considered the budgeted grant funding application received from KLASSIC for £4,000.

RESOLUTION: That £4,000 is ringfenced to be granted to whoever is running the Charity at the time of drawdown.

ACTION: Town Clerk

e. The Council considered the budgeted grant funding application received from 1st Kirton in Lindsey Brownies for £500.

RESOLUTION: That grant funding of £500 for 2026/27 was approved.

ACTION: Town Clerk

f. The Council considered the budgeted grant funding application received from Kirton First for £3,000.

RESOLUTION: That grant funding of £2,500 for 2026/27 was approved.

ACTION: Town Clerk

c. The Council considered the budgeted grant funding application received from Evergreens for £800.

RESOLUTION: That grant funding of £800 for 2026/27 was approved.

ACTION: Town Clerk

g. The Council considered the budgeted grant funding application received from Diamond Jubilee Town Hall for £900.

RESOLUTION: That grant funding of £900 for 2026/27 was approved.

ACTION: Town Clerk

b. The Council considered the budgeted grant funding application received from 1st Kirton in Lindsey Scouts for £500.

RESOLUTION: That grant funding of £500 for 2026/27 was approved.

ACTION: Town Clerk

h. The Council considered the budgeted grant funding application received from In Bloom for £500 and noted the receipt of £4,200 into the Town Council bank account, transferred by the previous In Bloom lead.

RESOLUTION: That the £4,200 is returned In Bloom when their new bank account is set up.

ACTION: Town Clerk

RESOLUTION: That grant funding of £1,000 for 2026/27 was approved.

ACTION: Town Clerk

Budget Planning

i. The Council received and considered the budget planning documentation for 2026-2027. The Town Clerk advised that tax base information was still awaited from NLC. This is needed to finalise budget and precept planning. It was agreed to retain allotment maintenance costs at £1,000.

RESOLUTION: That the current aim remains to retain the Precept at the 2025-2026 figure of £117,224.56

with additional information including NLC tax base information to be considered for finalisation works.

2511/15 Planning

- a. The Council received the following decision notifications from North Lincolnshire Council:
- i. PA/2025/1006 – HOUSEHOLDER PLANNING PERMISSION – for the demolition and construction of a new entrance wall and re-location of vehicular gates – Acacia House, 5 South Cliff Road, Kirton in Lindsey, DN21 4NP.
- ii. PA/2025/1065 – HOUSEHOLDER PLANNING PERMISSION – to erect a single storey rear extension and garage at Northcliff House, 4 North Cliff Road, Kirton in Lindsey, DN21 4NH.
- iii. PA/2025/1079 – HOUSEHOLDER PLANNING PERMISSION – to replace existing timber external doors, windows and conservatory with new uPVC external doors, windows and conservatory at 4A Spa Hill, Kirton in Lindsey, DN21 4NE.
- iv. PA/2025/1135 – HOUSEHOLDER PLANNING PERMISSION – to erect a single-storey rear extension at 3 Beechcroft Drive, Kirton in Lindsey, DN21 4EF.
- v. PA/2025/1234 – VARIATION/REMOVAL OF CONDITIONS – to vary the plans condition of planning application PA/1999/0920 granted on 31/03/2000 which were added to by non-material amendment PA/2024/1365 granted on 12/12/2024, namely to alter plot 86 and plots 88 to 94 to allow for amended house types, positions and garages at Windmill Plantation, Kirton in Lindsey, DN21 4FF.

2511/16 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 Town Clerk noted correspondence received after the Agenda was published as: ERNLLCA - HR Disciplinary Process training; Resident – note of thanks for action to have overgrown hedges cleared; Resident – concern at poor police response to reports of anti-social behaviour potentially constituting criminal activity; ERNLLCA – legionella compliance training; ERNLLCA – parliamentary motion supporting local community energy; ERNLLCA – November Newsletter; Hetts updates from Working Group queries; NLC News Direct; ERNLLCA – Health & Safety courses; Cllr Chris Reeve (Scotter Rural Electoral Division) Grayingham Road queries to NLC; NLC – Standards Consultation review update; Resident – council tax receipt query; Lincolnshire County Council via Willoughton Parish Council - Avian Flu notice; Community Speedwatch update; Community Vision update; NAT Ridge December meeting notification; Rural Services Network update.
- b. Remembrance – enquiries from policing teams regarding details for this Royal British Legion event
- c. Sylvia's – information about Halloween event and invitation to attend
- d. Resident – advice on reporting overgrown hedges Moat House Road and Wesley Street via Community Coordinator
- e. Humber and Wolds Rural Action – latest updates
- f. NLC – News Direct weekly updates
- g. Hetts – options for dates to meet with the working group
- h. Civic – City of Lincoln Mayor's Civic Carol Service (December)
- i. Nic Dakin MP – representatives seeking views and needs from Kirton in Lindsey and provide information about MP
- j. Allotment Society – Membership renewal information
- k. Community Vision – Monthly update
- l. Rural Services Network – Weekly Newsletters
- m. Civic – Mayor of Lincoln's Charity Whiskey Tasting event (January)
- n. Remembrance – Traffic Management information and queries for road closures
- o. ERNLLCA – WorkNest webinar – Employment Law Roadmap
- p. ERNLLCA – Allotment training information
- q. ERNLLCA – October Newsletter
- r. NLC - October Tourism Partnership update
- s. Land Registry – update of details for KLASSIC **Cllr Howard queried the term 'trustees' plural on this document rather than 'trustee' singular.**

RESOLUTION: That Hetts solicitors are asked to clarify if this is correct or requires amendment.

ACTION: Town Clerk

- t. Baton of Hope – Tour highlights and feedback
- u. Civic – North East Lincolnshire Mayor's Charity Quiz Night (February)
- v. Resident – concerns about dog waste, a dog bowl and lack of signage at The Maltings play area
- w. North Lincolnshire Council – works to FP255 update (hedges and footbridge)
- x. Resident – suggestion for promotion of Diamond Jubilee Town Hall due to loss of Hemswell Court
- y. National Cyber Security Centre – notification of cease of Mail Check and Web Check services from end of March 2026. **This was queried by Cllr Kofoed along with item rr. And the Town Clerk confirmed the services provided by the NCSC for .gov.uk domains.**
- z. North Lincolnshire Council – Visit North Lincolnshire Tourism Partnership networking information
- aa. Trent Cliff Gazette – forward notice of contribution deadline for Dec/Jan edition
- bb. Independent Brigg Line Rail Group – details of article in Today's Railway Magazine on the Brigg Line
- cc. Pensions Regulator – Reminder for re-enrolment re-declaration deadline of 6th March

- dd. Environment Agency – request to promote free event for farmers on water as a resource (December)
- ee. Resident – concerns raised about transport for pensioners to and from hospital
- ff. North Lincolnshire Council – clarification on play area service level agreement
- gg. Diamond Jubilee Town Hall – letter in response to queries on flag pole and warm space provision. **Cllr Fox noted that the Town Hall were seeking to approach Cllr Starkie to ask if he would be able to assist with warm spaces provision.**
- hh. Residents – concerns about dog waste, a dog bowl and lack of signage at The Maltings play area with no progress
- ii. North Lincolnshire Council – notification that PA/2025/634 to be considered by Planning Committee
- jj. Assistant Clerk – letter of support for SLCC Membership and request to reconsider decision at September meeting. **Cllr Howard proposed that this matter be taken to the next P&D Committee meeting to discuss a solution with the Assistant Clerk and for a recommendation to then come to Full Council from that Committee.**
- kk. Hetts Solicitors – receipt of notes from meeting with Town Council appointed working group held 06/11/2025
- ll. Resident – complaint/concerns about Ashcourt activities at Manton
- mm. ERNLLCA/NALC – new draft IT Policy
- nn. Civic – Hornsea Civic Carol Service (December)
- oo. ezmuve Lincolnshire – request for information about advertising opportunities
- pp. Resident – request for information about arranging for a memorial bench
- qq. Breakthrough Communications – National Town and Parish Council Communications Survey
- rr. National Cyber Security Centre – details of the new Government Digital Service Vulnerability Monitoring Service. **This was queried by Cllr Kofoed along with item y. And the Town Clerk confirmed the services provided by the NCSC for .gov.uk domains.**
- ss. Resident – enquiry about community policing and making direct contact with officers
- tt. Civic – Mayor of North Lincolnshire's Christmas Concert (December)
- uu. North Lincolnshire Council – NATRidge notification of White Ribbon Day ceremony
- vv. Civic – West Lindsey District Council Civic Carol Service (December)

2511/17 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 17th December 2025 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 8th December in line with Standing Orders



Minutes of the Meeting of Kirton in Lindsey Town Council
Promoting Kirton Committee held on Monday 8th December 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm

Members Present: Cllr Hazel Fox (Chair), Cllr Pat Frankish (part), Cllr David Garritt, Cllr Barry Starkie, Cllr Suzanne Stephenson, Alison Birkett, Martin Hollingsworth, Sue Law, Antony Pollitt and Victoria Rumary.

Members not present: Cllr Karen Gunn and Kathryn Allsopp.

Also present: One member of the public, Assistant Clerk Cheri Morton, Community Co-Ordinator Mandy Coote and Town Clerk: Neil Taylor-Matson.

Cllr Fox welcomed everyone to the meeting.

MINUTES

PK2512/01 Apologies
No apologies were received.

PK2512/02 Declaration of Interests / Dispensations
a. No declarations of interest were declared.
b. No dispensations were granted.

PK2512/03 Public Participation
No matters were raised.

PK2512/04 Minutes of the Previous Meeting
The Committee considered the minutes of the PK Committee Meeting held on 10th November 2025.
RESOLUTION: That the minutes be signed as a true and accurate record.

PK2512/05 Community Co-Ordinator update
The Community Co-Ordinator provided an update building on the written report provided. Army Cadets information is now added to the website and two Cadent Centre of Warmth presentations had taken place at Kirton Academy and 'Coffee, Cupcakes and Chat'. A further presentation is arranged for the new year Tea Dance session. Police Surgery – no update from November but future dates are now added to the website. A review of businesses and their current own website presence is ongoing, along with known donations such as for the Christmas Character Hamper prize. A meeting is arranged with the social prescriber in the new year. Cllr Fox asked if it would be possible to publish PDF copies of Kirton First on the website. The Community Co-ordinator suggested that she could contact the editor to discuss.

PK2512/06 Town Events
The Committee discussed information and actions required along with updates at this time regarding Town Events.
• Christmas Festival. The Committee discussed the event held on 30th November. The Assistant Clerk noted that she had sent a thank you and feedback request to all stall holders and most that had responded were very pleased with the event. Comments were received that some stall holders were disappointed not to be able to see the entertainment from their stalls, and that there should be a limit to a maximum of two of the same types of product stalls at future events. It was discussed how difficult this is to achieve. Some concerns were also raised around congestion upstairs in the Town Hall and the impact of one stall on others. The Assistant Clerk noted how these issues were reviewed each year and changes made to try to improve these factors. The potential need for marshalling was discussed.
The potential need for marshalling led to discussion about the limited support available for the set-up, running and take down of the event and the need to be clear if this is a Town Council or Community event and how it can be managed going forward by such a small team. It was noted that only one paid staff member, the Assistant Clerk, was managing the event with voluntary support from Cllr Garritt, the Town Clerk, Alison and members of the Assistant Clerk's family. Members of the town volunteer group also helped with the movement of large equipment to and from the Market Place and Cllr Frankish providing storage and access.
Cllr Fox asked about the qualifications and checks carried out on the First Aider due to someone approaching her with their concerns. It was confirmed that suitability was checked when the booking was made. Cllr Fox also asked about the approval and safety aspects around the fire breathing performances. The Committee considered that approval was given for the performer and that liaison with the performer, Assistant Clerk, Town Clerk and PA provided the performance space required with the performance adjusted when a minority ignored the cordon.
Cllr Frankish noted the success of the event and Alison reported on the vast amount of positive feedback she had heard about the event.
The Assistant Clerk noted thanks to the Events Working Group for wrapping the selection boxes.
• Christmas Character Competition. The Assistant Clerk reported that there were only five entries, and only five votes from members of the Committee and Council. The winner was confirmed to be West Cross Street. Antony asked that any competition be held later in December in future and the Town Clerk noted that this year was the first time a

Signed:

Dated:

Christmas competition had been held so early with the prizes usually distributed around Christmas Eve in the past. The lack of entries was discussed and options for future competitions discussed to be agreed at a later date, including options to not hold a competition next year or to widen the theme to seasonal/decorated house/garden/window with nominations welcomed as well as entries from owners.

- **SportsZone:** Wright Way Sports have confirmed that costs should not exceed £30 per hour for professional fees to run the sessions from April to September next year.

- **Best Kept Town Centre Frontage** – Discussion took place around the previous resolution in April to hold this competition in June. Cllr Stephenson noted this was close to the Summer Gala and Scarecrow events and put forward changing the timing to around Easter or autumn. Alison offered to assist the Assistant Clerk with the Events Working Group to plan from January towards a competition in the first week of April. Prizes to be 1st Prize Business and Residential categories with a mug and certificate and Runner up prizes in both Business and Residential categories to receive a certificate.

RESOLUTION: That the event is held in the first week of April with publicity information from January.

RESOLUTION: That prizes are to be 1st Prize Business and Residential categories with a mug and certificate and Runner up prizes in both Business and Residential categories to receive a certificate.

Summer Gala and Scarecrow Trail – The Town Clerk noted thanks to Alison, Anne Wild and the Women's Institute for the donation of the 'Anne Wild Cup' for the Scarecrow Trail prize.

PK2512/07 Open Spaces

No updates were provided.

PK2512/08 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 12th January 2026 at 6:30pm, with agenda items to be submitted in writing prior to Friday 2nd January in line with Standing Orders.

The meeting closed at 7:15 pm.



**Minutes of the meeting of Kirton in Lindsey Town Council
Finance and Planning Committee, held on Monday 8th December 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7:30pm**

Members Present: Cllr David Garritt (Chair), Cllr Hazel Fox, Cllr Pat Frankish, Cllr Chris Howard, Cllr Joy Kofoed, Cllr Barry Starkie and Cllr Suzanne Stephenson

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

Cllr Garritt welcomed everyone to the meeting.

MINUTES

FP2512/01 Apologies

No apologies were received.

FP2512/02 Declaration of Interests / Dispensations

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

FP2512/03 Public Participation

A member of the public spoke regarding his complaint about the Town Council's response to his planning application PA/2025/881, noting in addition to his comments at the Full Council meeting that he was also unhappy with the concern raised about 'over-development'. He also noted that in checking with North Lincolnshire Council (NLC), they have advised him that if the Town Council object to any planning application that application is automatically referred to their Planning Committee for decision.

FP2512/04 Minutes of the Previous Meeting

The Committee considered the minutes of the FP Committee Meeting held on 10th November 2025.

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

FP2512/05 Planning

The Committee considered the response submitted by the Town Council to Planning Application PA/2025/881 following a complaint from the applicant at the Full Council meeting held 26th November. Cllr Garritt noted his summary response at the Full Council Meeting which he hoped had proven helpful. Cllr Fox noted looking into the Town Council response submitted and confirming the accurate comments including that the development is outside the development boundary, the land is grade 3 agricultural land and potential asbestos concerns were also noted in the Environmental Protection report submitted prior to the Town Council response.

FP2512/06 Finance

The Committee discussed matters for consideration for 2026-2027 budget and precept planning works. The Town Clerk noted the updates to the budget planning document, including the confirmation of the budgeted grants figure and an update from NLC on the devolved grass cutting and Parish Paths Partnership offer values. The offer is for an 3.8% uplift to recognise inflation, however there is now a condition that weed clearance of roads and pathways is included in the arrangement. With receipt of the preliminary tax base figures from NLC the Town Clerk noted the impact on the Band D Council Tax rate for three preferred options previously discussed: to set the precept to meet the budgeted costs; to set the Precept at the 2025-2026 value and to retain the Band D Council Tax rate at the 2025-2026 level. The deadline from NLC for receipt of precept requests is Friday 30th January 2026.

The Town Clerk highlighted budget lines needing discussion as Bank Interest; S137 grants; Community Pot grants; Members Training; Litter Bins/Dog Bins and Community Sports Sessions.

Cllr Garritt suggested Members Training could be increased from £300 to £500. Cllr Fox suggested that staff expenses/travel costs could be increased from £100 to £200 and that Community Sports Sessions funding needed to be included.

The Committee considered the current preferred position is to either retain the precept at the 2025-2026 value or to retain the Band D Council Tax rate at the 2025-2026 level.

FP2512/07 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Finance and Planning Committee meeting, if required, as 12th January 2026 at 7:30pm, with agenda items to be submitted in writing prior to Friday 2nd January in line with Standing Orders.

The meeting closed at 7:53 pm

Town Clerk report December 2025

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 15th 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. September 2025: Continued work with Primary School but little opportunity given to proceed with further research. **November 2025: Primary School confirm they unfortunately are unable to provide any assistance.**

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. **September 2025: No progress reported.**

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). September 2025: No progress reported. **November 2025: Cllr Garritt confirms NLC officer is looking into this with update to follow.**

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. **September 2025: No progress reported.**

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. **November 2025: update received on next steps and support needed to share information.**

Updates from July Meeting:

2507/06 – Speed Indicator Device - That Cllr Fox submits application to the PCC Grant Fund for three solar powered speed indicator devices and makes contact with NLC for collaboration and potential funding as well. **November 2025: NLC have made site visits and given recommendations which were brought to the November FC meeting and agreed. Cllr Fox looking into who carries out consultation with residents.**

2507/08 – Allotments - That on receipt of a positive reference for contractor one from Winterton Town Council this is accepted. On a negative reference the quotation from contractor two is accepted for the planning application works. August 2025: Planning contractor instructed following positive reference. On site meeting held 29th August. Preparatory work ongoing in consultation with NLC planning officers. September 2025: Application submitted to NLC. November 2025: Further information required to be discussed by Full Council. **November 2025: Additional survey reports instructed.**

2507/09 – KLASSIC - That a leasing route is preferred and a meeting is arranged for Town Councillors, CIO members and the Venue Manager to meet to enable the Town Council to put this route forward and to discuss preferences of all parties around the Venue Manager role. July/August/September 2025: Correspondence received from CIO and meetings held by Town Council and KLASSIC Charity. Requests put to solicitors and NLC Legal in order to progress meeting. Solicitors respond but NLC do not. Linked in with Ward Cllr. October 2025: Ward Cllr Garritt secures meeting with NLC with option for Cllrs and CIO members to also attend. **November 2025: Working group formed and meets with Hetts solicitors and provides updates to Full Council with requirements to progress.**

Updates from August 28th Extraordinary Meeting:

2508E2/04 – KLASSIC - That a meeting between Kirton in Lindsey Town Council and KLASSIC CIO representatives is called when information is available from the solicitors and NLC Legal to discuss next steps. September 2025: Awaiting response from NLC. CIO kept updated. **December 2025: CIO invited to informal meeting.**

Updates from September Meeting:

2509/06 – North Lincolnshire Council – South Cliff Road/Cornwall Street - Cllr Garritt advised he would chase these works up.

2509/06 – North Lincolnshire Council – South Cliff Road - That NLC are asked to review congestion caused by parking in this area. (Cllr Garritt)

2509/06 – North Lincolnshire Council – Redbourne Mere - That NLC are asked to replace this damaged boundary sign. (Cllr Garritt)

2509/06 – North Lincolnshire Council – Redbourne Mere - That previous signage requests for ‘tractors/vehicles turning’ signs be chased up. (Cllr Garritt)

2509/07 Community Speedwatch - That the Town Council support the establishment of a Community Speedwatch group for the town and that Safer Roads Humber are chased up on this matter. October 2025: Cllr Garritt receives response 13th October with details of application process required. November 2025: Seven volunteers have come forward and given the information required to self-register. Meeting held with Town Clerk and Co-Ordinator to discuss locations. **December 2025: Work ongoing to try to enable initial group meeting arrangements.**

2509/15 - Open Spaces - That the list of issues identified by RoSPA are sent to NLC and requested to be resolved. September 2025: List provided to NLC team, no response or inspection report for October yet received. **November 2025: NLC confirm they will not carry out maintenance works. Quotations sought from suppliers.**

2509/15 - Open Spaces - That the Council support the maintenance of heritage street signs and seek costings for the works. **October 2025: Ongoing research.**

2509/16 - Policies and Procedures - Strategic Plan - That the Town Clerk contacts the members of the working group to begin arrangements to hold a meeting. **September 2025: Members contacted for availability, replies not yet received from everyone to be able to progress.**

Updates from October Meeting:

2510/05 – Councillors reports – Planting contractor meeting - That the removal of the middle flowerbed on the North Cliff Road approach into the town, the removal of the two verge beds on the South Cliff Road approach into the town, the installation of a planter at the South Cliff Road boundary sign, the reduction of bedding planting for increased perennials, the removal of winter bedding except for the Market Place and for the renewal of the two Richdale Avenue flowerbeds was approved. November 2025: Ongoing with quotes to be received. **November 2025: Works approved and contactors informed.**

2510/06 – North Lincolnshire Council - That the NLC policy on one sign per street is queried. October 2025: Query sent and escalated – no response. **December 2025: Request sent again for this to be escalated – no response.**

2510/07 – KLASSIC Park - That a working group of Councillors is formed to liaise and meet with Hetts Solicitors to formulate the lease agreement for KLASSIC Park. This to be brought back to a meeting of the Full Council for ratification prior to presenting it to the CIO. **November 2025: Working group formed and meets with Hetts solicitors and provides updates to Full Council with requirements to progress.**

2510/09 – Finance – SLCC Membership - That the Assistant Clerk is requested to write to the Council providing a case for membership and requesting the decision at the September meeting (FC2509/13 refers) be reconsidered. **November 2025: Letter circulated by Assistant Clerk**

2510/09 – Finance – Cadent Funding - That the funding is split equally between the three venues (Diamond Jubilee Town Hall, Church Halls and KLASSIC Park) in the town who offer warm spaces for organisations and groups over the winter period. **November 2025: Ongoing**

Updates from November Meeting:

2511/06 – Report from NLC / Ward Councillors – Public conveniences - That the information is shared with Cllr Garritt to raise with the relevant people at NLC, noting that these matters amount to an environmental health concern. **November 2025: Details shared with Cllr Garritt.**

2511/08 – Speed Indicator Devices - That the recommended sites at South Cliff Road, Redbourne Mere and North Cliff Road are progressed, with Spa Hill/Station Road as a reserve location and That funding is sought for three Elan City devices at £7,019.00 (ex. VAT). (Cllr Fox)

2511/09 – Grove Street Cemetery – Memorial testing schedule - That the quotation from Serenity Memorials of £3325.00 (ex VAT), plus the cost of securing any unsafe memorials and a Faculty is approved. **November 2025: Contractor informed.**

2511/10 – KLASSIC Park - That the estimated costs from Hetts of £1,450-£1,850 + VAT and surveyors report (Option 3) of £400 + VAT (estimated) was approved.

That KLASSIC accounts are sourced and provided as required to Hetts.

That an asset register is sourced and the development overseen for the completion in the correct format.

That the situation with the outdoor gym equipment remains ‘as is’ at this time.

That an informal meeting is arranged with the Town Council and CIO representatives to provide an update and information. **December 2025: CIO invited to informal meeting.**

2511/11 – Allotments - That the costs for an initial additional Phase 1 Desk Study at £990.00 + VAT are approved. **November 2025: Contractor informed to progress.**

2511/11 – Allotments - That the annual membership of the National Allotment Society at £70 + VAT is approved. **November 2025: Membership renewal paid.**

2511/11 – Allotments - That the Town Clerk’s action in sourcing wood chipping for the communal paths at £150.00 (+ VAT) is approved.

2511/12 - Open Spaces - That Caloo and KOMPAN are approached for information on any paid SLA they could offer, if they only do so for their own equipment and different timescales to include monthly and quarterly. **November 2025: Query sent to Caloo with confirmation of approval of maintenance costs.**

2511/12 - Open Spaces - That NLC are approached for information on any paid SLA they could offer with different timescales to include monthly and quarterly.

2511/12 - Open Spaces - That Cllr Starkie is asked about potential training in play area inspections. **December 2025: Cllr Starkie advises would be pleased to carry out training.**

2511/12 - Open Spaces - That the quotation from Caloo for repairs and maintenance to their equipment at £722.50 plus VAT is approved. **November 2025: Confirmation sent to supplier; works scheduled in for January.**

2511/12 - Open Spaces - Grounds Maintenance (planting) - That the quotation for landscaping works from Pitch Lincs at £750 + VAT is approved. **November 2025: Confirmation sent to contractor.**

2511/12 - Open Spaces - That the quotation for replanting the Richdale Avenue flowerbeds by the planting contractor at £360 (no VAT) is approved. **November 2025: Confirmation sent to contractor.**

2511/13 - Policies and Procedures – Reserves Policy - That this policy is approved without amendment. **December 2025: Policy version and review date updated, published, log updated and next review date noted on log.**

2511/13 - Policies and Procedures – Bio-Diversity Policy - That this policy is approved without amendment. **December 2025: Policy version and review date updated, published, log updated and next review date noted on log.**

2511/13 - Policies and Procedures – Grant Policy and Application Form - That the new draft policy and application form documents are approved, with confirmation that the maximum grant which can be applied for is £5,000.00. **December 2025: Policy amended, version and review date updated, published, log updated and next review date noted on log.**

2511/14 – Finance – Casual Vacancy Co-Option - That applications are welcomed for consideration at the December Full Council meeting. **November 2025: Publicity material prepared and displayed with deadline of 9th December ahead of agenda publication.**

2511/14 – Finance – Community Pot Application – Royal British Legion - That the application for £300 for the 2026 Remembrance Service buffet is approved. **November 2025: Confirmation sent to Royal British Legion Chair.**

2511/14 – Finance – Solaris rechargeable lights - That the lights are returned to the manufacturer for analysis at a cost of £60.00 for courier services. **December 2025: Lights packaged and sent for analysis.**

2511/14 – Finance - Budgeted Grant Funding applications:
KLASSIC - That £4,000 is ringfenced to be granted to whoever is running the Charity at the time of drawdown. **November 2025: Confirmation sent to KLASSIC.**

1st Kirton in Lindsey Brownies - That grant funding of £500 for 2026/27 was approved. **November 2025: Confirmation sent to Brownies.**

Kirton First - That grant funding of £2,500 for 2026/27 was approved. **November 2025: Confirmation sent to Kirton First.**

Evergreens - That grant funding of £800 for 2026/27 was approved. **November 2025: Confirmation sent to Evergreens.**

Diamond Jubilee Town Hall - That grant funding of £900 for 2026/27 was approved. **November 2025: Confirmation sent to Diamond Jubilee Town Hall.**

1st Kirton in Lindsey Scouts - That grant funding of £500 for 2026/27 was approved. **November 2025: Confirmation sent to Scouts.**

In Bloom - That the £4,200 is returned In Bloom when their new bank account is set up. That grant funding of £1,000 for 2026/27 was approved. **November 2025: Confirmation sent to In Bloom re return of monies and approval of additional funding.**

2511/14 – Finance - Budget Planning - That the current aim remains to retain the Precept at the 2025-2026 figure of £117,224.56 with additional information including NLC tax base information to be considered for finalisation works.

2511/15 – Correspondence - Land Registry – That Hetts solicitors are asked to clarify if this is correct or requires amendment. **November 2025: Query sent to Hetts and confirmation received that this requires amendment and will be actioned in due course.**

December Agenda items

2511/06 - NLC / Ward Cllrs update

Item b.

- March Street/Wesley Street – update requested, **no update** from NLC
- Direction sign for Market Place toilets – **no update received.**
- 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.**
- Street signage – Church Street (St Andrew's junction) (January 2025) and Grayingham Road (June 2024) – Church Street now in place, no update received on policy of 'one street sign' for Grayingham Road; this was escalated by the Ward Officer, but not responded to by the relevant officers.
- Boundary Sign – Redbourne Mere – report request submitted 07/10 – no response received.
- Parking enforcement (town centre) – request submitted 07/10 with response received and further details provided on optimum timing for enforcement patrols.
Reported and no responses received:
- Road surface deterioration – Dunstan Hill/Dunstan Villas junction (February 2025)
- Pot holes – Steep Hill / Wesley Street (February 2025)
- Spa Hill/Church Street Conker tree blocking visibility / road sign (reported August 2025)
- Church Street 'one way' and 'no entry' signage obscured (reported August 2025)
- B1400 40mph sign obscured (reported August 2025)
- B1400 to York Road path – overgrown with weeds in paving slabs (September 2025)
- South Cliff Road – damage to litter bin near Dunstan House (November 2025)

- *Road surface deterioration – Mill Lane/South Cliff Road junction (November 2025)*
- *Road surface deterioration – East Cross Street (December 2025)*

c. Public Conveniences

Information shared with Ward Cllr Garritt – no updates received.

d. The Maltings

Allison Homes confirm the litter bin has been emptied and a sign will be put into place at the play area.

e. Community Speedwatch update

Ongoing work to enable initial meeting of the group.

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
Name of Inspector				Barrie Starkie	
Inspector Qualifications				Councillor	
Conducted on				28 Nov 2025 13:56 UTC	
Document Number				28112025	
Weather conditions.				Rainy	
				1 / 1 (100%)	
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?				Pass	
Is the site free of any obvious signs of damage to any equipment?				Pass	
Is the signage intact and readable?				Pass	
Have all the bins been emptied?				Pass	
Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)				Pass	
Is the site free of any fallen branches or any other grounds maintenance issues?				Pass	
General comments. Is there anything you would like to flag for the attention of the Town Clerk?					

Klassic Visual Gym Equipment Inspection

Complete

Score	5 / 5 (100%)	Flagged items	0	Actions	0
Name of Inspector		Barrie Starkie			
Inspector Qualifications		Councillor			
Conducted on		24 Nov 2025 13:55 UTC			
Document Number		24102025			
Weather conditions.		Rainy			
		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			
General comments. Is there anything you would like to flag for the attention of the Town Clerk?					



Kirton in Lindsey Town Council

Policy No 27: Lone Working Policy

Reviewed and Adopted December 2024 (v.20241) [FC2412/11]

Next Review: December 2025

1. Introduction

The Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours. The purpose of this policy is to protect such staff so far as is reasonable practicable from the risks of lone working.

The Council also recognises it has an obligation under Health and Safety at Work (1974) and the Management of Health and Safety at Work Regulations 1999, for health, safety and welfare at work of its employees.

2. Scope of Policy

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's employees.

3. Definition of Lone Workers

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all Council's employees, all of whom are required to carry out their duties for all or part of their working day working in isolation. This may be within the office or outside the office.

4. Aims of Policy

The aim of the policy is to:

- a) Increase staff awareness of safety issues relating to lone working;
- b) Recognise and reduce risk by ensuring that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as reasonably practicable;
- c) Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone;
- d) Ensure that appropriate support is available to staff who have to work alone;
- e) Encourage full reporting and recording of all adverse incidents relating to lone working.

5. Responsibilities

5.1 Town Clerk

The Town Clerk on behalf of the Town Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- Providing resources for putting the policy into practice;
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the Council regularly reviews the effectiveness of this policy;
- Ensuring that all staff are aware of the policy;
- Ensuring that risk assessments are carried out and reviewed regularly;

- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff are given appropriate information, instruction and training;
- Ensuring that appropriate support is given to staff involved in any incident;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

5.2 Employees

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions;
- Co-operating by following rules and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

6. Risk Assessment

Risk assessment is essential to good risk management. Assessment will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as mobile staff whose work takes them out into the community.

Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.

A lone workers' checklist will be completed (See Appendix 1). This will be used as a risk assessment for site based lone workers and will include:

- Safe access and exit;
- Risk of violence;
- Safety of equipment for individual use;
- Channels of communication in an emergency;
- Site security;
- Security arrangements i.e. alarm systems and mobile telephones;
- Level and adequacy of on/off site supervision.

Risk assessments for mobile lone workers will, additionally, include:

- Travelling between sites;
- Reporting and recording arrangements;
- Communication and traceability;
- Personal safety/security.

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required.

7. Mandatory Procedures

7.1 Security of Buildings

To ensure the security of buildings

- Appropriate steps should be taken to control access to the building, and that emergency exits are accessible;
- Alarm systems must be tested regularly by the owners of the building;

- Staff working alone must ensure they are familiar with the exits and alarms;
- There must be access to a telephone and first aid equipment for staff working alone;
- If there is any indication that the building has been broken into or is unsafe, a staff member must not enter alone, but must wait for back up from the appointed security contact.

7.2 Personal Safety

To ensure personal safety

- Staff must not assume that having a mobile phone and a backup plan is sufficient. The first priority is to plan for a reduction of risk;
- Staff should take all reasonable precautions to ensure their own safety;
- Before working alone, assessment of the risks involved should be made and the Council informed where necessary;
- Staff must inform an identified person when they will be working alone, giving details of their location and following an agreed plan where necessary;
- If a member of staff does not report as expected, an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate;
- Where staff work alone for extended periods and/or a regular basis, the Council must make provision for regular contact, to monitor and to counter the effect of working in isolation.

8. Incident Reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported by or to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threatened or “unsafe” are reported. This includes incidents of verbal abuse.

9. Contacting/Involving the Police

The Council is committed to protecting the staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff are encouraged to report violent incidents to the police and will be supported by the Council throughout the process.

Except in the cases of emergency, the Clerk should make a report of any incident immediately. The Clerk or an identified person will thereafter take responsibility for contacting the police to report the details of the incident.

10. Support for Staff

Employees working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive the appropriate training.

11. Immediate Support Following a Violent Incident

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee received any necessary medical treatment and/or advice. When an incident occurs the Chair of Personnel and Disciplinary should be contacted by the Clerk.

The Clerk will also consider whether they need specific information or assistance relating to any legal or insurance matters. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.

Signed..... (Kirton in Lindsey Town Mayor)

Date.....

Signed..... (Kirton in Lindsey Town Clerk)

Date.....

Kirton in Lindsey Town Council

LONE WORKING CHECKLIST

Checklist completed by:

Date completed:

Location: Town Hall

Grove Street Cemetery

The Green

Allotments

Around Kirton in Lindsey

(* circle as necessary)

Main Issues of Concern

Are staff working alone?

Yes ☐ No ☐

Do staff work outside normal office hours?

Yes ☐ No ☐

Do staff meet with members of the public in an isolated location?

Yes ☐ No ☐

Is there enough security provision?

Yes ☐ No ☐

Is there safe access to the building?

Yes ☐ No ☐

Do staff activities involve working in confined spaces?

Yes ☐ No ☐

Do staff activities involve handling dangerous substances?

Yes ☐ No ☐

Do staff carry out work in high-risk locations?

Yes ☐ No ☐

Do staff carry out work in isolated areas?

Yes ☐ No ☐

Control Measures for Consideration

Do you provide joint working for high risk activities?

Yes ☐ No ☐

Do you carry out regular supervisor or colleague checks during activities?

Yes ☐ No ☐

Do you use entrance security systems? (i.e. digital locks)

Yes ☐ No ☐

Is there security lighting around access points and parking areas?

Yes ☐ No ☐

Have you installed panic buttons linked to manned locations?

Yes ☐ No ☐

Do staff have information and training on basic personal safety?

Yes ☐ No ☐

Is staff trained in strategies for preventing and managing violence?

Yes ☐ No ☐

Do staff have access to forms for reporting incidents or near misses and appreciate the need for this procedure? Yes ☐ No ☐

Do you provide accompanied visits when there are concerns about safety? Yes ☐ No ☐

Do you share risk information with other agencies? Yes ☐ No ☐

Are there systems for monitoring staff whereabouts and movements for regularly reporting to base? Yes ☐ No ☐

Have you issued mobile phones? Yes ☐ No ☐

Have you issued personal attack alarms? Yes ☐ No ☐

Do staff carry forms for reporting incidents or near misses and appreciate the need for this procedure? Yes ☐ No ☐

Are the existing control measures adequate? Yes ☐ No ☐

If “no”, what modifications or additional actions are necessary?

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8

Classification - Finance - Open

	Date	Payee	Description	101 Administration	1014 Official Staff Costs Separate to salary (tax, ins, retirement & mileage)	1011 Salaries	10111 Income Tax	10111 National Insurance	10111 Pensions	10113 Mortgage	10215 General Power of Competence	10211 Section 137 Grants	103 Democratic Expenses	103 Open Spaces	103 Burial Grounds	1021144 Promoting Keron	103 Public Services	103 Civic	70111 Trustee Green & Market Place	70112 Trustee War Memorial & Garden of REO	801 Allowments	VAT	Total	
PART A	PRE - APPROVED/APPROVED BY COMMITTEE																							
Contractual	03/12/2025	O2	Mobile phone	E42.08																				
Contractual	08/12/2025	S Barrett	Grounds Maintenance contracts (planting)											E706.00								E8.42	E50.50	
Contractual	08/12/2025	Diamond Jubilee Town Hall	Office Rent & Room Hire	E450.00																			E706.00	
Contractual	08/12/2025	Diamond Jubilee Town Hall	Hall hire - meetings and Christmas Festival	E29.00												E400.00							E450.00	
Contractual	08/12/2025	AG Medical	Christmas Festival expenses - First Aid cover													E125.00							E450.00	
FC2511/12	09/12/2025	Fitch Lines Sports	Landscapeing works flowerbed removals											E750.00									E450.00	
Democratic	09/12/2025	J Kofoed	Expenses - travel to Civic Carol Concert Lincoln										E18.00										E900.00	
FC2511/14	09/12/2025	Post Office	Solaris Lighting - postage costs for analysis	E55.50																			E18.00	
PK2511/07	09/12/2025	J Bragg Quirky Cirque	Christmas Festival expenses - Entertainment													E200.00							E55.50	
Training	09/12/2025	Yorkshire Local Councils	CCTV & Data Protection training			E27.40																	E200.00	
PK2505/07	10/12/2025	Nationwide Traffic Solutions	Christmas Festival expenses - road closures													E500.00							E27.40	
Contractual	10/12/2025	software-pdf.com	PDF Architect Professional Plan renewal	E29.17																			E100.00	
Clerk FR	11/12/2025	Post Office	Postage costs - Exclusive Right of Burials	E3.60																			E600.00	
Civic	11/12/2025	H Fox	Christmas Festival - Civic Raffle prize															E96.65					E3.60	
Contractual	15/12/2025	Nest	Pension Contributions																				E9.34	
Contractual	17/12/2025	Town Clerk	Salary																					
Contractual	17/12/2025	Assistant Clerk	Salary																					
Contractual	17/12/2025	HSBC	Business banking account charges - cheque	E0.50																			E0.50	
Contractual	18/12/2025	Community Co-Ordinator	Salary																					
Contractual	18/12/2025	HMRC	Tax NI/Student Loan Payments																					
Contractual	24/12/2025	idVerde	Grounds Maintenance contracts (grass cutting)											E1,040.52									E208.10	
																							E1,248.62	
PART B	FOR APPROVAL																							
		Subtotal for month		E609.85	E27.40					E0.00	E0.00	E0.00	E18.00	E2,496.52	E0.00	E1,225.00	E0.00	E96.65	E0.00	E0.00	E0.00			E481.69
																							E10,045.33	

Classification - Finance - Open

Kirton in Lindsey Town Council Finance Report November 2025

Receipts and Payments made during November 2025, reconciling the cashbook with the bank statements as at 30/11/2025

Cashbook balance brought forward:

Balance carried forward April 1st 2025:	£78,542.96
Receipts to October 31st 2025:	£170,420.12
Payments to October 31st 2025:	£113,142.95
Balance carried forward November 1st 2025:	£135,820.13

<u>Ref</u>	<u>Date</u>	<u>Payer</u>	<u>Details</u>	<u>Receipts</u>
			Balance C/F 01/11/2025	£135,820.13
R95	04/11/2025	R D & E L Ivory	Christmas Festival - Stall booking	£15.00
R96	04/11/2025	CCLA	Interest	£272.23
R97	05/11/2025	Kirton in Lindsey Bloom	Payment in error	£4,200.00
R98	08/11/2025	Retford Memorials	Cemetery - Memorial fee - Brumpton	£90.00
R99	12/11/2025	M Kennedy	Christmas Festival - Stall booking	£20.00
R100	17/11/2025	Benjamin George De	Christmas Festival - Stall booking	£25.00
R101	18/11/2025	M Corringham	Christmas Festival - Stall booking	£25.00
R102	20/11/2025	S Garfoot	Christmas Festival - Stall booking	£25.00
R103	21/11/2025	Diamond Jubilee Town Hall	Christmas Festival - Stall booking x2	£30.00
R104	21/11/2025	W Jarvis	Christmas Festival - Stall booking	£25.00
R105	22/11/2025	C Blow	Christmas Festival - Stall booking	£20.00
R106	24/11/2025	Kirton in Lindsey Archery	Christmas Festival - Stall booking	£15.00
R107	25/11/2025	SL Everatt	Christmas Festival - Stall booking	£20.00
R108	27/11/2025	HSBC	Gross Interest	£59.36
R109	30/11/2025	House of Bounce	Christmas Festival - fair equipment booking	£175.00

Receipts, November 2025

£5,016.59

<u>Ref</u>	<u>Date</u>	<u>To Whom Paid</u>	<u>Details</u>	<u>Payments</u>
P224	03/11/2025	Pitch Lincs Sports	Highway veges devolved services (13)	£1,217.04
P225	04/11/2025	S Barratt	Grounds Maintenance contract (planting)	£706.00
P226	05/11/2025	North Lincolnshire Council	Christmas Festival expenses - Market Consent	£10.00
P227	06/11/2025	Wix.com	kirtoninlindsey.com domain renewal	£20.40
P228	10/11/2025	D Garritt	Christmas Festival expenses - stall lighting	£40.63
P229	10/11/2025	Diamond Jubilee Town Hall	Office rent and Heritage Room hire	£450.00
P230	10/11/2025	Diamond Jubilee Town Hall	Meeting room hire	£119.00
P231	13/11/2025	Blachere Illuminations	Christmas Festival - lighting contract (2/1)	£3,000.00
P232	13/11/2025	Lidl Scunthorpe	Christmas Festival expenses - wrapping paper	£3.98
P233	14/11/2025	Blachere Illuminations	Christmas Festival - lighting contract (2/2)	£630.32
P234	14/11/2025	Pitch Lincs Sports	Allotment expenses - woodchip (communal areas)	£180.00
P235	14/11/2025	J Kofoed	Cllr expenses - travel to Scunthorpe	£9.90
P236	14/11/2025	Town Clerk	Work issue mobile phone cover and screen cover	£11.99
P237	14/11/2025	North Lincolnshire Council	Office expenses - annual electrical equipment testing	£48.00
P238	20/11/2025	ERNLLCA	Training - Cllr Kofoed Health & Safety course	£186.00
P239	20/11/2025	J Kofoed	Cllr expenses - travel to Barton	£18.90
P240	20/11/2025	Buyer Direct Ltd	Event expenses - weights and gutters	£584.77
P241	21/11/2025	J Kofoed	Cllr expenses - travel to Scunthorpe	£10.80
P242	22/11/2025	KLASSIC	Staff costs Nov 2025	
P243	25/11/2025	Nest	Pension Contributions (Dec)	
P244	25/11/2025	E Gladding	Christmas Festival expenses - entertainment deposit	£258.50
P245	26/11/2025	Town Clerk	Salary	
P246	26/11/2025	Assistant Clerk	Salary	
P247	27/11/2025	National Allotment Society	Membership subscription renewal	£84.00
P248	27/11/2025	Community Co-Ordinator	Salary	
P249	27/11/2025	HMRC	Tax/NI/Student Loan	
P250	28/11/2025	idVerde	Grounds Maintenance contract (grass cutting)	£1,248.62
P251	30/11/2025	E Gladding	Christmas Festival expenses - entertainment final	£258.50
P252	30/11/2025	Lah Di Dah	Christmas Festival expenses - entertainment	£280.00

Total Payments November 2025

£14,234.65

Cashbook carried forward

Balance carried forward April 1st 2025:	£78,542.96
Receipts to November 30th 2025:	£175,436.71
Payments to November 30th 2025:	£127,377.60
Cashbook total at November 30th 2025:	£126,602.07

Reconciliation to Bank Statements

Current Account 41305484	£500.00
Savings Account 01109553	£46,102.07
Public Sector Desposit Fund	£80,000.00
Total in bank as at November 30th 2025:	£126,602.07

Agreed to cashbook and bank statements:

Dated:

***Nutshell* – the magazine of St Andrew's United Church Kirton in Lindsey**

Report to Kirton in Lindsey Town Council 2025

Nutshell has been the magazine of St Andrew's Church, Kirton in Lindsey, for at least 40 years, and, once again, on behalf of St Andrew's United Church, can I thank you most warmly for the support the Council has given towards the costs of our church magazine, in particular the grant of £400 earlier this year which has helped ensure that we could keep *Nutshell* going throughout 2025 and into next Spring, 2026.

Our publication has had a hard time recently, with the ever-rising cost of printing and related production costs. We also found it difficult to keep our advertisers in the current hard financial climate, even though we have not increased our prices to match rising costs. As a result revenue from advertising has fallen, and this year is only a little over 15 percent of our total costs (see *below*). However, we have been fortunate to secure the services of a voluntary advertising manager, and he is working hard to secure new clients.

We are grateful to the Editorial Committee of *Kirton First* for allowing us to continue with the 8-page A5 supplement in the middle of the town magazine, though, because *Kirton First* has also found 2025 a difficult year, we have had to double our annual contribution to £1000, which is tough.

Thanks to your help, however, plus a rise in the cover price of our bi-monthly A4-size issue and a very generous response in extra gifts from our readers, *Nutshell's* future is assured, at least until the middle of 2026. Of course, we are heavily dependent on the support of friends – several of them outside the town – who have given so generously this year. If this should change dramatically, the future of *Nutshell* may once more be in question. We live from year to year.

We are proud of both versions of our magazine, which we feel play a significant part in the life of our community. *Nutshell* is not just for churchgoers. In both manifestations we report on the life and activities of the Church in the community, and in the larger format magazine we also have a page of Town Hall news, and fascinating articles on local history from the Secretary of the *Kirton in Lindsey Society*, Martin Hollingsworth.

So, once again – very many thanks to the Town Council for its generous help in 2025!

Michael Sheard, *Editor*
Autumn, 2025

Nutshell income and expenditure, March 2025-February 2026			
<i>PROVISIONAL FIGURES [Subject to audit]</i>			
<i>Income:</i>	£	<i>Expenditure:</i>	£
<i>Subscriptions</i>	911.00	<i>Printer</i>	1260.00
<i>Voluntary gifts</i>	895.00	<i>Postage</i>	148.80
<i>Advertising</i>	415.00	<i>Office costs</i> ^{1.}	228.00
<i>Town Council Grant</i>	400.00	<i>Kirton First</i>	1000.00
<i>Total</i>	£2,621.00	<i>Total</i>	£2,636.80 ^{2.}
^{1.} Includes office print cartridges, paper, envelopes etc.			
^{2.} This total does not include additional costs born by the Editor, especially payment for copyright & related graphics, used in both versions of <i>Nutshell</i> (ie 12 issues) £696 so far.			

ADMINISTRATION AND RESOURCES															
	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
101	Administration														
Income															
10101	Precept	£97,500.00	£97,500.00	£103,875.00	£103,875.00	£112,226.07	£112,226.07	£117,224.56	£117,224.56			£0.00	£117,224.56		tbc
10102	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
10103	Grant Funding	£8,500.00	£25,000.00	£0.00	£6,041.53	£8,764.94	£2,213.73	£0.00	£3,545.55	£7,921.00		£0.00	£11,466.55	£0.00	
10104	Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
10105	Income Other	£0.00	£35,294.45	£8,500.00	£13,114.58	£8,500.00	£14,542.86	£10,000.00	£13,633.93	£116.17	£4,200.00	£0.00	£17,950.10	£10,000.00	
10106	Bank Interest	£10.00	£1,373.28	£720.00	£4,470.15	£1,000.00	£4,678.98	£2,000.00	£1,955.83	£328.92	£331.59	£1,379.49	£2,616.34	£2,000.00	£1000 if reduce CCLA fund
	Sub Total	£106,010.00	£159,167.73	£113,095.00	£23,626.26	£18,264.94	£133,661.64	£12,000.00	£136,359.87	£8,366.09	£4,531.59	£1,379.49	£149,257.55	£12,000.00	
Expenditure															
10111	Staff Costs (Salaries, PAYE, Pensions)	£40,500.00	£43,409.14	£43,100.00	£51,781.76	£61,310.68	£55,646.27	£55,961.56	£28,258.16	£4,955.77	£4,857.30	£18,445.09	£38,071.23	£58,759.64	5% increase; CC costs covered by grant
10112	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
10113	Staff Expenses / Travel	£300.00	£142.20	£200.00	£114.00	£100.00	£120.55	£100.00	£118.18	£66.02		£23.98	£184.20	£200.00	
10114	Training Staff	£400.00	£300.00	£300.00	£411.22	£400.00	£506.00	£400.00	£276.00	£132.00		£0.00	£408.00	£400.00	
10115	Licences/Permissions	£50.00	£70.00	£80.00	£70.00	£85.00	£70.00	£85.00	£0.00			£85.00	£0.00	£85.00	due February
10116	Stationery/Consumables	£1,300.00	£1,300.70	£1,450.00	£1,606.96	£1,450.00	£1,232.47	£1,450.00	£538.53	£335.20		£576.27	£873.73	£1,450.00	
10117	Office Rent/Meeting Room Hire	£5,000.00	£4,753.50	£5,912.00	£5,485.50	£5,600.00	£5,960.50	£5,600.00	£3,159.75	£509.00	£569.00	£1,362.25	£4,237.75	£6,328.00	
10118	Telephone/Broadband etc	£1,400.00	£1,307.23	£1,560.00	£1,384.66	£1,700.00	£946.97	£1,700.00	£492.22	£263.14	£11.99	£944.64	£767.35	£1,700.00	
10119	Memberships/Subscriptions	£1,650.00	£2,033.97	£1,850.00	£1,935.22	£1,850.00	£1,673.28	£1,850.00	£1,431.10		£84.00	£334.90	£1,515.10	£1,850.00	
10120	Audit Costs	£1,200.00	£1,714.70	£1,800.00	£2,067.60	£2,000.00	£1,899.60	£2,000.00	£1,216.80	£772.80		£0.00	£1,989.60	£2,200.00	
10121	Insurance	£1,000.00	£1,117.03	£1,350.00	£1,267.52	£1,350.00	£1,453.32	£1,500.00	£1,698.53			£0.00	£1,698.53	£1,700.00	
10122	Maintenance	£400.00	£418.37	£400.00	£66.35	£200.00	£255.10	£400.00	£15.00	£162.28	£48.00	£174.72	£225.28	£1,000.00	annual CCTV cost plus £200 (reduced from £400)
10123	IT/Website	£500.00	£311.56	£1,200.00	£1,159.18	£600.00	£114.99	£200.00	£193.50	£209.98	£20.40	£0.00	£423.88	£200.00	
10124	Sundry Admin	£100.00	£166.99	£100.00	£162.40	£100.00	£280.96	£100.00	£2.00			£198.00	£2.00	£100.00	
10125	Banking fees	£150.00	£177.87	£150.00	£177.68	£200.00	£147.80	£200.00	£54.44	£0.50		£5.00	£54.94	£10.00	removal monthly charge, reduction in cheques/cash
	Sub Total	£53,950.00	£57,223.26	£59,452.00	£67,690.05	£76,945.68	£70,307.81	£71,546.56	£37,454.21	£7,406.69	£5,590.69	£22,209.85	£50,451.59	£75,982.64	
	TOTAL	£52,060.00	£101,944.47	£53,643.00	£44,063.79	£58,680.74	£63,353.83	£59,546.56	£98,905.66	£959.40	£1,059.10	£20,830.36	£98,805.96	£63,982.64	
	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
102	Grants and Donations														
Income															
10201	Income Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
10202	Grant Funding	£0.00	£1,469.16	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
10203	Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£0.00	£1,469.16	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure															
10211	S137 Grants	£300.00	£300.00	£300.00	£300.00	£300.00	£310.00	£310.00	£0.00	£310.00		£0.00	£310.00	£310.00	needs confirming
10212	S133 Grants - Community Building	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
10213	Sports Facilities LG(MiscProv) Act	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
10214	Community Pot	£0.00	£0.00	£300.00	£300.00	£0.00	£0.00	£900.00	£300.00			£600.00	£300.00	£900.00	needs confirming
10215	General Power of Competence	£11,525.00	£11,680.00	£12,660.00	£12,660.00	£14,140.00	£12,340.00	£14,170.00	£14,170.00			£0.00	£14,170.00	£10,200.00	
10216	Community Renewal Project	£0.00	£14,429.31	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£11,825.00	£26,409.31	£13,260.00	£13,260.00	£14,440.00	£12,650.00	£15,380.00	£14,470.00	£310.00	£0.00	£600.00	£14,780.00	£11,410.00	
	TOTAL	£11,825.00	£24,940.15	£13,260.00	£13,260.00	£14,440.00	£12,650.00	£15,380.00	£14,470.00	£310.00	£0.00	£600.00	£14,780.00	£11,410.00	
	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
103	Democratic Expenses														
Income															
10301	Grant Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
10302	Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
10303	Income Other	£0.00	£4,041.76	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£0.00	£4,041.76	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure															
10311	Members Expenses	£100.00	£28.20	£100.00	£26.10	£100.00	£0.00	£100.00	£0.00		£39.60	£60.40	£39.60	£100.00	
10312	Members Training	£400.00	£5,255.13	£400.00	£531.22	£400.00	£426.00	£300.00	£0.00	£36.00	£186.00	£78.00	£222.00	£500.00	opportunities should be available
10313	Election Expenses	£375.00	£0.00	£375.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	remains ringfenced in reserves
	Sub Total	£875.00	£5,283.33	£875.00	£557.32	£500.00	£426.00	£400.00	£0.00	£36.00	£225.60	£138.40	£261.60	£600.00	
	TOTAL	£875.00	£1,241.57	£875.00	£557.32	£500.00	£426.00	£400.00	£0.00	£36.00	£225.60	£138.40	£261.60	£600.00	

Open Spaces															
	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
201 Open Spaces															
Income															
20101	Grant Funding	£0.00	£67,983.00	£0.00	£9,552.84	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
20102	Donations/Sponsorship	£0.00	£1,005.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00			£0.00	£1,500.00	£1,500.00	Amara Care for Peace Garden beds
20103	Income Other	£0.00	£750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
20104	Grass verges devolution	£16,278.00	£16,548.00	£16,766.34	£16,766.00	£16,766.00	£16,766.00	£16,766.00	£16,766.00			£0.00	£16,766.00	£17,404.00	3.8% increase confirmed
20105	Parish Paths Partnership	£1,071.00	£1,186.00	£1,103.13	£1,104.00	£1,104.00	£1,104.00	£1,104.00	£1,144.00			£0.00	£1,144.00	£1,146.00	3.8% increase confirmed
20106	Halifax Bomber Memorial							£3,037.00	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£17,349.00	£87,472.00	£17,869.47	£27,422.84	£17,870.00		£20,907.00	£17,870.00	£19,410.00	£0.00	£0.00	£19,410.00	£20,050.00	
Expenditure															
20111	Grounds Maintenance Contracts (Grass/Planting)	£16,500.00	£18,183.21	£17,500.00	£19,300.18	£19,286.33	£21,610.27	£19,500.00	£11,341.52	£1,954.62	£1,954.64	£7,818.46	£15,250.78	£23,265.00	3.5% increase for planting plus £14,490.67 idVerde
20112	Waste / Bins / Dog Bins	£0.00	£0.00	£0.00	£135.00	£0.00	£135.00	£100.00	£0.00			£100.00	£0.00	£0.00	zero spending
20113	Play Area Maintenance	£5,439.22	£75,122.32	£2,000.00	£14,349.54	£2,000.00	£2,216.14	£3,000.00	£1,418.16			£1,581.84	£1,418.16	£3,000.00	
20114	Play Area Inspection	£150.00	£636.60	£200.00	£140.40	£400.00	£0.00	£400.00	£158.40			£241.60	£158.40	£400.00	
20115	In Bloom/CPRE Entry	£50.00	£35.00	£50.00	£35.00	£35.00	£35.00	£35.00	£0.00			£0.00	£0.00	£35.00	
20116	Historic Sites Maintenance	£500.00	£620.16	£600.00	£174.66	£400.00	£0.00	£400.00	£21.99			£378.01	£21.99	£400.00	
20117	Grass verges devolution	£16,278.00	£11,040.90	£16,766.34	£17,064.00	£16,766.00	£14,944.80	£16,766.00	£12,138.00	£2,537.04	£1,217.04	£0.00	£15,892.08	£17,404.00	3.8% increase confirmed
20118	Parish Paths Partnership	£1,071.00	£938.25	£1,103.13	£2,100.00	£1,104.00	£1,680.00	£1,104.00	£900.00	£450.00		£0.00	£1,350.00	£1,146.00	3.8% increase confirmed
20119	Halifax Bomber Memorial							£3,067.86	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£39,988.22	£106,576.44	£38,219.47	£53,298.78	£39,991.33	£43,689.07	£41,305.00	£25,978.07	£4,941.66	£3,171.68	£10,119.91	£34,091.41	£45,650.00	
	TOTAL	£22,639.22	£19,104.44	£20,350.00	£25,875.94	£22,121.33	£22,782.07	£23,435.00	£6,568.07	£4,941.66	£3,171.68	£10,119.91	£14,681.41	£25,600.00	
Burial Grounds															
	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
301 Burial Grounds															
Income															
30101	Grant Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
30102	Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
30103	Cemetery Fees	£3,000.00	£7,191.00	£4,000.00	£5,005.00	£4,000.00	£9,364.00	£4,000.00	£3,090.00	£1,260.00	£90.00	£0.00	£4,440.00	£4,000.00	
30104	Trade Waste Refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£3,000.00	£7,191.00	£4,000.00	£5,005.00	£4,000.00	£9,364.00	£4,000.00	£3,090.00	£1,260.00	£90.00	£0.00	£4,440.00	£4,000.00	
Expenditure															
30111	Trade Waste	£450.00	£423.40	£500.00	£470.20	£500.00	£493.60	£520.00	£510.70			£0.00	£510.70	£530.00	
30112	Maintenance Works	£4,000.00	£6,673.22	£2,376.00	£2,551.80	£3,000.00	£3,646.49	£3,000.00	£36.00			£2,000.00	£36.00	£6,000.00	to include 5 year cycle memorial safety works
30113	Business Rates	£650.00	£736.03	£780.00	£474.05	£500.00	£474.05	£505.00	£474.05			£0.00	£474.05	£490.00	
30114	Cemetery costs general	£0.00	£0.00	£0.00	£0.00	£0.00	£5.95	£0.00	£1,659.00	£1.70		£0.00	£1,660.70	£0.00	
30115	Pest control contract	£0.00	£624.00	£624.00	£657.60	£576.00	£691.20	£692.00	£345.00			£345.00	£345.00	£716.00	
	Sub Total	£5,100.00	£8,456.65	£4,280.00	£4,153.65	£4,576.00	£5,311.29	£4,717.00	£3,024.75	£1.70	£0.00	£2,345.00	£3,026.45	£7,736.00	
	TOTAL	£2,100.00	£1,265.65	£280.00	£851.35	£576.00	£4,052.71	£717.00	£65.25	£1,258.30	£90.00	£2,345.00	£1,413.55	£3,736.00	

S144 Promoting Kirton															
	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
401	Promoting Kirton														
Income															
40101	Grant Funding	£0.00	£0.00	£0.00	£250.00	£0.00	£245.26	£0.00	£0.00			£0.00	£0.00	£0.00	
40102	Event Income - Christmas	£500.00	£1,120.00	£500.00	£1,205.00	£1,000.00	£1,342.00	£1,000.00	£630.00	£45.00	£395.00	£0.00	£1,070.00	£1,000.00	
40103	Event Income - Summer Gala	£0.00	£0.00	£0.00	£347.11	£250.00	£205.00	£200.00	£155.00			£0.00	£155.00	£200.00	
40105	Event Income - VE Day	£0.00	£0.00	£0.00	£348.90	£0.00	£240.88	£0.00	£0.00	£220.00		£0.00	£220.00	£0.00	
40104	Event Donations	£400.00	£650.00	£400.00	£550.96	£400.00	£110.00	£200.00	£500.28			£0.00	£500.28	£200.00	
	Sub Total	£900.00	£1,770.00	£900.00	£2,701.97	£1,650.00	£2,143.14	£1,400.00	£1,285.28	£265.00	£395.00	£0.00	£1,945.28	£1,400.00	
Expenditure															
40111	Summer Gala Expenses	£0.00	£0.00	£0.00	£0.00	£700.00	£475.00	£500.00	£325.00			£0.00	£325.00	£500.00	
	Christmas Festival Expenses														
40112	Lights Installation/Removal	£9,000.00	£8,723.40	£10,000.00	£10,430.39	£9,032.00	£10,454.39	£10,095.00	£4,761.50		£3,630.32	£1,703.18	£8,391.82	£10,800.00	
40113	Maintenance	£800.00	£87.54	£800.00	£0.00	£0.00	£0.00	£0.00	£0.00	£114.00			£114.00	£0.00	
40114	Town Hall Hire/Electrics	£360.00	£245.01	£460.00	£351.57	£370.00	£360.49	£390.00	£0.00			£450.00	£0.00	£450.00	revised up
40115	Church Electrics	£60.00	£58.23	£90.00	£0.00	£80.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
40116	Market Stalls & Lighting	£350.00	£55.51	£0.00	£0.00	£100.00	£0.00	£100.00	£7.50		£625.40	£0.00	£632.90	£25.00	
40117	Road Closures	£0.00	£954.00	£700.00	£924.00	£800.00	£954.00	£950.00	£0.00			£600.00	£0.00	£750.00	revised down
40118	Equipment Hire	£820.00	£0.00	£120.00	£0.00	£120.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
40119	First Aid Provision	£0.00	£0.00	£200.00	£175.00	£200.00	£125.00	£200.00	£0.00			£125.00	£0.00	£200.00	
40120	Advertising and Promotion	£0.00	£0.00	£100.00	£153.16	£100.00	£0.00	£100.00	£0.00			£100.00	£0.00	£100.00	
40121	Hosting Fees	£0.00	£0.00	£10.00	£135.00	£10.00	£10.00	£135.00	£38.59		£13.98	£0.00	£52.57	£135.00	
40122	Entertainers' Fees	£700.00	£669.32	£600.00	£526.00	£550.00	£526.00	£550.00	£0.00	£225.75	£797.00	£200.00	£1,022.75	£1,000.00	revised up
40123	Christmas Trees & Decorations	£750.00	£953.75	£950.00	£1,087.70	£960.00	£720.00	£1,100.00	£0.00			£1,000.00	£0.00	£1,100.00	
40124	National events (D-Day/VE Day)	£0.00	£0.00	£0.00	£686.00	£0.00	£528.75	£0.00	£110.00			£0.00	£110.00	£0.00	
40125	Best Kept TC Frontage Competition	£0.00	£0.00	£0.00	£0.00	£36.00	£30.00	£36.00	£0.00			£0.00	£0.00	£36.00	
40126	Annual Town Meeting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£35.00	
40127	Remembrance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£90.00	
40128	Sundry PK Expenses	£50.00	£6.99	£50.00	£45.00	£0.00	£0.00	£0.00	£146.00			£0.00	£146.00	£0.00	
	Sub Total	£12,890.00	£11,753.75	£14,080.00	£14,513.82	£13,058.00	£14,183.63	£14,156.00	£5,388.59	£339.75	£5,066.70	£4,178.18	£10,795.04	£15,221.00	
	TOTAL	£11,990.00	£9,983.75	£13,180.00	£11,811.85	£11,408.00	£12,040.49	£12,756.00	£4,103.31	£74.75	£4,671.70	£4,178.18	£8,849.76	£13,821.00	
Public Services															
	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
501	Public Services														
Income															
50101	Grant Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
50102	Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
50103	Income	£0.00	£210.00	£0.00	£70.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£0.00	£210.00	£0.00	£70.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure															
50111	Town Clock	£400.00	£174.00	£200.00	£234.00	£250.00	£234.00	£250.00	£234.00			£0.00	£234.00	£250.00	
50112	Community Sports Sessions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£700.00	need to consider funding for this or grants
	Sub Total	£400.00	£174.00	£200.00	£234.00	£250.00	£234.00	£250.00	£234.00	£0.00	£0.00	£0.00	£234.00	£950.00	
	TOTAL	£400.00	£36.00	£200.00	£164.00	£250.00	£234.00	£250.00	£234.00	£0.00	£0.00	£0.00	£234.00	£950.00	

Civic	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
601	Civic														
Income															
60101	Grant Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
60102	Donations	£0.00	£0.00	£0.00	£100.00	£0.00	£329.00	£0.00	£0.00			£0.00	£0.00	£0.00	
60103	Civic Service Income	£200.00	£175.68	£200.00	£200.46	£200.00	£115.84	£110.00	£0.00	£229.88		£0.00	£229.88	£150.00	
60104	Civic Dinner Income	£1,500.00	£2,235.95	£1,500.00	£2,549.00	£2,000.00	£1,717.50	£2,000.00	£0.00			£2,000.00	£0.00	£2,000.00	
60105	Mayors Charity Night Income	£0.00	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
60106	Civic Refunds	£0.00	£0.00	£0.00	£24.00	£0.00	£170.00	£0.00	£0.00	£34.00		£0.00	£34.00	£0.00	
	Sub Total	£1,700.00	£2,511.63	£1,700.00	£2,873.46	£2,200.00	£2,332.34	£2,110.00	£0.00	£263.88	£0.00	£2,000.00	£263.88	£2,150.00	
Expenditure															
60111	Mayoral Allowance	£650.00	£122.60	£650.00	£63.30	£650.00	£304.05	£650.00	£48.00			£602.00	£48.00	£650.00	
60112	Civic Tickets	£300.00	£265.00	£300.00	£559.00	£300.00	£316.00	£300.00	£114.00			£186.00	£114.00	£300.00	
60113	Civic Awards	£200.00	£104.85	£200.00	£116.15	£150.00	£75.85	£150.00	£0.00			£150.00	£0.00	£150.00	
60114	Civic Service Expenses	£700.00	£792.05	£700.00	£1,128.70	£1,200.00	£851.70	£1,200.00	£0.00	£1,363.75		£0.00	£1,363.75	£1,400.00	
60115	Civic Dinner Expenses	£1,500.00	£1,925.37	£1,500.00	£2,923.24	£2,000.00	£2,075.37	£2,000.00	£365.00			£2,000.00	£365.00	£2,000.00	
60116	Honours Board and Chain Updates	£0.00	£0.00	£100.00	£187.50	£100.00	£0.00	£100.00	£0.00			£0.00	£0.00	£100.00	ring fence unused funding from last year
60117	Mayor's Charity Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£114.94		£0.00	£114.94	£0.00	
60118	Mayor's Charity Night	£50.00	£0.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
60119	Civic Refunds	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£3,400.00	£3,209.87	£3,500.00	£4,977.89	£4,400.00	£3,622.97	£4,400.00	£527.00	£1,478.69	£0.00	£2,938.00	£2,005.69	£4,600.00	
	TOTAL	-£1,700.00	-£698.24	-£1,800.00	-£2,104.43	-£2,200.00	-£1,290.63	-£2,290.00	-£527.00	-£1,214.81	£0.00	-£938.00	-£1,741.81	-£2,450.00	
Charities															
	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
701	Charities														
Income															
70101	Grant Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
70102	Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
70103	The Green & The Market Place	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
70104	War Memorial & Garden of EED	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure															
70111	The Green & The Market Place	£1,000.00	£221.00	£1,000.00	£431.18	£500.00	£1,127.50	£700.00	£285.29			£414.71	£285.29	£700.00	
70112	War Memorial & Garden of EED	£1,000.00	£190.99	£1,000.00	£66.00	£500.00	£0.00	£700.00	£148.88	£114.00		£437.12	£262.88	£700.00	
	Sub Total	£2,000.00	£411.99	£2,000.00	£497.18	£1,000.00	£1,127.50	£1,400.00	£434.17	£114.00	£0.00	£851.83	£548.17	£1,400.00	
	TOTAL	-£2,000.00	-£411.99	-£2,000.00	-£497.18	-£1,000.00	-£1,127.50	-£1,400.00	-£434.17	-£114.00	£0.00	-£851.83	-£548.17	-£1,400.00	
Allotments															
	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
801	Allotments														
Income															
80101	Grant Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
80102	Deposits	£0.00	£0.00	£0.00	£90.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
80103	Rent	£0.00	£0.00	£300.00	£330.00	£300.00	£240.00	£300.00	£120.00			£180.00	£120.00	£300.00	
	Sub Total	£0.00	£0.00	£300.00	£420.00	£300.00	£240.00	£300.00	£120.00	£0.00	£0.00	£180.00	£120.00	£300.00	
Expenditure															
80111	Maintenance	£0.00	£0.00	£0.00	£95.50	£1,000.00	£0.00	£1,000.00	£13.19		£180.00	£1,000.00	£193.19	£1,000.00	
80112	Water	£0.00	£0.00	£1,998.00	£97.14	£250.00	£135.83	£250.00	£54.97	£148.10		£46.93	£203.07	£250.00	
80113	Administration	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00	£100.00	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£0.00	£0.00	£1,998.00	£192.64	£1,350.00	£135.83	£1,350.00	£68.16	£148.10	£180.00	£1,046.93	£396.26	£1,250.00	
	TOTAL	£0.00	£0.00	-£1,698.00	£227.36	-£1,050.00	£104.17	-£1,050.00	£51.84	-£148.10	-£180.00	-£866.93	-£276.26	-£950.00	

SUMMARY	Description	Budget 2022-2023	Actual Year End 2022-2023	Budget 2023-2024	Actual Year End 2023-2024	Budget 2024-2025	Actual Year End 2024-2025	Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025	Predicted to Year End	Running total to date	Proposed Budget 2026-2027	Comments
Code															
101	Administration and Salary	£52,060.00	£101,944.47	£53,643.00	£44,063.79	£58,680.74	£63,353.83	£59,546.56	£98,905.66	£959.40	£1,059.10	£20,830.36	£98,805.96	£63,982.64	
102	S137 and Donations	£11,825.00	£24,940.15	£13,260.00	£13,260.00	£14,440.00	£12,650.00	£15,380.00	£14,470.00	£310.00	£0.00	£600.00	£14,780.00	£11,410.00	
103	Democratic Expenses	£875.00	£1,241.57	£875.00	£557.32	£500.00	£426.00	£400.00	£0.00	£36.00	£225.60	£138.40	£261.60	£600.00	
	Sub Total	£39,360.00	£75,762.75	£39,508.00	£57,881.11	£73,620.74	£50,277.83	£75,326.56	£84,435.66	£613.40	£1,284.70	£21,568.76	£83,764.36	£75,992.64	
201	Open Spaces	£22,639.22	£19,104.44	£20,350.00	£25,875.94	£22,121.33	£22,782.07	£23,435.00	£6,568.07	£4,941.66	£3,171.68	£10,119.91	£14,681.41	£25,600.00	
301	Burial Grounds	£2,100.00	£1,265.65	£280.00	£851.35	£576.00	£4,052.71	£717.00	£65.25	£1,258.30	£90.00	£2,345.00	£1,413.55	£3,736.00	
401	S144 Promoting Kirton	£11,990.00	£9,983.75	£13,180.00	£11,811.85	£11,408.00	£12,040.49	£12,756.00	£4,103.31	£74.75	£4,671.70	£4,178.18	£8,849.76	£13,821.00	
501	Public Services	£400.00	£36.00	£200.00	£164.00	£250.00	£234.00	£250.00	£234.00	£0.00	£0.00	£0.00	£234.00	£950.00	
601	Civic	£1,700.00	£698.24	£1,800.00	£2,104.43	£2,200.00	£1,290.63	£2,290.00	£527.00	£1,214.81	£0.00	£938.00	£1,741.81	£2,450.00	
701	Charities	£2,000.00	£411.99	£2,000.00	£497.18	£1,000.00	£1,127.50	£1,400.00	£434.17	£114.00	£0.00	£851.83	£548.17	£1,400.00	
801	Allotments	£0.00	£0.00	£1,698.00	£227.36	£1,050.00	£104.17	£1,050.00	£51.84	£148.10	£180.00	£866.93	£276.26	£950.00	
	TOTAL	£1,469.22	£44,334.68	£0.00	£97,255.80	£112,226.07	£16,960.02	£117,224.56	£72,686.20	£4,621.62	£9,218.08	£40,868.61	£58,846.50	£124,899.64	
	Precept	£97,500.00		£103,875.00		£112,226.07		£117,224.56						tbc	
	Council Tax Support Grant	£0.00		£0.00		£0.00		£0.00						£0.00	
	Total Council Tax Funding	£97,500.00		£103,875.00		£112,226.07		£117,224.56						tbc	

Earmarked Reserves	£94,566.27	£22,168.43	£66,513.11	£29,660.48	£51,040.87	£22,225.41	£30,542.96	£5,306.35	£139.00			£10,000.00	£61,067.76	tbc	
General Reserves	£40,000.00	£40,000.00	£40,000.00	£84,421.67	£40,000.00	£39,357.53	£48,000.00	£3,462.46	£600.00			£0.00	£35,937.54	tbc	
Total Reserves	£134,566.27	£62,168.43	£106,513.11	£114,082.15	£91,040.87	£61,582.94	£78,542.96	£8,768.81	£739.00	£0.00		£52,779.41	£97,005.30	tbc	

Reserves
Earmarked - Ringfenced from 2024-25:
Traingate Project
Streetsports
Mayor's Charity Donations (21-22 Peace Garden)
Mayor's Charity Donations (24-25 MacMillan Support)
Elections
Maintenance - including Christmas Festival
Earmarked from April 2026:
Allotment maintenance
IT/Website
Play Area Inspections
Histoical Site Maintenance
Future Match Funding
Total earmarked reserves:
General reserves:
Total Reserves:

Budget 2025-2026	Current 2025-2026	Oct 2025	Nov 2025
£515.45	£0.00		
£1,014.27	£472.60	£139.00	
£222.59	£0.00		
£444.84	£444.84		
£3,125.00	£0.00		
£1,969.26	£0.00		
£10,678.84	£1,279.00		
£1,772.71	£599.00		
£400.00	£0.00		
£400.00	£0.00		
£10,000.00	£3,789.91		
£30,542.96	£6,585.35		
£48,000.00	£3,462.46	£600.00	£0.00
£78,542.96	£10,047.81	£739.00	£0.00

Budget - General notes Revised (December 2025)

Additional notes added following Full Council meeting November and Finance and Planning Committee meeting December.

Following suggestions put forward at the Finance and Planning Committee meeting, the following values have been increased:

- **Councillor Training** – increased from £300 to £500.
- **Staff expenses/travel costs** – increased from £100 to £200.
- **Community Sports Sessions** now has a suggested figure of £700.

These revisions are for consideration and discussion.

In terms of **Christmas Festival** expenditure, following this years event the following figures were revised:

Town Hall Hire/Electrics increased from £400 to £450.

Road Closures revised down from £985 to £750 based on this years cost. Note this needs consideration as increased expenditure may be required for partial or complete manning of road closures going forward.

Entertainment revised up to £1,000 based on this years costs.

It is also important to again note that the three year **Christmas Lights** contract comes to end with this years display, and so work is needed on the budget for a new contract and display. What this budget looks like will dictate what is possible for the forthcoming displays.

With these changes factored in, **Overall** the figures are now coming out at a budget of **£124,899.64**, increased from £117,224.56 for 2025-2026. This £7,675.08 increase would be 6.5%.

In terms of previous recommendations and discussions, **to retain the precept at the 2025-2026 value** of £117,224.56 would require £7,675.08 to be budgeted by the Town Council from previous (earmarked) reserves. The General Reserves is recommended to remain at £48,000.

With the initial Tax Base figures from North Lincolnshire Council, **to precept for a budget of £124,899.64** this would require an increase at Band D of £3.82p (current Band D = £100.52p ; would become £104.34p) a 3.8% increase for Band D ('average' properties).

Using the same figures, **to precept at the 2025-2026 level of £117,224.56** this would see a reduction of 2.6% at Band D of £2.58p (current Band D = £100.52p ; would become £97.94p).

And finally, in terms of the options previously discussed, **to retain the Band D value of £100.52p** would provide a 2.6% increase to the precept equalling £120,312.39 leaving a difference of £4,587.25 to be budgeted for by the Council from (earmarked) reserves or found by grant funding etc. The increase is provided by an increased predicted tax base for the town, mostly due to increased housing.

Previous notes:

Administration and Resources

Bank Interest – if reduce CCLA fund, this will reduce significantly.

Staff Costs – working on 5% increase with Community Coordinator role covered by grant funding.

Licences/Permissions – Market Place licence (for holding of events including Christmas Festival) next due in February.

Maintenance – annual CCTV maintenance cover plan cost added in but original budget of £400 reduced by half to total £1000.00

Bank Charges – monthly maintenance fee of £8 now removed, cash and cheque payments still attract fees, but this now reduced as far as possible. One mobile cheque pay-in currently costs 50p. Cash payments are charged at 1.5% per £100.00.

Grants and Donations

Need to confirm budget for **£137 Grants** (Poppy Appeal) and value to put into **Community Pot**. (Currently at last years value as ballpark figure.) **Budgeted Grants total** was confirmed at the November Full Council meeting.

Democratic Expenses

Training opportunities should be kept available for all Councillors, and so it is recommended that the budget here remains at £300.

Election Expenses, ahead of the next scheduled local Town and Parish Council elections in 2027 is already ringfenced in reserves at the recommended value.

Open Spaces

Donations. Amara Care agreed to continue to fund the Peace Garden flowerbeds through sponsorship so this gives the expected income of £1,500. The planting contract does increase costs by 1% under the rate of inflation each year and so the cost of maintenance of these beds is likely to increase by £52.50 going by current rates. idVerde costs are as agreed for the final year of their current three year contract.

Grass verges devolution and Parish Paths partnership continuation has not had confirmation from NLC (expected at the last T&PC Liaison meeting, but wasn't discussed). It can therefore only be expected this funding will remain available at the same remuneration.

There is no spending on **waste / bins / dog bins**, and so this is recommended to be removed.

Burial Grounds

Maintenance works are increased to include the expected costs for memorial safety checks which are again due within the five year recommended cycle.

Pest control is due for renewal/review in January, quotations are in line with previous years.

Promoting Kirton

Take up for the **Gala** was lower than hoped, and this may be a trend that the Council need to be aware of, and reduce the expected income. The **Christmas** event may also not achieve the hoped income and so again may need revision. Gala expenses were also less than expected, but if the event is to grow more investment is needed.

The three year **Christmas Lights** contract comes to end with this years display, and so work is needed on the budget for a new contract and display. What this budget looks like will dictate what is possible for the forthcoming displays.

Maintenance costs have proved minimal to date, however it must be recognised that the infrastructure of wiring and metal brackets is ageing and will need to be maintained. A budget should be in place for these works, along with the stress tests which are required (every three years minimum). There remains ear-marked reserves for these works in the current budget.

Categories within the **Christmas Festival** should be reviewed so that the costs of holding an event of this scale are understood and everything is transparently accounted for.

Annual Town Meeting (refreshments) and **Remembrance** (wreaths) costs are now added in as these are new additions to yearly costs. The Remembrance wreaths used to be provided by the Royal British Legion but are now purchased separately and one annual wreath has increased to three.

Public Services

The **Town Clock** service costs have remained at the same level, **Community Sports Sessions** funding needs to be looked into, particularly if the sessions are to be continued to be provided for free. Grant funding may be possible through children's/sports charities.

Civic

Costs to put on successful Civic events continue to rise and this needs to be taken into account in terms of refreshments, entertainment and equipment/services/venue hire. Income from these events can also be very unpredictable.

It is recommended to ringfence unused funding from last year for honours board and chain updates.

Charities

The ongoing land registration work has spread the costs across different financial years, and so retaining the same value is recommended for the coming financial year to cover expected costs and allow for unexpected requirements.

Allotments

Rent payments tend to be across different financial years with the rent payment date 1st April. Maintenance and water costs continue to be the areas of the budget to keep in mind, with administration costs amalgamated into staff costs generally.