



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 25th February 2026
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 Tony Pollitt, Cllr Barry Starkie and Cllr Suzanne Stephenson.
Members not present: Cllr David Garritt and Cllr Karen Gunn.
Also present: 5 members of the public (part) and Town Clerk, Neil Taylor-Matson.



MINUTES

2602/01 Apologies for Absence

Apologies were received from Cllr David Garritt and Cllr Karen Gunn.

2602/02 Declaration of Interests / Dispensations

- No declarations were made. Cllr Frankish gave clarification around her decision-making regarding declarations of interest in relation to KLASSIC agenda items and Cllr Fox clarified the process for raising any concerns in relation to declarations of interest at meetings.
- No dispensations were granted.

2602/03 Public Participation

A member of the public provided an update from the KLASSIC CIO, noting work to provide information on bank reconciliations and transfers of payments made to the CIO bank account in error. The representative from the CIO has met with one of these groups in person already to clarify the issue, and is to meet a second group tomorrow. Next week the CIO have a meeting to further discuss the secondment agreement related to their two staff members and will then be able to provide a further update.

Another member of the public spoke of works carried out and required for 'Grandad's Plough' on Traingate. The solar lamps installed didn't work well, and so he is reconsidering this. The resident reminded the Council that the sculpture requires oiling and noted that he was aware this would be carried out in warmer weather. One of the information plaques has fallen off and the resident requested permission to refix this with four screws into the brickwork. There are also holes forming on the top section of stones, allowing water egress, the resident requested permission to make repairs to the concrete to re-seal the top and ensure the structure is waterproof. Cllr Fox advised this could be discussed later under Correspondence Received. The resident also thanked the Council for the letter regarding memorials in the cemetery and the policy decisions which had to be taken around laying unsafe memorials down. He expressed his concern that the situation would only get worse and a solution should be sought for funding to re-instate the unsafe memorials. The Town Clerk and Cllr Fox gave information on the advice received and Cllr Fox noted she was looking into funding available.

Members of the public were thanked for their participation and attending the meeting.

2602/04 Minutes

- The Town Clerk gave a reminder that the draft minutes of a Council meeting must be formally approved by the next suitable meeting.
- The Council approved the minutes of the Full Council Meeting held 28th January 2026.
RESOLUTION: That the minutes were duly approved and signed.
- The Council received the minutes of the KLASSIC Charity Committee Meeting held 14th January 2026.
- The Council received the draft minutes of the KLASSIC Charity Committee Meeting held 4th February 2026.
- The Council received the draft minutes of the Promoting Kirton Committee Meeting held 9th February 2026.
- The Council received the draft minutes of the Finance and Planning Committee Meeting held 9th February 2026.
- The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 16th February 2026.

2602/05 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:

- Gainsborough Civic Service – (8th February)
- Beverley Civic Dinner (20th February) – apologies were sent.

Councillors and Officers reports

- Age-Friendly Towns and Parishes (29th January). Cllr Pollitt noted passing the information to the Diamond Jubilee Town Hall Trustees for their information and discussion prior to be bringing back to the Council for any actions.
- A Bite to East North Lincolnshire Council MacMillan event (9th February). Cllr Kofoed reported a successful event.
- Finance for Councillors (10th February). Cllr Pollitt noted attending this useful training.
- Festive Lighting (10th February). The Town Clerk reported meeting with a Christmas lighting contractor.
- Internal Auditor (11th February). The Town Clerk noted the change of date and the progress with the audit.

Signed:

Dated:

- KOMPAN Play Area meeting (16th February). The Town Clerk reported meeting to discuss the damage to the play equipment and costings for operational inspections.
- idVerde Contractors (19th February). The Town Clerk reported meeting with the ground maintenance contractors following their identification of hazard concerns.
- NAT Ridge (25th February). Cllr Pollitt reported poor attendance but success in raising concerns about anti-social behaviour on Ings Road, low crime statistics and discussion of HGVs in and around the quarries at Manton.

2602/06 Report from North Lincolnshire Council / Ward Councillors

- No Ward Councillors were present and no report had been received ahead of the meeting.
- Due to no Ward Councillor attending, updates were not available regarding outstanding matters including road maintenance works (March Street/Wesley Street), Redbourne Mere nature reserve works; street resurfacing at Cornwall Street, ownership queries raised by resident regarding Wray Street/Traingate path, turning vehicles signage for Redbourne Mere, parking enforcement, bus shelter works and Grayingham crossroads safety concerns. Cllr Frankish reminded the Council that she would be attending a meeting about the nature reserve proposals off Redbourne Mere with Cllr Garritt. Cllr Stephenson noted the recent Facebook post update by Ward Cllr Reeve (Scotter Rural) regarding Grayingham crossroads safety concerns.
- Due to no Ward Councillor attending, updates were not available regarding signage for the public conveniences in the Market Place relating to North Lincolnshire Council (NLC) responsibility and ownership or on the concerns raised about the condition of the facilities. The Town Clerk noted the recent three-week closure of the facilities and the issues this had caused for residents and visitors.

RESOLUTION: That a complaint is lodged with NLC regarding the three-week closure of the facilities and the impact this had had.

ACTION: Town Clerk

- The Council received a brief update regarding the 2026 Devolution Deal Discussion (grass cutting, parish paths and weed spraying). The Town Clerk noted no reply to the concerns raised by the Town Council and receipt of a generic follow up asking for a provisional decision and reminded the Council of the Town and Parish Liaison Clerks meeting arranged for 19th March.

RESOLUTION: That costings are sought for weed spraying works utilising the information provided by NLC.

ACTION: Town Clerk

- Cllr Pollitt provided an update on the Community Speedwatch scheme, noting successful sessions on South Cliff Road, North Cliff Road and Spa Hill. No speeding was identified on South Cliff Road, however instances were identified on North Cliff Road and Spa Hill. Volunteer members have increased within the scheme and sessions will continue.

2602/07 Whipping Post

The Town Clerk provided an update to note one quotation received for the works and further quotations sought in order to fulfil the requirements for a NLC Community Pot grant application.

2602/08 Speed Indicator Devices

Cllr Fox provided an update noting the completion of the approval request to NLC and the wait for a response before the funding application to the Police and Crime Commissioner can be completed and submitted. NLC will be chased up.

2602/09 KLASSIC

- Prior to the working group providing an update to the Council, Cllr Kofoed proposed that the item be moved to a closed session following advice to her from NLC that the draft Short Form Lease document was Commercial In Confidence until signed.

RESOLUTION: That the item is discussed in a closed session at the end of the meeting.

2602/10 Allotments

The Town Clerk updated the Council noting the approval of planning permission for the entrance works to be completed. Quotations were now sought as the company the Council had agreed the quotation with previously were no longer contactable. A plot vacancy has arisen and the Town Clerk has contacted the next people on the waiting list to secure a potential new tenant. The Town Clerk reminded Councillors that Rent Day is 1st April and sought clarification on the payment of rent for the potential new tenant. The Council considered allotment charges as agreed in May (FC2505/17 refers). The Town Clerk was asked to provide figures for allotment income/expenditure for consideration around inclusion of a clause within tenancy agreements about a chargeback for high usage of water.

RESOLUTION: That the first payment of rent for the potential new tenant for Plot 2 will be 1st April.

ACTION: Town Clerk

RESOLUTION: That allotment charges are not increased at this time to remain in line with other similar provision.

RESOLUTION: That the Town Clerk provides income/expenditure figures to inform consideration for any amendment to tenancy agreements.

ACTION: Town Clerk

2602/11 Grove Street Cemetery

Cllr Fox updated the Council confirming that she had written to the resident regarding decision making around unsafe memorials in the cemetery.

- The Council discussed installing a "Letters to Heaven" post box in the cemetery at a suggestion of Cllr Fox. The Town Clerk provided information about the provision at Winterton and examples of post boxes available to purchase and their costings.

RESOLUTION: That the 'Windsor Rose white and gold post box' is purchased at £184 with the necessary

stand for installation.

RESOLUTION: That the necessary signage is purchased to identify the box use for Letters to Heaven.

ACTION: Town Clerk

ACTION: Town Clerk

RESOLUTION: That costs of up to £200 are approved for required installation works with the location decision delegated to the Town Clerk.

ACTION: Town Clerk

b. The Council received an update on recent pest activity, with the Town Clerk advising this is in hand.

c. The Council received an update regarding memorial safety testing works. The Town Clerk advised on the process required by the Diocese and the need for three petitioners to sign paperwork and for a public notice to be displayed for 28 days.

RESOLUTION: That Cllr Fox, Cllr Frankish and Cllr Starkie are the three petitioners to sign the paperwork.

ACTION: Town Clerk

d. The Council received notification of urgent works undertaken to tap stands. The Town Clerk advised on the works undertaken to protect the tap stands at a cost of £195 asking for retrospective approval of these works.

RESOLUTION: That the Town Clerk's action in having these works undertaken is approved at £195.

ACTION: Town Clerk

2602/12 Open Spaces

a. The Council received the weekly visual (dated 08/02 & 20/02) and an operational (11/02) play park inspection report for signature. Cllr Starkie was thanked for carrying out the visual inspections. The Town Clerk noted the operational inspection report requiring immediate action for the swing array and Galaxy multi-play equipment. The Town Clerk also noted that there is no provision within the Town Council for the labour required to action matters of maintenance and assist with installation of barriers etc. The Council considered the quotations from KOMPAN for a replacement toddler embankment slide and provision of a larger statement slide. The Council also received notification of training provision for operational inspection of play equipment and costings from KOMPAN for a schedule of operational inspections.

RESOLUTION: That the costs for the immediate works required to the swing array (£354) and Galaxy multi-play equipment (£972.85) were approved.

ACTION: Town Clerk

RESOLUTION: That funding applications are prepared for Singleton Birch, the National Lottery and NLC for the KOMPAN slide proposal costings.

ACTION: Cllr Pollitt, Cllr Fox and Town Clerk

RESOLUTION: That the RPII Routine Inspections training for playgrounds course (plus exam) is booked for Cllr Starkie at £260.00 plus VAT.

ACTION: Town Clerk

b. The Council received the weekly inspection reports (08/02 & 20/02) for the outside gym equipment. Cllr Starkie was thanked for carrying out these inspections.

c. The Council received updates from grounds maintenance works including planting area development and contractor hazard reporting. The Town Clerk noted that the completion of the new planting in the Richdale Avenue beds was ongoing and that at the meeting with the contractors growth suppression work is to be trialled in the cemetery and kept under review. The broken path – due to tree routes - to the side in the front-North corner was discussed by the Council with the Town Clerk advising the original design for the cemetery shows paths were planned to run around the perimeter but were not completed.

d. The Council received a brief update regarding ongoing Land Registry works for The Green and War Memorial areas with the Town Clerk noting the slow process for the solicitors to complete the Statutory Declarations. This is to be chased up further to determine if a complaint is required to be lodged.

2602/13 Policies and Procedures

a. The Council reviewed Policy 25: Social Media Policy last approved February 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council reviewed the Learning and Development /Member Development Policies with consideration of merging these policies as discussed at the January meeting. In principle, the merging of the policies was agreed.

RESOLUTION: That a clause is drafted around provision of sufficient detail is given regarding courses/training requirements at the point of request/approval and what extra hours may be reasonable to expect for any coursework.

ACTION: Town Clerk

c. The Council noted a query lodged regarding the National Association of Local Councils/WorkNest Disciplinary Policy approved at the January meeting. The Town Clerk advised the query was regarding the second bullet point in section 36 (Appeals) which reads: 'The sub-committee did not support the sub-committee's disciplinary decision'. Clarification is awaited. Cllr Pollitt advised that he had run the policy through Chat GPT artificial intelligence software and it had reported a large number of queries.

d. The Council considered business continuity / contingency planning measures. Cllr Fox had put forward a potential 'events and mitigation' document used by another Council in the Leicestershire and Rutland area for consideration. This was discussed, and amendments and additions including access to IT equipment were put forward.

RESOLUTION: That the Town Clerk makes recommended amendments and additions to the document to fit the Council structure and brings back to a future meeting.

ACTION: Town Clerk

2602/14 Finance

i. Income and Expenditure

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

b. The Council received notification from the Diamond Jubilee Town Hall regarding new charges for Heritage Room hire for staff use rising from £100 per month to £110 per month from April. Cllr Frankish and Cllr Starkie declared interests as Trustees.

c. The Council received a Community Pot application from the Bowls Club for £300.

RESOLUTION: That the application is approved.

ACTION: Town Clerk

d. The Council received a brief update regarding works required to noticeboards within the town.

RESOLUTION: That the Town Clerk seeks quotes for the building of a bespoke replacement noticeboard for Cornwall Street.

ACTION: Town Clerk

e. The Council considered applying to the Singleton Birch Community Fund as put forward by Cllr Pollitt. This was discussed previously regarding the quotations for slides for the play area.

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. The Town Clerk noted the bank had notified a reduction of interest rate on the Money Manager account down to 1.20 from 1.32 (Gross).

b. The Council noted the final visit of the Internal Auditor for 2025-2026 as 10th April 2026.

2602/15 Planning

a. The Council received the following decision notification from North Lincolnshire Council:

PA/2025/1123 – FULL PLANNING PERMISSION – for the change of use of land to allotments and to update existing access to tarmac at land west off B1400, Kirton in Lindsey.

b. The Council received the CPRE notification and invitation to respond to the current government consultation on new draft National Planning Policy Framework.

RESOLUTION: That Councillors should respond personally if they have the time to do so. **ACTION: Cllrs**

c. The Council receive notification of consultation for the application of a Premises Licence Grant for sale of alcohol licence by Jacks Patch Garden Centre.

RESOLUTION: That ‘No Comment’ is returned in response to this consultation. **ACTION: Town Clerk**

2602/16 Town Clerk’s Report / Correspondence for Information and Discussion

To receive the Town Clerk’s report including correspondence for information and discussion.

Correspondence for Information and Discussion

a. The Town Clerk noted the correspondence received after the agenda was published as: Resident – notification that the plough handles on Grandad’s Plough require varnishing. Item mm. below also refers. Cllr Fox referred back to the residents requests in Public Participation.

RESOLUTION: That costs for varnish for the handles were approved and that works to fix the plaque with four screws and to repair the top of the structure are approved. **ACTION: Town Clerk**

The Town Clerk noted the remaining correspondence received after the agenda was published: ERNLLCA – free cybersecurity workshop (9th March); NAT Ridge agenda ahead of meeting (25/02); ERNLLCA/LALC play area inspection training offer; NLC News Direct update; ERNLLCA February Newsletter; HSBC interest rate update; Immingham Mayors Coffee Morning (March); ERNLLCA H&S webinar (26/02); Community Vision monthly update; Rural Services Network newsletter; Resident complaint about pot holes on Ings Road; Resident complaint about closure of public conveniences; Resident query about Diamond Jubilee Town Hall activities as can find no information online; Broughton Civic Dinner (April); Gainsborough Life copy deadline notification.

b. North Lincolnshire Council – Planning Application 2025/1621

c. North Lincolnshire Council – Planning Application 2026/104

d. Resident – enquiry about unmarked plot in the cemetery

e. Resident – enquiry about litter picking options

f. Resident – Civic Award nominations and Civic Dinner enquiries

g. Resident – Whipping Post update enquiry

h. North Lincolnshire Council – January Tourism Partnership update

i. Resident – offer of spare materials for allotment tenants

j. Independent Brigg Line Rail Group – information on feature for BBC Sunday Politics Show

k. Green Council Biodiversity Solutions – following up following information communication to query Council interest

l. North Lincolnshire Council – forthcoming meetings notice for display

m. Brigg Locality Meeting – minutes and additional documentation

n. North Lincolnshire Council – News Direct weekly updates

o. National Energy Foundation – ‘Better Housing Better Health’ campaign information

p. ERNLLCA – Handling Complaints pre-recorded webinar and supporting documentation

q. Humberside Police – Rural Task Force information

r. Community Speedwatch - Update via Cllr Pollitt

s. Community Vision – January newsletter

t. North Lincolnshire Council – request to share information about new burgundy bin deliveries

u. North Lincolnshire Council – information about funding for the Fuelled holiday events and programme to share

v. Rural Services Network – Weekly Newsletters

w. ERNLLCA – Reservoir Safety Consultation information – **Councillors to complete individually if they have time.**

x. ERNLLCA – Navigating Redundancies and Restructures in 2026 webinar information

y. ERNLLCA – NALC/Parkinson Partnership Procurement Advice note

z. Civic – Gainsborough Town Council information ahead of Civic Service (February)

- aa. Humber and Wolds Rural Action – February Newsletter
- bb. NHS Humber and North Yorkshire – request to share toolkit messages with community about the right places for help
- cc. Ordnance Survey – ‘Does OS data deliver what your Council needs’ survey for response
- dd. Independent Brigg Line Rail Group – link to BBC News reporting
- ee. Trent Cliff Gazette - notification of copy deadline for March
- ff. ERNLLCA – Local Government Reorganisation consultation for Greater Lincolnshire goes live – **Councillors to complete individually if they have time.**
- gg. West Lindsey bin recycling query – resident of Glenthams asking who to contact via phone
- hh. ERNLLCA – Link to free WorkNest Health & Safety webinar
- ii. Resident – enquiry about public toilets in the Market Place
- jj. WellFit Studio – request for feasibility of financial assistance from the Town Council to assist with training provision. **Cllr Kofoed queried this item and the Town Clerk advised that the owner of the business was provided with information about the restrictions on the Town Councils in terms of grant funding businesses.**
- kk. ERNLLCA – Home Office resources regarding Martyn’s Law
- ll. Severn Trent – request to distribute information about sewage blockages
- mm. Resident – update on Traingate monument update regarding lighting and plaque repair work
- nn. Civic – Mablethorpe and Sutton Civic Service (April)
- oo. Resident – collection of litter picking equipment
- pp. Resident – enquiry about closure of the public toilets in the Market Place
- qq. Diamond Jubilee Town Hall – details of new charges from April 2026
- rr. Combined Cadet Force – query on current ownership of former Officers Mess
- ss. idVerde – Hazard concern reports
- tt. ICCM – advice regarding memorial stones in cemetery
- uu. Resident – request use of Town Hall toilets as public toilets not open
- vv. Resident – concerns about Manton Quarry activities by Ashcourt group – **Cllr Pollitt noted that Ward Cllr Trevor Foster had reported at the NAT Ridge meeting that he was dealing with this matter.**
- ww. Humberstone Police/Hull City Council – pedlars licences information updates
- xx. NLC – Play Area immediate action report from Zurich
- yy. KOMPAN – options for embankment slide replacement
- zz. Resident – enquiry about availability of allotment plots
- aaa. Civic - North East Lincolnshire Council Civic Sunday (March)
- bbb. Resident – enquiry about why public toilets in the Market Place not open
- ccc. Resident – enquiry about chasing up Royal Mail regarding repairs to Grove Street/Dunstan Hill post boxes.
RESOLUTION: That the Town Clerk makes enquiries as the Town Council has concerns about the impact of this on residents.
ACTION: Town Clerk
- ddd. ERNLLCA – correction from Home Office resources regarding Martyn’s Law
- eee. Keep Britain Tidy – information and invitation to join the Great British Spring Clean
- fff. Nic Dakin MP – case matter for information and taking to NAT meeting regarding Ings Road
- ggg. ERNLLCA – details of upcoming Finance courses
- hhh. Epworth Town Council – queries on Civic Award, Community Governance and HR matters
- iii. GoCompare/Future PLC – request to add link to their guide to flood protection for properties to website
- jjj. North Lincolnshire Council – devolution arrangements (weed clearance) update
- kkk. North Lincolnshire Council – Playing Pitch Strategy survey request

2602/17 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 25th March 2026 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 16th March in line with Standing Orders

2602/18 Exclusion of the Public & Press

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

RESOLUTION: That the public and press be excluded.

2602/09 KLASSIC

a. The Council received an update from the working group and considered the heads of terms provided by them to Hetts on behalf of the Town Council and agreed any actions required regarding the resulting draft Short Form Lease document.

b. Motion: That Council formally write to the CIO:

i. Including a copy of the draft Short Form Lease document, requesting the CIO’s written approval is given within 14 days of the date of the said letter.

ii. Advise that on the matter of the transfer of charitable funds from the Corporate Trustee to the CIO, Hetts have confirmed £12,000 would seem to be reasonable and justified for Chairty Commission purposes. (*Working Group; fivd 19/02/2026*)

RESOLUTION: That the motion is approved and the letter is headed ‘In Confidence’. **ACTION: Town Clerk**

The meeting closed at 21:20.



**Minutes of the Meeting of the Trustee of KLASSIC Charity on
Wednesday 4th March 2026
Diamond Jubilee Town Hall, Kirton in Lindsey at 7.00pm.**

Trustee Members Present: Hazel Fox (Chair), Pat Frankish, Chris Howard, Joy Kofoed, Barry Starkie & Suzanne Stephenson.

Trustee Members not present: David Garritt.

Also Present: 1 member of the public and KLTC Town Clerk: Neil Taylor-Matson.

MINUTES

2603/01

Apologies for Absence

Apologies were received from David Garritt, Temporary Venue Manager: Mandy Coote and Venue Manager: Cherilyn Morton.

2603/02

Minutes

The Trustee Members considered the minutes of the KLASSIC Charity Committee Meeting held on 4th February 2026. Suzanne Stephenson requested amendment to item 2602/09 to clarify that consultation would not be required with staff under both options.

RESOLUTION: *That the words 'as appropriate' are added into the Resolution at 2602/09 and then the minutes be duly approved and signed.*

2603/03

Public Participation

No matters were raised.

Suzanne Stephenson requested to speak as a member of the public, this was not approved by the Chair who offered that Standing Order 1. t. be suspended to allow Suzanne Stephenson to address the meeting.

Standing Order 1. t. was suspended by Resolution.

Suzanne Stephenson referred to the case of Thurrock Council and the legal authority of the Council to act in the best interests of a charity, act in good faith and follow the trusts deed.

Standing Order 1. t. was reinstated.

The Town Clerk noted that the agenda item for Declarations of Interest and Dispensations was missed off the agenda in error, and apologised to members for this omission.

2603/04

Ongoing matters and updates

a. Finance

i. The Trustee Members received the KLASSIC accounts and bank statements for January 2026. Chris Howard noted concern that some users were including the word 'rent' in their online payment references. The Town Clerk noted the confirmation of registration with the Information Commissioners Office evidenced in the bank statements and cashbook.

ii. The Trustee Members received an update regarding financial oversight checks. The Town Clerk noted that oversight checks were not possible at this time as it was the Town Clerk who was currently managing the payments and receipts as cover for the Venue Manager. The Town Clerk also provided Trustee Members with updates regarding the re-signing of the Ellgia Duty of Care for waste collections. The monthly payments are taken by direct debit and depend on the weight collected. The Fire Detection and Alarm system inspection and service had taken place 16/02/2026 with no recommendations made. Orders had been placed with Origin Amenity for groundsman supplies – line marker and line marker flush through. One of the line markers purchased was blue as the groundsman was concerned to ensure one pitch was clearly marked out due to the number of white lines on the ground in the area. Cord Door Systems had quoted for repair to one of the window shutters which will not fully open. The quote was £400 for a new motor but came in after the agenda for the meeting was published. It was requested that the quotation is included on the next meeting agenda for discussion and decision.

Signed:

Dated:

iii. The Trustee Members received updates from the CIO regarding their bank account, mandate and access. The Town Clerk reported updates received to note the CIO were holding a meeting on 23rd February to progress their bank mandate to remove the Venue Manager from this. On 24th February, following this meeting they provided full bank reconciliations of the monies paid in error to their bank account and transferred to the correct account. All bank statements for the same period were also provided to evidence the reconciliation. In terms of access, CIO members had transferred two further payments made in error, from Kirton Kreamers and Table Tennis. The CIO had advised their next meeting was to be on 3rd March, to discuss the secondment agreement and draft Short Form lease.

b. Year End Accounts 2024-2025, Independent Examiner and Annual Return

i. The Trustee Members received an update regarding annual returns and Charity Commission reporting. The Town Clerk reported that following queries at the last meeting about these matters, checks had been carried out to confirm the reporting completed between 2022 and 2024. In 2022 Kathy Cooper and Joy Kofoed signed off the reporting on 25th October 2022, in 2023 Hazel Fox and Pat Frankish signed off the reporting on 18th September 2023, and for 2024 Hazel Fox and Pat Frankish signed off the reporting on 10th March 2025.

ii. The Trustee Members discussed the requirement for the Annual Report and considered the draft received. The Town Clerk clarified that it is the Trustee Members responsibility to write the annual report but in order to assist, presented a draft for consideration and amendment.

RESOLUTION: That the draft Annual Report was approved but that an item is added to next meeting agenda to discuss a formal reserves policy.

Chris Howard requested a recorded vote: For: Hazel Fox, Joy Kofoed, Pat Frankish and Barry Starkie. Against: Suzanne Stephenson. Abstained: Chris Howard.

iii. The Trustee Members received the draft annual accounts and noted comments or information requested by the Independent Examiner. Chris Howard queried the designated funds value of £5,000 on the Receipt and Payments Accounts which the Trustees discussed and confirmed had been earmarked. Regarding the Statement of Assets and Liabilities, Chris Howard noted that Adam Delsignore resigned from the Town Council, and so also as Trustee Member, on 9th January 2025 and so suggested that 'two who were members at that time' could be more appropriate wording in the report related to the setting up of the CIO. Hazel Fox noted that errors were identified on 23rd June and not 25th June as noted in the report regarding the start of the investigation work.

In terms of the first recommendation, to report a serious incident to the Charity Commission, the Trustee Members agreed this should be done and to note to the Independent Examiner that since the error was discovered KLASSIC has taken all steps to rectify this and the CIO have proven to be very cooperative in paying back all amounts and continue to transfer outstanding payments.

In terms of the query on decision making, the Trustee Members agreed they were running the Charity as best they could under Town Council Standing Orders but recognised that a remit should be in place for the Charity Committee.

In terms of the query on a Conflicts of Interest Policy, the Trustee Members noted that they continued to be acting in good faith under the intentions of the trust deed. Members agreed that a Conflicts of Interest Policy is needed and will be kept under review.

RESOLUTION: That the person in the role prepares a draft Serious Incident report to bring back to the next meeting for consideration.

RESOLUTION: That an item is added to the next meeting agenda to consider who will draft a Conflicts of Interest Policy.

c. Users, Licences and Agreements

i. The Trustee Members receive confirmation of payment made for the maintenance undertaken to the bowls green. The Town Clerk confirmed the payment of £1,200 agreed at the last meeting was processed.

ii. The Trustee Members discussed licences and agreements for the Bowls Club, Junior Football Club and Scouts.

RESOLUTION: That this matter is deferred to a future meeting for more information from the Venue Manager. If at a further meeting the Venue Manager is not available enquiries are to be considered to be made directly with users. In the meantime, no licences or agreements are to be signed.

Signed:

Dated:

d. Insurance

i. The Trustee members received an update on the amendments/clarifications requested to the insurance brokers. Chris Howard noted that there are no 'panic bars' on the fire doors as noted in the insurance documentation and that thumb turns are installed on the fire exits instead. There is no signage at eye level on the fire exit doors (both internally and external 'Keep Clear'), or on the thumb turns to indicate the means of exit. The internal doors leading to one fire exit were noted to be locked when users were in the building.

RESOLUTION: That the caretaker arranges for a fire risk assessment to be carried out with the Humberside Fire & Rescue Fire Safety Team.

ii. The Trustees received information about suitable alternative brokers used by other local similar organisations.

RESOLUTION: That amendments continue to be chased with Jack High and a new quotation for a policy with Zurich is sought, if the requirements to do so will not take too much time.

e. Staffing

i. The Trustee members received an update on Venue Manager cover including hours worked. The Town Clerk provided an update on current arrangements, with the Town Clerk and Community Co-Ordinator sharing duties to cover the essential running of the venue over the contracted four hours per week, with no capacity for additional work. Over the previous week the Town Clerk had provided emergency cover but this had resulted in reduced performance and efficiency for all roles - day-to-day Town Clerk responsibilities, Assistant Clerk cover and Venue Manager cover.

RESOLUTION: That the 16.5 hours cover worked by the Community Co-Ordinator as Temporary Venue Manager in February are approved for payment.

RESOLUTION: That a laptop, mobile phone and mobile phone contract are purchased for exclusive use of the Venue Manager four hours per week role up to a maximum of £900.

RESOLUTION: That a recommendation is made to the KLTC P&D Committee to look into hiring a temp as needed in line with the information they have ahead of the scheduled P&D Committee meeting on Monday 9th March.

ii. The Trustee Members received an update on a secondment agreement for staff employed by the CIO. The Town Clerk reported an update received from the CIO noting their initial concerns with the agreement provided and that they were due to meet on 3rd March to discuss this.

Standing Order 3. e. was suspended by Resolution to allow the Chair of the CIO to clarify points to the meeting.

It was clarified that a re-draft was in process following their meeting, to produce a simple agreement.

Thanks were given for this information.

Standing Order 3. e. was reinstated.

RESOLUTION: That the Trustee members await the presentation of the re-drafted secondment agreement back from the CIO for consideration and take advice from Hetts through the working group.

The Town Clerk noted that the arrangements around the working group and Hetts were a Town Council matter.

iii. The Trustee Members received an update on timesheet reporting for staff.

RESOLUTION: That Chris Howard designs a suitable timesheet to be printed for staff to complete in hard copy and that an approach is made by the Venue Manager on her return/cover staff about the requirements for the completion of timesheets.

iv. The Trustee Members received an update from KLTC P&D Committee on consultation and development work regarding a potential Finance / Regulatory / Insurance Officer role. The KLTC P&D Committee reported that the item had been deferred at their recent meeting.

f. Pavillion Maintenance & Assets

i. The Trustee Members received an update on the cracks in the outside walls. The Town Clerk reported that the Caretaker was requested to provide updates on this but none were received.

ii. The Trustee Members received an update on internet connectivity and wi-fi provision. The Town Clerk reported that KCOM had agreed to a new two-year contract at £34.99 per month from 18/02/2026 on the reduced provision of their Fibre 300 service. The invoice for January, between contracts, was paid at £42.75 and that a credit note was negotiated for the February invoice, initially for the Fibre 900 service at £101.97, due to the new two-year contract agreed. A £60 credit was

Signed:

Dated:

generated, leaving the invoice value at £41.97 which was paid.

iii. The Trustee Members received an update from the working group on proposals for an automated access gate, pavilion controlled access system and new booking system. Chris Howard gave an overview of the two booking system options researched.

RESOLUTION: *That the Venue Manager/cover staff sign up to the free three-month trial of the Hallmaster package for booking and invoicing which would become £279 per year after the free trial period.*

Joy Kofoed gave an update on the automated access gate system quotation from Automated Gates & Barriers.

RESOLUTION: *That this matter is deferred until the response from the CIO is received regarding the Short Form lease, considering that they were given 14 days to respond. If the CIO agree to the lease then consultation will be required, if the CIO decline the lease the quotation be accepted.*

Standing Order 3. x. was suspended by Resolution to enable the meeting to continue beyond a period of 2.5 hours.

Joy Kofoed gave an update on the quotation received for a pavilion controlled access system from Delta Security.

RESOLUTION: *That this matter is deferred until the response from the CIO is received regarding the Short Form lease, considering that they were given 14 days to respond and also the receipt of the fire risk assessment report.*

iv. The Trustee Members received an update on the creation of an asset register. The Town Clerk noted the work carried out by the staff so far and their queries on cut off values for assets vs inventory and whether items were building/exterior contents or assets. It was clarified that all items, including those belonging to other groups or organisations, should be listed.

RESOLUTION: *That an itemised list of everything is required and the Trustee members will decide categories for the items when they have the completed list.*

2603/05

North Lincolnshire Council – Playing Pitch Strategy survey

The Trustee Members received notification of the playing pitch strategy survey.

RESOLUTION: *That Barry Starkie completes the return on behalf of the Trustee Members.*

2603/06

Date of next Trustee Meeting

The Trustee Members agreed a date, time and place of the next KLASSIC Trustee meeting.

RESOLUTION: *That the next meeting be scheduled for 7pm on Tuesday 17th March.*

The meeting closed at 21.41

Signed:

Dated:



**Minutes of the Meeting of Kirton in Lindsey Town Council
Promoting Kirton Committee held on Monday 9th March 2026
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm**

Members Present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr Tony Pollitt, Cllr Barry Starkie, Cllr Suzanne Stephenson, Alison Birkett, Janet Caughley and Sue Law.

Members not present: Cllr David Garritt, Cllr Karen Gunn, Kathryn Allsopp, Victoria Rumary and Assistant Clerk: Cheri Morton

Also present: Community Co-Ordinator: Mandy Coote and Town Clerk: Neil Taylor-Matson.

MINUTES

PK2603/01 Apologies

Apologies were received from Cllr David Garritt, Assistant Clerk: Cheri Morton and Martin Hollingsworth.

PK2603/02 Declaration of Interests / Dispensations

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

PK2603/03 Public Participation

No matters were raised.

PK2603/04 Minutes of the Previous Meeting

The Committee considered the minutes of the PK Committee Meeting held on 9th February 2026.

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

PK2603/05 Community Co-Ordinator update

The Community Co-Ordinator had provided a written report and gave additional information about this noting that copies of Nutshell included within Kirton First will be added to the website as received. There has been no response back from CLIP learning and no responses from the organisers of the blood pressure sessions either. However, three partners of the Community Café have now undergone training as blood pressure ambassadors and are able to provide information and carry out tests during the Café sessions. The flyers about sponsorship of community events have started to be distributed with mixed responses and no commitments made as yet. A LiveWell Live event will be held at the Baths Hall on 3rd June and the Community Co-Ordinator will look to attend. LiveWell is integrated into the community website.

RESOLUTION: That the Community Café blood pressure ambassadors are asked if they would be able to facilitate an evening or weekend session for the community. ACTION: Community Co-Ordinator

PK2603/06 Town Events

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

- Civic Dinner – final works are now in hand for this event taking place on Saturday. Cllr Fox asked for thanks to be recorded to the Town Clerk for going above and beyond to take on the arrangements for the event at short notice. The cost of traditional welcome drinks for the guests were discussed.

RESOLUTION: That traditional welcome drinks at £7 per head are approved for the Civic Dinner.

ACTION: Town Clerk

- SportsZone – returning in April, there was no update to report but Wright Way Sports would be contacted to confirm arrangements shortly.
- Annual Town Meeting – the Town Clerk had circulated the Council Culture blog by Becky Walsh with comment and ideas about improving community engagement for this annual event. The Committee discussed communication with residents promoting the event and encouraging attendance with the informal nature and opportunity to discuss hot topics such as car parking, town events and Community Speedwatch emphasised.

RESOLUTION: That the Community Coordinator, Assistant Clerk and Town Clerk work together to increase information and promotion of this annual event to encourage participation.

- Best Kept Town Centre Frontage 2026 - details have started to be shared and the frequency will increase as the event gets closer. Cllr Fox noted the article featured in Clerks and Councils Direct about this event.

RESOLUTION: That all Committee members and all Town Councillors are provided with a reminder about the event, encouraged to nominate business and residential buildings in the town centre and that these nominations are collated and brought back to the April Promoting Kirton Committee meeting for decision making on winners.

ACTION: Town Clerk

- Christmas Festival – Cllr Pollitt advised he had asked for further information about pedlars at the Neighbourhood Action Team (NAT) meeting. The Police representatives had had to leave the meeting early, however had advised they would report back in due course. Cllr Pollitt will raise this again at the next NAT meeting. A recommendation on rechargeable lights was put forward by Cllr Pollitt, but deferred for comment from Cllr Garritt.

Signed:

Dated:

Kirton in Lindsey Town Council - Promoting Kirton Committee Minutes

• **Summer Gala and Scarecrow Trail (July 2026)** – Costings and sizes for the Infl8 Hire activities were discussed. Other options were also discussed with welly wanging noted as previously popular and the Women's Institute are also looking at options including possibly a 'Buzz Wire' game. The Scarecrow trail was discussed and themes such as Nursery Rhymes, Football World Cup and The Sea/Underwater were put forward as initial poll ideas for residents to vote on.

RESOLUTION: That the Zig Zag (£70), Penalty Shootout (£90) and Pillow Bash (£90) activities are booked with Infl8 Hire, along with the required staffing at £120 per staff member, delivery to Kirton in Lindsey at £35 and generator at £125. ACTION: Town Clerk

RESOLUTION: That groups and organisations are asked about providing games such as welly wanging as part of the event. ACTION: Assistant Clerk

RESOLUTION: That the initial theme ideas of Nursery Rhymes, Football World Cup and The Sea/Underwater are included in a residents poll. ACTION: Assistant Clerk/Community Co-Ordinator

PK2603/07 Open Spaces

Janet Caughley introduced herself as the current Chair of Bloom, Kirton in Lindsey. A memorial planter to Liz Hayward, former lollypop lady who died in January, is planned for Dunstan Hill/Dunstan Villas junction. A planter is also planned to go beneath the Kirton in Lindsey sign on South Cliff Road. Bloom also has plans for competitions, including one themed around the football World Cup which will hopefully encourage families and children to become involved. The group is also considering what can be done at the area near the Household Waste Recycling Site off Redbourne Mere which they have titled 'The Meadow project'. Cllr Frankish advised that the meeting planned with North Lincolnshire Council to discuss this land, along with (Ward) Cllr David Garritt was cancelled with one hours notice but will be rescheduled. Entries will also be made to East Midlands In Bloom, with The George and Creative Cuppa expressing interest in entering their premises. For the CPRE the Best Kept War Memorial, Play Area and Best Kept Town categories will be entered.

In terms of litter picking, now separate from Bloom, Janet also heads up Kirton in Lindsey Litter Pickers. As the weather improves, regular dates for community litter picks will be promoted, and the first of these are around the Great British Spring Clean – with agreement from the landowners to clean up Tighes land, potentially other hot spots and a joint venture with Scunthorpe Litter Pickers at the laybys on Mortal Ash Hill.

The Community Co-Ordinator asked to work with Janet to update the Bloom page on the community website and assist with promotion of this good work.

A number of Committee members thanked Janet for the updates, Bloom for the plans and the hard work going into making the community a better place.

PK2603/08 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 13th April 2026 at 6:30pm, with agenda items to be submitted in writing prior to Tuesday 31st March in line with Standing Orders.

The meeting closed at 7:12 pm.

Signed:

Dated:



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting,
held in the Heritage Room, Diamond Jubilee Town Hall, High Street,
Kirton in Lindsey, on Monday 9th March 2026 at 7:30 pm.**

Members Present: Cllr Joy Kofoed (Chair), Cllr Pat Frankish, Cllr Chris Howard, Cllr Tony Pollitt and Cllr Suzanne Stephenson.

Also present: Town Clerk, Neil Taylor-Matson.

MINUTES

- PD2603/01 Apologies
No apologies for absence were received.
- PD2603/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2603/03 Public Participation
No members of the public were present.
- PD2603/04 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 16th February 2026.
RESOLUTION: That the minutes were duly approved and signed.
- PD2603/05 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
The Committee considered the exclusion of the public and press due to the confidential nature of the items to be discussed.
RESOLUTION: That the public and press be excluded.
- PD2603/06 Sickness Absence Policy
a. The Committee discussed 'intervals of when contact with' an employee should be made during periods of Long Term Absence and considered amending the Sickness Absence Policy to include the decision made.
RESOLUTION: That the policy remains the same without amendment.
b. The Committee discussed cover for employees including how to get cover and prices/engagement terms to include Long Term Absence cover.
RESOLUTION: That multi-learning across members of staff working for KLASSIC is encouraged and that agency staff company options are included in contingency planning policy development.
ACTION: Town Clerk

The meeting closed at 8:05 pm.

Signed:

Dated:

Town Clerk report March 2026

Updates from January 2025 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 April 2025 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. **March 2026: Temporary patching works seen.**

Updates from May 2025 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 September 2025 Meeting:

2509/06 – North Lincolnshire Council – South Cliff Road/Cornwall Street - Cllr Garritt advised he would chase these works up. **March 2026: Cllr Garritt asked for an update.**

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) January 2026: Cllr Garritt confirms sign is on order.

March 2026: Cllr Garritt asked for an update.

2509/06 – North Lincolnshire Council – Redbourne Mere - That previous signage requests for ‘tractors/vehicles turning’ signs be chased up. (Cllr Garritt) **March 2026: Cllr Garritt asked for an update.**

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 2025 Meeting:

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. January 2026: Updates requested, no response received. **March 2026: Cllr Garritt asked for an update.**

Updates from November 2025 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. January 2026: Cllr Garritt advises he has contact details for officer to deal with ownership signage and will chase up. **March 2026: Cllr Garritt asked for an update.**

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. December 2025: Confirmed Diocese to take request to their meeting at the end of January. **February 2026: Diocese confirm agreement and provide process information; petition on display as required for 28 days which ends after March 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. December 2025: confirmation received that the report was submitted to the Planning Department in early January. February: Planning permission approved. **March 2026: Quotations for works sought.**

Updates from December 2025 meeting

2512/12 – Open Spaces - That the quotation from KOMPAN is investigated further, for two fully costed options for a like for like replacement of the embankment slide and for a larger slide solution outside of the gated area, with recommendations to be given on the potential placement for this. December 2025: KOMPAN invited to provide fully costed options. Response awaited. **February 2026: KOMPAN costings supplied and circulated, funding researched.**

Updates from January 2026 meeting

2601/06 - Report from NLC / Ward Councillors - Public conveniences - Cllr Garritt to progress NLC responsibility and ownership signage for the public conveniences with the right department at NLC. **March 2026: Cllr Garritt asked for an update.**

2601/06 - NLC - Devolution Deal (Weed spraying) - that the Town Council write to NLC highlighting their concerns and the financial deficit. January 2026: No response back to correspondence but generic update as circulated 19th February. **February 2026: Quotations sought for the contract.**

2601/07 - Whipping Post - that work is scoped and quotations sought for a NLC Community Pot Application to be submitted. January/February 2026: Information and quotation obtained. Clarification from Grants Team sought on quotations required. Awaiting response. **March 2026: Quotations sought and grant application submitted to NLC.**

2601/08 - Speed Indicator Devices - that the application to the Police and Crime Commissioner is completed.

2601/12 - Open Spaces - that entry into the CPRE Best Kept Village 2026 at £35 is approved. January 2026: Bloom informed and recommendations awaited prior to June. **March 2026: Bloom confirm entry details and entry form and fee returned to CPRE.**

2601/14 - Finance - Noticeboards – that quotations are sought to replace the noticeboard at the Primary Academy. **February 2026: Research into suitable noticeboards ongoing.**

Updates from February 2026 meeting

2602/06 - Report from NLC / Ward Councillors - Public conveniences - That a complaint is lodged with NLC regarding the three-week closure of the facilities and the impact this had had. **February 2026 - Complaint sent – no response received; March 2026 - Cllr Garritt informed.**

2602/06 - NLC - Devolution Deal (Weed spraying) - That costings are sought for weed spraying works utilising the information provided by NLC. **February 2026 – quotations sought and responses collated.**

2602/10 - Allotments - That the first payment of rent for the potential new tenant for Plot 2 will be 1st April. **February 2026: Noted.**

2602/10 - Allotments - That allotment charges are not increased at this time to remain in line with other similar provision. **February 2026: Noted.**

2602/10 - Allotments - That the Town Clerk provides income/expenditure figures to inform consideration for any amendment to tenancy agreements. **March 2026: Information collated.**

2602/11 – Grove Street Cemetery – Letters from Heaven - That the ‘Windsor Rose white and gold post box’ is purchased at £184 with the necessary stand for installation. **March 2026: Purchase made.**

2602/11 – Grove Street Cemetery – Letters from Heaven - That the necessary signage is purchased to identify the box use for Letters to Heaven. **March 2026: Ongoing.**

2602/11 – Grove Street Cemetery – Letters from Heaven - That costs of up to £200 are approved for required installation works with the location decision delegated to the Town Clerk. **March 2026: Ongoing.**

2602/11 – Grove Street Cemetery – Memorial testing works - That Cllr Fox, Cllr Frankish and Cllr Starkie are the three petitioners to sign the paperwork. **February 2026: Notice displayed.**

2602/11 – Grove Street Cemetery – Tap works - That the Town Clerk’s action in having these works undertaken is approved at £195. **February 2026: Noted.**

2602/12 – Open Spaces – Play Area inspections - That the costs for the immediate works required to the swing array (£354) and Galaxy multi-play equipment (£972.85) were approved. **February 2026: Noted.**

2602/12 – Open Spaces – Play Area improvements - That funding applications are prepared for Singleton Birch, the National Lottery and NLC for the KOMPAN slide proposal costings. **February 2026: Ongoing.**

2602/12 – Open Spaces – Play Area inspection training - That the RPII Routine Inspections training for playgrounds course (plus exam) is booked for Cllr Starkie at £260.00 plus VAT. **February 2026: Course booked.**

2602/13 - Policies and Procedures – Social Media Policy - That this policy is approved without amendment. **February 2026: Policy version and review date updated, published, log updated and next review date noted on log.**

2602/13 - Policies and Procedures – Merging of Learning and Development /Member Development Policies - That a clause is drafted around provision of sufficient detail is given regarding courses/training requirements at the point of request/approval and what extra hours may be reasonable to expect for any coursework. **March 2026: Clause added for review.**

2602/13 - Policies and Procedures - business continuity / contingency planning measures - That the Town Clerk makes recommended amendments and additions to the document to fit the Council structure and brings back to a future meeting. **March 2026: Risk Management Policy work carried out for review.**

2602/14 – Finance - Community Pot application from the Bowls Club for £300 - That the application is approved. **February 2026: Grant payment made.**

2602/14 – Finance – Noticeboards - That the Town Clerk seeks quotes for the building of a bespoke replacement noticeboard for Cornwall Street. **March 2026: Ongoing.**

2602/15 – Planning - Government consultation on new draft National Planning Policy Framework - That Councillors should respond personally if they have the time to do so.

2602/15 – Planning - Premises Licence Grant for sale of alcohol licence by Jacks Patch Garden Centre - That 'No Comment' is returned in response to this consultation. **February 2026: Noted.**

2602/16 – Correspondence – Grandad's Plough - That costs for varnish for the handles were approved and that works to fix the plaque with four screws and to repair the top of the structure are approved. **February 2026: Noted.**

2602/16 – Correspondence - chasing up Royal Mail regarding repairs to Grove Street/Dunstan Hill post boxes - That the Town Clerk makes enquiries as the Town Council has concerns about the impact of this on residents. **February 2026: Reports submitted, Royal Mail confirm engineer to be asked to attend but no further update received.**

2602/09 – KCLASSIC - That the motion is approved and the letter is headed 'In Confidence'. **February 2026: Information provided to CIO as directed with approval requested within 14 days. CIO advise need more time to seek appropriate advice.**

March Agenda items

2603/06 - NLC / Ward Cllrs update

Item b.

- March Street/Wesley Street – patching completed mid-March
- 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 –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 – **Cllr Garritt updated at January meeting that sign is on order and will be installed when delivered.**
- Parking enforcement (town centre) – some patrols have taken place but no further update received.
- Road surface deterioration/sinking – Wesley Street (January 2026) – road did collapse and repair works now ongoing.

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) – **advised in November that works completed but no change to situation seen.***
- *Road surface deterioration – East Cross Street (December 2025)*
- *March Lane – seasonal debris clearance required (January 2026)*
- *York Road – dog waste bin attachment to pole (January 2026)*
- *Redbourne Mere – low bridge sign necessity query (January 2026)*
- *North Cliff Road – missing litter/dog waste bin at public footpath sign (January 2026)*
- *Potholes – Spa Hill; Wray Street; Ings Road; Dunstan Hill; Dunstan Villas; West Cross Street; Turner Street; King Edward Street; George Street; Queen Street (Jan-Feb 2026)*
- *Dunstan Hill – Cadent resurfacing works query – copied to Ward Cllrs (February 2026)*

Item c. Public Conveniences

Information shared with Ward Cllr Garritt – no updates received.

Item d. Devolution Deal Discussion (grass cutting, parish paths, weed spraying)

Quotations sought from 13 companies; quotations received back from four of these and provided for consideration.

- The Town and Parish Liaison meeting for Clerks on the evening of 19th March.

2603/10 – Allotments

Quotations received from two companies for the approved works to the allotments entrance provided for consideration.

Income/expenditure for consideration of clauses around water charges provided for consideration.

The date for the April inspections requires to be set to give relevant notice to tenants and the annual rent reminder will be sent at the same time.

2603/11 – Grove Street Cemetery

Letters to Heaven post box ordered and received, with some damage incurred during transit; replacement materials to be provided by the company. Ongoing work to source appropriate signage and quotation for installation works. Location in cemetery to be confirmed.

Memorial safety testing works – notification period ends after the date of the March meeting and then Diocese will be updated to confirm this has completed. If approval is given notifications and information will be provided before works are undertaken.

2603/16 - Correspondence for discussion

dd. Community Vision – North Lincolnshire Digital Together event information – Community Co-Ordinator has noted value of attending this event as part of role.

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
Name of Inspector					Barrie Starkie
Inspector Qualifications					Councillor
Conducted on					3 Mar 2026 16:34 UTC
Document Number					03032026
Weather conditions.					Sunny dry
					1 / 1 (100%)
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?					Pass
Is the site free of any obvious signs of damage to any equipment?					Ongoing issue/Council aware
Is the signage intact and readable?					Pass
Have all the bins been emptied?					Pass
Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)					Pass
Is the site free of any fallen branches or any other grounds maintenance issues?					Pass
General comments. Is there anything you would like to flag for the attention of the Town Clerk?					Any faults already recorded

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
Name of Inspector	Barrie Starkie				
Inspector Qualifications	Councillor				
Conducted on	12 Mar 2026 13:23 UTC				
Document Number	12032026				
Weather conditions.	Windy dry				
	1 / 1 (100%)				
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?	Pass				
Is the site free of any obvious signs of damage to any equipment?	Pass				
Is the signage intact and readable?	Pass				
Have all the bins been emptied?	Pass				
Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)	Pass				
Is the site free of any fallen branches or any other grounds maintenance issues?	Ongoing issue/Council aware				
General comments. Is there anything you would like to flag for the attention of the Town Clerk?	Swing area back in operation after repair completed. Multi climbing apparatus still awaiting part from abroad.				

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					3 Mar 2026 16:33 UTC
Document Number					03032026
Weather conditions.					Sunny dry
					1 / 1 (100%)
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?					Pass
Is the site free of any obvious signs of damage to any equipment?					Pass
Is the signage intact and readable?					Pass
Has the grass been cut?					Pass
Is the site free of any fallen branches or any other grounds maintenance issues?					Pass
General comments. Is there anything you would like to flag for the attention of the Town Clerk?					All in order

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					12 Mar 2026 13:22 UTC
Document Number					12032026
Weather conditions.					Windy dry
					1 / 1 (100%)
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?					Pass
Is the site free of any obvious signs of damage to any equipment?					Pass
Is the signage intact and readable?					Pass
Has the grass been cut?					Pass
Is the site free of any fallen branches or any other grounds maintenance issues?					Pass
General comments. Is there anything you would like to flag for the attention of the Town Clerk?					



Kirton in Lindsey Town Council
Policy 37: Recruitment and Selection Policy & Procedure

Adopted March 2024 and amended (Appraisals section) December 2024; updated March 2025
[FC2503/14]

1.0 Scope and aims of the Policy

- 1.1 This policy applies to all employees of the Council.
- 1.2 The Council's policy is to recruit the best person for each vacancy based on its responsibilities under the Local Government and Housing Act 1989, section 7 in considering relative merits and abilities, regardless of gender, marital status, race, creed, sexual orientation, age or disability. In no circumstances will any appointment be made based on personal recommendation without the prospective employee going through a selection process.

2.0 General Principles

- 2.1 The Council recognises the benefits of a diverse workforce and values the different contribution that individual employees bring to the workplace. The Council is committed to a programme of action that will enable it to recruit and develop a diverse workforce and create an environment that allows each employee to feel valued for their individual talent and where individual skills, knowledge and competencies are fully nurtured. The Council recognises the potential conflict between ensuring a diverse and varied workforce, its commitment to open recruitment and the career development of existing employees. The Council's recruitment and selection policies endeavour to provide an appropriate balance between these conflicting interests.
- 2.2 The Council will comply fully with any legislative requirements but will aim to go beyond mere compliance. The Council will take positive action wherever possible to create opportunities for personal development for employees and will ensure that all persons with a disability who meet the person specification will be invited for interview and, if required, special arrangements are made for the interview.
- 2.3 Those people involved in the recruitment process will be given appropriate training to ensure they have the skills to recruit the best candidate. No person shall Chair a recruitment panel until such time as they have received or have evidence of previous recent substantial recruitment experience or training.

3.0 Pre-recruitment

- 3.1 All posts will have a Job Description that sets out the context of the post, the key tasks against which the post-holder's performance will be reviewed. A Person Specification setting out the required skills, abilities, knowledge, work experience, qualifications and competencies will also be prepared.
- 3.2 Recruitment to all posts shall be by application form. CVs will not be accepted. The application form shall be reviewed regularly to ensure that it continues to meet the recruitment needs of the organisation and meets legislative requirements.

4.0 Recruitment Advertising

- 4.1 To achieve a consistent approach to the filling of vacancies and to ensure that all posts reflect current organisational requirements, Full Council may delegate recruitment advertising to the Personnel Committee.
- 4.2 All posts shall be advertised as widely as possible within the constraints of the budget allocated for the recruitment process. The Council will be proactive in utilising a variety of mechanisms to reach applicants from diverse backgrounds
- 4.3 Recruitment may be monitored for age, disability, ethnic origin, and gender.

5.0 Internal Recruitment

- 5.1 This policy recognises the benefits of a diverse workforce. It also recognises that the nature of the Council's work is such that projects may sometimes be funded for a fixed-term, and that the retention of staff, following the completion of a project, may be in the best interests of the Council, provided suitable alternative employment is available. Equally, this policy recognises that the talents required to fill a vacancy may already exist within the organisation.
- 5.2 The Personnel Committee will have authority to restrict the advertising of a vacancy to internal applications only, if it can be demonstrated that this represents the best interests of the Council. In a situation where a vacancy cannot be filled by internal selection, the external recruitment process will then be applied.

6.0 Interview Process

- 6.1 An interview panel will comprise three members of the Personnel Committee, supported by the Clerk and/or an external advisor. The Chair of the Panel must have recent experience/training in recruitment and selection.
- 6.2 Shortlisting will only be carried out by those persons on the interview panel.
- 6.3 The assessment of candidates called for interview will be through a variety of mechanisms including (in all cases) an interview, but may also involve presentations, relevant tests, questionnaires, or other appropriate assessments each of which will relate to the requirements within the Person Specification.

7.0 Interviewing

- 7.1 Interviews shall follow the same general pattern for each candidate but shall not prevent the use of follow-up questions or questions that relate to an applicant's individual experience or response to a question, whilst ensuring that the conduct of the interview remains within the equality framework.
- 7.2 The authority to appoint lies with the decision making of a Full Council meeting who may delegate some functions to the Personnel Committee or the Clerk. When making a decision as to appointment Full Council will take into account recommendations of the Personnel Committee who will have taken into account not only the applicant's performance at interview, but their application form and their performance in other tests etc.
- 7.3 Where it is considered helpful, one or more candidates may be invited back for further interview. In such cases, at least two of the three initial Panel members must be present.

8.0 Post Interview

- 8.1 Where employees are working with vulnerable people or in the community, appropriate checks shall be required. The cost of any such check required will be met by the Council.
- 8.2 All appointments shall be subject to the receipt of satisfactory references. Where references are not satisfactory and there are no mitigating circumstances to consider, or there are medical problems that make the applicant unsuitable or unable to fulfil the post to which they have been appointed, the Personnel Committee must take appropriate action to withdraw the offer.
- 8.3 All long-term appointments are subject to a six-month probationary period, a satisfactory declaration by the applicant under the Rehabilitation of Offenders Act 1974 (as amended), a satisfactory medical record (if required), and the requirements of the Asylum and Immigration Act 1996 (together with the Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016) being met. Short term appointments are subject to the same criteria, however probationary periods for shorter term contacts will be in line with the term of the contract.
- 8.4 All unsuccessful applicants called for interview shall have the right to feedback.
- 8.5 All employees shall have an induction arranged for them that relates to their specific needs and arrangements made for their probationary period to be meaningfully monitored.

9.0 Confidentiality

- 9.1 All aspects of the recruitment process will be considered to be wholly confidential.

10.0 Equality

- 10.1 The Equality and Human Rights Commission may issue Codes of Practice for the elimination of discrimination and the promotion of equality of opportunity in employment. Councillors and officers, acting as members of a recruitment panel are responsible for ensuring that the Code is implemented. The Council may be liable if discrimination occurs. Panel members will also be expected to comply with the Code of Conduct for members of Parish and Town Councils.

Procedure

1.0 Pre-Recruitment

1.1 Review of Existing Post

The Personnel Committee shall be responsible for reviewing the duties and grade of the post and its relevance to current and future needs, concentrating on whether:

- the post should continue in its present form
- at the same level
- and that funding is still available for the post.

The first task is to review the need for the post in its present form. The following questions may be helpful:

- is there still the need for the job – either on full or part time basis?
- can the job be done in any different way e.g. has it changed because of changes in technology?
- does the Job Description meet current or changed needs?
- are the same skills required?
- does the person specification need to change if the job is being done differently?
- does the Council want to make use of the vacancy to do things in a different way?
- does the Council want to fill it on a temporary basis with a view to longer term changes?
- is there money in the budget to continue the post?
- is there likely to be difficulty recruiting to the post? If so, is the remuneration package at the right level?
- does the Job Description clearly set out the outcomes the organisation wants to achieve from the job?

1.2 Establishment of a New Post

The Personnel Committee shall be responsible for justifying the need for and recommending the duties and grade of any new post, its relevance to current and future needs and be satisfied that funding is available for the post. In looking to establish a new post, the following questions may be helpful:

- is there a real need for the job or can the outputs be achieved in some other way?
- what is the impact of the creation on the post on other posts?
- has the opportunity been taken to ensure that the Job Description reflects current, and not historic, information and utilises up to date technology and work practices?
- is the Council certain that the number of hours allocated for the post are appropriate?
- has the Council clearly identified the essential tasks and required outcomes for the post?
- has the Council identified the right skills to achieve the desired outcomes?
- will the Job Description take account of future needs and does it provide appropriate flexibility?
- is the funding in place to pay for the post?
- is there likely to be difficulty recruiting to the post? If so, is the remuneration package at the right level?

1.3 Job Description

The Personnel Committee shall be responsible for drafting a Job Description for each post as set out in a format agreed by the Council. A copy shall be kept on each employee's personal file. All posts shall have a Job Description that sets out the nature and duty of tasks that the postholder will be required to undertake. There shall be a standard format that will set out:

- Job title and grade
- Who is responsible for managing the post?
- Context of the post
- Key tasks
- Required job outcomes
- Responsibilities and accountabilities
- Other relevant information
- Date of the last review of Job Description

1.4 Person Specification

The Personnel Committee shall be responsible for drafting the Person Specification for each post as set out in a format agreed by the Council. A copy of the person specification shall be kept on each employee's personal file which shall include essential job requirements and set out how those specifications are to be assessed as part of the overall interview process. Desirable requirements will be shown separately. The specification shall cover:

- Skills and abilities
- Knowledge
- Qualifications/Education/Training
- Work Experience
- Other requirements

The Person Specification shall be reviewed each time that the Job Description is reviewed and amended.

1.5 Application Form

The Personnel Committee shall be responsible for ensuring that the application form is reviewed regularly and, where appropriate, application forms developed to meet the developing needs of the organisation and its activities. Recruitment to all posts shall be by application form. CVs alone will not be accepted.

2.0 Recruitment Advertising

2.1 Authority to Recruit

The Council shall authorise the recruitment to existing posts provided that the continued need for the post (in its existing, or revised, form) has been demonstrated and there is appropriate budgetary provision. Responsibility for managing the recruitment process may be devolved to the Clerk, to the Personnel Committee or to an external body.

The Personnel Committee shall record that it has reviewed the job description, person specification and job information and prepared a draft job advert. It should also indicate

whether there are any specific arrangements it wishes to make for advertising and interviewing for the post e.g. internal recruitment.

Adverts shall be agreed by the Personnel Committee which shall determine the final format of the advert and authorise that the advert to be placed in the appropriate media and report back to the Council.

2.2 Where to Advertise

Where it is considered that the post could be filled by internal application only, or through means other than external advertisement, the Personnel Committee will agree the reasons to justify that decision and report back to the Council.

2.3 Job Advert

The Personnel Committee shall have responsibility for agreeing the wording of job adverts and agreeing the closing date and interview timetable. Job adverts shall:

- include details of the grade, hours and location of the post
- summarise the responsibilities of the role
- summarise key employment benefits
- include details of how to apply
- contain details of the closing date, and where possible the intended interview date
- be clear and concise as to where completed applications should be sent.

2.4 Recruitment information

It is insufficient to send out application forms without appropriate information relating to the job being recruited to. The following information must be sent as a minimum -

- Standard covering letter from the Council explaining the process
- Application Form
- Applications Form guidance notes
- Job Description
- Person Specification
- Additional information may be sent out with the information pack depending upon individual job requirements
- Some information about the Council.

2.5 Applications

Application for vacancies will be by means of application forms. Receipt of all applications will be acknowledged in writing.

All received applications will be viewed and scored against a set of criteria appertaining to the specific job vacancy. A shortlist will be drawn up for those candidates selected for interview.

Candidates will be selected taking full account of the provisions of any anti-discriminatory legislation in force at the time.

3.0 Interview Process

3.1 Interview Panel

The Committee, officer or appointed external body will be responsible for arranging the dates and venues for shortlisting and interviews. Interview Panels should have the skills and knowledge to recruit successfully to the post and the Chair of the Panel must be recently experienced/trained in recruitment and selection. Where appropriate, external advisors/consultants may sit with the interview panel.

3.2 Shortlisting

Shortlisting will only be carried out by those persons on the interview panel. Applications should be assessed against the criteria set out in the Person Specification. All disabled applicants who meet the Person Specification shall be invited for interview.

3.3 Invitation to Interview

The Committee, officer or appointed external body shall arrange for invitations for interview to be sent out, for the venue to be booked and all involved persons to be notified of the date and time of the interview etc. The invitation to attend interview should give at least 7 days-notice using a standard letter and should cover:

- Time and place of interview
- The format of the interview and any additional information relating to presentations or written tests
- The need to acknowledge attendance
- Details of how to get to the interview venue
- Requesting proof at interview of any required professional or other qualifications required for the post
- Whether any specific assistance may be required to enable the applicant to attend the interview.

3.4 Questions, Presentations and Tests

The Personnel Committee shall ensure that appropriate presentations, tests and questions have been drawn up, agreement reached as to what outcomes are expected and who shall ask which question.

Details as to how an individual is to be assessed for a job should be led by the content of the Person Specification and the job functions laid out in the Job Description. This will include information to be found in the application form, and by questions to be asked at interview. Other ways of assessing a person's ability to perform may be through setting tests or exercises designed to assess their ability or knowledge in specific areas or activities.

Presentations should be relevant and intended to test specific skills against the Person Specification. They are primarily a test of a person's ability to communicate information, ideas and concepts and to inter-act with their audience, including an ability to answer questions on any presentation. Careful consideration should be given to the purpose, nature and content of any proposed presentation.

Tests should be used to assess specific skills against the Person Specification. They should be used to test an individual's ability to solve a particular problem, test their skills, test ability to deal with problems within a given timescale or test knowledge in a specific area. Careful consideration should be given to the purpose, nature and content of any proposed tests.

Interview questions must test an applicant's knowledge and understanding that is required by the Job Description and Person Specification. Questions should be specific and potential 'follow up' questions to explore fully a candidate's responses are permitted.

4.0 Interviewing

4.1 The Interview

The Chair of the Panel shall be responsible for the overall control and management of the interview within the policy and for recording the reasons for any deviations from the policy. They shall ensure that other members of the Panel are fully aware of the procedures and comply with them. Interviews shall follow the same general pattern for each candidate covering

- welcome and introductions to Panel
- outline of interview process
- outline/recap on any issues relating to the job on offer
- presentation or test (if appropriate)
- questions from Panel
- questions from applicant (if any)
- information about terms and conditions, decision making process etc.

No person will be asked any question which is directly or indirectly discriminatory nor any assumptions made based the protected characteristics scheduled in the Equality Act.

Interviews will normally be conducted either on the same day or over two consecutive days. A list of skills will be drawn up against which candidates will be tested.

4.2 Making and Recording the Decision

The Clerk shall:

- ensure that the decision is properly made
- ensure the process is properly recorded
- have responsibility for taking up references
- arrange for the post to be offered to the successful candidate

At the end of the interviews the Chair shall ensure that the Interview Assessment Forms are completed and discuss with the Panel the appointment of the successful applicant. This will normally, but not always, be the candidate with the most points. The responses of each candidate will be noted and at the end of each interview the Panel shall assess the candidate's performance and shall complete their Interview Assessment Form.

It is not unknown for applicants who are unsuccessful to complain about a decision not to appoint them and they have the right to take a case to an Employment Tribunal if discrimination is alleged. It is necessary therefore to ensure that all decisions are properly

recorded and the use of interview scoring sheets provide the necessary evidence of good decision-making.

The Clerk should check any information relating to medical certification, criminal conviction declaration and eligibility to work in the UK. If there are any concerns relating to the health of the individual to carry out the job they have applied for, then further medical information about fitness to work may be sought.

Where a final decision has not been made, it may be helpful for one or more candidates to be invited back for further interview. In such cases, a majority of the initial Panel members must be present.

Interviewees should be advised within a reasonable timescale as to whether they have been successful or not. They should always be offered the opportunity of feedback from the interview.

All interview Assessment Forms will be held in a sealed envelope and appropriately archived. Records relating to unsuccessful candidates may be destroyed after six months.

5.0 Post Interview

5.1 Offer Letter

Offers of employment following the interview process described above will normally be made initially by telephone and followed up in writing within 48 hours.

The Clerk should ensure that the offer letter is sent out and that a response is received, as soon as possible together with the appropriate documents.

A copy of the offer letter and signed acceptance should be placed on the employee's file.

5.2 Rehabilitation of Offenders Act and Police Checks

The Rehabilitation of Offenders Act provides that some convictions are spent after a specified period of time and do not have to be declared by persons applying for jobs. The Act also requires that where employees or potential employees are likely to work with vulnerable people any conviction, even those that would otherwise be spent, may have to be declared. Where employees work with vulnerable persons a Disclosure and Disbarring Service check may have to be undertaken.

Where convictions have been declared the matter should be discussed with the personnel committee which shall decide whether an appointment is appropriate, or that the employment option be not continued. In coming to such a decision they shall have regard to

- The nature of the conviction
- The length of time since it occurred
- The person's age at the time of the offence
- The overall number of offences
- The relevance of the offence to the nature of the work to be carried out
- Whether a police caution should be regarded as the same as a conviction

5.3 References

A standard letter requesting a reference should be sent to referees given by the candidate. The letter should include details of the job description and person specification.

There may be specific individual circumstances where potential employees may not wish to use a present or past employer for a reference (such as in cases where there may have been victimisation or intimidation or violence) and seeking a reference may jeopardise an individual's security. All such cases should be discussed with the Clerk.

5.4 Unsuccessful Candidates

Information sent out with the job application pack will advise applicants who have not been shortlisted, that they have been unsuccessful if they have not heard from the Council within 14 days of the closing date for the post. All unsuccessful applicants attending for interview will be advised that they have been unsuccessful as soon as possible after the interview.

5.5 Complaints

There may be some occasions at the end of, or even during, the recruitment and selection process when an applicant (or applicants) may be aggrieved at the outcome or potential outcome. Any applicant who feels they have been aggrieved by any decision or are unhappy about the way in which their application has been treated at any stage of the procedure, may complain in writing to the Clerk or Chairman of the Council if the Clerk is implicated in the complaint. Any such complaint must be made within seven days of either the closing date for applications, notification of the decision or the incident about which they wish to complain. Complaints must be investigated and resolved within fifteen working days. This does not prejudice any statutory right to lodge a claim for discrimination.

A copy of the Council's Complaints Procedure will be made available to all applicants upon request.

5.6 Personnel File

Each employee shall have a personnel file that complies with the provisions of data protection legislation covering manually or electronically held data. The file shall hold the following data relating to the recruitment process

- application form
- equality monitoring form
- offer letter
- offer letter - signed by new employee
- contract of employment
- references
- medical form (if applicable)
- job description
- person specification
- any specific details under the Rehabilitation of Offenders Act
- Asylum and Immigration Act declaration (if appropriate)

The Clerk shall ensure that an employee's personnel file contains all the above documents.

5.7 Setting up Payroll

The Clerk requires specific information to ensure a new employee will be paid on the appropriate date. This information should be sought on the first date of employment. The information required is:

- Details of bank or building society account
- P45/P46
- Date of birth

5.8 A written contract of employment shall be drawn up and **must be** given to the successful candidate on their first day of employment, together with copies of the Councils' disciplinary and grievance procedures. The contract will be based on the NALC model contract of employment.

5.9 All staff employed by the Town Council are paid in accordance with the nationally negotiated local government pay scales in force at the time.

5.10 All staff employed by the Town Council are entitled to join the Government NEST Pension Scheme under Regulations pertaining at the time of appointment or decision to join the Scheme. There is no requirement to join the pension scheme.

6.0 **Confidentiality**

6.1 It is essential that those involved within the recruitment and selection procedures at all stages should treat information in strictest confidence. This means

- not passing on information to others, including other candidates, who have applied for a particular job
- not discussing performance at interview with anyone else except as feedback to individual candidates
- returning to the Clerk, or the body assisting the Council with interviews, all documentation used during the interview process
- the Council must ensure that material obtained as part of the interview process is stored securely

Any breach of confidentiality may have implications under the Data Protection Act for the Council, the Code of Conduct for Councillors and, for staff, the Council's Disciplinary Procedures.

7.0 **Induction**

7.1 All employees shall have an induction arranged for them that relates to their specific needs. The induction for each employee shall cover

- The organisation
- Health and safety
- Specific job requirements
- Identification of training needs

7.2 Arrangements made for the induction period to be meaningfully monitored and recorded. A copy of the employee's induction record shall be maintained on their personnel file.

8.0 Retention and Training of Staff

8.1 All staff employed by the Town Council will be subject to the Town Council's adopted appraisal scheme. (See Appendix)

8.2 The purpose of the appraisal scheme is to provide a method of identifying any further training needs as well as monitoring staff performance and aiding in the retention of valuable members of staff.

8.3 The Town Council sees the provision of training as enhancing individual employees' opportunities for personal advancement, primarily within the organisation, where those opportunities exist. Staff training will also enhance the aim of high-quality service provision by the Town Council.

8.4 When staff vacancies arise, those employees already employed by the Town Council will be considered to fill a vacancy before it is advertised as detailed in Section 5. Although the number of employees is small, this will give opportunities for advancement within the organisation. Any 'promotion' will be considered on merit. Length of service with the Town Council, and the loyalty that this implies will be taken into account but will not be an over-riding issue for consideration.

8.5 Where appropriate, the Town Council will meet the cost of training, with the proviso that such costs will be refunded if the employee leaves the Town Council's employment within a period of two years of completion of such training. This will ensure that the full benefit of the training funded by the Town Council is retained.

8.6 Where appropriate, and provided it meets the current business requirements of the Town Council, it will seek to provide opportunities whereby staff can extend their personal and career development prospects by assuming additional responsibilities on a temporary or time limited basis. A system to encourage innovative thinking may be used to further this aspiration. Long term additional responsibilities will inform consideration of pay reviews.

9.0 Employment Legislation

9.1 All staff employed by the Town Council will be treated in accordance with prevailing employment legislation. Such legislation will include, but is not restricted to, the following:

- Equality Act 2010
- Health & Safety at Work Act 1974
- Employment Rights Act 1996, as amended

10.0 Adoption

10.1 This policy was adopted on 27th March 2024, minute reference 2403/13 and will be reviewed at least annually to ensure that it continues to meet the Council's needs and statutory requirements.

Appendix - Staff Appraisal Policy

Introduction

- 1.1 This procedure reflects the aims of the Council to provide a framework through which the Council (appraiser), and the employee (appraisee), maximise achievements, output, quality of work and effectiveness.
- 1.2 This policy applies to all employees of the Council with the exception of casual or seasonal employees. Such staff will be performance managed in other ways in particular by correspondence or feedback form if appropriate.

Aims

- 2.1 Appraisals are essential for the effective management, training and development and evaluation of staff. Appraisals help develop individuals and improve organisational performance.
- 2.2 Annual performance appraisals enable management and monitoring of standards, agreeing expectations and objectives as well as career and succession planning – for individuals and the Council as a whole.
- 2.3 Performance appraisals are also important for staff motivation, attitude, and behaviour development, communicating and aligning individuals and Council aims, and fostering positive relationships between the Council and its employees.
- 2.4 Performance appraisals form part of the performance management of employees. Effective appraisers are crucial in this system in ensuring that employees know and understand what is expected of them as well as feeling valued.
- 2.5 Appraisals are also to allow staff to provide feedback, put across queries and questions in an open way.

Process

- 3.1 Formal performance appraisals are conducted annually for all permanent staff in the Council, around the anniversary of their appointment. However, this does not preclude further meetings throughout the year to review progress.
- 3.2 Each member of staff (other than the Town Clerk) is appraised by their line manager. The Town Clerk is appraised by up to two members of the Personnel & Disciplinary Committee or a member of this Committee plus one other Town Councillor as an exception.
- 3.3 In order to be effective, it is important that both appraisee and appraiser have prepared, are comfortable with and have prepared ahead of the meeting.
- 3.4 Relevant and recent training where necessary will be made available to appraisers to ensure they have a good understanding with what is expected from them and their responsibilities as an appraiser. It is strongly recommended that anyone conducting an appraisal has undertaken relevant and recent training.
- 3.5 Each member of staff will complete a pre-appraisal form and submit this to their appointed appraiser by a pre-agreed time.
- 3.6 The appraiser will arrange an appraisal meeting at mutually convenient suitable time and date in normal working hours, in a room free from distractions. The meeting will

take the form of a free-flowing conversation during which a range of views is exchanged.

- 3.7 It is anticipated that the following will be discussed at a minimum:
- Review past 12 months performance and previous appraisal goals and objectives;
 - Discuss the information gathered in the self-appraisal form;
 - Agree and set future goals and objectives including relevant training and development.
- 3.8 After the meeting, the appraiser completes a post-appraisal form which is to be given to the appraisee within 10 working days of the meeting. After the meeting the appraisee reviews and has the opportunity to add their own comments where appropriate. The appraisal forms shall be kept securely and shall not be available to anyone other than the appraisee, appraisers and Personnel and Disciplinary Committee.

Report

- 4.1 After all appraisals have been carried out the Town Clerk will produce a report for the Personnel and Disciplinary Committee with a generic overview of the appraisals and the training needs identified.
- 4.2 Confidentiality will be respected, and the report will seek only to summarise matters. The pre-appraisal form and post-appraisal form will not be submitted as part of the report to the Personnel and Disciplinary Committee but would be available for viewing in paper format throughout the Personnel and Disciplinary meeting.
- 4.3 If training is needed any budgetary requirements should be forwarded to the appropriate Council meeting.

Guidance for the appraiser

- 5.1 Where it has been agreed that the appraisal should concentrate on specific aspects of the appraisee's job, information collection should likewise concentrate on those aspects.
- 5.2 Appraisers should act with sensitivity to all concerned and should not exhibit any bias in collecting information.
- 5.3 General comments should be supported by specific examples.
- 5.4 Any information received anonymously should not be used.
- 5.5 Information which does not relate to the professional performance of a member of staff should not be sought or accepted.
- 5.6 Those giving information should be encouraged to make fair and considered comments which they are prepared to acknowledge and to substantiate if required.
- 5.7 The substance of grievance or disciplinary proceedings should never be used in the appraisal process.
- 5.8 The thrust of appraisals should be on training and development and enabling the appraisee to seek to move forward to their best performance.



Kirton in Lindsey Town Council Appraisal Form

Personal Performance & Development

Name:

Position:

Appriaser(s):

Position:

Date of Appraisal:

Purpose

- i To talk about and review your performance
- ii Discuss future work and progress
- iii Agree training and development

Please complete sections 1 -2 of this form prior to the agreed appraisal meeting date as it will form the basis of the meeting.

Nov2025v1

Section 1

Employee to complete this section:

Please use your knowledge of your day to day work to complete this section.

1 How much satisfaction have you gained from your employment with the Council in the past twelve months?

NONE 1 – 2 – 3 – 4 – 5 A LOT

2 How much have you enjoyed doing your day to day work in the past year?

NOT AT ALL 1 – 2 – 3 – 4 – 5 A LOT

3 How difficult has your job been in the past year?

VERY 1 – 2 – 3 – 4 – 5 NOT AT ALL

4 How well do you think you have performed in your job in the past year?

NOT TOO WELL 1 – 2 – 3 – 4 – 5 VERY WELL

5 How helpful have your colleagues been?

NOT VERY 1 – 2 – 3 – 4 – 5 VERY HELPFUL

6 How supportive have your Managers been?

NOT VERY 1 – 2 – 3 – 4 – 5 VERY SUPPORTIVE

7 Do you have all the skills and knowledge you think you need to do your job?

NO 1 – 2 – 3 – 4 – 5 ABSOLUTELY

8 How often are you asked to do new or difficult jobs?

NEVER 1 – 2 – 3 – 4 – 5 ALL THE TIME

9 If you answered between 3 and 5 to question 8 how easy is it to ask for help?
IMPOSSIBLE 1 – 2 – 3 – 4 – 5 VERY EASY.

10 Record of training undertaken in the last 12 months

11 Comments on suitability of current job description

Section 2

Objective Setting

Based on your experience please answer the following questions.

1 List up to 5 things the Council does well for you:

1.....

2.....

3.....

4.....

5.....

2 List up to 5 things the Council could do better to help you:

1.....

2.....

3.....

4.....

5.....

3 If the Council did everything you listed in question 2 above, how would this affect your attitude to your employment?

NO DIFFERENT 1 – 2 – 3 – 4 – 5 MUCH HAPPIER

Section 3

To be discussed by the Employee and Appraiser during the Appraisal interview.

1 What is the agreed level of performance:

UNACCEPTABLE 1 – 2 – 3 – 4 – 5 VERY GOOD

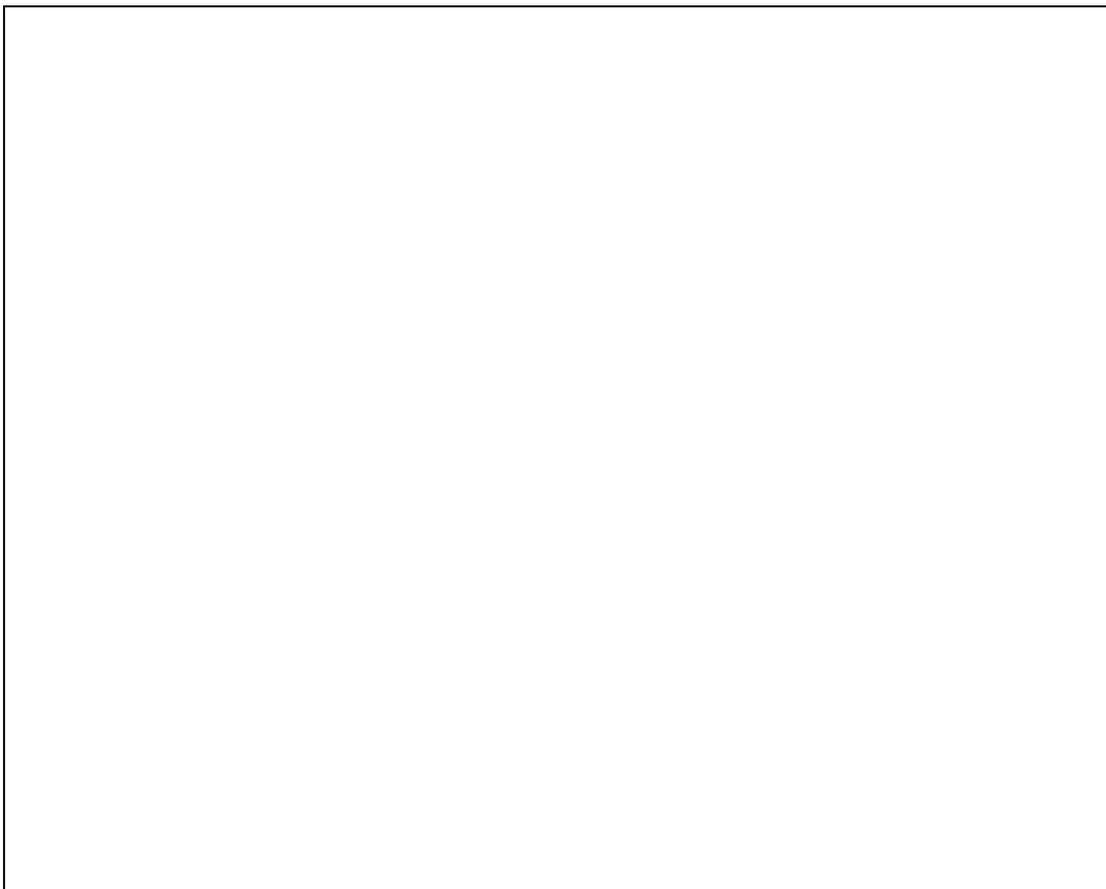
2 What do both parties agree the Employee has achieved in the past year?

3 What have both parties agreed needs to be improved by the employee?

4 How will the Council help the Employee to achieve that improvement in the next twelve months?



5 Agreed Action Plan for the next twelve months:



Name of Appraiser:

Signature:

Date:

Name of Employee:

Signature:

Date:

Please use this box to add any additional comments either party wish to make:

Hazard Checklist

Hazard No.	Nature of Hazard Posing Significant Risk	Risk Rating (from below)	P*	S*
3	Possibility of trips or falls in cemetery.	12	✓	
4	Possibility of serious injuries from unsafe memorials.	12	✓	
32	Possibility of injury from objects within the cemetery i.e broken glass etc	10	✓	
32	Possibility of contamination of cemetery with dog or cat mess.	10	✓	
32	Possibility of injury due to inappropriate disposal of litter.	10	✓	

*P = physical risk control; S = safe system of work, i.e. procedural risk control.

PROPOSED ACTION	COMPLETION DATE
<p>Possibility of trips or falls in cemetery. Contractors check and level sunken graves etc. during weekly maintenance visits</p> <p>Possibility of serious injuries from unsafe memorials. Memorials topple tested twice a year.</p> <p>Possibility of injury from objects within the cemetery i.e broken glass etc Contractors litter pick on a weekly basis.</p> <p>Possibility of contamination of cemetery with dog or cat mess. Contractors check on a weekly basis.</p> <p>Possibility of injury due to inappropriate disposal of litter. Large trade waste bin provided for litter disposal and contractors check on a weekly basis.</p>	<p>Ongoing.</p> <p>Twice a year in March and September.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p>

SCORING SYSTEM

Hazard severity	Likelihood of occurrence
5 = Very high (multiple deaths)	5 = Very high (100% certain to occur)
4 = High (death or serious injury)	4 = Likely (small chance = accident)
3 = Moderate (injury or disease)	3 = Quite possible (may happen)
2 = Slight (minor injury)	2 = Possible (low or minimal risk)
1 = Nil (no risk)	1 = Not likely (no risk present)
0 = Not applicable	0 = Not applicable

Hazard Type

Hazard Type	Severity	Likelihood	Risk Rating
1. Fall of person from height	0	0	0
2. Fall of object or material from height	0	0	0
3. Fall of person on same level (e.g. slip or trip)	4	3	12
4. Manual handling (includes: pushing, pulling, lifting and carrying)	4	3	12
5. Use of machines	0	0	0
6. Operation of vehicles	0	0	0
7. Fire, including that which can be caused by static electricity	0	0	0
8. Electricity or electrical equipment	0	0	0

Hazard Type	Severity	Likelihood	Risk Rating
9. Drowning	0	0	0
10. Excavation work (where this is part of the task)	0	0	0
11. Stored energy (e.g. elastic cords, hydraulic and air pressured systems)	0	0	0
12. Explosions (e.g. from chemicals or dust)	0	0	0
13. Contact with excessively hot or cold surfaces	0	0	0
14. Compressed air or gasses	0	0	0
15. Mechanical lifting operations	0	0	0
16. Noise	0	0	0
17. Biological agents	0	0	0
18. Ionising radiation	0	0	0
19. Non-ionising radiation	0	0	0
20. Excessive vibration	0	0	0
21. Use of hand tools	0	0	0
22. Adverse weather conditions (where exposure is part of the task)	0	0	0
23. Chemicals or substances	0	0	0
24. Storage, stacking or shelving	0	0	0
25. Housekeeping	0	0	0
26. Lighting levels (too high or too low, rapid changes)	0	0	0
27. Confined spaces	0	0	0
28. Cleaning (before, during or after the task)	0	0	0
29. Use of display screen equipment	0	0	0
30. Lone or unaccompanied working	2	2	4
31. Exposure to personal violence or aggression	0	0	0
32. Other (please state) Injury from litter or other objects	2	5	10

Risk rating = Severity x Likelihood.

Transfer all those with a rating of 10 or more back to the previous sheet.

Hazard Checklist

Hazard No.	Nature of Hazard Posing Significant Risk	Risk Rating (from below)	P*	S*
1 and 3	Possibility of trips or falls on play equipment.	12	✓	
4	Possibility of injuries from sharp or loose objects on play equipment.	12	✓	
32	Possibility of injury from objects within the sand pit i.e. broken glass etc	10	✓	
32	Possibility of contamination of play area with dog or cat mess.	10	✓	
32	Possibility of injury due to inappropriate disposal of litter.	10	✓	
4	Possibility of injury due to general wear and tear of play equipment	12	✓	
	<p>Hazardous material removal is carried out by the North Lincolnshire Council Street Cleaning Programme within one day of reporting – contact Customer Contact Centre on 01724 297000 to report.</p>			

*P = physical risk control; S = safe system of work, i.e. procedural risk control.

PROPOSED ACTION	COMPLETION DATE
<p>Possibility of trips or falls on play equipment. Age appropriate equipment installed. Safety surfacing installed and maintained. Weekly inspections carried out by appointed Councillor.</p>	Ongoing maintenance works.
<p>Possibility of injuries from sharp or loose objects on play equipment. Equipment inspected weekly by appointed Councillor. Maintenance works actioned and carried out in a timely manner. Equipment taped off and clearly labelled if unsafe.</p>	Ongoing regular checks
<p>Possibility of injury from objects within the sand pit i.e broken glass etc Inspected regularly as part of the grounds maintenance contract and weekly by appointed Councillor.</p>	Ongoing regular checks
<p>Possibility of contamination of play area with dog or cat mess. Inspected regularly by contractors and weekly by appointed Councillor.</p>	Ongoing regular checks
<p>Possibility of injury due to inappropriate disposal of litter. Regular litter picks carried out by contractors and community volunteers, sufficient litter bins provided.</p>	Ongoing regular checks
<p>Possibility of injury due to general wear and tear of play equipment. Equipment inspected weekly by appointed Councillor, maintenance works carried out in a timely manner. Equipment taped off and clearly labelled if unsafe.</p>	Ongoing regular checks

Hazardous material removal is carried out by the North Lincolnshire Council Street Cleaning Programme within one day of reporting – contact Customer Contact Centre on 01724 297000 to report.

SCORING SYSTEM

Hazard severity	Likelihood of occurrence
5 = Very high (multiple deaths)	5 = Very high (100% certain to occur)
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2 = Slight (minor injury)	2 = Possible (low or minimal risk)
1 = Nil (no risk)	1 = Not likely (no risk present)
0 = Not applicable	0 = Not applicable

Hazard Type

Hazard Type	Severity	Likelihood	Risk Rating
1. Fall of person from height	3	4	12
2. Fall of object or material from height	0	0	0
3. Fall of person on same level (e.g. slip or trip)	3	4	12
4. Manual handling (includes: pushing, pulling, lifting and carrying)	3	4	12
5. Use of machines	0	0	0
6. Operation of vehicles	0	0	0

Hazard Type	Severity	Likelihood	Risk Rating
7. Fire, including that which can be caused by static electricity	0	0	0
8. Electricity or electrical equipment	0	0	0
9. Drowning	0	0	0
10. Excavation work (where this is part of the task)	0	0	0
11. Stored energy (e.g. elastic cords, hydraulic and air pressured systems)	0	0	0
12. Explosions (e.g. from chemicals or dust)	0	0	0
13. Contact with excessively hot or cold surfaces	0	0	0
14. Compressed air or gasses	0	0	0
15. Mechanical lifting operations	0	0	0
16. Noise	0	0	0
17. Biological agents	0	0	0
18. Ionising radiation	0	0	0
19. Non-ionising radiation	0	0	0
20. Excessive vibration	0	0	0
21. Use of hand tools	0	0	0
22. Adverse weather conditions (where exposure is part of the task)	0	0	0
23. Chemicals or substances	0	0	0
24. Storage, stacking or shelving	0	0	0
25. Housekeeping	0	0	0
26. Lighting levels (too high or too low, rapid changes)	0	0	0
27. Confined spaces	0	0	0
28. Cleaning (before, during or after the task)	0	0	0
29. Use of display screen equipment	0	0	0
30. Lone or unaccompanied working	2	2	4
31. Exposure to personal violence or aggression	0	0	0
32. Other (please state) Injury from litter or other objects	2	5	10

Risk rating = Severity x Likelihood.

Transfer all those with a rating of 10 or more back to the previous sheet.



Kirton in Lindsey Town Council

Policy 08/28: Learning & Development Training Policy

Adopted March 2026 (v20261) [FC2603/xx]

Next Review January 2027

Kirton in Lindsey Town Council recognises that training and development for Councillors and its employees is essential to its ability to maintain good governance and to deliver effective services in line with achieving its aims, objectives, priorities and vision.

Learning & Development is a joint commitment made by the Council, its Councillors and its employees and will be delivered by the sourcing of appropriate training and development opportunities and sufficient funding being made available through adequate training budgets to enable engagement by all.

It is essential that Councillors and employees are given equal opportunity to develop their knowledge of Local Government and the law relating to Town and Parish Councils and to learn and develop skills to help them serve the community. Participation in Learning & Development should be accepted as being part of the role of being a Councillor and as part of continuous learning for employees.

Councillors and employees should display a positive attitude towards their development in order to assist the Town Council's achievements. If training is arranged and paid for by the Council and a Councillor/employee does not attend without good reason, the cost will be recovered from the Councillor/employee. The final decision if and when this arises will be made by the Personnel & Disciplinary Committee.

1. This Council recognises:-

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

2. This Council:-

- a: Will identify delivery agencies to provide relevant training and development to maximise the potential of its Councillors and employees and will provide information and opportunities to attend;
- b: Will encourage self-assessment for Councillors and develop an annual training needs plan as part of the appraisal process for employees and these will form the basis of an overall training plan linked to Council objectives;

- c: Require all Councillors and employees to actively participate in training and development;
 - d: Will identify areas of training need, in addition to self-assessment and training needs plans, which arise from changes in legislation and the changing role of this Council;
 - e: Identify specific needs which will include basic new Councillor and employees induction and other critical topics such as gaining a thorough understanding of:
 - The planning process
 - Members' Financial Management responsibilities
 - The Code of Conduct
 - Decision-making processes
 - Dispute Resolution;
 - f: Identify accredited courses for Councillors and employees;
 - g: Source courses offered in topics that will be helpful to the development of Councillors and employees;
 - h: Source courses tailored to specific aims that the Council may have, such as attainment of the Local Councils Award Scheme;
 - i: Allow all Councillors and employees to put forward training opportunities they are aware of for consideration;
 - j: Require sufficient detail is given regarding courses/training requirements at the point of request/approval and what extra hours may be reasonable to expect for any coursework;
 - j: Will maintain training records for all Councillors and employees;
3. Relevant courses will be sourced for delivery only by appropriately qualified and indemnified providers.

4. **Resources**

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

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

5. **Conclusion**

This Council is determined to provide opportunities for all Councillors and employees to further develop the necessary skills and competencies to assist the Councillors and employees undertake their legal obligations in terms of effective decision-making and the scrutiny of Council business. This will be achieved through the creation of a culture of continuous development.

Signed: _____ (Kirton in Lindsey Town Mayor)

Signed: _____ (Kirton in Lindsey Town Clerk)

Date: _____

DRAFT

Kirton in Lindsey Town Council
Policy 18: Community Pot Grant Scheme
 2024/25 (v.20241)
 Application Form

Name of group:	Town Hall Live
Main group contact: <i>(full name and title)</i>	Mr Brian Chudley
Position in group:	Organiser/ Promotor
Address:	
Telephone:	
E-mail:	
Date form completed:	
Provide a detailed description of the project and who will benefit from it:	Town Hall Live has been running since 2011 and has a strong local following as well as attracting people for further afield. We host 17 to 18 concerts per year. Forms of promotion is are from posters, flyers and signage. Along with social media we advertise these concerts at the Town Hall, locally and over the wider area with the posters and flyers.
Say how you know there is a need for your project:	It is important that we advertise every concert. This alerts the public to them. The posters and flyers give details of the artist performing, and how to purchase tickets. They are vital to the success of each event.
What are the full costs of the project (including VAT if applicable):	The total yearly cost printing physical posters and signage is slightly over £300 per year.
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them):	No other funding is sought. A Community Grant will help with promotion of each and every concert over the twelve months from April 2026.
Please tell us the stage at which your other applications are at, i.e just applied, awaiting outcome	Not applicable

of application or funding confirmed:	
What contribution to these costs would you like from the Town Council?:	£300
Is this contribution for a specific element of the project?:	As mentioned above it will be spent on advertising, in the form of physical posters and flyers.
What is the structure of your organisation?:	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> - Yes Other <input type="checkbox"/> Please give details below c/o Diamond Jubilee Town Hall

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Three most recent bank account statements	

Please note:

- Community Pot Grants must be a for a maximum of £300

Please return to:

Town Clerk
Town Council Office, Diamond Jubilee Town Hall, High Street, Kirton in Lindsey,
North Lincolnshire, DN21 4LZ

Email – enquiries@kirtoninlindseytowncouncil.gov.uk

Telephone: 01652 648978 / 07518 284173

with copy to Julia Melling, Finance Officer (Diamond Jubilee Town Hall) at
 finance@kirtoninlindseytownhall.co.uk

Classification - Finance - Open

Kirton in Lindsey Town Council Finance Report February 2026

Receipts and Payments made during February 2026, reconciling the cashbook with the bank statements as at 28/02/2026

Cashbook balance brought forward:

Balance carried forward April 1st 2025:	£78,542.96
Receipts to January 31st 2026:	£179,500.53
Payments to January 31st 2026:	£148,975.91
Balance carried forward February 1st 2026:	£109,067.58

<u>Ref</u>	<u>Date</u>	<u>Payer</u>	<u>Details</u>	<u>Receipts</u>
Balance C/F 01/02/2026				£109,067.58
R130	02/02/2026	A Rose	Cemetery - interment fee	£300.00
R131	03/02/2026	Public Sector Deposit Fund	Interest	£258.12
R132	07/02/2026	Equisign Tack and Pollitt	Civic Dinner tickets x2	£90.00
R133	10/02/2026	Immingham Town Council	Civic Dinner tickets x2	£90.00
R134	15/02/2026	K Holgate	Civic Dinner tickets x2	£90.00
R135	19/02/2026	Old Butchers Bistro	Civic Dinner tickets x4	£180.00
R136	19/02/2026	HSBC	Compensation	£100.00
R137	25/02/2026	Beverley Town Council	Civic Dinner tickets x2	£90.00
R138	25/02/2026	Women's Institute	Civic Dinner tickets x2	£90.00
R139	25/02/2026	M Boyd	Civic Dinner ticket x1	£45.00
R140	26/02/2026	Gainsborough Town Council	Civic Dinner tickets x2	£90.00
R141	26/02/2026	Royal British Legion	Civic Dinner tickets x3	£135.00
R142	27/02/2026	I Steedman	Civic Dinner tickets x2	£90.00
R143	27/02/2026	HSBC	Gross Interest	£26.92
Receipts, February 2026				£1,675.04

Payments

<u>Ref</u>	<u>Date</u>	<u>To Whom Paid</u>	<u>Details</u>	<u>Payments</u>
P303	02/02/2026	O2	Business mobile contracts	£41.82
P304	02/02/2026	Axholme Pest Control	Cemetery pest control contract (payment 1)	£345.60
P305	03/02/2026	S Barrett	Grounds maintenance contracts (planting)	£706.00
P306	03/02/2026	S Barrett	Grounds maintenance approved additional works	£360.00
P307	05/02/2026	D Saxby	Cemetery - urgent repairs tap stands	£195.00
P308	05/02/2026	Diamond Jubilee Town Hall	Office Rent & Room Hire	£450.00
P309	06/02/2026	ERNLLCA	Training - HR - Addressing conflict	£36.00
P310	09/02/2026	Diamond Jubilee Town Hall	Meeting room hire	£39.00
P311	10/02/2026	Blachere Illuminations	Christmas Lighting contract (3)	£1,702.57
P312	10/02/2026	North Lincolnshire Council	Premises Licence Renewal - Market Place	£70.00
P313	11/02/2026	Brigg Office Supplies	Stationery - printer paper and ink	£495.60
P314	13/02/2026	Bloom, Kirton Lindsey	Return of November payment from In Bloom (1)	£3,000.00
P315	13/02/2026	Screwfix Scunthorpe	Maintenance supplies - cable ties	£6.48
P316	14/02/2026	Bloom, Kirton Lindsey	Return of November payment from In Bloom (2)	£1,200.00
P317	17/02/2026	KLASSIC	Staff costs	[REDACTED]
P318	17/02/2026	Post Office - Signed For	Cemetery - notification of petition memorial testing (1)	£1.90
P319	20/02/2026	Cobweb Crystal	Scarecrow Trail - Anne Wild Cup engraving	£12.00
P320	24/02/2026	Nest	Pension contributions	[REDACTED]
P321	24/02/2026	idVerde	Grounds maintenance contracts (grass cutting)	£1,248.62
P322	25/02/2026	Town Clerk	Salary	[REDACTED]
P323	25/02/2026	Assistant Clerk	Salary	[REDACTED]
P324	26/02/2026	Community Coordinator	Salary	[REDACTED]
P325	26/02/2026	HMRC	NI/Tax/Student Loan	[REDACTED]
P326	27/02/2026	Post Office - Signed For	Cemetery - notification of petition memorial testing (2)	£1.90
Total Payments February 2026				£14,722.51

Cashbook carried forward

Balance carried forward April 1st 2025:	£78,542.96
Receipts to February 28th 2026:	£181,175.57
Payments to February 28th 2026:	£163,698.42
Cashbook total at February 28th 2026:	£96,020.11

Reconciliation to Bank Statements

Current Account 41305484	£588.10
Savings Account 01109553	£15,432.01
Public Sector Deposit Fund	£80,000.00
Total in bank as at February 28th 2026:	£96,020.11

Agreed to cashbook and bank statements:

Dated: