



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 25th March 2026
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr David Garritt, Cllr Chris Howard, Cllr Joy Kofoed (part), Cllr Tony Pollitt and Cllr Barry Starkie.

Members not present: Cllr Karen Gunn and Cllr Suzanne Stephenson

Also present: 3 members of the public (2 part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

MINUTES

2603/01 Apologies for Absence

Apologies were received from Cllr Karen Gunn and Cllr Suzanne Stephenson.

2603/02 Declaration of Interests / Dispensations

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

2603/03 Public Participation

A member of the public from Kirton Shed introduced himself and the aims of the organisation. He requested that an item is added to the next KLASSIC Charity Committee meeting to discuss a proposal for use of KLASSIC land.

Cllr Kofoed arrived.

A member of the public queried Town Council items of correspondence; relating to Public Right of Way BW251 and train services on 16th May. He also noted that Public Right of Way FP328 March Lane still required clearance of leaves. Ward Cllr David Garritt offered to follow this up. He noted kerbed graves in the Cemetery which may be in breach of cemetery regulations and queried the process for declarations of interest at Council meetings. The Town Clerk confirmed communication with plot owners in the cemetery and Cllr Fox noted she would monitor declarations of interest at meetings more closely.

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

2603/04 Minutes

- The Council approved the minutes of the Full Council Meeting held 25th February 2026.

RESOLUTION: That the minutes were duly approved and signed.

- The Council received the minutes of the KLASSIC Charity Committee Meeting held 4th March 2026.
- The Council received draft minutes of the Promoting Kirton Committee Meeting held 9th March 2026.
- The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 9th March 2026.

2603/05 Mayor & Delegates Reports

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

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

- Kirton in Lindsey Civic Dinner – 14th March. The Mayor reported an enjoyable evening and noted her thanks to Cleatham Hall for their organisation of the event.
- Hessle Civic Service - 22nd March. The Mayor noted that she had sent apologies for this event.

Councillors and Officers reports

- Finance training – Introduction to VAT - 26th February – Cllr Pollitt reported a useful course and that he was awaiting documentation from the course to circulate to all Councillors.
- The Mayor of North Lincolnshire's Civic Dinner- 6th March - Cllr Kofoed reported a really good evening which was well attended with over £1000 raised for the Mayors Charity.
- How Council Behaviour Shapes Culture and Community Trust - 18th March – the Town Clerk reported on a useful session launching the new academy of training from Becky Walsh.
- Town and Parish Liaison Meeting for Clerks - 19th March – the Town Clerk had circulated a written report following this meeting, highlighted the main topics discussed and noted the devolution deal was on the agenda at 2603/06.

2603/06 Report from North Lincolnshire Council / Ward Councillors

a. Ward Councillor David Garritt provided an update and noted fielding enquiries about potholes, the new household waste recycling system and that the water leak on Traingate was now resolved. Cllr Garritt continues to chase up North Lincolnshire Council (NLC) ownership signage for the public convenience and better facilities to keep them clean. Cllr Garritt and Cllr Frankish attending the rescheduled meeting about the potential nature reserve off Redbourne Mere, which had proved very useful with a possible way forward to now be costed and surveys carried out to ensure safety for use as a community orchard or wildlife meadow. Regarding outstanding actions, the path on Cornwall Street is expected to be resurfaced in the school

Signed:

Dated:

holidays and patching works on March Street expected in May. NLC have confirmed they have no records related to the path between Wray Street and Traingate and this will now not progress further. As signage for Redbourne Mere was due to be delivered and installed this continues to be chased up along with maintenance works to bus shelters. Cllr Fox queried works to Spa Hill which continues to deteriorate. Cllr Garritt advised this was scheduled for this year and design work was done. He would chase the scheduled date for works to commence. Cllr Kofoed queried the signage for Redbourne Mere and Cllr Garritt clarified that this was the replacement boundary sign and a 'turning vehicles' sign for near to Cliff Farm. Cllr Kofoed asked for the wording for the turning vehicles signs to be confirmed. Cllr Pollitt advised the leak at the bottom of Traingate was ongoing with a sign saying Anglian Water were aware. Cllr Garritt will seek a further update on this.

b. The Council noted outstanding matters raised with NLC and noted that the Ward Councillor report had covered these matters.

c. The Council received an update regarding the maintenance and signage for the public conveniences in the Market Place and noted that that the Ward Councillor report had covered these matters.

d. The Council received quotations related to the 2026 Devolution Deal Discussion (weed spraying). The Town Clerk provided an update on information delivered at the Town and Parish Liaison Meeting for Clerks and the quotations received for the weed spraying works. The Council noted concerns about the devolution offer from NLC which would not cover the required costs, would require less cuts of the grass and parish paths, would require increased staff time to monitor, would involve responsibilities for chemicals and despite wanting to take on this work for the benefit of the town it was unviable given the conditions of the deal. Not taking on the weed spraying option removes the 3.8% uplift in costs and the grant from NLC would remain at the same level as previous years.

RESOLUTION: That the Town Council continues with Grass Cutting and the Parish Paths Partnership devolution but does not take on the weed spraying option. **ACTION: Town Clerk**

e. The Council received an update on the Community Speedwatch scheme from Cllr Pollitt. Recent sessions had seen 120 vehicles monitored on South Cliff Road with 19 of these above the speed limit; the maximum speed monitored was 47 mph in the 30 mph zone. Residents comments, both good and bad, have been taken on board and there are now sixteen approved sites across Kirton in Lindsey monitored. Between Church Street and Station Road, a 30 mph zone, the maximum speed monitored was 52 mph. The group would like to install Community Speedwatch notices on the town boundary signs with six needed at £5 each. The Town Clerk has contacted NLC to check permission to install these would be granted before a decision is made on purchase.

2603/07 Whipping Post

The Town Clerk provided an update to note a further quotation received for the works and that the application for a NLC Community Pot grant was now submitted for consideration.

2603/08 Speed Indicator Devices

Cllr Fox provided an update noting that after receipt of approval from NLC, the Police and Crime Commissioner fund has no further funding, but Kirton in Lindsey is on a waiting list for when the next round is launched later this year.

2603/09 KLASSIC

There were no updates from the Working Group or CIO to report.

2603/10 Allotments

The Town Clerk updated the Council noting receipt of two quotations for the entrance works. One contractor had advised that the measurements on the approved drawing didn't match the on-site conditions and provided a recommended solution. Cllr Kofoed suggested the contractor who completed the car park works be approached for a quotation for the entrance works. The Council considered the income and expenditure figures for the allotments with reference to adding a clause into tenancy agreements about water costs. The Council discussed April inspections of plots and annual rent reminders.

RESOLUTION: That the architect for the entrance works planning application is requested to clarify the buildability and any need for variation of planning approval. **ACTION: Town Clerk**

RESOLUTION: That no change is made to the tenancy agreements at this time.

RESOLUTION: That the April inspections are carried out on Wednesday 29th April at 11am.

ACTION: Town Clerk

2603/11 Grove Street Cemetery

a. The Council received an update regarding installing a "Letters to Heaven" post box in the cemetery. The Town Clerk noted the delivery of the letter box and the need to purchase the signage. The Town Clerk asked that Councillors visit the cemetery and provide their thoughts on the best location to install the letter box.

b. The Council noted progress to date regarding required memorial safety testing works. The Town Clerk advised when the public notice display period ends with confirmation to be sent to the Diocese and then further instructions to be awaited.

c. The Council noted maintenance requirements within the cemetery. The Town Clerk advised on ivy growth, the requirement for path repair works and sunken graves. Quotations to be obtained for all three issues.

d. The Council noted the return of the Annual Duty of Care and Terms & Conditions for the Commercial Waste Collections to NLC.

2603/12 Open Spaces

a. The Council received the weekly visual (dated 03/03, 12/03 & 20/03) play park inspection report for signature. Cllr Starkie was thanked for carrying out the visual inspections. Cllr Starkie noted that the repairs to the swing array were completed. The Town Clerk noted that KOMPAN had advised works to repair the Galaxy unit were scheduled for 16th April. The Town Clerk advised in relation to the quotations from KOMPAN for a replacement toddler embankment slide and provision of a larger

statement slide, NLC had confirmed the availability of s106 monies which could be used. Cllr Pollitt suggested continuing the application to Singleton Birch for the larger statement slide. The Town Clerk raised concerns about the level of the sand in the sand pit, but noted no concerns raised by RoSPA and Cllr Starkie agreed no urgent action was required.

RESOLUTION: That S106 monies are requested from NLC for the preferred embankment slide option quotation at £12,188.76 (+ VAT).

ACTION: Town Clerk

RESOLUTION: That the funding application is continued with Singleton Birch for the KOMPAN free standing slide quotation at £21,319.83 (+ VAT).

ACTION: Cllr Pollitt

b. The Council received the weekly inspection reports (03/03, 12/03 & 20/03) for the outside gym equipment. Cllr Starkie was thanked for carrying out these inspections and he noted that the equipment is popular and well used.

c. The Council received a brief update regarding ongoing Land Registry works for The Green and War Memorial areas with the Town Clerk noting the solicitors had now provided the Transfer of Part which required signatures and which was completed at two relevant Charity committee meetings held earlier that evening.

2603/13 Policies and Procedures

a. The Council reviewed Policy 37: Recruitment Policy last approved March 2025. The adjustment of the scoring system on the appraisal form, to remove '0' from each scale was noted.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council reviewed the Cemetery Risk Assessment last approved March 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council reviewed the Play Area Risk Assessment last approved March 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

d. The Council reviewed the additional clause added to the Learning and Development/Member Development Policies as discussed at the February meeting.

RESOLUTION: That clause 2. j. is amended from '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;' to read 'require sufficient detail is given regarding courses/training requirements at the point of request/approval including anticipated hours for any coursework to be agreed by the Personnel & Disciplinary Committee;'

ACTION: Town Clerk

RESOLUTION: That the sentences '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' added in January 2025 is removed.

ACTION: Town Clerk

RESOLUTION: That 'publish on the website' is added to clause 2. k.

ACTION: Town Clerk

RESOLUTION: That the sentence 'Anyone attending training is required to report back to the Council either verbally or in writing, informing others of the value of the training and how appropriate it was to the particular issues concerned.' is added to the policy.

ACTION: Town Clerk

e. The Council considered business continuity / contingency planning measures and updates to the Risk Management Policy last reviewed in May 2025.

RESOLUTION: That as the Sickness Absence Policy is due to be updated in April, that consideration of this is deferred until the next meeting.

ACTION: Town Clerk

f. The Council noted the resignation of Cllr Kofoed as the Chair of the Personnel & Disciplinary Committee on 10/03/2026 and received nominations to fill this vacancy.

RESOLUTION: That Cllr Pollitt is elected Chair of the Personnel & Disciplinary Committee.

ACTION: Town Clerk

2603/14 Finance

i. Income and Expenditure

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

c. The Council received a Community Pot application from Town Hall Live for £300.

RESOLUTION: That the application is approved.

ACTION: Town Clerk

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook.

b. The Council noted the annual increases for business mobile phone contracts at 3.8% Retail Price Index rate of inflation plus an additional 3.9%.

c. The Council received the annual renewal fee for ERNLLCA at £1,003.88 (including the NALC affiliation fee of £229.88) for payment.

d. The Council discussed authorisation for transfer of funds from the CCLA Public Sector Deposit Fund due to the expected delay in Precept payment from North Lincolnshire Council.

RESOLUTION: That the transfer of £12,000 from the CCLA Public Sector Deposit Fund was approved. The CCLA Fund will be topped back up following the first 2026/27 Precept payment to maximise interest payments.

ACTION: Town Clerk

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

2603/15 Planning

a. The Council considered the following planning applications:

i. PA/2026/283

Proposal: Planning permission to vary the plans condition of planning application PA/1999/0920 granted on 31/03/2000 which were added by non-material amendment PA/2024/1365 granted on 12/12/2024 namely to amend house types and layout for plots 81, 96, 97 to 100, 102 and 109

Location: Windmill Plantation, Kirton in Lindsey, DN21 4FF

RESOLUTION: *That the Clerk responds with 'Neither' to this planning application, noting support of the comment from the Lead Local Flood Authority that if the building plans are amended the drainage scheme needs to be similarly amended.*

ACTION: Town Clerk

ii. PA/2026/306

Proposal: Planning permission for conversion of existing outbuilding for short-term holiday let accommodation

Location: 14 East Cross Street, Kirton in Lindsey, DN21 4EA

RESOLUTION: *That the Clerk responds with 'Neither' to this planning application, noting the submission of the noise management plan and requesting the planning authority gives this careful consideration.*

ACTION: Town Clerk

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

PA/2026/38 – HOUSEHOLDER PLANNING PERMISSION – for a two-storey rear extension and a single-storey side extension, cladding to external walls to property, new facing brickwork and insulation to cavity (including demolition of three existing out-buildings) at The White House, Cleatham Road, Kirton in Lindsey, Gainsborough, DN21 4JR.

c. The Council received notification regarding the H₂East Pipeline consultation. Councillors were reminded that they could submit responses personally if they wished do so.

2603/16 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: NLC News Direct update; Resident – Light pollution concerns (B1400 area); Civic invitation to Normanby Hall Tour (April); Kirton Shed – request for KLASSIC agenda item; NLC Grass Cutting Devolution update with response deadline of 10th April; Civic – Louth Civic Service reminder (April); Workers Day Memorial information (April); PKF Littlejohn External Audit arrangements information; NALC 'Engaging Parliament Toolkit'; Ings Road development concerns updates; Rural Services Network Newsletter; NLC – Remembrance event planning update.

b. Resident – anonymous request for action regarding St George's flags flying from lampposts along the B1400 (via Community website)

c. Resident – note of thanks for information provided re finding out about activities at the Diamond Jubilee Town Hall

d. North Lincolnshire Council – News Direct weekly updates

e. H₂East – notification of first phase consultation for H₂East Pipeline

f. MP Nic Dakin – note of thanks to the Council for raising concerns regarding Ings Road to the NAT Ridge meeting

g. Combined Cadet Force – follow up query on current ownership of former Officers Mess as lost details previously provided

h. Resident – query about who to contact regarding none collection of household waste bins

i. North Lincolnshire Council – February Tourism updates

j. Bloom – query about insurance for town planters

k. North Lincolnshire Council – forthcoming meetings March notice for display

l. Resident – query about public bridleway 251 and Tighes land

m. Nic Dakin MP – query about matters to raise at meeting with the new Rural Police Inspector

n. Epworth Town Council – query about Local Council's Award Scheme

o. KLASSIC CIO – secondment agreement letter update

p. Civic – Beverley Civic Service invitation (May)

q. KLASSIC – update from Independent Examiner on timeframe for completion of works required

r. Resident – query on identifying the history of their home

s. Independent Brigg Rail Line Group – notification of increased services on 16th May 2026

t. Planning Inspectorate – update information re H₂East pipeline consultation

u. Trent Cliff Gazette – copy deadline for April edition

v. KLASSIC CIO – update following their receipt of draft short form lease

w. Civic – Louth Civic Service invitation (April)

x. Civic – Message of thanks from the Mayor of North Lincolnshire following her Civic Dinner

y. ERNLLCA – How Council Behaviour Shapes Culture and Community Trust webinar and other links

z. Independent Brigg Rail Line Group – Wobbly Runner YouTube video re Brigg Line

aa. Rural Services Network – Weekly newsletter

bb. ERNLLCA – Training Plan 2026-27

cc. Community Vision – Monthly Newsletter

dd. Community Vision – North Lincolnshire Digital Together event information. **The Town Clerk noted that the Community Co-ordinator had expressed interest and was attending this free event to seek information and network.**

ee. Bloom – confirmation of categories for CPRE Best Kept Village competition to submit entry form/fee

ff. Civic – Gainsborough Civic Dinner (April)

gg. Resident – Concerns about proposals for Ings Road development (copied correspondence to NLC)

hh. Lincolnshire Wildlife Trust – Free family event information for information and promotion

ii. NLC – Playing Pitch Strategy Survey Reminder

jj. Humber and Wolds Rural Action – March Newsletter

kk. NLC – Town and Parish Liaison meeting agenda information (19 March)

ll. Resident – request for area outside home not to be cut by grass cutting contractors

mm. Resident – request about cemetery plots

nn. CPRE – Feb/Mar Newsletter

oo. ERNLLCA – Council Culture Academy training reminder information

pp. CloudyIT – AI training days information

qq. Resident – request for contact details for Councillors regarding spring water leaks on Traingate

rr. Resident – Update on concerns about proposals for Ings Road development (copied correspondence to NLC)

ss. Resident – request for advice on closing down a group within the town and distributing remaining funds

tt. Police and Crime Commissioner – Community Safety Fund Round 8 launch information

uu. Independent Brigg Rail Line Group – receipt of posters to display promoting 16th May train opportunities

2603/17 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 22nd April 2026 at 7pm at the Diamond Jubilee Town Hall.**

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

2603/18 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.

2603/19 Personnel

The Council considered postponed Annual Leave for the Town Clerk. The revised dates for an annual leave period were agreed.

The meeting closed at 20:50.



**Minutes of the Meeting of the Trustee of KLASSIC Charity on
Wednesday 17th March 2026
Diamond Jubilee Town Hall, Kirton in Lindsey at 7.00pm.**

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

Trustee Members not present: David Garritt and Barry Starkie.

Also Present: Tony Pollitt, 2 members of the public, Venue Manager: Cheryl Morton and KLTC Town Clerk: Neil Taylor-Matson.

MINUTES

- 2603 2/01 Apologies for Absence
Apologies were received from David Garritt and Temporary Venue Manager: Mandy Coote.
- 2603 2/02 Declarations of Interest / Dispensations
a. No declarations were made
b. No dispensations were granted.
- 2603 2/03 Minutes
The Trustee Members considered the minutes of the KLASSIC Charity Committee Meeting held on 4th March 2026.
RESOLUTION: That the minutes be duly approved and signed.
- 2603 2/04 Public Participation
A member of the public noted at the previous meeting only one quotation had been sourced for an automated access gate system and offered details of other local companies offering automated access gate system provision. The information was passed to Joy Kofoed who accepted the contact details for other companies and thanked the member of the public for the information.
- 2603 2/05 Finance
The Committee received an update regarding financial oversight checks. The Town Clerk noted that no financial oversights had taken place due to the short timeframe of the return of the Venue Manager at four working hours.
- 2603 2/06 CIO updates
a. The Trustee Members received updates from the CIO regarding the secondment agreement document for staff employed by the CIO. The Town Clerk noted that the CIO had responded with a proposed secondment letter for the staff.
RESOLUTION: That the CIO are asked if they would agree in principle to invoicing KLASSIC going forward from 31st March for staff costs, and that members of the CIO are invited to meet with some/all Trustee Members to discuss the proposal and that a response is requested within seven days.
ACTION: Venue Manager
b. The Trustee Members received any updates from the CIO regarding the KLTC draft Short Form Lease. The Town Clerk reported that the CIO has replied advising that they are looking to take legal advice based on the lease provided and would not be able to give an answer by the 14-day deadline which was given. They advised they would respond further as soon as possible. Trustee members queried why the CIO had referred to the document as a lease.

Standing Order 3. e. was suspended by Resolution to allow the Chair of the CIO to address the meeting to clarify what the Committee wanted from the CIO due to the terminology around the draft Short Form Lease. Suzanne Stephenson clarified that the document was an outline of the proposal and that the Committee needed to know if the CIO would accept in principle. The Chair of the CIO confirmed that they were taking advice and respond as soon as possible.

Standing Order 3. e. was reinstated.

Signed:

Dated:

2603 2/07

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

- a. The Committee considered confirming and signing the Annual Report as agreed at the last meeting. The Town Clerk advised that the Independent Examiner had recommended deferring this matter as the Annual Report is usually signed alongside the Annual Accounts.
- b. The Committee discussed a formal reserves policy. The Venue Manager confirmed that a Reserves Policy was adopted by the Committee in March 2024, however the values were noted at that time as requiring further work.

RESOLUTION: That the Reserves Policy is circulated to all Trustee Members ahead of the next meeting.

ACTION: Venue Manager

- c. The Committee received the draft Serious Incident report prepared by the Town Clerk for submission to the Charity Commission and agreed any actions required as agreed at the last meeting. The Trustees agreed to amend the draft prior to the submission of the report to the Charity Commission.

RESOLUTION: That the words 'this occurred after the trust corporation agreed in principle on the 27th November 2024 to transfer the assets, liabilities and undertakings to a CIO' replace 'because our Trustee Members planned to merge with this new CIO.' in the first paragraph of the 'Summary of Incident'.

ACTION: Town Clerk

RESOLUTION: That the words 'raised by the trust corporation to users' are added in after the word 'were' in the sentence 'invoices were raised to users giving the CIO bank account details' in the second paragraph of the 'Summary of Incident'.

ACTION: Town Clerk

RESOLUTION: That the words 'transferring the assets, liabilities and undertakings to a CIO.' replace the word 'merging.' in the 'Other Information' sentence.

ACTION: Town Clerk

RESOLUTION: That the words 'Mistakes that occurred were not in bad faith and we are now confident that steps have been taken to remedy the situation.' replace the paragraph 'This has all arisen due to the creation of the CIO and has highlighted an overall lack of clarity of decision making. Kirton in Lindsey Town Council are the Sole Trustee, but some decisions are made by Full Council and some by KLASSIC Charity Committee. This Committee recommended the setting up the CIO by three of the Committee members who became the original Trustees of the CIO.' as the final paragraph of the 'Summary of Incident'.

ACTION: Town Clerk

- d. The Trustee Members considered who is to draft a Conflicts of Interest Policy as agreed at the last meeting.

RESOLUTION: That the Venue Manager carries out research to bring back examples to a future meeting and that Suzanne Stephenson provides information to help via email.

ACTION: Venue Manager/Suzanne Stephenson

- e. The Trustee Members received any update on the annual accounts or information requested by the Independent Examiner. The Town Clerk reported that the Independent Examiner had advised that she was unable to have the final accounts and the management letter ahead of the agenda deadline for the meeting as it only provided two working days' notice. The Town Clerk advised that the submission was due by the 31st March and warned that it may be submitted late.

2603 2/08

Users, Licences and Agreements

The Trustee Members discussed licences and agreements for the Bowls Club, Junior Football Club and Scouts. The Venue Manager advised these were in place when KLASSIC was taken on by KLTC and she had tried to keep them updated.

RESOLUTION: That any future licences and agreements are updated and brought before the Committee before sign off.

ACTION: Venue Manager

RESOLUTION: That the Bowls Club, Junior Football Club and Scouts are asked if they are happy for a review of these licences / agreements to take place and responses are brought back to the next meeting.

ACTION: Venue Manager

2603 2/09

Insurance

a. The Trustee Members received any update on the amendments/clarifications requested to the insurance brokers and contact with suitable alternative broker. The Town Clerk noted no further responses from Winters & Co, but that the revision document they had provided had been circulated to Trustee Members. There had been no opportunity since the last meeting to contact Zurich.

b. The Trustee Members received an update on if the Fire Risk Assessment document does exist and if so, when it is due to be reviewed. The Venue Manager confirmed that there is currently no Fire

Signed:

Dated:

Risk Assessment document.

c. The Trustee Members received an update on arrangements for a Fire Risk Assessment with Humberside Fire and Rescue. The Town Clerk advised there had been no opportunity since the last meeting to task the Caretaker with this work, however in a conversation with a representative from Humberside Fire & Rescue earlier in the day, contact had been made to progress matters. Advice was provided during this conversation that there would be a conflict of interest for Humberside Fire and Rescue to formally help with the preparation of a Fire Risk Assessment. Information was now due to be passed to the Venue Manager to assist with the preparation and assessment work.

RESOLUTION: *This was noted as a priority action.* ACTION: Venue Manager

2603 2/10

Staffing

a. The Committee received an update on Venue Manager cover including hours worked. The Town Clerk reported that the Community Co-Ordinator had worked 7.75 hours in the five days cover period 3rd March to 9th March as Temporary Venue Manager

RESOLUTION: *That the 7.75 hours cover are paid.* ACTION: Town Clerk

b. The Trustee Members received an update on staff annual leave. The Venue Manager reported that no paid holiday had been taken by the Cleaner, Caretaker or Groundskeeper and advised that this should be paid prior to the end of the HMRC financial year. The Groundskeeper had also advised of a leave requirement and offered to provide the Caretaker with training and advice to provide cover in his absence.

RESOLUTION: *That holiday leave is paid.* ACTION: Venue Manager

c. The Trustee Members received an update on a secondment agreement for staff employed by the CIO. The Town Clerk apologised for this repeated agenda item which was dealt with at 2603 2/06.

d. The Trustee Members received an update on timesheet reporting for staff. The Town Clerk reported that this had not progressed as a suitable timesheet to be printed for staff to complete in hard copy not yet been provided as agreed at the last meeting. The Venue Manager confirmed all staff had stated that they are happy to share their timesheets with the Trustee Members.

e. The Trustee Members received an update on the purchase of equipment approved at the last meeting. The Town Clerk reported that there had been no opportunity since the last meeting to progress the purchase of the laptop and phone, however details had been provided to the Venue Manager of options to be considered in line with the budget provided at the last meeting.

2603 2/11

Pavillion Maintenance & Assets

a. The Trustee Members received any update on the cracks in the outside walls. The Venue Manager noted no change was noted in more recent comparison photos and that this is continued to be monitored. The Venue Manager offered to share the photos taken and to take some more for the next meeting.

b. The Trustee Members received an update on the creation of an asset register. The Venue Manager noted the amount of time required to produce the information the Trustee Members had clarified at the last meeting. The Trustee Members agreed that they now didn't require items belonging to other groups or organisations to be listed. The Venue Manager would continue the work to bring back to the next meeting.

2603 2/12

North Lincolnshire Council – Playing Pitch Strategy survey

The Committee received any update on the completion of the Playing Pitch Strategy Survey. The Town Clerk noted that Barry Starkie had offered to carry this out but had no further update for the meeting.

2603 2/13

Date of next Trustee Meeting

The Trustee Members agreed that the next meeting would be scheduled by the Chair on notification of the receipt of the annual accounts from the Independent Examiner and that this would be a one item agenda meeting to finalise the annual return to the Charity Commission.

The meeting closed at 20.32

Signed:

Dated:



**Minutes of the Meeting of the Trustee of KLASSIC Charity on
Tuesday 26th March 2026
Town Hall, Kirton in Lindsey at 7pm.**

Trustee Members Present : Hazel Fox (HF) (Chair), David Garritt (DG), Chris Howard (CH), Pat Frankish (PF) & Barry Starkie (BS).

Trustee Members not present : Joy Kofoed & Suzanne Stephenson

Also Present : Venue Manager (VM) (Cherilyn Morton), Town Clerk (TC) (Neil Taylor-Matson), Tony Pollitt (TP) and 2 Members of the Public.

Minutes

- 2603(3)/01 Apologies for Absence
Apologies were received from Suzanne Stephenson.
- 2603(3)/02 Declarations of Interest / Dispensations
a) No declarations were made.
b) No dispensations were given.
- 2603(3)/03 Public Participation
No matters were raised.
- 2603(3)/04 Year End Accounts 2024-2025, Independent Examiner and Annual Return
a) The Trustee Members received confirmation of the submission of the approved Serious Incident report to the Charity Commission on 19/03/2026, ahead of submission of the annual return.
b) The Trustee Annual Report was signed by HF & DG, as agreed at the meeting held 4th March 2026.
c) The Trustee discussed approval of the Annual Accounts from the Independent Examiner for submitting to the Charity Commission.
RESOLUTION: That the Annual Accounts from the Independent Examiner be approved and signed by HF & DG.
- 2603(3)/05 Fire Risk Assessment
a) The Trustee Members received an update on progress regarding the Fire Risk Assessment. Chris Howard requested a recorded vote on all the following agenda items.
RESOLUTION: That TP's father-in-law be paid £150 to come and do a fire risk assessment.
All in favour – HF, DG, CH, PF & BS.
RESOLUTION: That the interim Fire Risk Assessment (FRA) be adopted and signed by the Venue Manager.
For – DG, PF, & BS, Against – CH, Abstained - HF
b) The Trustee Members received the details of additional hours worked by the Venue Manager and discussed retrospective approval for the hours to be paid. The Town Clerk requested that the trustee be mindful of the FRA being given priority over everything else and other additional works tasked at meetings were not currently happening.
RESOLUTION: That the work on the FRA be counted as normal working hours and the extra 12 hours be paid for normal working activities.
All in favour – HF, DG, CH, PF & BS.
- 2603(3)/6 Date of next Trustee Meeting
The Trustee Members agreed the date of Monday 20th April, 7pm at KLASSIC, for the next meeting.

Signed:

Dated:



**Minutes of the Meeting of Kirton in Lindsey Town Council
Promoting Kirton Committee held on Monday 13th April 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 Suzanne Stephenson, Martin Hollingsworth, Alison Birkett, and Sue Law.
Members not present: Cllr David Garritt, Cllr Karen Gunn, Cllr Barry Starkie, Kathryn Allsopp, Janet Caughley, Victoria Rumary and Community Co-Ordinator: Mandy Coote.
Also present: Assistant Clerk: Cheri Morton and Town Clerk: Neil Taylor-Matson.

MINUTES

- PK2604/01 Apologies
Apologies were received from Cllr David Garritt, Cllr Barry Starkie, Mandy Coote, Janet Caughley and Victoria Rumary.
- PK2604/02 Declaration of Interests / Dispensations
a. Cllr Stephenson declared a personal interest at PK2604/06 (Christmas Festival – Indoor of Town Hall).
b. No dispensations were granted.
- PK2604/03 Public Participation
No matters were raised.
- PK2604/04 Minutes of the Previous Meeting
The Committee considered the minutes of the PK Committee Meeting held on 9th March 2026.
RESOLUTION: That the minutes be signed as a true and accurate record.
- PK2604/05 Community Co-Ordinator update
The Community Co-Ordinator had provided a written report and the Town Clerk noted www.kirtoninlindsey.com website statistics for March, showing an increase in site sessions of 3%; a reduction in unique visitors by 2% and the most popular day to access the website as Wednesdays.
- PK2604/06 Town Events
The Committee discussed information and actions required along with updates at this time regarding Town Events.
• SportsZone – The Assistant Clerk noted that sessions began again this evening.
• Annual Town Meeting – Cllr Fox noted the success of the event with attendance similar to last year. Links were made with the new Acting Headteacher of the Primary Academy who has advised the children will be writing to the Mayor to ask for the Town Council and School Council to work together which was welcomed.
• Best Kept Town Centre Frontage 2026 – the nominations submitted by Cllr Fox, Cllr Frankish, Cllr Pollitt, Cllr Stephenson, Alison, Sue and Martin were collated. Presentation of the prizes was discussed.
RESOLUTION: That Creative Cuppa is the winner of the Business category, with The George runner up.
RESOLUTION: That 28 High Street is the winner of the Residential category, with 1 George Street the runner up.
RESOLUTION: That winners and runners up are invited to attend the next Promoting Kirton Committee meeting for presentation of their prizes. ACTION: Assistant Clerk
• Summer Gala and Scarecrow Trail (July 2026) – The online poll for the Scarecrow Trail theme was noted, with TV Characters a clear winner with 41% of the votes. Coming in second was Nursery Rhymes with 17% and third was Animals with 15%. The timing of the trail was discussed, along with the presentation of the Anne Wild Trophy. A fancy-dress competition for the Summer Gala was discussed along with the provision of free activities, types of stalls, the hire of a PA system. Booking forms and risk assessments were considered as well as inclusion the races and tug of war events. First Aid cover and replacement of gazebo covers was discussed. Collaboration with the Brick Hut was also confirmed.
RESOLUTION: That TV Characters is the Scarecrow Trail theme and the trail runs from 27th June until the Summer Gala. ACTION: Assistant Clerk
RESOLUTION: That the Anne Wild Cup is presented to the winner and it is made clear that the cup is to be returned to the Town Council by the beginning of June 2027. ACTION: Assistant Clerk
RESOLUTION: That a Fancy Dress competition at the Gala links in with the Scarecrow Trail theme of TV Characters. ACTION: Assistant Clerk
RESOLUTION: That given new information, the Zig Zag activity is not booked from Infl8 Hire.
RESOLUTION: That a variety of stalls are sought to be booked to include catering, community/charity groups, face painting, balloon modelling and craft stalls. ACTION: Assistant Clerk
RESOLUTION: That Little Enchantments are booked for the PA system, to include a one-hour vocalist set to fit with the theme of TV Characters. ACTION: Assistant Clerk
RESOLUTION: That the revised booking forms are approved. ACTION: Assistant Clerk
RESOLUTION: That stall costings are £20 for businesses/catering, and £10 for groups/organisations

Signed:

Dated:

with their own gazebo and £15 for those needing to hire gazebos.

RESOLUTION: That the Risk Assessment is approved.

RESOLUTION: That insurance documentation is to be provided by stall holders with submission of their completed booking forms.

RESOLUTION: That 10 replacement gazebo covers are purchased from Rockawnings at £1,587.49 (+VAT) if dark green and red are available colours (5 in each colour).

• Christmas Festival – The updated booking forms were considered along with booking prices. Cllr Stephenson did not take part in this discussion and did not vote. It was discussed that food stalls on Sylvester Street had worked well. The Events Working Group had looked at the initial quotations from different Christmas lighting companies and further work was ongoing on these. Cllr Pollitt recommended volunteers during the event wear hi-vis tabards for easy identification and authority. Consideration of a rechargeable lighting solution for stalls was deferred for the views of Cllr Garritt.

RESOLUTION: That the booking forms are approved.

RESOLUTION: That the Scale of Charges for stall bookings is approved to remain the same as last year

RESOLUTION: That the wording ‘suggested donations’ is changed to ‘suggested contributions’.

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

ACTION: Assistant Clerk

PK2604/07 Rail Services

The Town Clerk noted information from the Independent Brigg Line Rail Group promoting Saturday 16th May as Super Sheffield/Seaside Saturday. Extra rail services will serve Kirton Lindsey Station due to engineering works and residents will be given better opportunity to travel for longer periods of time to Cleethorpes, Sheffield and other stops along the line. If residents show that services will be used when better timetables are in place, it could help encourage improvements to the current timetable.

PK2604/08 Open Spaces

The Town Clerk noted that at the Annual Town Meeting Janet Caughley had provided an update that 80 bags of litter were collected within the town during the two Great British Spring Clean events arranged by Kirton in Lindsey Litter Pickers. Cllr Frankish noted that work was ongoing on the memorial for Liz Hayward at Dunstan Villas and a planter for the South Cliff Road entrance to the town. On the 9th May Bloom have arranged an event in the Market Place to plant the summer bedding.

PK2604/09 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 11th May 2026 at 6:30pm, with agenda items to be submitted in writing prior to Friday 1st May in line with Standing Orders. The Town Clerk noted that the meeting would include the nomination of non-voting members, as it would follow the Annual Meeting of the Town Council.

The meeting closed at 7:35 pm.

Signed:

Dated:

Town Clerk report April 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. Cllr Garritt noted further patching works expected in May.**

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. **March 2026: Cllr Garritt and Cllr Frankish report back on promising meeting with NLC officers.**

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 and will chase up.

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 and will chase up.**

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:

2511/11 – 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 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 and will chase up.**

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.**

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.**

2602/11 – 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 with request from Cllrs to provide recommendations for location.**

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. **April 2026: Faculty granted and contractor informed.**

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. **April 2026: works by KOMPAN awaited.**

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

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. **April 2026: Royal Mail confirm replacement of Grove Street box but not of Dunstan Hill box.**

Updates from March 2026 meeting

2603/10 – Allotments - That the architect for the entrance works planning application is requested to clarify the buildability and any need for variation of planning approval. **March 2026: Architect confirms no impact on planning approval.**

2603/10 – Allotments - That the April inspections are carried out on Wednesday 29th April at 11am. **April 2026: Noted**

2603/12 – Open Spaces - That S106 monies are requested from NLC for the preferred embankment slide option quotation at £12,188.76 (+ VAT). **April 2026: Information provided to S106 Officer and response awaited.**

2603/12 – Open Spaces - That the funding application is continued with Singleton Birch for the KOMPAN free standing slide quotation at £21,319.83 (+ VAT).

2603/13 – Policies and Procedures - Policy 37: Recruitment Policy - That this policy is approved without amendment. **April 2026: Policy version and review date updated, published, log updated and next review date noted on log.**

2603/13 – Policies and Procedures - Cemetery Risk Assessment - That this policy is approved without amendment. **April 2026: Policy version and review date updated, published, log updated and next review date noted on log.**

2603/13 – Policies and Procedures - Play Area Risk Assessment - That this policy is approved without amendment. **April 2026: Policy version and review date updated, published, log updated and next review date noted on log.**

2603/13 – Policies and Procedures - Learning and Development/Member Development Policies - That clause 2. j. is amended from '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;' to read 'require sufficient detail is given regarding courses/training requirements at the point of request/approval including anticipated hours for any coursework to be agreed by the Personnel & Disciplinary Committee;'

That the sentences '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' added in January 2025 is removed.

That 'publish on the website' is added to clause 2. k.

That the sentence 'Anyone attending training is required to report back to the Council either verbally or in writing, informing others of the value of the training and how appropriate it was to the particular issues concerned.' is added to the policy.

April 2026: Policy updated and version and review date updated, published, log updated and next review date noted on log.

2603/13 – Policies and Procedures - Business continuity / contingency planning measures and updates to the Risk Management Policy - That as the Sickness Absence Policy is due to be updated in April, that consideration of this is deferred until the next meeting. **March 2026: Noted.**

2603/13 – Policies and Procedures - Personnel & Disciplinary Committee - That Cllr Pollitt is elected Chair of the Personnel & Disciplinary Committee. **March 2026: Noted.**

2603/14 – Finance - Community Pot application from Town Hall Live for £300 - That the application is approved. **March 2026: Payment processed.**

2603/14- Finance - CCLA Public Sector Deposit Fund - That the transfer of £12,000 from the CCLA Public Sector Deposit Fund was approved. The CCLA Fund will be topped back up following the first 2026/27 Precept payment to maximise interest payments. **April 2026: Transfer applied for and completed pending return of funds when Precept payment received from NLC.**

2603/14 – Planning - PA/2026/283 - That the Clerk responds with ‘Neither’ to this planning application, noting support of the comment from the Lead Local Flood Authority that if the building plans are amended the drainage scheme needs to be similarly amended. **April 2026: Agreed comment submitted and logged.**

2603/14 – Planning - PA/2026/306 - That the Clerk responds with ‘Neither’ to this planning application, noting the submission of the noise management plan and requesting the planning authority gives this careful consideration. **April 2026: Agreed comment submitted and logged.**

April Agenda items

2604/06 - NLC / Ward Cllrs update

Item b.

- *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 – Dunstan Hill/Dunstan Villas junction (reported February 2025 – some repair work undertaken April 2026.*
- *South Cliff Road – damage to litter bin near Dunstan House (reported November 2025 – replacement in place March 2026.*
- *Dunstan Hill – Cadent resurfacing works query – copied to Ward Cllrs (reported February 2026 – advised April 2026 works completed satisfactorily)*

Reported and no responses received:

- *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)*
- *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)*

Item c. Public Conveniences

Information shared with Ward Cllr Garritt – no updates received.

Item e. Community Speedwatch

Request submitted to NLC Officer for semi-permanent signage to be attached to town boundary signs. This was passed to Highways Maintenance who advised that temporary signs

should be used when Speedwatch is operating and provided contact details for the area Speedwatch Co-ordinator. I advised that the temporary signs were used when the scheme was operating and this was an additional request on the advice of the area Speedwatch Co-ordinator. Advised therefore to contact Highways Maintenance Department shared email point which was done 16/04/2026 and response awaited.

2604/11 – Grove Street Cemetery

a. **Tree works** - The high winds at the end of March caused significant damage to some of the boundary trees at the rear of the cemetery. The wind came full force through that back boundary directly through those trees. As you will recall, trees were falling all over the local area that night. Inspection of the trees has revealed other urgent matters and weaknesses which present an immediate danger if the trees should fail.

The storm which was named Dave which came 5th April didn't cause more new damage, but did increase the risk of failure of damaged trees. If we experience any further high winds or storms some of the trees are very likely to fail.

I arranged for the trees at the Cemetery and at The Green checked as the trees the Council has responsibility for. The trees at the Green are not a danger, however do have dead wood within them which needs clearing. Although the trees along The Green are in the town conservation area, this type of work can be carried out without tree preservation order permission as it is clearance of dead wood, not pruning.

There is additional work required to preserve the integrity of the trees in the cemetery, as ivy growth is impacting on a number of trees. To have all the work carried out in one visit would be most cost effective as splitting the work into different visits will clearly be at additional expense.

Under sections 5.18 and 6.9 of our Financial Regulations I sought to proceed with this work for public safety on Council premises. Under section 5.18 I reported this action to the Chair of the Council and provide an update to Full Council at the next meeting.

In terms of value for money, the Town Council have used the company appointed to carry out the works for tree works on numerous occasions now, they have always carried out work to exceptional standards and have always quoted at better value than other local tree surgeons approached.

Confirming the work with the contractor quickly enabled the work to be scheduled without delay.

d. **Commercial waste container** – the waste container is emptied fortnightly under contract with North Lincolnshire Council. On 24th March it was clear that the scheduled collection had been missed. This was reported by phone to NLC. On 31st March this was chased up. On 7th April I still had no update and spoke again to NLC to request a collection to be arranged. I was advised the last collection which had taken place was 9th March. A return to collect was advised as not possible until the next collection date of 17th April. No notification was previously provided of the change of collection day. I advised this and requested a credit for the missed collection, I was advised this would be processed but no date could be given for when.

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
Name of Inspector					Barrie Starkie
Inspector Qualifications					Councillor
Conducted on					2 Apr 2026 11:43 UTC
Document Number					02042026
Weather conditions.					Fair
					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?					Still awaiting part to multi play from netherlands.


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					2 Apr 2026 11:42 UTC
Document Number					02042026
Weather conditions.					Fair
					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: Schedule of Payments April 2026

Classification - Finance - Open

	Date	Payee	Description	101 Administration	1014 Other Staff Costs (separate to salary, tax, NI, pension & mileage)	1011 Salaries	10111 Income Tax	10111 National Insurance	10111 Pensions	1013 Mileage	10215 General Power of Competence	10211 Section 137 Grants	103 Democratic Expenses	201 Open Spaces	301 Burial Grounds	401 S144 Promoting Kirton	501 Public Services	601 Civic	801 Allotments	VAT	Total	
PART A	PRE - APPROVED/APPROVED BY COMMITTEE																					
Contractual	01/04/2026	O2	Business mobile contracts	£34.85																£6.97	£41.82	
Contractual	02/04/2026	Pitch Lines Sports	Devolved Highways Verge Cutting (Cut 1)											£1,014.20						£202.84	£1,217.04	
Contractual	07/02/2026	North Lincolnshire Council	Cemetery - Business Rates Demand												£442.00						£442.00	
Contractual	07/04/2026	S Barrett	Grounds Maintenance contract (Planting)											£706.00							£706.00	
Clerk FR	07/04/2026	Post Office	30 x 1st Class stamps (pre price increase)	£51.00																	£51.00	
Clerk FR	07/04/2026	Screwfix Direct Scunthorpe	Allotments replace padlock/Command strips	£9.99															£19.16	£5.83	£34.98	
PK2602/07	09/04/2026	Morrisons Daily	Annual Town Meeting - refreshments (o juice)	£4.13																	£0.82	£4.95
Contractual	13/04/2026	Pitch Lines Sports	Devolved Highways Verge Cutting (Cut 2)											£1,100.00						£220.00	£1,320.00	
Contractual	14/04/2026	Diamond Jubilee Town Hall	Office Rent & Room Hire	£460.00																	£460.00	
Contractual	14/04/2026	Diamond Jubilee Town Hall	Meeting room hire	£49.00																	£49.00	
Contractual	14/04/2026	idVerde	Grounds Maintenance contract (Grass Cutting)											£1,040.52						£208.10	£1,248.62	
Contractual	14/04/2026	Public Sector Audit	Internal Audit 2025-2026	£757.80																	£757.80	
Contractual	16/04/2026	HSCB	Business banking account charges - cash	£8.18																	£8.18	
Contractual	18/04/2026	Wave	Allotments - water charges																	£15.75	£15.75	
Contractual	20/04/2026	Nest	Pension contributions																			
Contractual	22/04/2026	Town Clerk	Salary																			
Contractual	22/04/2026	Assistant Clerk	Salary																			
Contractual	23/04/2026	Community CoOrdinator	Salary																			
Contractual	23/04/2026	HMRC	Tax/NI/Student Loan Payments																			
Contractual	24/04/2026	BT Business	Telephone & Broadband	£124.80																	£24.96	£149.76
FC2603/14	30/04/2026	ERNLLCA	Membership renewal April 2026-27	£1,003.88																	£1,003.88	
Clerk FR	30/04/2026	Pitch Lines Sports	Cemetery - wind damaged trees works												£1,145.00					£229.00	£1,374.00	
PART B	FOR APPROVAL																					
	30/04/2026	ICCM	Membership renewal April 2026-27	£110.00																	£110.00	
Subtotal for month				£2,613.63	£0.00					£0.00	£0.00	£0.00	£0.00	£3,860.72	£1,587.00	£0.00	£0.00	£0.00	£34.91	£898.52	£14,453.74	

Classification - Finance - Open

Kirton in Lindsey Town Council Finance Report March 2026

Receipts and Payments made during March 2026, reconciling the cashbook with the bank statements as at 31/03/2026

Cashbook balance brought 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
Balance carried forward March 1st 2026:	£96,020.11

Receipts

Ref	Date	Payer	Details	Receipts
Balance C/F 01/03/2026				£96,020.11
R144	03/03/2026	SDA Hayes	Allotment deposit (plot 2)	£30.00
R145	03/03/2026	West Lindsey District Council	Civic Dinner tickets x2	£90.00
R146	03/03/2026	CCLA	Interest	£230.98
R147	06/03/2026	C Reeve	Civic Dinner ticket x1	£45.00
R148	10/03/2026	Retford Memorials	Cemetery - Memorial Application Fee - SMITH	£90.00
R149	17/03/2026	Civic Dinner guests	Civic Dinner raffle donations	£445.00
R150	22/03/2026	Jason Threadgold	Cemetery - Memorial Application Fee - WILSON	£195.00
R151	24/03/2026	DS Garritt	Civic Dinner tickets x4	£180.00
R152	27/03/2026	HSBC	Gross Interest	£10.53
R153	30/03/2026	Helping Dog Paws	Christmas Festival - stall booking late payment	£15.00
R154	30/03/2026	S Barrett	Allotment rent	£30.00

Receipts, March 2026

£1,361.51

Payments

Ref	Date	To Whom Paid	Details	Payments
P327	02/03/2026	S Barrett	Grounds Maintenance contract (planting)	£706.00
P328	02/03/2026	Kirton Lindsey Bowls Club	Community Pot Grant	£300.00
P329	03/03/2026	Brigg Town Council	Civic Dinner tickets x2	£79.90
P330	03/03/2026	Town Clerk	Expenses - travel - Scunthorpe (engraving drop off)	£10.40
P331	03/03/2026	Town Clerk	Expenses - travel - Scunthorpe (engraving collect)	£10.40
P332	03/03/2026	Town Clerk	Expenses - travel - Lincoln (HSBC)	£19.76
P333	03/03/2026	Priority Prizes	Civic Award trophy x 2	£123.90
P334	03/03/2026	ERNLLCA	Training - Finance (Cllr Pollitt)	£36.00
P335	04/03/2026	O2	Business mobile phone contracts	£41.82
P336	09/03/2026	Diamond Jubilee Town Hall	Office Rent and Room Hire	£450.00
P337	09/03/2026	Diamond Jubilee Town Hall	Meeting Room Hire	£124.00
P338	09/03/2026	Caloo Ltd	Play Area urgent repairs to swing array	£354.00
P339	10/03/2026	Cleatham Hall	Civic Dinner catering and staffing	£2,726.00
P340	12/03/2026	CPRE	Best Kept Village 2026 entry fee	£35.00
P341	13/03/2026	Pitch Lincs Sports	Highway veges devolved services (14)	£1,320.00
P342	13/03/2026	Black Country Metalworks	Cemetery - letters to heaven postbox/stand	£184.00
P343	16/03/2026	Lee Bolton Monier Linc	Cemetery - memorial safety works Faculty application	£362.40
P344	19/03/2026	idVerde	Grounds Maintenance contract (grass cutting)	£1,248.62
P345	19/03/2026	Broughton Town Council	Civic Dinner tickets x2	£60.00
P346	23/03/2026	Gainsborough Town Council	Civic Dinner tickets x2	£90.00
P347	24/03/2026	Nest	Pension contributions	[REDACTED]
P348	25/03/2026	Town Clerk	Salary	[REDACTED]
P349	25/03/2026	Assistant Clerk	Salary	[REDACTED]
P350	25/03/2026	R Lee-Atkinson	Allotment (Plot 2) deposit return	£30.00
P351	26/03/2026	Community Co-ordinator	Salary	[REDACTED]
P352	26/03/2026	HMRC	Ni/Tax/Student Loan	[REDACTED]
P353	27/03/2026	ICO	Data protection registration fee renewal	£47.00
P354	27/03/2026	KLASSIC	Staff costs	[REDACTED]
P355	30/03/2026	Cobweb Crystal	Civic Award - plaque engraving x2	£17.00
P356	30/03/2026	Town Clerk	Expenses - travel - Scunthorpe (engraving drop off)	£10.40
P357	30/03/2026	Town Clerk	Expenses - travel - Gainsborough - charity deeds	£11.44
P358	30/03/2026	Town Clerk	Expenses - travel - Scunthorpe (engraving collect)	£10.40
P359	30/03/2026	Post Office - Signed For	Cemetery - notification of completed petition memorial testing	£1.90
P360	31/03/2026	Community Co-ordinator	Expenses - travel - Scunthorpe & parking (network event)	£13.40

Total Payments March 2026

£13,445.65

Cashbook carried forward

Balance carried forward April 1st 2025:	£78,542.96
Receipts to March 31st 2026:	£182,537.08
Payments to March 31st 2026:	£177,144.07
Cashbook total at March 31st 2026:	£83,935.97

Reconciliation to Bank Statements

Current Account 41305484	£500.00
Savings Account 01109553	£3,435.97
Public Sector Deposit Fund	£80,000.00
Total in bank as at March 31st 2026:	£83,935.97

Agreed to cashbook and bank statements:

Dated:



Kirton in Lindsey Town Council

4th Quarter Budget Monitoring Report 2025-26 (Jan-Mar)

ADMINISTRATION AND RESOURCES										
Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
101 Administration										
Income										
10101	Precept	£117,224.56	£58,612.28	£58,612.28	£0.00			£0.00	£117,224.56	
10102	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
10103	Grant Funding	£0.00	£0.00	£3,545.55	£7,921.00			£0.00	£11,466.55	
10104	Donations	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
10105	Income Other	£10,000.00	£13,629.93	£4.00	£4,343.57		£100.00	£100.00	£18,077.50	VAT refund plus banking admin fee charges & HSBC payment
10106	Bank Interest	£2,000.00	£924.57	£1,031.26	£968.33	£305.86	£285.04	£241.51	£832.41	£3,796.57
	Sub Total	£12,000.00	£73,166.78	£63,193.09	£13,232.90	£305.86	£385.04	£241.51	£932.41	£150,525.18
Expenditure										
10111	Staff Costs (Salaries, PAYE, Pensions)	£55,961.56	£13,612.20	£14,645.96	£14,603.18	£4,911.22	£4,810.02	£5,021.91	£14,743.15	£57,604.49
10112	Recruitment	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00
10113	Staff Expenses / Travel	£100.00	£118.18	£0.00	£66.02			£86.20	£86.20	£270.40
10114	Training Staff	£400.00	£84.00	£192.00	£159.40		£36.00		£36.00	£471.40
10115	Licences/Permissions	£85.00	£0.00	£0.00	£0.00		£70.00		£70.00	£70.00
10116	Stationery/Consumables	£1,450.00	£475.59	£62.94	£398.80	£7.86	£502.08		£509.94	£1,447.27
10117	Office Rent/Meeting Room Hire	£5,600.00	£1,623.50	£1,536.25	£1,557.00	£543.00	£489.00	£574.00	£1,606.00	£6,322.75
10118	Telephone/Broadband etc	£1,700.00	£245.04	£247.18	£367.45	£154.66	£41.82	£41.82	£238.30	£1,097.97
10119	Memberships/Subscriptions	£1,850.00	£1,131.10	£300.00	£84.00			£47.00	£47.00	£1,562.10
10120	Audit Costs	£2,000.00	£712.80	£504.00	£772.80				£0.00	£1,989.60
10121	Insurance	£1,500.00	£1,698.53	£0.00	£0.00				£0.00	£1,698.53
10122	Maintenance	£400.00	£15.00	£0.00	£265.78				£0.00	£280.78
10123	IT/Website	£200.00	£193.50	£0.00	£265.38				£0.00	£458.88
10124	Sundry Admin	£100.00	£0.00	£2.00	£0.00	£5.00	£4,200.00		£4,205.00	£4,207.00
10125	Banking fees	£200.00	£35.79	£18.65	£1.00	£3.60			£3.60	£59.04
	Sub Total	£71,546.56	£19,945.23	£17,508.98	£18,540.81	£5,625.34	£10,148.92	£5,770.93	£21,545.19	£77,540.21
	TOTAL	-£59,546.56	£53,221.55	£45,684.11	-£5,307.91	-£5,319.48	-£9,763.88	-£5,529.42	-£20,612.78	£72,984.97
Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
102 Grants and Donations										
Income										
10201	Income Other	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
10202	Grant Funding	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
10203	Donations	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure										
10211	S137 Grants	£310.00	£0.00	£0.00	£310.00				£0.00	£310.00
10212	S133 Grants - Community Building	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00
10213	Sports Facilities LG (Misc Prov) Act	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00
10214	Community Pot	£900.00	£300.00	£0.00	£0.00		£300.00		£300.00	£600.00
10215	General Power of Competence	£14,170.00	£14,170.00	£0.00	£0.00				£0.00	£14,170.00
10216	Community Renewal Project	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00
	Sub Total	£15,380.00	£14,470.00	£0.00	£310.00	£0.00	£0.00	£300.00	£300.00	£15,080.00
	TOTAL	-£15,380.00	-£14,470.00	£0.00	-£310.00	£0.00	£0.00	-£300.00	-£300.00	-£15,080.00

	Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
103	Democratic Expenses										
Income											
10301	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10302	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10303	Income Other	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure											
10311	Members Expenses	£100.00	£0.00	£0.00	£57.60				£0.00	£57.60	
10312	Members Training	£300.00	£0.00	£0.00	£222.00			£36.00	£36.00	£258.00	
10313	Election Expenses	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£400.00	£0.00	£0.00	£279.60	£0.00	£0.00	£36.00	£36.00	£315.60	
	TOTAL	-£400.00	£0.00	£0.00	-£279.60	£0.00	£0.00	-£36.00	-£36.00	-£315.60	
OPEN SPACES											
	Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
201	Open Spaces										
Income											
20101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20102	Donations/Sponsorship	£0.00	£1,500.00	£0.00	£0.00				£0.00	£1,500.00	
20103	Income Other	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20104	Grass verges devolution	£16,766.00	£0.00	£16,766.00	£0.00				£0.00	£16,766.00	
20105	Parish Paths Partnership	£1,104.00	£0.00	£1,144.00	£0.00				£0.00	£1,144.00	
20106	Traingate Project	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20107	Halifax Bomber Memorial	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£17,870.00	£1,500.00	£17,910.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19,410.00	
Expenditure											
20111	Grounds Maintenance Contracts (Grass/Planting)	£19,500.00	£5,477.66	£5,863.86	£6,763.86	£1,954.62	£2,314.62	£1,954.62	£6,223.86	£24,329.24	
20112	Waste / Bins / Dog Bins	£100.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20113	Play Area Maintenance	£3,000.00	£494.16	£924.00	£0.00	£867.00		£354.00	£1,221.00	£2,639.16	
20114	Play Area Inspection	£400.00	£0.00	£158.40	£0.00				£0.00	£158.40	
20115	In Bloom/CPRE Entry	£35.00	£0.00	£0.00	£0.00			£35.00	£35.00	£35.00	
20116	Historic Sites Maintenance	£400.00	£21.99	£0.00	£0.00				£0.00	£21.99	
20117	Grass verges devolution	£16,766.00	£4,740.48	£7,397.52	£3,754.08			£1,320.00	£1,320.00	£17,212.08	
20118	Parish Paths Partnership	£1,104.00	£450.00	£450.00	£450.00				£0.00	£1,350.00	
20119	Traingate Project	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20120	Halifax Bomber Memorial	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£41,305.00	£11,184.29	£14,793.78	£10,967.94	£2,821.62	£2,314.62	£3,663.62	£8,799.86	£45,745.87	
	TOTAL	-£23,435.00	-£9,684.29	£3,116.22	-£10,967.94	-£2,821.62	-£2,314.62	-£3,663.62	-£8,799.86	-£26,335.87	
BURIAL GROUND											
	Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
301	Burial Ground										
Income											
30101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
30102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
30103	Cemetery Fees	£4,000.00	£2,145.00	£945.00	£2,220.00	£1,170.00	£300.00	£285.00	£1,755.00	£7,065.00	
30104	Trade Waste Refund	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£4,000.00	£2,145.00	£945.00	£2,220.00	£1,170.00	£300.00	£285.00	£1,755.00	£7,065.00	
Expenditure											
30111	Trade Waste	£520.00	£510.70	£0.00	£0.00				£0.00	£510.70	
30112	Maintenance Works	£3,000.00	£0.00	£36.00	£0.00		£198.80	£548.30	£747.10	£783.10	
30113	Business Rates	£505.00	£474.05	£0.00	£0.00				£0.00	£474.05	
30114	Cemetery costs general	£0.00	£143.00	£1,516.00	£5.30				£0.00	£1,664.30	
30115	Pest control contract	£692.00	£0.00	£345.00	£0.00		£345.60		£345.60	£690.60	
	Sub Total	£4,717.00	£1,127.75	£1,897.00	£5.30	£0.00	£544.40	£548.30	£1,092.70	£4,122.75	
	Total	-£717.00	£1,017.25	-£952.00	£2,214.70	£1,170.00	-£244.40	-£263.30	£662.30	£2,942.25	

S144 PROMOTING KIRTON											
	Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
401	Promoting Kirton										
Income											
40101	Grant Funding	£0.00	£0.00	£0.00	£670.51				£0.00	£670.51	
40102	Event Income - Christmas	£1,000.00	£355.00	£275.00	£460.00			£15.00	£15.00	£1,105.00	
40103	Event Income - Summer Gala	£200.00	£125.00	£30.00	£0.00				£0.00	£155.00	
40105	Event Income - VE Day events	£0.00	£0.00	£0.00	£220.00				£0.00	£220.00	
40104	Event Donations	£200.00	£0.00	£500.28	£20.23				£0.00	£520.51	
	Sub Total	£1,400.00	£480.00	£805.28	£1,370.74	£0.00	£0.00	£15.00	£15.00	£2,671.02	
Expenditure											
40111	Summer Gala Expenses	£500.00	£10.00	£315.00	£0.00		£12.00		£12.00	£337.00	
	<i>Christmas Festival Expenses</i>										
40112	Lights Installation/Removal	£10,095.00	£4,761.50	£0.00	£3,630.32	£360.00	£1,702.57		£2,062.57	£10,454.39	
40113	Maintenance	£0.00	£0.00	£0.00	£114.00	£204.00			£204.00	£318.00	
40114	Town Hall Hire/Electrics	£390.00	£0.00	£0.00	£400.00	£71.81			£71.81	£471.81	
40115	Church Electrics	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
40116	Market Stalls & Lighting	£100.00	£7.50	£0.00	£627.30				£0.00	£634.80	
40117	Road Closures	£950.00	£0.00	£0.00	£600.00				£0.00	£600.00	
40118	Equipment Hire	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
40119	First Aid Provision	£200.00	£0.00	£0.00	£125.00				£0.00	£125.00	
40120	Advertising and Promotion	£100.00	£0.00	£0.00	£0.00				£0.00	£0.00	
40121	Hosting Fees	£135.00	£38.59	£0.00	£13.98				£0.00	£52.57	
40122	Entertainers' Fees	£550.00	£0.00	£0.00	£1,222.75				£0.00	£1,222.75	
40123	Christmas Trees & Decorations	£1,100.00	£0.00	£0.00	£0.00	£780.00			£780.00	£780.00	
40124	National events (2025: VE Day)	£0.00	£110.00	£0.00	£0.00				£0.00	£110.00	
40125	Best Kept TC Frontage Competiton	£36.00	£0.00	£0.00	£0.00				£0.00	£0.00	
40126	Sundry PK Expenses	£0.00	£4.00	£142.00	£0.00				£0.00	£146.00	Annual Town Meeting refreshments costs & Remembrance
	Sub Total	£14,156.00	£4,931.59	£457.00	£6,733.35	£1,415.81	£1,714.57	£0.00	£3,130.38	£15,252.32	
	Total	-£12,756.00	-£4,451.59	£348.28	-£5,362.61	-£1,415.81	-£1,714.57	£15.00	-£3,115.38	-£12,581.30	
PUBLIC SERVICES											
	Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
501	Public Services										
Income											
50101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
50102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
50103	Income	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure											
50111	Town Clock	£250.00	£0.00	£234.00	£0.00				£0.00	£234.00	
50112	Community Sports Sessions	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	need funding to continue as no income
	Sub Total	£250.00	£0.00	£234.00	£0.00	£0.00	£0.00	£0.00	£0.00	£234.00	
	Total	-£250.00	£0.00	-£234.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£234.00	

CIVIC											
	Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
601	Civic										
Income											
60101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60102	Donations	£0.00	£0.00	£0.00	£130.00			£445.00	£445.00	£575.00	
60103	Civic Service Income	£110.00	£0.00	£0.00	£229.88				£0.00	£229.88	
60104	Civic Dinner Income	£2,000.00	£0.00	£0.00	£0.00	£542.00	£990.00	£315.00	£1,847.00	£1,847.00	
60105	Mayors Charity Night Income	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60106	Civic Refunds	£0.00	£0.00	£0.00	£34.00				£0.00	£34.00	
	Sub Total	£2,110.00	£0.00	£0.00	£393.88	£542.00	£990.00	£760.00	£2,292.00	£2,685.88	
Expenditure											
60111	Mayoral Allowance	£650.00	£0.00	£48.00	£105.99				£0.00	£153.99	
60112	Civic Tickets	£300.00	£0.00	£114.00	£70.00	£25.00		£229.90	£254.90	£438.90	
60113	Civic Award	£150.00	£0.00	£0.00	£0.00			£140.90	£140.90	£140.90	
60114	Civic Service Expenses	£1,200.00	£0.00	£0.00	£1,363.75				£0.00	£1,363.75	
60115	Civic Dinner Expenses	£2,000.00	£365.00	£0.00	£0.00			£2,726.00	£2,726.00	£3,091.00	Town Hall hire invoice for 2024/25
60116	Honours Board and Chain Updates	£100.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60117	Mayor's Charity Donations	£0.00	£0.00	£0.00	£114.94				£0.00	£114.94	
60118	Mayors Charity Night	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60119	Civic Refunds	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£4,400.00	£365.00	£162.00	£1,654.68	£25.00	£0.00	£3,096.80	£3,121.80	£5,303.48	
	Total	-£2,290.00	-£365.00	-£162.00	-£1,260.80	£517.00	£990.00	-£2,336.80	-£829.80	-£2,617.60	
CHARITIES (Section 137)											
	Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
701	Charities (Section 137)										
Income											
70101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
70102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
70103	The Green & The Market Place	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
70104	War Memorial & Garden of EED	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure											
70111	The Green & The Market Place	£700.00	£0.00	£285.29	£100.00	£300.00			£300.00	£585.29	
70112	War Memorial & Garden of EED	£700.00	£0.00	£148.88	£114.00	£300.00			£300.00	£562.88	
	Sub Total	£1,400.00	£0.00	£434.17	£114.00	£600.00	£0.00	£0.00	£600.00	£1,148.17	
	Total	-£1,400.00	£0.00	-£434.17	-£114.00	-£600.00	£0.00	£0.00	-£600.00	-£1,148.17	
ALLOTMENTS											
	Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
801	Allotments										
Income											
80101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
80102	Deposits	£0.00	£0.00	£0.00	£0.00			£30.00	£30.00	£30.00	
80103	Rent	£300.00	£120.00	£0.00	£0.00			£30.00	£30.00	£150.00	
	Sub Total	£300.00	£120.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£180.00	
Expenditure											
80111	Maintenance	£1,000.00	£13.19	£0.00	£180.00				£0.00	£193.19	
80112	Water	£250.00	£18.10	£36.87	£148.10				£0.00	£203.07	
80113	Administration	£100.00	£0.00	£0.00	£0.00			£30.00	£30.00	£30.00	
	Sub Total	£1,350.00	£31.29	£36.87	£328.10	£0.00	£0.00	£30.00	£30.00	£426.26	
	TOTAL	-£1,050.00	£88.71	-£36.87	-£328.10	£0.00	£0.00	£30.00	£30.00	-£246.26	

SUMMARY	Description	Approved Budget 2025-26	1st Quarter 2025-26	2nd Quarter 2025-26	3rd Quarter 2025-26	Jan 2026	Feb 2026	Mar 2026	4th Quarter 2025-26	TO DATE	Comments
Code											
101	Administration and Salary	-£59,546.56	£53,221.55	£45,684.11	-£5,307.91	-£5,319.48	-£9,763.88	-£5,529.42	-£20,612.78	£72,984.97	
102	S137 and Donations	-£15,380.00	-£14,470.00	£0.00	-£310.00	£0.00	£0.00	-£300.00	-£300.00	-£15,080.00	
103	Democratic Expenses	-£400.00	£0.00	£0.00	-£279.60	£0.00	£0.00	-£36.00	-£36.00	-£315.60	
	Sub Total	-£75,326.56	£38,751.55	£45,684.11	-£5,897.51	-£5,319.48	-£9,763.88	-£5,865.42	-£20,948.78	£57,589.37	
201	Open Spaces	-£23,435.00	-£9,684.29	£3,116.22	-£10,967.94	-£2,821.62	-£2,314.62	-£3,663.62	-£8,799.86	-£26,335.87	
301	Burial Grounds	-£717.00	£1,017.25	-£952.00	£2,214.70	£1,170.00	-£244.40	-£263.30	£662.30	£2,942.25	
401	S144 Promoting Kirton	-£12,756.00	-£4,451.59	£348.28	-£5,362.61	-£1,415.81	-£1,714.57	£15.00	-£3,115.38	-£12,581.30	
501	Public Services	-£250.00	£0.00	-£234.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£234.00	
601	Civic	-£2,290.00	-£365.00	-£162.00	-£1,260.80	£517.00	£990.00	-£2,336.80	-£829.80	-£2,617.60	
701	Charities	-£1,400.00	£0.00	-£434.17	-£114.00	-£600.00	£0.00	£0.00	-£600.00	-£1,148.17	
801	Allotments	-£1,050.00	£88.71	-£36.87	-£328.10	£0.00	£0.00	£30.00	£30.00	-£246.26	
	TOTAL	-£117,224.56	£25,356.63	£47,329.57	-£21,716.26	-£8,469.91	-£13,047.47	-£12,084.14	-£33,601.52	£17,368.42	
	Precept	£117,224.56	£58,612.28	£58,612.28	£0.00	£0.00	£0.00	£0.00	£0.00	£117,224.56	
	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Total Council Tax Funding	£117,224.56	£58,612.28	£58,612.28	£0.00	£0.00	£0.00	£0.00	£0.00	£117,224.56	

Reserves	Approved	1st Quarter	2nd Quarter	3rd Quarter	Jan 2026	Feb 2026	Mar 2026	4th Quarter	TO DATE	Comments
Earmarked - Ringfenced from 2024-25:										
Traingate Project	£515.45	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
Streetsports	£1,014.27	£139.00	£333.60	£139.00	£0.00			£0.00	£611.60	
Mayor's Charity Donations (21-22 Peace Garden)	£222.59	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
Mayor's Charity Donations (24-25 MacMillan Support)	£444.84	£0.00	£444.84	£0.00	£0.00			£0.00	£444.84	
Elections	£3,125.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
Maintenance - including Christmas Festival	£1,969.26	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
Earmarked from April 2025:										
Allotment maintenance	£10,678.84	£0.00	£1,279.00	£0.00	£1,188.00			£1,188.00	£2,467.00	
IT/Website	£1,772.71	£599.00	£0.00	£0.00	£0.00			£0.00	£599.00	
Play Area Inspections	£400.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
Historical Site Maintenance	£400.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
Future Match Funding	£10,000.00	£3,789.91	£0.00	£0.00	£0.00			£0.00	£3,789.91	
Total earmarked reserves:	£30,542.96	£4,527.91	£2,057.44	£139.00	£1,188.00	£0.00	£0.00	£1,188.00	£7,912.35	
General reserves:	£48,000.00	£2,964.53	£497.93	£600.00	£0.00			£0.00	£4,062.46	
Total Reserves:	£78,542.96	£7,492.44	£2,555.37	£739.00	£1,188.00	£0.00	£0.00	£1,188.00	£11,974.81	

<i>Current bank balance total:</i>					£109,067.58	£96,020.11	£83,935.97			
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Kirton in Lindsey Town Council

Reserves Statement April 2026

draft April 2026 v1



Total reserves:	£83,935.97
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Earmarked Reserves :

Ringfenced from 2025-26:

Traingate Project	£515.45
Streetsports	£402.67
Mayor's Charity Donations (21-22 Peace Garden)	£222.59
Mayor's Charity Donations (25-26 Royal British Legion)	£691.94
Elections	£3,125.00
Allotment deposits	£300.00
Maintenance - including Christmas Festival	£2,605.61

Earmarked from April 2026:

Allotments maintenance	£15,500.00
IT/Website	£1,772.71
Historical Site Maintenance	£800.00
Future Match Funding	£10,000.00

Total earmarked reserves:	£35,935.97
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General reserves:	£48,000.00
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Total Reserves:	£83,935.97
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Public Sector Audit

Kirton in Lindsey Town Council

Internal Audit Report for the year ended 31 March 2026

Public Sector Audit

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Public Sector Audit

Kirton in Lindsey Town Council

Internal Audit Report for the year ended 31 March 2026

Introduction

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

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

At the request of the council I have conducted an Internal Audit review of the council's accounting records in respect of the financial year ended 31 March 2026. I have acted independently and, on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in place during the financial year.

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

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Prioritisation of recommendations

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

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

Distribution List

Chairman of the Council

All Members of the Council

Clerk to the Council

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The findings of the audit are summarised below

	Test	Findings and Recommendations
1	Have appropriate books of account been properly maintained throughout the year?	<p><u>Appropriate accounting records</u></p> <p>Findings</p> <p>The cash book is maintained on spread sheets on a receipts and payments basis and has been balanced to the 31st March 2026.</p> <p>It is sufficiently well analysed to provide all the information required for the completion of the Annual Governance and Accountability Return (AGAR).</p> <p>The spread sheets are arithmetically correct and bank reconciliations have been undertaken monthly.</p> <p>All invoices and receipts are consecutively numbered and cross referenced to the cash book which provides an audit trail from original documentation to the council's financial records.</p>
2	Have the council's Financial Regulations and Standing Orders been formally adopted and complied with?	<p><u>Adherence to Financial Regulations and Standing Orders</u></p> <p>Findings</p> <p>The council's Standing Orders, including a NALC recommended amendment in respect of the Code of Conduct, was approved at the Annual meeting of the Town Council held on the 7th May 2025. The council's Financial Regulations were also re-approved at the same meeting. Standing Orders and Financial Regulations reflect the latest NALC Models.</p>
3	<p>Are payment controls effective and VAT properly accounted for?</p> <p>Has the council recorded s137 expenditure separately and is it within the statutory limit?</p>	<p><u>Adequate payment controls</u></p> <p>Findings</p> <p>I have tested a large sample of payments from April 2025 to March 2026.</p> <ul style="list-style-type: none"> ➤ All payments tested have been correctly reported to council for authorisation and approval.

		<p>➤ For the sample of invoices tested I have reviewed and confirmed completeness, accuracy, the correct year of account, classification within the council's accounts and compliance with Financial Regulations.</p> <p>I have tested and confirmed that VAT has been correctly identified and recorded in the cash book for reclaim from HMRC.</p> <p>Following the council's re-adoption of the General Power of Competence at the Annual Meeting held on the 24th May 2023 all grant funding is allocated to this legislative power unless a more specific power is available. The council is, however, required to use s.137 of the 1972 Local Government Act for certain specific expenditure such as donations to registered charities. £361.67 has been analysed to s.137 during the year; the expenditure is appropriate for this statutory power and is well within the annual statutory limit.</p> <p>No cheques have been issued to the date of the audit.</p>
4	<p>Has the council assessed the significant risks in delivering its activities and services and regularly reviewed the adequacy of these assessments?</p> <p>Is insurance cover appropriate and adequate?</p> <p>Are financial controls documented and regularly reviewed?</p>	<p><u>Assessment of significant risks</u></p> <p>Findings</p> <p>The council's Risk Management Policy was agreed, with no amendment, at the Annual Meeting held on the 7th May 2025. The Financial Risk Assessment was also reviewed at this meeting. The council's Health & Safety Policy was approved at the Town Council meeting held on the 28th May 2025. The RA's for VE Day, including beacon lighting, and the Summer Gala were reviewed and approved at the Promoting Kirton Committee meeting held on the 14th April 2025. The RA for the Christmas Festival was agreed at the Promoting Kirton Committee held on the 14th July 2025. The Lone Worker Policy was reviewed at the meeting held on the 17th December 2025. The Cemetery and Play Area RA's were reviewed in March 2026.</p> <p>The council has a contract with PlaySafety Ltd to undertake an annual detailed inspection of the Play Area for Health and Safety purposes. This was undertaken during September and all remedial works have been completed. Additionally, Council Members continue to carry out weekly checks.</p>

		<p>➤ Inspection sheets are completed for all play area inspections and details of the items checked and any actions found to be required are recorded. The inspection sheets include provision to record the action taken to remedy faults. The sheets are completed and presented to council monthly for review and approval. They are signed as reviewed and approved by a member of the council. When any actions required have been completed, the weekly sheets record is updated, by changing the outstanding issue (coloured red) to "completed" (coloured green).</p> <p>I have reviewed the council's insurance renewal and the levels of indemnity are considered to be adequate.</p> <p>Basic Internal financial controls and procedures are included in the council's Financial Regulations. I have reviewed the council's electronic data storage arrangements. A full back up of all council information is carried out weekly and saved onto an external hard drive which is stored in a secure fireproof safe.</p>
5	<p>Has the annual precept requirement resulted from an adequate budgetary process?</p> <p>Has progress against budget been regularly monitored and reported and were reserves appropriate?</p>	<p><u>Adequate budgetary process</u></p> <p>Findings</p> <p>The council prepared a detailed annual budget for 2025/26 in the correct format; it was adopted at the Full Council Meeting held on the 18th December 2024. A Budget and Precept of £117,224.56 was approved.</p> <p>A detailed budget monitoring report in respect of quarter 4 of 2024/25, to the 31st March 2025, was presented to the council meeting held on the 23rd April 2025. A Statement of Reserves was also reviewed and agreed at this meeting. It is noted that, in addition to specific Earmarked Reserves, the council increased its General Reserve to a figure within the range prescribed by the External Auditor. Quarter 1 budget monitoring report in respect of 2025/26 was provided to the meeting held on the 23rd July and the quarter 2 monitoring report was reviewed at the meeting held on the 22nd October. Quarter 3, up to the 31st December 2025 was reviewed, with no comments made, on the 12th January 2026. A quarter 4 report will be presented to the council meeting to be held on the 22nd April 2026.</p> <p>The council's balances brought forward on the 1st April 2026 totalled £78,542.96. Earmarked reserves are due to be discussed at the April 2026 meeting when the split between Earmarked and General reserves will be</p>

		decided. The proposed level of General Reserve of £48,000 (38.6% of the 2026/27 Precept requirement) is considered to be adequate and prudent for a council the size of Kirton in Lindsey Town Council.
6	<p>Was all expected income fully received in accordance with the current scale of charges, properly accounted for and promptly banked?</p> <p>Were security controls over cash and cash equivalents effective?</p>	<p><u>Adequate income controls</u></p> <p>Findings</p> <p>The two Precept instalments of £58,612.28 received from NLC on the 25th April and 23rd July 2025 agree to the council's Precept requirement of £117,224.56.</p> <p>The council also received income in respect of devolved grass cutting, a VAT refund, the cemetery, a Police grant for CCTV, National Lottery Community funding, VE Day grant funding, an NLC grant for the Christmas Festival, allotment rent, Summer Gala, Christmas Market stalls, donations, bank and investment interest, cheque administration fees, compensation from HSBC, Civic Service and Civic Dinner and miscellaneous.</p> <p>Minute 2505/17 of the council meeting held on the 28th May 2025 resolved to not increase Allotment charges and to consider them again early in 2026.</p> <ul style="list-style-type: none"> ➤ I have agreed the Allotment Register, which records the plot numbers, the current tenants, the rent due for the year and the amount and date the rent has been paid to the council's invoices and the cash book. <p>I have reviewed the charges for stalls for the Summer Gala, which were confirmed as not to be increased from the previous year by the Promoting Kirton committee meeting held on the 10th March 2025.</p> <p>I have also reviewed and agreed income for the 2026 Christmas Festival to the charges approved by the Promoting Kirton Committee held on the 13th October 2025.</p> <p>I have checked a large sample of income throughout the year and agreed the income received to invoices, remittance advices and the council's authorised and minuted charges. All income checked was well documented, accurately recorded, and cross referenced to the cash book.</p>

		All income received in respect of the cemetery was in accordance with the previous year's charges as confirmed by council at the Annual Meeting held on the 7th May 2025.
7	<p>Were petty cash payments appropriate and supported by receipts?</p> <p>Was all expenditure approved and reported to members?</p> <p>Has VAT been correctly accounted for?</p>	<p><u>Appropriate petty cash controls</u></p> <p>Findings</p> <p>The council does not maintain a petty cash account. Small items are purchased using the council's Debit Card and travelling costs are reimbursed to the Clerk and council members via the normal payments system and reported to council together with all other council payments.</p> <p>I have checked a sample of petty disbursements and all of those checked have been correctly recorded in the council's accounting system and reported to council for approval.</p>
8	<p>Do all employees have contracts of employment with clear terms and conditions?</p> <p>Are salaries to employees and all other payments and allowances paid in accordance with council approvals?</p> <p>Has PAYE and NI been correctly deducted and paid to HMRC?</p>	<p><u>Adequate payroll controls</u></p> <p>Findings</p> <p>All council employees have received contracts of employment which contain clear terms and conditions.</p> <p>I have checked and agreed the gross pay calculations for the Clerk, Assistant Clerk and the council's previous and current Community Co-ordinator/Venue Manager to the current 2025/26 NJC Pay Scales, including back pay from 1st April 2025, hours worked and approved overtime.</p> <p>The External Auditor requires me to check that the correct employer's pension percentage contribution has been applied. I have reviewed the council's minutes and confirmed that the percentage employer's pension contribution paid during the year is in accordance with the latest council approval in November 2018, Min 1811/09.</p> <p>The council's employees are subject to PAYE and NI regulations using HMRC Basic Tools software and for the sample checked statutory deductions have been correctly paid to HMRC.</p>

9	<p>Is the Asset and Investment Register complete and accurate and reviewed on a regular basis?</p>	<p><u>Appropriate recording of assets</u></p> <p>Findings The council maintains an Asset Register in a spreadsheet format.</p> <p>I have checked and confirmed, for the sample tested, that new assets purchased during the year have been added to the register using the correct valuation method, i.e., cost price, net of VAT and £1 nominal value for gifted assets.</p> <p>The updated total on the Asset Register, as at 31st March 2026, agrees to the declaration in box 9 of the Accounting Statement on the AGAR.</p>
10	<p>Were bank reconciliations performed on a regular and timely basis?</p> <p>Has a year-end reconciliation been performed and balanced?</p> <p>Have all bank reconciliations been reviewed by an appointed member and evidenced as such?</p>	<p><u>Adequate bank reconciliations</u></p> <p>Findings The council's bank balances for both the current and savings accounts and the deposits held in the Public Sector Deposit Fund are identified on each month's Finance Report which are submitted to council and are signed by the Chair and one other council member. The respective bank statements are also provided to the authorising councillors at the same time as the reconciliations and these have also been signed as authorised. This procedure is considered to be best practice and forms an important part of the council's internal financial control systems. I have checked and agreed the balances on the Finance Reports from April 2025 to March 2026 to the bank statements for the council's two accounts at HSBC and for the Public Sector Deposit Fund.</p> <p>A separate bank account is not held for the Mayor's Charity account; the Clerk therefore maintains a document which identifies both receipts and payments during each civic year. This provides a record of funds raised and subsequently dispersed to the Mayor's chosen charity(s) or cause. The account reconciled by the Clerk provides detailed evidence of all receipts and payments up to the date of the dispersal of funds to the Mayor's chosen charities. I have reviewed the account and agreed all entries to the council's records of receipts and payments up to the end March 2026.</p>

11	<p>Were Accounting statements prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate, were debtors and creditors properly recorded?</p> <p>Has the previous Internal Audit Report been submitted to council and actioned as necessary?</p>	<p><u>Correct accounting basis and previous Internal Audit Report actioned</u></p> <p>Findings</p> <p>The year-end statements have been prepared on the correct accounting basis (Receipts and Payments) and, therefore, debtors and creditors have not been included.</p> <p>The statements agree with the cash book and there is an audit trail from underlying financial records to the year-end statements.</p> <p>The declaration in box 9, fixed assets, on the AGAR agrees to the total value of assets recorded in the updated Asset Register as at the 31st March 2025.</p> <p>The figure in box 8, deposits at bank accounts, agrees to the year-end bank reconciliation.</p> <p>The 2025/26 Interim Internal Audit Report was submitted to the Town Council meeting held on the 28th October 2025. The recommendations were considered and an action plan was agreed.</p>
12	<p>If the council certified itself as exempt from an External Audit Limited Assurance Review last year, has it met the exemption criteria and correctly declared itself exempt?</p>	<p><u>Exemption Certificate</u></p> <p>Findings</p> <p>The council, correctly, did not complete an Exemption Certificate under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.</p>
13	<p>Did the council correctly provide, during the summer, the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations 2015?</p>	<p><u>Exercise of Public Rights</u></p> <p>Findings</p> <p>I have confirmed by a review of the council's website that, during the summer of 2025, the council correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the 2015 Accounts and Audit Regulations. It is noted that the Notice of Public Rights was correctly published by the Town Clerk & RFO.</p>

14	Did the council comply with the publication requirements for the previous year's AGAR?	<p><u>Publication Requirements</u></p> <p>Findings</p> <p>I have reviewed the council's website and confirmed that the Town Council published the correct documents as required by the Accounts and Audit Regulations 2015.</p>
15	Has the council complied with laws, regulations & proper practices relating to digital and data compliance?	<p><u>Digital and Data Compliance</u></p> <p>Findings</p> <p>The council's email address and website are compliant - i.e., .gov.uk, .org.uk or another council owned suffix.</p> <p>The council's website complies with the accessibility guidelines in accordance with WCAG 2.2AA.</p> <ul style="list-style-type: none"> ➤ It has an Accessibility Statement which was last updated on the 28th October 2025. ➤ It contains Transparency Code information in a logical and accessible section. <p>The council has an IT Policy.</p> <ul style="list-style-type: none"> ➤ It was formally adopted by the council on the 23rd July 2025. ➤ It applies to all individuals who use the council's IT resources, including computers, networks, software, devices and data resources including access to .gov.uk email and any associated digital storage. <p>The council has an Information and Data Protection Policy recognising it's obligations under Data Protection law. It was adopted in February 2025 and last reviewed in May 2025.</p>
16	Has the council met its responsibilities as a Trustee?	<p><u>Trustee responsibilities</u></p> <p>Findings</p> <p>A Trust Fund, known as The Green and the Marketplace, was registered with the Charity Commission in 1974. This fund has a dormant bank account. The Clerk has a bank statement dated September 2013 showing a nil</p>

balance and the bank has confirmed that the account contains no funds. The Charity Commission identifies that the activities of the Trust are to *"maintain and preserve the Green and Marketplace for the use and enjoyment of the residents of Kirton in Lindsey"*. Apart from maintaining the grass, additional expenditure has been incurred on land registration fees and chain link fencing. Such expenditure is in accordance with the intention of the Trust and, in accordance with the External Auditor's advice, the council minute of the 23rd January 2019 confirmed that, *"Because there are no Trust Fund monies available, the council has spent its own funds on the maintenance and upkeep of these assets and areas for the good of the community as a whole"*.

A further fund, known as The War Memorial and the Garden of Edward Elmhirst Duckering has also been identified. The council has confirmed that there are no known bank accounts associated with this Trust. No income has been received and expenditure has been incurred in respect of painting, two Union flags and Land Registry and valuation fees.

The Council is also the Sole Trustee for KLASSIC. The Charity Commission website confirms that KLASSIC is a registered charity, number 1115978. The purpose of the Charity is the provision of recreational and sports facilities for the community. The website confirms that Kirton in Lindsey Town Council was appointed as sole trustee on the 22nd June 2020 and the date for the charity's financial reporting is the 31st May each year.

- The charitable objectives are confirmed as: the Trustees are to provide or assist in the provision of a recreation ground (grounds) involving the construction of pitches, greens, courts, pavilions, changing facilities and associated amenities to be held upon charitable trust namely for the purpose of providing recreation and leisure time occupation in the interest of social welfare and with the object of improving the conditions of life for the benefit of the inhabitants of Kirton in Lindsey and the neighbourhood (hereinafter called the "area of benefit") and for other charitable purposes for the benefit of the inhabitants in the area of benefit.
- It is noted that the KLASSIC Trustees are currently seeking legal advice regarding the possibility of maintaining overall arm's length control of KLASSIC following the possible conversion of the Trust into a Charitable Incorporated Organisation (CIO).

		➤ The Charity Commission's website confirms that the Charity's financial reporting is up to date.
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Executive Summary

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

The internal financial control environment within the council is excellent and is a credit to the hard work and diligence of the Clerk.

The Internal Audit has been conducted in accordance with the Governance and Accountability for Local Councils – Practitioners Guide 2025.

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

Richard Dixon

Public Sector Audit

10th April 2026

Public Sector Audit

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