



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 22nd April 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, Cllr Tony Pollitt and Cllr Suzanne Stephenson.

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

Also present: 4 members of the public (1 part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

LOCAL COUNCIL
AWARD SCHEME
SILVER

MINUTES

2604/01 Apologies for Absence

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

2604/02 Declaration of Interests / Dispensations

- Cllr Frankish declared a pecuniary interest in item 2603/15 a. ii. (PA/2026/297).
- No dispensations were granted.

2604/03 Public Participation

A member of the public asked the value of the Mayor attending Civic Dinners and what benefit this gives to residents of the town considering costs are involved in doing so. The Mayor responded that she believed there were three main benefits; that of networking; the presentation of Civic Awards and the celebration of local people this allows and the means to raise money for the Mayor's chosen charity, funding local charities and organisations. Attending Civic Dinners in other parishes supports the local area in the same way. The Deputy Mayor added that attending Civic Dinners gives the opportunity to meet with other Mayors from the local area and to share knowledge and discuss similar issues. Civic Dinners are both formal and informal and encourage local businesses to also network in ways which otherwise are not provided. The Mayor added that a recent Civic Dinner had given her the opportunity to speak with the Leader of North Lincolnshire Council (NLC) on an informal basis with a positive outcome for the town. A resident added that she had attended the Civic Dinner on invitation of the Town Council due to her local business and in doing so had further helped her business achieve even more and encouraged her husband to join the Town Council which she considers to be of great value to both him and the town. Members of the public were thanked for their participation and attending the meeting.

2604/04 Minutes

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

RESOLUTION: That the minutes were duly approved and signed.

- The Council received the minutes of the KLASSIC Charity Committee Meeting held 17th March 2026.
- The Council received the minutes of the KLASSIC Charity Committee Meeting held 26th March 2026.
- The Council received draft minutes of the Promoting Kirton Committee Meeting held 13th April 2026.
- The Council discussed the provision of draft minutes to absent Councillors as requested by Cllr Stephenson.

RESOLUTION: That draft minutes are now not only sent initially to those present at meetings for comment, but also copied in to Councillors who were not present.

ACTION: Town Clerk

2604/05 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:

- Brigg Civic Dinner – 28th March. The Mayor noted this was well attended and held at the Angel.

Councillors and Officers reports

- Cyber Resilience update (Gallagher) - 19th March. The Town Clerk noted the useful industry specialist advice and updates.
- Understanding Martyn's Law (Clear Councils) - 24th March. The Town Clerk noted advice in the current interim period.
- Employment Rights Act 2025 training - 16th April. Cllr Pollitt noted his apologies for this training due to technical issues.

2604/06 Report from North Lincolnshire Council / Ward Councillors

a. Ward Councillor David Garritt provided an update noting updates sought and provided to residents over their concerns about the starting of the controversial housing development at land off Ings Road. Cllr Garritt made it clear that anyone aware of works which went against the Countryside Act need to report this to the police as it is a criminal offence. NLC had provided confirmation on the difficulties with the cleaning of the public toilets but that no action can be taken. Encouragement was expressed for applications to the NLC In Bloom grant funding opportunity. Continued issues with new bin deliveries, old bin collections and assisted collections was noted. Cllr Garritt advised he has escalated the leak at the lower end of Traingate for action as it is still running and causing concerns for a household. He also advised that the long running issue of foul sewage running down Station Road was now improved as the leak is redirected into the ditch instead of running down the road. He advised that although this isn't ideal, it is a small improvement and has advised residents to let him know of further concerns such as the smell. The main issue around this is that no one is taking responsibility, however evidence suggests the road is the responsibility of Network Rail/Northern Rail. A request is in place for a bus shelter south bound on Station Road at

Signed:

Dated:

Beechcroft/Richdale Avenue. Cllr Garritt has involved the Senior Public Transport Officer in this matter and is also chasing up maintenance works of existing bus shelters. Highways matters including road maintenance works, street resurfacing works at Cornwall Street and boundary/turning vehicles signage for Redbourne Mere have been chased up with no further update. The application to modify the Section 106 agreement attached to planning application PA/2023/823 at the former RAF Kirton in Lindsey has been called into Planning Committee for decision. Cllr Kofoed noted the continuing deterioration of the Cornwall Street footpath due to the extended period of lack of maintenance. Cllr Garritt advised the information on this was useful to press for escalation. Cllr Fox asked for any update on work towards the proposed nature reserve off Redbourne Mere and Cllr Garritt advised this is with officers carrying out research about the site and seeking funding opportunities. Cllr Pollitt advised the leak at the lower end of Traingate had now stopped. Cllr Garritt noted thanks for this update.

b. The Council noted outstanding matters raised with NLC and noted that the Ward Councillor report had covered these matters with the exception of parking enforcement which Cllr Garritt noted was not going to increase.

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 maintenance and that this would not change, but NLC had not progressed or answered the question about signage. Cllr Garritt will chase this up again.

d. The Council discussed the junction between the B1398 and the B1205 following a further accident at these crossroads and to consider any actions Kirton in Lindsey Town Council can take as requested by Cllr Pollitt.

RESOLUTION: That Cllr Fox seeks permission for information shared with her by Lincolnshire County Council and Cllr Chris Reeve to be shared with the Town Council.

ACTION: Cllr Fox

RESOLUTION: That Cllr Pollitt utilises his contacts with the Lincolnshire and Humberside Police Forces to seek accident statistics around direction of traffic, causation and speed to provide more information to residents and seek potential review of the current ranking of the junction for action to be taken.

ACTION: Cllr Pollitt

e. The Council received an update on the Community Speedwatch scheme from Cllr Pollitt. The group has now carried out 34 sessions, monitored 2,251 vehicles and reported 182 of these. Due to the submission of the reports various matters including no MOT, no insurance, SORN status and fake number plates were then identified by police checks. The highest speed monitored in a 30mph zone is 62mph on South Cliff Road. The highest speed monitored in a 40mph zone is 80mph on Station Road. The average speed of vehicles caught over the limit in 30mph zones is 37mph and in 40mph zones is 57mph. The scheme is run by eight volunteers and more people continue to show interest. There is a greater level of appreciation shown than negative views which come from a small minority. Thanks were noted to the volunteers for their efforts. The Town Clerk noted continuing to seek a response from NLC regarding the installation of Community Speedwatch signs at the town boundaries.

2604/07 Whipping Post

The Town Clerk noted no update from the application submitted to NLC for a Community Pot grant and that this would be chased up. Cllr Garritt advised NLC review these monthly.

2604/08 Car Parking Provision

The Council received a request to share Town Council documentation.

RESOLUTION: That permission is given to the Tighe family to share the Order of Cost Estimate by MPP Construction Consultants in the documents they are sending with pre-application information to NLC Planning.

ACTION: Town Clerk

2604/09 KLASSIC

The Council received an update from the CIO to say that they had had to receive advice from several charity experts and unfortunately, each one has advised them that the lease poses unacceptable financial risks to the CIO and have advised them not to accept it. Cllr Fox noted that a meeting was proposed at the KLASSIC Charity meeting held on Monday to for the current sole trustee to discuss future management and staffing for KLASSIC. Cllr Fox appealed to all Councillors to make every effort to attend.

RESOLUTION: That a meeting is scheduled for Monday 11th May at 7:30pm and as many Councillors making up the sole trustee as possible are requested to prioritise attending.

ACTION: Town Clerk/Assistant Clerk

2604/10 Allotments

The Town Clerk updated the Council noting receipt of all rent payments from tenants but that it had not been possible to make contact with the contractor who completed the car park works to ask for a quotation for the entrance works. Cllr Howard noted the discrepancy in the measurements on the planning permission drawing. Maintenance required to the allotments car park edging was discussed.

RESOLUTION: That the discrepancy in the measurements is again brought to the attention of Keystone Architecture and they are requested to prepare an amended drawing and submit this as a realisation application to the NLC planning department.

ACTION: Town Clerk

RESOLUTION: That the Town Clerk sources repair works to the allotments car park edging.

ACTION: Town Clerk

2604/11 Grove Street Cemetery

a. The Council received notification of works to wind damaged trees carried out due for public safety on Council premises.

RESOLUTION: That the action of the Town Clerk and costings of £1,145.00 (+ VAT) are approved.

ACTION: Town Clerk

b. The Council received suggestions from Councillors for the location to install the "Letters to Heaven" post box in the cemetery.

RESOLUTION: That the most suitable place either next to the first bench as you enter the Cemetery, or next

to the bench in the left area of the cemetery is used for the placement of the letterbox. ACTION: Town Clerk
 c. The Council noted the granting of a Faculty from the Bishop of Lincoln required to carry out memorial safety testing works and noted the requirement for notices to be placed at the cemetery six weeks ahead of the works and an advertisement to be placed in the local newspaper for two weeks.

RESOLUTION: That the Town Clerk carries out these requirements to display notices and place an advertisement in the Scunthorpe Telegraph to run for two weeks. ACTION: Town Clerk

d. The Council noted issues with the emptying of the commercial waste container at Grove Street Cemetery by NLC. The Town Clerk noted that the waste container was emptied after missed collections last Friday but an update was awaited from NLC regarding credit to the account for missed services. This will continue to be chased up.

2604/12 Royal Mail Post Boxes

The Council received an update from Royal Mail regarding works to the post boxes at Grove Street and Dunstan Villas. The Town Clerk noted the repairs needed to the two post boxes following the loss of the keys by a temporary post man in December. Royal Mail are in the process of bringing a replacement post box into service at Grove Street but have said that they no longer install replacement post boxes directly into walls and as they consider that posting facilities currently meet their regulatory requirements it is unlikely that the Dunstan Villas box will be replaced.

RESOLUTION: That an escalated complaint is made to Royal Mail regarding the reduction of posting facilities in a growing community. ACTION: Town Clerk

RESOLUTION: That Peter Levy (BBC Look North) is contacted to publicise this issue. ACTION: Cllr Frankish

2604/13 Open Spaces

a. The Council received the weekly visual play park inspection report (dated 02/04) for signature. Thanks were noted to Cllr Starkie for carrying out the inspection. The Town Clerk noted that KOMPAN had advised works to repair the Galaxy unit were delayed and now scheduled for w/c 11th May. The Town Clerk advised in relation s106 monies for the replacement embankment slide this is in progress with NLC to release the funding at the end of April and KOMPAN advising of an eight-week installation lead time. The Town Clerk noted that the level of the sand in the sand pit was still to be checked.

b. The Council received the weekly inspection report (dated 02/04) for the outside gym equipment. Thanks were noted to Cllr Starkie for carrying out the inspection.

c. The Council received notification that there will be no increase in RPI rate for the planting contract this financial year due to the reduction in number of flower beds to maintain.

d. The Council received information from Keep Britain Tidy regarding publicity packs to help tackle dog fouling (at £150 + VAT). The Council did not wish to purchase these packs and could use posters designed by children previously instead in any identified problem areas.

e. The Council noted the of availability of In Bloom 2026 Community Grants funding from NLC and discussed applications. Cllr Garritt encourage the Bloom group to make an application.

f. The Council discussed concerns raised by a resident regarding light pollution at the former RAF Kirton in Lindsey site.

RESOLUTION: That a complaint is submitted to NLC Environmental Health department regarding this matter and Cllr Garritt is copied in. ACTION: Town Clerk

2604/14 Finance

i. Income and Expenditure

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

b. The Council receive notification of HMRC VAT refund of £11,335.73 applied for and received for Year Ended 2025-2026.

c. The Council received an update on works required to noticeboards. The Town Clerk noted that further quotations were needed and would be sought due to the value of the initial quotation.

d. The Council received the annual CCTV Maintenance Renewal from VideCom Security at £814.00 (+VAT).

RESOLUTION: That the renewal is accepted and paid. ACTION: Town Clerk

e. The Council received the annual Institute of Cemetery and Crematorium Management (ICCM) renewal subscription at £110 for 2026-2027.

RESOLUTION: That the subscription is renewed. ACTION: Town Clerk

f. The Council noted the BT contract update for broadband and telephone services with a reduction from £42.96 per month (+VAT) to £39.95 per month (+VAT) for 24 months.

ii. Internal Control

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

b. The Council received the 4th Quarter Budget Monitoring Report to 31st March 2026.

c. The Council discussed and agreed the 2026-27 Reserves Statement.

RESOLUTION: That the draft prepared by the Town Clerk is approved. ACTION: Town Clerk

d. The Council received the 2025-26 Internal Auditors Report. Cllr Fox noted that the report contained no recommendations and congratulated the Town Clerk in achieving a report with no actions required.

e. The Council confirmed the appointment of an Internal Auditor for 2026-27.

RESOLUTION: That Public Sector Audit are appointed and a letter of appointment is sent. ACTION: Town Clerk

2604/15 Planninga. The Council considered the following planning applications:i. PA/2026/285

Proposal: Application to vary conditions 2 and 4 of planning permission PA/2023/1955, namely to accommodate a reduced extension proposal and to enable the extension to commence without providing details of the windows and doors.

Location: 1 Sylvester Street, Kirton in Lindsey, DN21 4NG.

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

ACTION: Town Clerk

ii. PA/2026/297

Proposal: Application for approval for reserved matters (access, appearance, landscape, layout and scale) pursuant to outline planning permission PA/2022/395 for up to 60 dwellings.

Location: Jack Tighe Ltd, Redbourne Mere, Kirton in Lindsey, DN21 4NW.

Cllr Frankish left the room during this discussion and vote.

RESOLUTION: That the Clerk responds with 'Support' to this planning application and the general principle of development; however requesting the local authority to ensure the finished dwelling heights do not result in loss of privacy and noting support of the Lead Local Flood Authority report regarding flooding and drainage and support the Conservation report which highlights the lack of reference to the conservation area and the need to respect the character or appearance of the conservation area. In addition to raise concerns regarding overdevelopment due to the proposed housing density.

ACTION: Town Clerk

Cllr Frankish returned to the meeting.

iii. PA/2026/362

Proposal: Planning permission to erect two dwellings.

Location: Homestead, 36 Queen Street, Kirton in Lindsey, DN21 4NX.

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

ACTION: Town Clerk

iv. PA/2026/401

Proposal: Request to modify the Section 106 Agreement attached to PA/2023/823 to revise the timing for the viability review mechanism.

Location: Former RAF Kirton in Lindsey, DN21 4HZ.

Cllr Garritt again advised this was already called into NLC Planning Committee for decision.

RESOLUTION: That the Clerk responds with 'Objection' to this planning application, noting that the Town Council accept that this development is unusual and there may be large abnormal costs leaving any profit margin uncertain. The intention of the original Section 106 agreement condition was to ensure that any Section 106 contribution was proportionate and fair. The condition also provided the Town Council and the community with some comfort that reasonable Section 106 contributions would be made if affordable and financially viable. The final sale price cost of the development and therefore profit cannot be accurately determined by anyone at this point in time, and so the Town Council request that this application is refused and the original condition remains so that Section 106 contributions from this important large scale development are decided at the most appropriate stage when the details can be accurately determined, as outlined in the original condition.

ACTION: Town Clerk

v. PA/2026/420

Proposal: Application to thin, crown lift and reduce overhanging branches to a Sycamore identified as T5 in and subject to Tree Preservation (Kirton in Lindsey) Order 1972.

Location: Glencoe, 6 Station Road, Kirton in Lindsey, DN21 4BB.

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

ACTION: Town Clerk

b. The Council received the following planning application information for notification only:i. PA/2026/372

Proposal: Application to determine if prior approval is required to erect an agricultural building

Location: Land East of B1398, Kirton in Lindsey

c. The Council received notification of Lincolnshire County Council planning application PL/0101/25 regarding Vida Bio Energy Ltd seeking permission for the construction and operation of a biogas plant and exporting of by-products at land off Cross Lane, Glenthams. Public consultation was due to close on 11/04/2026; a public meeting was held at Bishop Norton Village Hall at 7pm on 20th April 2026. Cllr Pollitt reported attending the public meeting and the increase in HGV traffic this would bring to the A15 – with Kirton in Lindsey the diversion route when the road is closed for any reason. This will bring a major impact to the town in terms of pollution and road infrastructure. A further public meeting is schedule for Thursday 23rd April and the consultation period is extended to 30/04/2026. Cllr Pollitt was thanked for attending the meetings and bringing information to the Town Council which it would not otherwise have received notification of.

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

PA/2026/104 – NO OBJECTIONS – Application under the Overhead Lines (Exemption) (England & Wales) Regulations 2009 to install a new H (double) pole not exceeding 15 metres in height Ings Road, Kirton in Lindsey.

2604/16 Town Clerk's Report / Correspondence for Information and Discussion

The Council received the Town Clerk's report including correspondence for information and discussion.

Correspondence for Information and Discussion

a. The Town Clerk noted the correspondence received after the agenda was published as: KLASSIC CIO update; NLC News Direct update; Rural Services Network Newsletter; KLASSIC CIO bank mandate update. In relation to Item q below, Cllr Kofoed noted that the public rights of way had received their first cut and were to a high standard, offering thanks for the completion of this work.

b. Resident – concerns about Ings Road development works

c. Keystone Architecture – update on permission and design work

d. Resident – Ings Road development concerns update

e. ERNLLCA – Employment changes – Probation and Dismissal

f. Cllr Howard – Information request – all correspondence to and from Keystone Architecture May 2025 to present

g. Visit North Lincolnshire – March update

h. Community Vision – Monthly update

i. ERNLLCA – March Newsletter

j. North Lincolnshire Council – News Direct weekly updates

k. Public Sector Audit – update on requirements for Assertion 10 of the Internal/External Audit

l. KOMPAN – notification of delay to works to repair Galaxy play equipment on the Green (to 11/05/2026)

m. Gainsborough Life – copy deadline for May edition

n. Fuelled North Lincs – request to share East programme information poster

o. ERNLLCA – Managing Projects for Town and Parish Councils training information

p. Resident – query about how to order a brown bin for household garden and food waste

q. NLC – updates to queries about additional grass cutting works along the B1398 beyond South Cliff Road

r. Tighes family – update on plans and progress regarding their land

s. Rural Services Network – Weekly newsletter

t. ERNLLCA – Lumiio dementia safeguarding information

u. Lincolnshire Wildlife Trust – information about Wilder Lincolnshire Network

v. Cadets Scunthorpe – concerns about Officers Mess building, former RAF Kirton in Lindsey

w. Resident – enquiry about how to put out for collection

x. Resident – queries about waste bin and rubble at the cemetery

y. ERNLLCA – Employment Rights Act webinar information

z. Resident – enquiry about allotments

aa. Resident – enquiry about responsibilities for the access lane off Wesley Street

bb. Tighes – query about sharing of documentation (car park planning)

cc. Royal Mail – Grove Street and Dunstan Villas post boxes update

dd. NLC – In Bloom 2026 Community Grants funding notification

ee. Keep Britian Tidy – Dog fouling pack offer

ff. ERNLLCA – Planning training information

gg. Public Sector Audit – receipt of completed 2025-26 Internal Audit report

hh. H₂East Pipeline – notification of extension of public consultation period to 14th May

ii. Civic – City of Lincoln Civic Evensong invitation (June)

jj. Community Payback – reminder of opportunities for community works

kk. Brigg Locality Meeting – minutes and information from recent meeting

2604/17 Date of next Meetings and Agenda Deadlines

a. The Council confirmed the date and time of the Annual Town Council Meeting (subject to any change in circumstances) as:

Wednesday 6th May 2026 at 7pm at the Diamond Jubilee Town Hall.

NOTE: Agenda items to be submitted before Friday 24th April in line with Standing Orders.

b. The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as:

Wednesday 27th May 2026 at 7pm at the Diamond Jubilee Town Hall.

NOTE: Agenda items to be submitted before Friday 15th May in line with Standing Orders.

2604/18 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.

2604/19 Staffing

a. The Council considered the Community Co-ordinator role and the current temporary contract in place.

RESOLUTION: That the contract is extended by 16 months, in line with the National Lottery funding for 24 months.

ACTION: Town Clerk

b. The Council noted that from April 1st 2026, UK National Living Wage increased to £12.71 per hour.

RESOLUTION: That from 1st April 2026 the Community Co-ordinator is moved to National Joint Council Spinal Column Point 4.

ACTION: Town Clerk

The meeting closed at 20:50.

DRAFT



**Minutes of the Annual Meeting of Kirton in Lindsey Town Council
held on Wednesday 6th May 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, Cllr Tony Pollitt, Cllr Barry Starkie and Cllr Suzanne Stephenson.

Members not present: Cllr Karen Gunn.

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

MINUTES

- AC2605/01 Election of Chair
a. The Council received nominations and elected a Chair for the Town Council for 2026/27.
Cllr Garritt nominated Cllr Fox, seconded by Cllr Stephenson. No other nominations were received.
RESOLUTION: That Cllr Hazel Fox is elected Chair of Kirton in Lindsey Town Council for 2026/27.
ACTION: Town Clerk
- b. Cllr Fox signed the Chair's Declaration of Acceptance of Office.
- AC2605/02 Election of Vice-Chair
a. The Council received nominations and elected a Vice-Chair for the Town Council for 2026/27.
Cllr Stephenson nominated Cllr Kofoed. No other nominations were received.
RESOLUTION: That Cllr Joy Kofoed is elected Vice-Chair of Kirton in Lindsey Town Council for 2026/27.
ACTION: Town Clerk
- b. Cllr Kofoed signed the Vice-Chair's Declaration of Acceptance of Office.
- AC2605/03 Apologies for Absence
No apologies were received.
- AC2605/04 Declarations of Acceptance of Office
This item was not discussed.
- AC2605/05 Declaration of Interests / Dispensations
a. No declarations were made.
b. No dispensations were granted.
- AC2605/06 Public Participation
A member of the public noted the public right of way March Lane still requires maintenance as weeds are encroaching. Cllr David Garritt noted thanks and that he would chase up maintenance works by North Lincolnshire Council.
- AC2605/07 Committee Remits
The Council considered reviewing the Town Council Committee Remits. No changes were noted as required, However, a remit for the KLASSIC Charity Committee was noted as a work in progress to be discussed further at a meeting scheduled for next week.
- AC2605/08 Committee Members and Town Council Roles
The Council received nominations and elected members and reserve members to the following committees and roles:
- a. Personnel and Disciplinary Committee
RESOLUTION: That Cllr Pollitt (Chair), Cllr Frankish, Cllr Howard and Cllr Kofoed were appointed to the Committee.
- b. Finance and Planning Committee
RESOLUTION: That Cllr Garritt (Chair), Cllr Frankish, Cllr Fox and Cllr Stephenson were appointed to the Committee.
- c. Promoting Kirton Committee
RESOLUTION: That Cllr Garritt (Chair), Cllr Frankish, Cllr Fox, Cllr Pollitt, Cllr Starkie and Cllr Stephenson were appointed to the Committee.
- d. Community Emergency Plan Committee
RESOLUTION: That Cllr Garritt (Chair), Cllr Frankish, Cllr Kofoed and Cllr Pollitt were appointed to the Committee.
- e. Bank mandate
RESOLUTION: That Cllr Frankish, Cllr Fox and Cllr Garritt remain signatories.
- f. Snow Wardens
RESOLUTION: That Cllr Frankish, Cllr Kofoed and Cllr Starkie are appointed snow wardens.
- g. Play area / KLASSIC outside gym equipment inspections
RESOLUTION: That Cllr Starkie continues weekly inspections with Cllr Fox in reserve.
- h. i. The Green & The Market Place Charity Committee
RESOLUTION: That Cllr Garritt (Chair), Cllr Frankish, Cllr Fox, Cllr Howard, Cllr Kofoed, Cllr Pollitt, Cllr Starkie and Cllr Stephenson were appointed to the Committee.

Signed:

Dated:

ii. War Memorial & Garden of Edward Elmhirst Duckering Charity Committee

RESOLUTION: That Cllr Garritt (Chair), Cllr Frankish, Cllr Fox, Cllr Howard, Cllr Kofoed, Cllr Pollitt, Cllr Starkie and Cllr Stephenson were appointed to the Committee.

iii. KLASSIC Park Charity Committee

Two nominations were made for Chair of this committee, Cllr Fox and Cllr Frankish. With the vote tied, Cllr Fox as Chair used her deciding vote for the resolution.

RESOLUTION: That Cllr Fox (Chair), Cllr Frankish, Cllr Garritt, Cllr Howard, Cllr Kofoed, Cllr Pollitt, Cllr Starkie and Cllr Stephenson were appointed to the Committee.

The KLASSIC and Car Park Working Groups were confirmed as continuing, with membership open to all members of the Council.

AC2605/09

Representatives to Serve on Outside Bodies

The Council received nominations and elected members to the following bodies:

a. North Lincolnshire Council Town and Parish Council Liaison

RESOLUTION: That Cllr Pollitt and Cllr Frankish are elected as representatives.

b. Neighbourhood Action Team (NATs)

RESOLUTION: That Cllr Pollitt is elected as the representative, with Cllr Garritt reserve.

c. ERNLLCA District Committee

RESOLUTION: That Cllr Fox and Cllr Frankish are elected as representatives.

d. Diamond Jubilee Town Hall Trustees

RESOLUTION: That Cllr Starkie is elected as representative.

e. Allotments

RESOLUTION: That Cllr Frankish and Cllr Starkie are elected as representatives.

f. Town Events Working Group

RESOLUTION: That Cllr Frankish, Cllr Fox and Cllr Garritt are elected representatives.

i. Other outside bodies not mentioned above – there were no further outside bodies to discuss but it was agreed to check with the Chair of Bloom (Janet Caughley) at the next Promoting Kirton Committee meeting if Bloom would like a nominated representative.

AC2605/10

Finance

a. The Council completed, approved and signed the 2025-26 Annual Governance Statement.

b. The Council completed, approved and signed the 2025-26 Accounting Statements. **ACTION: Town Clerk**

AC2605/11

Policies and Procedures

The Council reviewed and considered the adoption of the following Town Council Policies and Procedures;

a. Standing Orders - that this policy requires no amendment.

b. Code of Conduct - that this policy requires no amendment.

c. Financial Regulations - that this policy requires no amendment.

d. Financial Risk Assessment - that this policy requires no amendment.

e. Publication Scheme - that this policy requires no amendment.

f. Equal Opportunities Policy – the Town Clerk recommended an updated version of this policy and had circulated a draft for consideration.

RESOLUTION: That the circulated draft be approved and adopted.

ACTION: Town Clerk

g. Sickness Absence Policy - that this policy requires no amendment.

h. Compassionate Leave Policy - that this policy requires no amendment.

i. Grant Awarding Policy - that this policy requires no amendment.

a. Community Pot Application Form - that this form requires no amendment.

b. Budgeted Grant Application Form - that this form requires no amendment.

j. Civility and Respect Pledge - that this Pledge requires no amendment.

k. Co-Option Policy - that this policy requires no amendment.

l. Sexual and General Harassment Policy - that this policy requires no amendment.

m. Community Engagement/Communication - that this policy requires no amendment.

n. Risk Management – the Town Clerk noted that the draft amendments to this policy were deferred at the March meeting.

RESOLUTION: That the draft amendments be approved and adopted.

ACTION: Town Clerk

o. Allotment Risk Assessment – Cllr Stephenson noted concern that ‘poultry’ was not mentioned as part of the Risk Assessment and recommended that the section ‘Animals’ is amended to read ‘Animals and livestock of any kind’.

RESOLUTION: That with the amendment the assessment be approved and adopted.

ACTION: Town Clerk

p. Information and Data Protection Policy - that this policy requires no amendment.

q. Information Technology Policy - that this policy requires no amendment.

r. Privacy Notice - that this notice requires no amendment.

s. Town Crier Policy - that this policy requires no amendment.

t. Action Plan - that this plan requires no amendment.

u. Meeting schedule and publication of Agendas. The Town Clerk noted recommendations concerning the Annual Town Meeting date and time and the Annual Town Council Meeting date due to the elections scheduled to be held in May 2027.

Signed:

Dated:

RESOLUTION: That the draft meeting schedule is approved.**ACTION: Town Clerk**

v. Reserves Statement – as agreed at the April 2026 Full Council meeting the statement was confirmed.

w. The Council noted the policies reviewed between June 2025 and April 2026 and noted no actions required:

- Health and Safety Policy – May 2025
- Environmental Policy – May 2025
- Complaints Policy – June 2025
- Grievance Policy – June 2025
- Member/Officer Protocol – July 2025
- Dignity At Work Policy – September 2025
- Child Protection – October 2025
- Safeguarding Adults – October 2025
- Bio-Diversity Policy – November 2025
- Reserves Policy – November 2025
- Lone Worker Policy – December 2025
- Press & Media Policy – January 2026
- Disciplinary Policy – January 2026
- Social Media Policy – February 2026
- Cemetery Risk Assessment – March 2026
- Play Area Risk Assessment – March 2026
- Recruitment Policy – March 2026
- Learning & Development Training Policy – March 2026

x. The Council agreed the receipt of policies by Councillors.

AC2605/12

Grove Street Cemetery

a. The Council received an update from the Clerk on cemetery capacity. When discussed, capacity figures remain in line with previous years with no concerns noted.

b. The Council considered a review of the Cemetery Rules and Regulations.

RESOLUTION: That no amendments are required.

c. The Council reviewed and considered the adoption of the Cemetery Scale of Charges.

RESOLUTION: That no amendments are required.

AC2506/13

Allotments

The Council considered current allotment charges.

RESOLUTION: That no amendments are required.

AC2506/14

Council Insurance and Asset Register

The Council reviewed the current asset register and insurance requirements. Cllr Fox noted thanks to the Town Clerk for the preparation of the information.

RESOLUTION: The asset register was approved.

AC2506/15

Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next monthly Council Meeting as (subject to any change in circumstances):

Wednesday 27th May 2026 at 7pm at the Diamond Jubilee Town Hall.**NOTE: Agenda items to be submitted before Friday 15th May in line with Standing Orders.**

The meeting closed at 7:35pm

Signed:

Dated:



**Minutes of the Meeting of the Trustee of KLASSIC Charity on
Monday 20th April 2026
KLASSIC, Kirton in Lindsey at 7pm.**

Trustee Members Present : Hazel Fox (HF) (Chair), Chris Howard (CH), Pat Frankish (PF) & Suzanne Stephenson (SS).

Trustee Members not present : David Garritt, Joy Kofoed & Barry Starkie

Also Present : Venue Manager (Cherilyn Morton), Town Clerk (Neil Taylor-Matson), and 4 Trustees of Men in Sheds (Kirton Shed).

Minutes

2604/01 Apologies for Absence
Apologies were received from Joy Kofoed & Tony Pollitt.

2604/02 Declarations of Interest / Dispensations
a) No declarations were made.
b) No dispensations were given.

2604/03 Public Participation
The four Trustees of Med in Sheds (Kirton Shed) introduced themselves and the Trustee Members had a chance to ask questions.

The Chair proposed that item 2604/09 (a) was moved forward to allow discussion while the members of Kirton Shed were still present and the other Trustee Members agreed.

RESOLUTION: That item 2604/09 (a) be brought forward for discussion.

2604/09 Correspondence
a) The Trustee Members discussed the information given to them by the Kirton Shed Trustees, including the possible need to move KLASSIC containers and not wanting them to be placed near the gate for security reasons, the dimensions of the Shed, the user agreement and the need to keep access to the bowls area.

RESOLUTION: The Trustee Members agree in principle to Kirton Shed being placed within KLASSIC.

RESOLUTION: That a working group of Trustee Members is set up to meet with Kirton Shed Trustees and discuss placement of the shed.

RESOLUTION: That CH lead and speak to other Trustee Members about joining the working group before arranging a meeting with Kirton Shed.

RESOLUTION: That the working group will then look at a user agreement/service agreement.

The Venue Manager asked if Trustee Members would like her to be involved in the meetings due to her knowledge of what is in the containers and it was agreed that she be included in the meeting with the working group and Kirton Shed Trustees.

2604/04 Minutes
The Trustee Members considered the minutes of the KLASSIC Charity Committee meetings held on-

- 17th March 2026
- 26th March 2026

RESOLUTION: That the minutes of the 17th March 2026 meeting are approved with amendments.

RESOLUTION: That the minutes of the 26th March 2026 meeting are approved with amendments.

Signed:

Dated:

- 2604/05 Finances
The Trustee Members received an update from the Town Clerk with regards to the financial oversight checks.
- 2604/06 Charity Commission Annual Return
The Trustee Members received confirmation that the Charity Commission Annual Return was submitted in time on 31st March 2026.
- 2604/07 Policies and Procedures
- a) The Trustee Members discussed the Fire Risk Assessment (FRA) received from Alan E Mitchell Ltd. The Venue Manager informed the Trustee Members that she had taken the actions from the FRA and created a spreadsheet that can be sent out to everyone as updates are made to it. The Venue Manager asked Trustee Members to note that the £150 fee for the FRA didn't include VAT so that was added to the payment when made.
RESOLUTION: That the new Fire Risk Assessment is agreed and approved for immediate adoption.
 - b) The Trustee Members discussed the Reserve Policy last agreed in March 2024.
RESOLUTION: That the Reserves Policy is approved once amendments have been made.
 - c) The Trustee Members discussed the draft Amounts for Reserve Policy.
RESOLUTION: That a decision is deferred for three months to allow for research into the amounts needed.
- 2604/08 CIO Update
Kirton in Lindsey Town Council had received a reply from the CIO stating that they had been advised the lease poses unacceptable financial risks to the CIO and so they would not be accepting it. The Trustee Members discussed the best way to now move KLASSIC forward.
RESOLUTION: That the Venue Manager creates a bullet point list of jobs being done, that need to be done and issues relating to KLASSIC.
RESOLUTION: That an Extraordinary Meeting of the Full Trustee is then called.
- 2604/09 Correspondence
- a) Item discussed earlier in the meeting.
 - b) The Trustee discussed the correspondence received about a Pitch in Competition with the chance of winning £5,000 worth of building materials.
RESOLUTION: That this is not progressed due to not currently needing any building works done.
- 2604/10 KLASSIC Pavilion Maintenance & Assets
- a) The Trustee Members received the quote of £400 + VAT to replace the broken shutter motor.
RESOLUTION: That the quote is approved on condition it includes a 12mth warranty.
 - b) The Trustee Members received the cost of £432 for the roller repair.
 - c) The Trustee Members updated the Venue Manager about the booking system agreed during her absence.
RESOLUTION: That CH send the booking system details to the Venue Manager for use.
 - d) The Trustee Members discussed applying to the Police and Crime Commissioner (PCC) Round 8 Grant Funding for the automatic gate with the one quote received. The Venue Manager informed Trustee Members that, due to currently working to Standing Orders, according to Standing Order 17B, they have to follow financial regulations and financial regulations 5.1, 5.3 and 5.8 state that they have to have at least three quotes.
RESOLUTION: That the Venue Manager apply for the PCC funding once three quotes have been received.
- 2604/11 Date of next Trustee Meeting
The Trustee Members discussed the best time to hold the next meeting with the priority being on how to move KLASSIC forward.
RESOLUTION: That this be decided at Full Council when all Trustee Members are present.

Signed:

Dated:

2604/12

Exclusion of the Public & Press

The Trustee members 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.

2604/13

Staffing Matters

The Venue Manager updated the Trustee Members on the increase in minimum wage that came in on 1st April 2026.

RESOLUTION: That the Venue Manager speak to ACAS with regards to the staff employed by the CIO but doing work for, and being paid by, KLASSIC Sole Trustee.

Signed:

Dated:



**Minutes of the Meeting of Kirton in Lindsey Town Council
Promoting Kirton Committee held on Monday 11th May 2026
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm**

Members Present: Cllr David Garritt (Chair), Cllr Hazel Fox, Cllr Pat Frankish, Cllr Tony Pollitt, Cllr Barry Starkie, Cllr Suzanne Stephenson, Alison Birkett and Victoria Rumary.
Members not present: Janet Caughley, Martin Hollingsworth, Sue Law.
Also present: Two members of the public, Assistant Clerk: Cheri Morton,
Community Co-Ordinator: Mandy Coote (part) and Town Clerk: Neil Taylor-Matson.

Prior to the start of the meeting, Cllr David Garritt presented Donna Barnard and Jolene Butler of Creative Cuppa with a certificate and commemorative mug as prizes for winning the Business category of the Best Kept Town Centre Frontage competition and congratulated them on their efforts and success.

MINUTES

- PK2605/01 Election of Members
Nominations were received for Alison Birkett, Victoria Rumary, Janet Caughley, Martin Hollingsworth and Sue Law as non-voting members of the Committee.
RESOLUTION: That Alison Birkett, Victoria Rumary, Janet Caughley, Martin Hollingsworth and Sue Law are elected as non-voting members of the Committee. **ACTION: Town Clerk**
- PK2605/02 Apologies
Apologies were received from Janet Caughley, Martin Hollingsworth and Sue Law.
- PK2605/03 Declaration of Interests / Dispensations
a. Cllr Stephenson declared a personal interest at PK2605/07 (Christmas Festival – Indoor of Town Hall).
b. No dispensations were granted.
- PK2605/04 Public Participation
No matters were raised.
- PK2605/05 Minutes of the Previous Meeting
The Committee considered the minutes of the PK Committee Meeting held on 13th April 2026.
RESOLUTION: That the minutes be signed as a true and accurate record.
- PK2605/06 Community Co-Ordinator update
The Community Co-Ordinator had provided a written report and in addition noted chasing up groups and organisations for website content, including Nutshell. New group Goodwin Healthcare Community Brew's initial event at the Diamond Jubilee Town Hall (DJTH) was a huge success and is now booked in monthly, the Blood Pressure session was a success with 16 attending and another session to be planned. Kirton Lindsey Sheds is progressing with more information to be shared soon. Police surgeries at the Community Café continue with the next sessions 28th May and 25th June. There has been no direct response to the flyers about sponsorship of town events. The Community Co-Ordinator is booked to attend the Live Well Live session on 3rd June at the Baths Hall, Scunthorpe to promote all that goes on in the town.
- PK2605/07 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 are going well with double figure attendances so far.
• Summer Gala and Scarecrow Trail (July 2026) – Research continues for food vendors and face painting. Quirky Cirque have provided information about balloon modelling and a bubble act. The PA system will require a power supply. K9 Rural Rangers, Music & Dance Journey and the Rock Choir have confirmed demonstrations, Tai Chi and Helping Dog Paws have yet to respond back. The low stock of medals for children's races was discussed and quotations from three companies were presented. Colour details for the gazebo covers were presented and discussed. Market Consent is applied for through North Lincolnshire Council and first aid provision was discussed with three quotations presented. Glanford & Lindsey Lions had advised that they had made a decision within the club not to pay to attend community events and sought clarification on any charges for them to attend the Gala. The Assistant Clerk noted that promotion of the Scarecrow Trail has commenced.
RESOLUTION: That at least one refreshments stall for drinks is sourced and up to two savoury and up to two sweet catering stalls are sought with flexibility to avoid duplication and match with availability. **ACTION: Assistant Clerk**
RESOLUTION: That Quirky Cirque are booked to perform balloon modelling and the bubble act at £200, funded by generous donation from Amara Care. **ACTION: Assistant Clerk**

Signed:

Dated:

975

RESOLUTION: *That 100 gold medals are purchased from Challenge Trophies at £1.05 each with a free custom insert of the Town Council logo.*

ACTION: Assistant Clerk

RESOLUTION: *That Brandon Shaw is booked to provide First Aid cover at £190.00.*

ACTION: Assistant Clerk

RESOLUTION: *That the Gala booking forms are amended in line with those of the Christmas Festival to make it clear that a suggested contribution of £15 (borrowed gazebo) or £10 (own gazebo) is welcomed from charities.*

ACTION: Assistant Clerk

RESOLUTION: *That bookings already in place are informed of the suggested contribution update.*

ACTION: Assistant Clerk

• Christmas Festival – 11 bookings received so far, with invitations for bookings also promoted. An update was received from Glanford & Lindsey Lions about the position for Santa and their preference for the Town Council to provide a gazebo in the DJTH Garden. They would be happy to provide two additional volunteers for crowd control at DJTH entrances/exits. Other options would also be considered in terms of location. The revised quotation for the Christmas Lights are now received and a Town Events Working Group meeting is planned for Friday to discuss them. Rechargeable lights were discussed to help improve lighting the event generally.

RESOLUTION: *That No 12 Chocolatier and Kirton Fish Bar are asked about use of their yard open spaces for potential placement of a gazebo for Santa.*

ACTION: Cllr Garritt/Assistant Clerk

RESOLUTION: *That the Glanford & Lindsey Lions are updated to confirm that alternatives will be looked at to secure their attendance.*

ACTION: Assistant Clerk

RESOLUTION: *That two rechargeable lights at £14.98 are purchased along with spare batteries and additional lighting is borrowed again from Bassetlaw if available.*

ACTION: Town Clerk/Cllr Pollitt

PK2605/08 Town Volunteers

The Committee discussed the Town Council town volunteers list. The Town Clerk advised that more requests are coming through for help in different areas of the community and recommended encouraging additional membership of the group.

RESOLUTION: *That further membership of the group is sought through promotion on social media and in Kirton First.*

ACTION: Town Clerk/Assistant Clerk

PK2605/09 Rail Services

The Town Clerk reminded the Committee about 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. North Lincolnshire Council were now promoting this through their Visit North Lincolnshire platform, with a good write up about Kirton in Lindsey.

RESOLUTION: *That promotion of this one-off special service continues.*

ACTION: Town Clerk

PK2605/10 Open Spaces

The Town Clerk noted concerns raised by the Town Council planting contractor about the maintenance of the flowerbed on Steep Hill. Since the matter was raised, the WI had tended the flowerbed which is now in excellent condition. Thanks were noted to Alison Birkett for this work. Janet Caughley had provided a Bloom update in writing ahead of the meeting. The Community Action Day on Saturday was a success supported by Lincolnshire Co-op volunteers. Planting took place in the Market Place, library car park, Redbourne Mere, and a new planter at the South Cliff Road Kirton sign, as well as weeding and litter picking. The bench set into the wall at the Queen's Head junction was also weeded and cleaned up. Help is now needed with watering the planters and Bloom are seeking volunteers.

PK2605/11 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 8th June 2026 at 6:30pm, with agenda items to be submitted in writing prior to Friday 29th May in line with Standing Orders.

The meeting closed at 7:20 pm.

Signed:

Dated:



**Minutes of the Kirton in Lindsey Town Council
Personnel and Disciplinary Committee Meeting,
held in the Heritage Room, Diamond Jubilee Town Hall, High Street,
Kirton in Lindsey, on Thursday 14th May 2026 at 6:30 pm.**

Members Present: Cllr Tony Pollitt (Chair), Cllr Chris Howard and Cllr Joy Kofoed.
Also present: Town Clerk, Neil Taylor-Matson.

MINUTES

- PD2605/01 Apologies
Apologies for absence were received from Cllr Pat Frankish.
- PD2605/02 Declaration of Interests / Dispensations
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD2605/03 Public Participation
No members of the public were present.
- PD2605/04 Minutes of the Previous Meeting
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 9th March 2026.
RESOLUTION: That the minutes were duly approved and signed.
- PD2605/05 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
The Committee considered the exclusion of the public and press due to the confidential nature of the items to be discussed.
RESOLUTION: That the public and press be excluded.
- PD2605/06 Staff Annual Leave
The Committee discussed staff annual leave requests. Annual leave was approved for the Town Clerk and Assistant Clerk.
RESOLUTION: That the Assistant Clerk is asked to take the minutes at any Promoting Kirton and/or KCLASSIC Committee Meeting during the Town Clerk's annual leave.
ACTION: Town Clerk
RESOLUTION: That the Community Co-ordinator is asked to provide coverage for bookings and enquiries as required during the Assistant Clerk's annual leave and if this is not possible that the Town Clerk does so.
ACTION: Town Clerk
- PD2605/07 Staff job descriptions and contracts
The Committee discussed staff job descriptions and contracts and any actions required in light of new employment laws coming into effect.
RESOLUTION: That NALC are contacted via ERNLLCA regarding any work in progress, or Planned, to revise the model contract of employment.
ACTION: Town Clerk
- PD2605/08 Staff training
The Committee discussed staff training and upcoming opportunities.
RESOLUTION: That the Town Clerk and Assistant Clerk are approved to attend the ERNLLCA Conference on 29th September 2026.
RESOLUTION: That relevant notices are given for the temporary closure of the Town Council office during usual public opening on 29th September 2026.
- PD2605/09 Staff timesheets
The Committee discussed the new staff timesheets and initial feedback was received from staff. The Town Clerk noted the issue of entering time periods for four-hour week contracts and thanked Cllr Howard for resolving the formula error created by user error on one timesheet. The Town Clerk also reported a terminology issue from one member of staff, which was easily resolved and needed no further action. It was mutually agreed that the Town Clerk would 'zero' the 47 hours brought forward from 2025-26 and that a background log would be created with the total hours brought forward for each financial year for reference only. The Town Clerk confirmed there was no intention to claim overtime for these hours.

The meeting closed at 7:18 pm.

Signed:

Dated:

Town Clerk report May 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 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. **May 2026: Response to grant request received at May Full Council meeting.**

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 – 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. **April 2026: Statutory notices in place and contractor requested to confirm date for works to commence.**

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. **May 2026: KOMPAN works completed.**

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. **May 2026: Approved at Annual Council Meeting.**

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. **April 2026: Complaint escalated and no response received.**

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 / April 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 with report to follow at next meeting.**

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. **May 2026: S106 monies released and order placed with KOMPAN.**

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).

Updates from April 2026 meeting

2604/04 – Minutes - That draft minutes are now not only sent initially to those present at meetings for comment, but also copied in to Councillors who were not present. **April 2026: noted.**

2604/06 – North Lincolnshire Council - That Cllr Fox seeks permission for information shared with her by Lincolnshire County Council and Cllr Chris Reeve to be shared with the Town Council. (Cllr Fox)

2604/06 – North Lincolnshire Council - That Cllr Pollitt utilises his contacts with the Lincolnshire and Humberside Police Forces to seek accident statistics around direction of traffic, causation and speed to provide more information to residents and seek potential review of the current ranking of the junction for action to be taken. (Cllr Pollitt)

2604/08 – Car Parking Provision - That permission is given to the Tighe family to share the Order of Cost Estimate by MPP Construction Consultants in the documents they are sending with pre-application information to NLC Planning. **April 2026: Tighes advised.**

2604/09 - KLASSIC – Meeting - That a meeting is scheduled for Monday 11th May at 7:30pm and as many Councillors making up the sole trustee as possible are requested to prioritise attending. **April 2026: Noted.**

2604/10 – Allotments – Planning - That the discrepancy in the measurements is again brought to the attention of Keystone Architecture and they are requested to prepare an amended drawing and submit this as a realisation application to the NLC planning department. **April 2026: Keystone Architecture contacted and reply circulated.**

2604/10 – Allotments - That the Town Clerk sources repair works to the allotments car park edging. **April 2026: contractor given information and asked to attend.**

2604/11 – Grove Street Cemetery – Tree works - That the action of the Town Clerk and costings of £1,145.00 (+ VAT) are approved. **April 2026: Noted**

2604/11 – Grove Street Cemetery – Letters to Heaven - That the most suitable place either next to the first bench as you enter the Cemetery, or next to the bench in the left area of the cemetery is used for the placement of the letterbox. **April 2026: Noted for research works.**

2604/11 – Grove Street Cemetery – Memorial testing works - That the Town Clerk carries out these requirements to display notices and place an advertisement in the Scunthorpe Telegraph to run for two weeks. **April 2026: Notices drafted, displayed and advertisement placed.**

2604/12 – Royal Mail Post Boxes - That an escalated complaint is made to Royal Mail regarding the reduction of posting facilities in a growing community. **April 2026: escalated complaint made.**

2604/12 – Royal Mail Post Boxes - That Peter Levy (BBC Look North) is contacted to publicise this issue. (Cllr Frankish). **April 2026: BBC Look North contacted.**

2604/13 - Open Spaces - Light Pollution - That a complaint is submitted to NLC Environmental Health department regarding this matter and Cllr Garritt is copied in. **April 2026: Complaint made and response circulated.**

2604/14 – Finance – CCTV Maintenance - That the renewal is accepted and paid. **April 2026: Renewal paid.**

2604/14 – Finance – Institute of Cemetery and Crematorium Management (ICCM) renewal - That the subscription is renewed. **April 2026: Renewal paid.**

2604/14 – Finance – Reserves statement - That the draft prepared by the Town Clerk is approved. **April 2026: Noted and published.**

2604/14 – Finance – Appointment of an Internal Auditor for 2026-27 - That Public Sector Audit are appointed and a letter of appointment is sent. **April 2026: Noted for appointment letter to be drafted and sent.**

2604/15 – Planning PA/2026/285 - That the Clerk responds with ‘No Comment’ to this planning application. **April 2026: Agreed comment submitted and logged.**

2604/15 – Planning PA/2026/297 - That the Clerk responds with ‘Support’ to this planning application with comments. **April 2026: Agreed comment submitted and logged.**

2604/15 – Planning PA/2026/362 - That the Clerk responds with ‘No Comment’ to this planning application. **April 2026: Agreed comment submitted and logged.**

2604/15 – Planning PA/2026/401 - That the Clerk responds with ‘Objection’ to this planning application. **April 2026: Agreed comment submitted and logged.**

2604/15 – Planning - PA/2026/420 - That the Clerk responds with ‘No Comment’ to this planning application. **April 2026: Agreed comment submitted and logged.**

2604/19 – Staffing - Community Co-ordinator role - That the contract is extended by 16 months, in line with the National Lottery funding for 24 months. **April 2026: Noted; contract updated.**

2604/19 – Staffing - Community Co-ordinator role - That from 1st April 2026 the Community Co-ordinator is moved to National Joint Council Spinal Column Point 4. **April 2026: Noted; contract updated.**

May Agenda items

2605/07 - 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.***

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)*
- *Weeds/path clearance needed – March Lane (Apr 2026)*

Item c. Public Conveniences

Information shared with Ward Cllr Garritt – no updates received.

2605/08 - Community Speedwatch

Request submitted to NLC Officer for semi-permanent signage to be attached to town boundary signs. Advice received in May: The difficulty has been that the proposed sign does not appear to be a permanent instalment and is more akin to a temporary sign. I think we can find a compromise that is as follows: providing the sign is no bigger than 45cm x 60cm, the sign is robust but not as durable as a permanent sign, is not placed on any warning signs and ideally is attached to the Welcome to Kirton signs without obscuring them, we are happy for the signs to be erected and we can review in 6 months.

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
Name of Inspector					Barrie Starkie
Inspector Qualifications					Councillor
Conducted on					23 Apr 2026 11:19 UTC
Document Number					23042026
Weather conditions.					Sunny 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?					Will inspect depth level of sand pit this week.

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
--------------	--------------	----------------------	---	----------------	---

Name of Inspector	Barrie Starkie
Inspector Qualifications	Councillor
Conducted on	27 Apr 2026 11:02 UTC
Document Number	27042026
Weather conditions.	Sunny dry
	1 / 1 (100%)

Is the site free from litter, dog fouling, broken glass, or other dangerous objects?	Pass
Is the site free of any obvious signs of damage to any equipment?	Ongoing issue/Council aware
Is the signage intact and readable?	Pass
Have all the bins been emptied?	Pass
Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)	Pass
Is the site free of any fallen branches or any other grounds maintenance issues?	Pass

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

Sand pit examined and raked. Measurements taken and attached to picture. Although the required depth of sand is below recommendations at one end of pit, not considered dangerous, but need addressing.

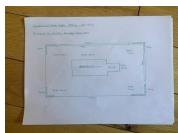


Photo 1

Media summary

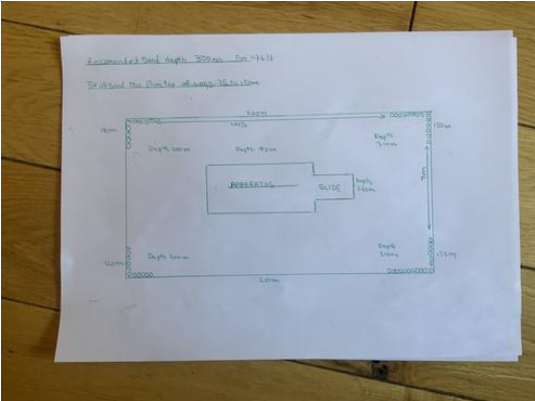


Photo 1

Visual Play Area Inspection

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
Name of Inspector					Barrie Starkie
Inspector Qualifications					Councillor
Conducted on					15 May 2026 13:33 UTC
Document Number					15052026
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
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?					All equipment now working. Sand pit subject to previous report.

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					23 Apr 2026 11:17 UTC
Document Number					23042026
Weather conditions.					Sunny dry
					1 / 1 (100%)
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?					Pass
Is the site free of any obvious signs of damage to any equipment?					Pass
Is the signage intact and readable?					Pass
Has the grass been cut?					Pass
Is the site free of any fallen branches or any other grounds maintenance issues?					Pass
General comments. Is there anything you would like to flag for the attention of the Town Clerk?					

Klassic Visual Gym Equipment Inspection

Klassic Visual Gym Equipment Inspection

Complete

Score	5 / 5 (100%)	Flagged items	0	Actions	0
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Name of Inspector Barrie Starkie

Inspector Qualifications Councillor

Conducted on 15 May 2026 13:32 UTC

Document Number 15052026

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 - Finance Report April 2026

Receipts and Payments made during April 2026, reconciling the cashbook with the bank statements as at 30/04/2026**Cashbook balance brought 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
Balance carried forward April 1st 2026:	£83,935.97

Receipts

Ref	Date	Payer	Details	Receipts
			Balance C/F 01/04/2026	£83,935.97
R1	01/04/2026	CS Killen	Allotment rent	£30.00
R2	01/04/2026	C Dix	Allotment rent	£30.00
R3	02/04/2026	LA Higgins	Allotment rent	£30.00
R4	02/04/2026	Public Sector Deposit Fund	Interest	£254.38
R5	02/04/2026	K Needham	Allotment rent	£30.00
R6	04/04/2026	P Saunders	Allotment rent	£30.00
R7	07/04/2026	R&F Fletcher	Allotment rent	£30.00
R8	07/04/2026	S D A Hayes	Allotment rent	£30.00
R9	07/04/2026	H&B Britton	Allotment rent	£30.00
R10	16/04/2026	HMRC VTR	2025-2026 VAT Refund	£11,335.73
R11	17/04/2026	Diamond Jubilee Town Hall	Summer Gala stall booking	£15.00
R12	17/04/2026	H Roff	Christmas Festival stall booking	£25.00
R13	18/04/2026	Rainbow Rhino Laser	Summer Gala stall booking	£20.00
R14	20/04/2026	Y Houston	Christmas Festival stall booking	£50.00
R15	20/04/2026	Retford Memorials	Cemetery fees - Memorial PUCZYLO	£195.00
R16	20/04/2026	EL Devlin	Allotment rent	£30.00
R17	22/04/2026	Love in a Cup Community Café	Summer Gala stall booking	£15.00
R18	22/04/2026	Love in a Cup Community Café	Christmas Festival stall booking	£15.00
R19	23/04/2026	2nd Broughton Brownies	Christmas Festival stall booking	£30.00
R20	24/04/2026	North Lincolnshire Council	Precept (payment 1) and Section 106 funding	£74,418.26
R21	24/04/2026	Community Vision	Cadent Centre of Warmth Grant (2)	£1,600.00
R22	27/04/2026	HSBC	Gross Interest	£9.74
R23	29/04/2026	W Jarvis	Christmas Festival stall booking	£50.00

Receipts, April 2026**£88,303.11**

Ref	Date	To Whom Paid	Details	Payments
P1	01/04/2026	O2	Business mobile phone contracts	£41.82
P2	02/04/2026	Pitch Lincs Sports	Devolved Highway Verge Cutting (1)	£1,217.04
P3	07/04/2026	North Lincolnshire Council	Cemetery - Business Rates 2026-2027	£442.00
P4	07/04/2026	S Barrett	Grounds maintenance contract (planting)	£706.00
P5	07/04/2026	Post Office	30 x 1st class stamps (pre price increase)	£51.00
P6	07/04/2026	Screwfix Direct Scunthorpe	Allotment - replacement padlock / command strips	£34.98
P7	09/04/2026	Morrisons Daily	Annual Town Meeting - refreshments (orange juice)	£4.95
P8	13/04/2026	Pitch Lincs Sports	Devolved Highway Verge Cutting (2)	£1,320.00
P9	14/04/2026	Diamond Jubilee Town Hall	Office Rent and Room Hire	£460.00
P10	14/04/2026	Diamond Jubilee Town Hall	Meeting room hire	£49.00
P11	14/04/2026	idVerde	Grounds maintenance contract (grass cutting)	£1,248.62
P12	14/04/2026	R Dixon	Internal Audit 2025-2026	£757.80
P13	16/04/2026	HSBC	Business banking account charges - cash	£8.18
P14	17/04/2026	Angel Barracks	Best Kept Town Centre Frontage - 2 x prize mugs	£15.00
P15	17/04/2026	Burton & Dyson	Land Registry works - The Green/War Memorial land	£1,084.80
P16	17/04/2026	Anglian Water	Allotments - water supply	£15.75
P17	21/04/2026	Nest	Pension contributions	
P18	22/04/2026	Town Clerk	Salary	
P19	22/04/2026	Assistant Clerk	Salary	
P20	23/04/2026	Community Co-Ordinator	Salary	
P21	23/04/2026	HMRC	Tax/NI/Student Loan	
P22	23/04/2026	Videcom Security	CCTV maintenance contract renewal	£976.80
P23	23/04/2026	D Saxby	Maintenance - noticeboard works	£95.00
P24	24/04/2026	BT Business	Telephone & Broadband Apr-Jun	£149.76
P25	24/04/2026	Reach Publishing Slondon	Cemetery - Statutory notices (Scunthorpe Telegraph)	£470.40
P26	30/04/2026	ERNLLCA	Membership renewal 2026-27	£1,003.88
P27	30/04/2026	Pitch Lincs Sports	Cemetery - tree safety works	£1,374.00
P28	30/04/2026	ICCM	Membership renewal 2026-27	£110.00

Total Payments April 2026**£17,095.74****Cashbook carried forward**

Balance carried forward April 1st 2026:	£83,935.97
Receipts to April 30th 2026:	£88,303.11
Payments to April 30th 2026:	£17,095.74
Cashbook total at April 30th 2026:	£155,143.34

Reconciliation to Bank Statements

Current Account 41305484	£80,684.81
Savings Account 01109553	£6,458.53
Public Sector Deposit Fund	£68,000.00
Total in bank as at April 30th 2026:	£155,143.34

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



Policy 12: Statement of Kirton in Lindsey Town Council's Health & Safety Policy in line with the Health and Safety at Work Act, 1974

Reviewed and Adopted May 2025 (v.20251) [FC2505/14]

Next Review May 2026

Address: Town Hall Office, Diamond Jubilee Town Hall, High Street, Kirton in Lindsey

Post Code: DN21 4LZ

PART ONE

General Statement of Policy, Duties and Responsibilities

Policy Aim

The aim of this Policy is to assist Kirton in Lindsey Town Council in providing a safe and healthy workplace and working environment for all its employees, and to protect all other persons not employed by the Council, but who may be affected by their work activity.

Summary

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including all necessary arrangements and organisation.

Effective communication and competence throughout the organisation will be essential to the success of the Policy.

Throughout this Statement, terms such as 'staff', 'workers', 'employees' include both paid and volunteer workers.

1.1 Policy Statement

Kirton in Lindsey Town Council ('the Organisation') recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors to its premises, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care.

It is the policy of the Town Council to promote the health, safety and welfare of the staff and of all visitors to the Organisation's premises ('the Premises'). To enable the Council to carry out these responsibilities it will, so far as is reasonably practicable, take steps to:

- make the workplace safe and without risks to health where possible;
- make arrangements to ensure the risks are minimised to protect the health and safety of the general public or other persons that may arise from the Organisation's activities and ensure that a suitable and sufficient assessment of the risks is carried out;
- make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen as required;
- provide information to other employers of any risks to which those employer's workers may be exposed to when working for the Organisation or on their premises;
- ensure that plant and machinery are safe and that safe systems of work are set and followed;
- provide adequate welfare and first aid facilities;

- provide such information, instruction, training and supervision as is needed;
- provide free any protective clothing or equipment required by law and determined by suitable and sufficient risk assessments;
- report certain injuries, diseases and dangerous occurrences to the enforcing authority;
- consult with staff about matters affecting employees health and safety;
- encourage persons on the premises to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;

This policy statement and/or the procedures for its implementation may be altered at any time by the Town Council. The statement and the procedures will be reviewed annually by the Town Council.

1.2 Statutory Duty of the Organisation

The Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Provide adequate welfare facilities;
- Give workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Organisation will:

- Assess the risks to the health and safety of its workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement, including the health and safety procedures and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities and consult staff members (or their safety representative(s)) about this appointment as required;
- Co-operate on health and safety with other employers sharing the same workplace;
- Set up emergency procedures;
- Provide adequate first aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or

radiation;

- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority;
- Consult with its employees regarding their employees' health, safety and wellbeing;
- Ensure that suitable training is provided for hazardous activities and that these activities are supervised.

1.3 Statutory Duty of the Organisation's Workers

Employees also have legal duties and the Organisation strongly requests non-employed (voluntary) workers also to observe these. They include the following.

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Organisation on health and safety;
- To use work equipment, including personal protective equipment, provided by the Organisation correctly in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation.

1.4 Policy for Visitors and Contractors

All visitors should be directed, on arrival, to the Town Clerk when available (or nominated deputy if applicable) who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an incident.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Town Clerk (or nominated deputy if applicable).

PART TWO: Organisation of Health and Safety

2.1 Health and Safety Sub-committee.

The Town Council, as the employer, has overall and final responsibility for health and safety matters and for ensuring health and safety legislation is complied with.

The Town Clerk will:

- have a broad overview of Health and Safety matters;
- keep the Organisation's Health and Safety policy and procedures under review;
- conduct safety tours of the premises;
- ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations - see Appendix B);
- take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled; and
- report to the Town Council on their performance of these responsibilities.

The Town Clerk shall carry out 6-monthly safety tours and inspections of the premises and make a report to the next ordinary meeting of the Town Council. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident Book.

2.2 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Organisation may publish from time to time.

a) Accident Book

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the accident book maintained by the Organisation.

b) Fire Procedures

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Organisation in relation to fire.

c) Equipment and Appliances

No equipment or appliance may be used for purposes other than for that they were designed and as provided by or specifically authorised by or on behalf of the Organisation and any directions for the use of such must be followed precisely.

d) Safety Clearways

Corridors, doorways, emergency escape routes and exits must be kept free of obstructions and properly lit.

e) Maintenance

Defective equipment, furniture and structures must be reported as such without delay. Any defective equipment should be clearly labelled as "Do Not Use" and quarantined where possible.

f) Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned. Where possible, waste streams should be segregated and waste receptacles labelled to encourage segregation and recycling. Hazardous waste must be clearly labelled and dealt with in line with manufacturers instructions.

g) Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and always after smoking or using the toilet;
- Tell your supervisor of any skin, nose, throat or bowel problem;
- Ensure cuts or sores are covered with waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room, and other enclosed spaces, is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure suitable food labelling is used;
- Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Advise the Town Council of any defects or concerns regarding the facilities - e.g. uncleanness, refrigeration malfunction or cracked food preparation surfaces.

h) Display Screen Equipment (DSE)

The Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Workers are advised to ensure that they take regular breaks from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense. (See Appendix E)

The DSE user must complete a DSE assessment regularly to assess the work space and highlight any deficiencies.

i) Alcohol, Drugs and Tobacco

Smoking within the premises and the use of illegal drugs on the premises are prohibited at all times. The use of intoxicants is prohibited during working hours and no employee may undertake his/her duties if under the influence of alcohol or illegal drugs.

j) Playgrounds

All playgrounds are to be designed, constructed and maintained as to not pose a risk to the public (see appendix F for the inspection schedule).

PART THREE:

Arrangements and Procedures

The Town Clerk is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

- First Aid Boxes are provided in the following location(s):
Town Council Office, Town Hall, High Street, Kirton in Lindsey
- First Aid kits are to be checked on a regular basis to ensure the kit is suitably stocked with in date equipment.

3.1.2 Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance, dial 999 or 112 and ask for 'ambulance'.
- All accidents must be reported to the Town Clerk immediately or as soon as practicable.
- All accidents must be entered in the accident book situated at Town Council Office, Town Hall, High Street, Kirton in Lindsey. The procedures for 'notifiable' accidents as shown in Appendix A below must be followed.
- The Town Clerk will investigate incidents and accidents, writing a detailed report for the Town Council to consider the actions necessary to prevent a recurrence.

3.2 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

- All workers and volunteers must be made aware of the fire procedures, the position of fire appliances and escape routes.
- The last person securing the premises will ensure Fire Prevention Close-Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

3.2.2 In the event of fire

- Person(s) discovering a fire should sound the nearest alarm and alerting persons by shouting "FIRE"
- Do not tackle a fire unless it is safe to do so and you have a clear escape route.
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point/s for the building is outside to the front of the Town Hall, Kirton in Lindsey.
- No-one should leave the assembly point without the permission of a member of staff.
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 or 112

and asking for 'Fire Brigade'.

- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

3.2.3 Bomb Warnings

- If you receive a warning try to find out from the caller:
 - the approximate location of the bomb and likely time of detonation;
 - whether the police and fire brigade have been notified.
 - Try to record exactly what is said.
- Notify the Police immediately on 999 or 112.
- Do not sound the Fire Alarm but evacuate the building taking into consideration any information from the bomb warning.
- Assemble outside to the front of the Town Hall, Kirton in Lindsey.
- unless bomb warning implies otherwise.

3.3 Theatre and Public Entertainment Licensed Events

In addition to the general conditions of the licence(s):

- Emergency lights in the areas used must be kept illuminated.
- Advise the Town Council of any defects or concerns regarding the facilities e.g. uncleanness, refrigeration operation or cracked food preparation surfaces.

3.4 Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs and remove once the hazard is no longer present.
- Use protective clothing and equipment provided and as instructed on machinery/ equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.5 General

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors, stairs, escape routes and fire exits must be regularly checked and not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to [the office staff] immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

PART FOUR: Appendices

Appendix A - Accident Reporting

A.1. Accidents

All accidents which occur during work for the Organisation or on premises under the control of the Organisation must be recorded.

A.2. Accidents to Workers or members of the public

(a) For **all** accidents

Complete the Accident Book.

(b) For accidents reportable to the Health & Safety Executive (for contractors see A.2(c) below)

For reportable incidents that occur on premises where the Organisation is in control of premises, the Organisation must report any work-related deaths, certain injuries to members of the public, employees and self-employed people on the premises, and dangerous occurrences (some near miss incidents) that occur on the premises.

If accident results in incapacity for work for more than 7 calendar days then complete the online Health and Safety Executive (HSE) form F2508 which can be found on the [HSE.gov.uk/riddor](https://www.hse.gov.uk/riddor) website within 15 days of the incident.

If accident results in fatality, fracture, amputation or other specified injury (see Section A.4. below) then immediately complete the online Health and Safety Executive (HSE) form F2508 which can be found on the [HSE.gov.uk/riddor](https://www.hse.gov.uk/riddor) website within 10 days of the incident.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents only – call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8:30am to 5pm).

(c) Contractors

The employer is responsible for reporting any work-related deaths, and certain work-related injuries, cases of disease, and near misses involving employees where they are working.

A.4. Definition of Specified Major Injuries, Conditions, Dangerous Occurrences and Diseases

Definitions of specified injuries, conditions, dangerous occurrences and diseases can be found on the HSE website at the following address:

<https://www.hse.gov.uk/riddor/index.htm>

Appendix B - Control of Substances Hazardous to Health (COSHH Regulations)

B.1. Assessment

All hazardous substances used must be assessed and a copy of the safety data sheet along with the CoSHH assessment communicated and made available to the user.

The assessment must be a systematic review.

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos Regulations 2006?¹

B.2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is **prevented** or, if this is not reasonably practicable, **adequately controlled**. On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean **preventing** exposure by:

- removing the hazardous substance;
- changing the process;
- substituting with a safe or safer substance, or using a safer form;
- Or, where this is not reasonably practicable, **controlling** exposure by, for example:
 - totally enclosing the process;
 - using partial enclosure and extraction equipment;
 - general ventilation;
 - using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling exposure and to examine and test control measures if required. The Regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as the means of protection to situations where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

Appendix C - Fire Prevention

C.1. Have fire controls for the premises been assessed considering the following?

- The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
- Emergency Lighting and its maintenance?
- The most suitable way of raising an alarm in the event of fire?
- The contents of fire instruction notices?
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
- The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
- The maximum number of people who should be allowed on the premises at any one time?
- Are the escape routes kept usable?
- Are seating and gangways in the hall/rooms arranged so as to allow free and ready access direct to fire exits?
- Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
- Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains, etc.?

C.2. Is Fire Equipment properly looked after?

- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
- Are staff / duty officers trained to use this equipment?
- Is equipment kept in its proper position and always clearly visible and unobstructed?

C.3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

- No smouldering fires or cigarettes left burning?
- Heaters and cookers turned off?
- Televisions and other electrical apparatus turned off and unplugged?
- Lights off?
- Internal doors closed?
- Outside doors and windows closed and secured?

C.4. Are all reasonable steps taken to prevent fires?

- Smoking not allowed in any enclosed spaces, including in the building?
- Substantial ashtrays provided in outside areas where smoking is permitted?

- Heating appliances fitted with adequate and secure fire guards?
- If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
- Precautions to ensure that convector type heaters are not covered with clothes and curtains?
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- Sufficient socket outlets provided to obviate the need for long trailing flexes?
- Damaged leads replaced regularly?
- Cooking operations supervised by a reliable person?
- Scenery, decorations and costumes for stage performances treated to make them flame retardant?
- All parts of the premises kept clear of waste and rubbish, particularly staircases, spaces under stairs, store rooms, attics and boiler rooms?

Appendix D - Health and Safety Inspections

(Appendix D is the specimen document 'Community Building Health and Safety Checklist')

Appendix E - Display Screen Equipment

E.1. Who is a display screen user?

The Regulations are for the protection of workers (including self-employed workers) who habitually use display screen equipment for a significant part of their normal work.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individuals concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met.

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- The individual has no discretion as to the use or non-use of the display screen equipment;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- The individual normally uses display screen equipment for continuous spells of an hour or more;
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the user: for example, where the consequences of error may be critical.

E.2. Eye testing and spectacle costs

There is no reliable evidence that work with a display screen causes any permanent damage to eyes or eyesight, but it may make the user with pre-existing vision defects more aware of them. This may give rise to visual fatigue and headaches. It is worth noting that these symptoms can also be due to poor lighting, incorrect posture, poor workstation layout, design or maintenance of hardware or other problems. All of these can, separately or in combination, cause eye discomfort.

E.3. Workers' Entitlement

E.3.1 Eye Test.

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if s/he:

- is already a user for a significant part of her/his work.
- is about to start using display screen equipment for a significant part of his/her work.
- is experiencing visual difficulties which may reasonably be considered to be related to display screen work.
- it is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

E.3.2 Spectacles (Glasses).

If, as a result of the eye tests, a worker requires spectacles solely for use with display screen equipment, s/he is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If, as a result of the tests, spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

E.3.3 Who pays the Optician?

The worker pays the optician and then obtains reimbursement, attaching the receipt(s) and any other reports to form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.

We request that our staff, members and visitors respect this Policy, a copy of which will be available on demand.

Appendix F - Play Park Inspections

Play parks under the control and responsibility of the Town Council must be inspected on a regular basis as below:

- Annual thorough inspection by a suitably qualified person.
- Monthly visual inspection of play equipment by a trained person.
- Weekly playground site inspection

The completion of all inspections shall be documented and any defects brought to the attention of the Town Council and remedial actions carried out in a timely manner proportionate to the defect and potential to cause harm. If the defect is one which poses an imminent risk of harm, the damaged part must be immediately made safe.

A report must be written and communicated to the Town Council for monthly and annual inspections.

Approved by Kirton in Lindsey Town Council

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

Name:.....

Date

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

Name:.....

Date

Further information:

Health & Safety Executive (HSE)
Website: www.hse.gov.uk

HSE checklist for village hall managers:
<http://www.hse.gov.uk/voluntary/village-halls.htm>

Policy Statement

Kirton in Lindsey Town Council ('the Organisation') recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors to its premises, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care.

It is the policy of the Town Council to promote the health, safety and welfare of the staff and of all visitors to the Organisation's premises ('the Premises'). To enable the Council to carry out these responsibilities it will, so far as is reasonably practicable, take steps to:

- make the workplace safe and without risks to health where possible;
- make arrangements to ensure the risks are minimised to protect the health and safety of the general public or other persons that may arise from the Organisation's activities and ensure that a suitable and sufficient assessment of the risks is carried out;
- make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen as required;
- provide information to other employers of any risks to which those employers' workers may be exposed to when working for the Organisation or on their premises.
- ensure that plant and machinery are safe and that safe systems of work are set and followed;
- provide adequate welfare and first aid facilities;
- provide such information, instruction, training and supervision as is needed;
- provide free any protective clothing or equipment required by law and determined by suitable and sufficient risk assessments;
- report certain injuries, diseases and dangerous occurrences to the enforcing authority;
- consult with staff about matters affecting employees' health and safety;
- encourage persons on the premises to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;

This policy statement and/or the procedures for its implementation may be altered at any time by the Town Council. The statement and the procedures will be reviewed annually by the Town Council.

Signed:

Date:



Kirton in Lindsey Town Council
Policy 29: Environmental Policy

Reviewed and Adopted: May 2025 (v.20251) [FC2505/14]
Next Review May 2026

Mission statement

Kirton in Lindsey Town Council recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and, where possible, continually improving our environmental performance as an integral part of our operating methods. We will encourage suppliers and other stakeholders to do the same.

The issues generally addressed by this policy include (but are not limited to) air and water pollution, waste management, biodiversity protection, and the preservation of natural resources for future generations.

Responsibility

The Town Council is responsible for ensuring that this policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Legislation

We will aim to meet or, where possible, exceed all the environmental legislation that relates to the UK.

Responsibilities

- All staff and Councillors will be expected to take measures to minimise environment impact through simple measures.
- The Council will ensure that environmental issues are integrated into the planning and decision-making process.

Paper

We will:

- minimise the use of paper in the office.
- reduce packaging as much as possible.
- seek to buy recycled and recyclable paper products.
- reuse and recycle all paper where possible.

Utilities and natural resources

We will:

- seek to reduce, as much as possible, the amount of energy & resources used.
- ensure lights and electrical equipment are switched off when not in use.
- ensure heating will be adjusted with energy consumption in mind.
- take into account the energy & water consumption and efficiency of new products when purchasing.

Office supplies

We will:

- evaluate if the need can be met in another way.
- evaluate if renting/sharing is an option before purchasing equipment.
- evaluate the environmental impact of any new products we intend to purchase.
- favour more environmentally friendly and efficient products wherever possible.
- reuse and recycle everything we are able to.

Transportation

We will:

- reduce the need to travel, restricting to necessity trips only.
- promote the use of travel alternatives such as e-mail or video/phone conferencing.
- use public transport or bicycles wherever practicable.
- car share where other travel methods are not practicable.

Ground Maintenance

We will:

- use companies & individuals that either have their own environmental policy or, if not, will endeavour to comply with this policy.

Waste

- We will only use licensed and appropriate organisations to dispose of waste.

Monitoring and improvement

We will:

- comply with and, where possible, exceed all relevant regulatory requirements.
- continually improve and monitor environmental performance.
- continually improve and reduce environmental impacts.
- incorporate environmental factors into decisions.
- increase employee & councillor awareness through training.

Culture

We will:

- involve staff & councillors in the implementation of this policy, for greater commitment and improved performance.
- review and, where necessary update, this policy at least once annually at a meeting of the Council.
- provide staff with relevant environmental training.
- use local labour and materials where available to reduce CO2 and help the community.

Approved by Kirton in Lindsey Town Council

Signed (Kirton in Lindsey Town Mayor)

Date

Signed (Kirton in Lindsey Town Clerk)

Date