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**MINUTES of the Annual Council Meeting held on Wednesday 9<sup>th</sup> June 2022  
commencing at 7.00pm in the Committee Room of the Festival Hall, Caistor  
Road, Market Rasen.**

**Present:**

Councillor S. Bunney (Chairman/WLDC/LCC), Councillor M. Lakin - Whitworth (Vice-Chairman), Councillor K. Bridger, Councillor A. Dale\*, Councillor F. Easters, Councillor J. Pilley, Councillor J. Smith, Councillor C. Turner, Councillor A. Gray

**In Attendance:**

Lucy Waller – Town Clerk and Responsible Financial Officer  
Representative of Market Rasen Mail  
1 member of the public

**The Meeting opened at 19:00**

**1. Opening remarks.**

The Chairman welcomed all present to the meeting

**2. To NOTE apologies for absence and to RESOLVE to approve the reasons for absence.**

Apologies were received from Councillors Taylor and Hassan; it was RESOLVED to approve the reasons for absence. Apologies were also noted from West Lindsey District Councillor McNeill and members noted that Cllr Dale would join the meeting later.

**3. Public Participation (max 20 minutes)**

A member of the public spoke regarding agenda item 16, highlighting the importance of Defibrillator signage and publicity.

***(\*Cllr A. Dale entered the room)***

***At the Chairman's discretion Agenda Item 16 was moved forward on the agenda to allow the member of the public to contribute / witness discussions.***

**16. To CONSIDER defibrillator signage.**

It was RESOLVED to:

- Install phosphorescent signage on the Defibrillator Kiosk near De Aston Field
- Publicise accessible defibrillators on Face Book
- Provide additional signage highlighting the nearest defibrillator at council properties.

**4. To RECEIVE any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests. To RESOLVE to approve any applications for dispensations received by the Clerk.**

Councillor Lakin-Whitworth declared a pecuniary interest in payment UTB176 at agenda item 14.

## 5. Co-option

- ***To allow the candidate for co-option to address the council and answer any question from councillors.***

The candidate did not attend.

- ***To RESOLVE to co-opt a councillor to the casual vacancy resulting from the resignation of P. Harrold.***

It was RESOLVED to co-opt Arya Madhavan to the casual vacancy resulting from the resignation of P. Harrold.

6. **To RESOLVE to approve the draft minutes of the last meeting, held on May 11<sup>th</sup>, 2022.**  
It was RESOLVED to approve the draft minutes of the last meeting, held on May 11<sup>th</sup>, 2022.

## 7. To NOTE any update on Action Points.

Members noted the report and asked that the Clerk continue to pursue the warranty for the Festival Hall roof encapsulation. Members noted that the highways portfolio holder at Lincolnshire County Council had advised the council to approach the County Council ward Councillor in relation to street lighting.

***Action Point: Clerk to pursue warranty.***

## 8. To RECEIVE and NOTE the Annual Internal Audit Report.

Members received and noted the Annual Internal Audit Report, it was highlighted that there were no actions resulting from the audit. The council expressed their thanks to staff for all their work.

## 9. To RESOLVE responses to the Annual Governance Statement.

Members RESOLVED to respond YES to statements 1 to 8 on the Annual Governance Statement and N/A to Statement 9 as Market Rasen Town Council are not trustees. The Chairman and the Clerk duly signed the Annual Governance Statement.

## 10. To CONSIDER, APPROVE and SIGN the Accounting Statements 2021/22.

Members considered and approved the Accounting Statements 2021/22 and the Chairman duly signed the Accounting Statements 2021/22.

## 11. To NOTE that the period for the exercise of public rights will be 13<sup>th</sup> June 2022 to 22<sup>nd</sup> July 2022.

Members noted that the period for the exercise of public rights will be 13<sup>th</sup> June 2022 to 22<sup>nd</sup> July 2022.

## 12. To RECEIVE any report of the District & County Councillor.

In his capacity as County and District councillor, Councillor Bunney informed members that:

- Work was underway on the development of a former bank building.
- West Lindsey District Council had upcoming strategies relating to markets and the visitor economy.
- Rase house had been sold to Acis housing association.
- The Environmental Agency were due to clear weeds in the River Rase within

the following month. The Environmental Agency had confirmed responsibility for the river and highlighted that water quality testing was required as part of the weed removal process.

- The community Environmental group continued to meet and were investigating trees and community gardens.
- Members were encouraged to take part in the county views programme.

Councillor Bunney also highlighted the success of the Jubilee events within the town and thanked everyone involved in the organisation. Thanks were noted for Councillor J. Pilley and Mrs J. Taylor for the organisation of the Jubilee Beacon Event.

### 13. To NOTE the Officer's reports

Members noted the report and thanked staff for their hard work during the period of staff shortage.

### 14. Accounts for payment:

- **To RESOLVE to approve the accounts for payment.**

The Below payments were RESOLVED for payment:

**(Councillor Lakin-Whitworth abstained and took no part in the discussion or vote)**

Market Rasen Town Council Accounts for payment June 2022						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
pre-authorised automated payments since the last meeting - To note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Non Domestic rates MP		£56.00		£56.00
DD	WLDC	Non Domestic rates FH	£549.00			£549.00
DD	WLDC	Non Domestic rates Office		£279.00		£279.00
DD	WLDC	Non Domestic rates OPS		£162.00		£162.00
DD	Total	Electricity OPS 01/04 - 30/04		£32.34	£1.62	£33.96
DD	Total	Electricity FH 01/04 - 30/04	£118.69		£5.94	£124.63
DD	Total	Electricity MP 04/04 - 03/05		£10.10	£0.51	£10.61
DD	Total	Electricity Office 02/03-02/05		£270.09	£13.51	£283.60
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£666.03		£666.03
DD	SSE	Gas FH	£382.09		£76.41	£458.50
DD	SSE	Gas OPS		£318.29	£15.91	£334.20
DD	EE	Mobile Phones		£162.95	£32.59	£195.54
DD	Lloyds bank (see separate report for full details)	Charge card fee/ purchases		£1,661.74		£1,661.74
DD	PWLB	Repayment of Market Place purchase loan		£2,754.25		£2,754.25
DD	Wave Water	Water FH 15/11-14/05	£355.37			£355.37
DD	BT	Telephone/ Broadband		£57.51	£11.50	£69.01
Sub totals			£1,467.98	£6,442.80	£160.49	£8,071.27

Payments for Authorisation by Full Council (Authorised for electronic payment where required)						
UTB162	Welton Tree Services	works to silverbirch tree BELL PF		£450.00		£450.00
UTB163	Unipart Dorman	speedsigns		£5,539.00	£1,107.80	£6,646.80
UTB164	John Turner Photography	Framed print of councillors		£60.00		£60.00
UTB165	Churches Fire Security	Intruder alarm call out-office		£199.50	£39.90	£239.40
UTB166	Buildbase	Paint, creocote, wallplugs £90.10 FH materials for OPS £6.94 materials for planters £70.35 stock items £46.68	£90.10	£123.97	£42.82	£256.89
UTB167	Zurich (Paid OOC)	Annual Insurance Premium		£4,042.32		£4,042.32
UTB168-173	Payroll	Salaries May 2022		£6,505.76		£6,505.76
UTB174	HMRC	PAYE/ NI etc		£1,730.02		£1,730.02
UTB175	Pestcotek	Mole contract		£100.00	£20.00	£120.00
UTB176	M. Lakin - Whitworth	Refund expenses (Flowers WM)		£23.00		£23.00
UTB177	Lincoln Web Desisgn	IT support and software / laptops lease		£356.00		£356.00
UTB178	Sparkle	Office cleaning contract May		£100.00		£100.00
UTB179	Microshade	Citrix hosting		£85.50	£17.10	£102.60
UTB180	Avica	Cleaning products, Inv 1 £167.46, Inv 2 £17.05, Inv 3 £6.47, Inv £76.72 less Credit £68.83	£165.72		£33.15	£198.87
UTB181	Amazon	Drill £90.00, Telescopic Duster £20, Weeding Tool £33.99, Chamois x2 £39.31, Hand Sanitiser x12 £22.91, Eindow Cleaning Equipment Set £22.45, Jumbo sponges x3	£16.67	£152.36	£33.81	£202.84
UTB182-183	FH Deposits	FH Hirers 2 x £50	£100.00			£100.00
UTB184	AJ Williams	Grass cutting 11/05 & 24/05		£502.00	£100.40	£602.40
UTB185	D. Beer	Website Maintenance 2022/23		£250.00		£250.00
UTB186	Stance security	MP closures 20/05 & 31/05		£243.36	£48.67	£292.03
UTB187	Crystal Clear	Cleaning of Auction Shed		£150.00		£150.00
UTB188	Lincoln Plumbing &	Service of FH Boilers Feb 2022	£200.00		£40.00	£240.00
UTB189	D.Dray	Lightshow Jubilee Event		£550.00		£550.00
UTB190	Linkage Community	Hanging Baskets @£900.00 Bedding Plants @£50.00		£800.00	£150.00	£950.00
Sub totals			£572.49	£21,962.79	£1,633.65	£24,168.93
	Payment Totals		£2,040.47	£28,405.59	£1,794.14	£32,240.20

Town Partnership Expenses - to be paid by MRTC as administrators (Please note due to current banking constraints these are paid from MRTC Funds which are then refunded by bank transfer) June			
REF	Payee	Description	Total £
TP91	MRTC	Donation towards hanging baskets & bedding plants	800.00
TP92	Lil's Cakes	Cakes Jubilee Event	49.00
TP93	Lancaster Butchers	Meat jubilee Events	242.32
TP94	Garnetts	Sweets Jubilee Event	100.00
Total Expenditure			£1,191.32
Total Transferred to refund MRTC			£1,191.32

15. **To CONSIDER a request for a donation from the Armed Forces Community Advice Service (any expenditure under LGA1972 S137).**

It was RESOLVED to award a one-off donation of £50.

16. **To CONSIDER defibrillator signage.**

This item was considered earlier in the meeting following agenda item 3.

17. **To NOTE any update on events for 2022.**

Members noted the below upcoming events:

- 2<sup>nd</sup> July - Chalk Streams Project and Environmental Group event at Bell Park.
- 11<sup>th</sup> June – Rotary collection of tools for the developing world in the Market Place.
- 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> July 1940s Event at the Rugby Club.

18. **Any items for the next agenda.**

Issues relating to service at the G. P's surgery - It was RESOLVED to ask Cllr Stephen Bunney to write to the surgery and invite a representative to meet with the council.

Additional Recycling – to be added to an Autumn agenda.

19. **Risk Management.**

The risk of accident due to the bird faeces around the war memorial was raised. The Methodist chapel have been contacted to request that trees be cut back.

**Action point: Maintenance operative to arrange cleaning of area.**

20. **To RESOLVE that under the public bodies (admission to meetings) act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

The above RESOLUTION was passed.

21. **To CONSIDER communication received regarding the Old Police Station.**

It was RESOLVED to refuse the request, as the council could not grant vehicle access over a piece of land that forms part of an existing tenancy.

**The meeting closed at 21:04**

## Action Log

Action Point	Owner	Notes	Status
<b>Full Council 13<sup>th</sup> April</b>			
<b>Community Manager to pursue the warranty for the Festival Hall Roof repairs,</b>  <b>Clerk to pursue in CM absence (11<sup>th</sup> May)</b>  <b>Clerk to pursue again (8<sup>th</sup> June)</b>  <b>Clerk pursued again 30/06/2022</b>	<b>C.M Clerk</b>	Response received from project manager 10/06/2022:  Just to keep you in the loop, I am still chasing this. Spoke to the material manufacturer again this morning and they are still waiting on details to release the warranty from Rainfast Ltd.  I assure you; I will continue to chase this weekly until this is finalised.	In progress/
<b>Clerk to produce method statement regarding recording of meetings for approval.</b>	<b>Clerk</b>	On this agenda	Complete
<b>safety signage to be placed for the newly installed outside fitness equipment at Mill Road</b>	<b>C.M</b>	Signage ordered , being chased with supplier	In progress
<b>Full Council 11<sup>th</sup> May</b>			
<b>Clerk to arrange / research suitable valuations of buildings.</b>	<b>Clerk</b>	suitable companies being researched / approached.	In progress
<b>Full Council 8<sup>th</sup> June</b>			
<b>Install phosphorescent signage on the Defibrillator Kiosk near De Aston Field.</b> <b>Publicise accessible defibrillators on Face Book.</b> <b>Provide additional signage highlighting the nearest defibrillator at council properties.</b>	<b>Clerk</b>	<b>phosphorescent signage sourced / additional signage sourced. Awaiting installation.</b>	In progress



## Action Log

<i>one-off donation of £50. Armed Forces Community Advice</i>	<i>Clerk</i>	<i>On accounts for payment</i>	<i>In progress</i>
<i>Issues relating to service at the G. P's surgery on next agenda</i>	<i>Cllr Bunney to write to GP's Surgery to ask for attendance at meeting</i>	<i>Cllr Bunney met with representatives, but no attendance at meeting, Cllr Bunney to report.</i>	<i>Complete</i>
<i>Maintenance operative to arrange cleaning of war memorial area.</i>	<i>M.O</i>		<i>Complete</i>



## **Planning and Development Committee Minutes**

Minutes of the Meeting of the Planning and Development Committee held on **Wednesday 8th June 2022 at 6.30pm** in the Committee Room of the Festival Hall, Market Rasen

**Present:** Councillors, M. Lakin-Whitworth, K. Bridger, S. Bunney, C. Turner, & F. Easters.

**In attendance:**

Lucy Waller – Town Clerk & Responsible Financial Officer

**The Meeting opened at 18:30**

**1. Apologies for absence**

Apologies were received from Councillor A. Dale

**2. Public Participation**

None

**3. To receive any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests**

None

**4. Approve Minutes of Meeting held on 9<sup>th</sup> March 2022**

It was **RESOLVED** that the minutes be approved as an accurate record.

**5. Planning Applications for Consideration**

The below applications were considered, and the responses noted within the table:

<b>Nr/Ref</b>	<b>Type</b>	<b>Description</b>	<b>Address</b>	<b>Website Link</b>
144878	<i>Householder Application (To be considered at committee due to convenience of meeting date)</i>	Planning application for removal of part of existing utility and outbuilding, and erection of rear extension.	29 Willingham Road Market Rasen Lincolnshire LN8 3DR	<a href="https://planning.west-lindsey.gov.uk/planning/details.asp?id=144878&amp;nb=1#content">https://planning.west-lindsey.gov.uk/planning/details.asp?id=144878&amp;nb=1#content</a> <b>Comment: No Objection</b>
144905	<i>Outline Planning Application</i>	Outline planning application to erect 1no. dwelling, with access to be considered and not reserved for subsequent applications.	Land to the rear of The Grove 12 Caistor Road Market Rasen LN 8 3HX	<a href="https://planning.west-lindsey.gov.uk/planning/details.asp?id=144905&amp;nb=1#content">https://planning.west-lindsey.gov.uk/planning/details.asp?id=144905&amp;nb=1#content</a> <b>Comment: No Objection</b>

**6. To consider any late Planning Applications**

None

7. To note responses to planning applications made under delegated powers since the last committee meeting on the 9<sup>th</sup> of March 2022.

It was highlighted that this item referred to responses made by the Planning and Development Committee of Market Rasen Town council. The below were noted:

144550	<p><b>APPLICATION REFERENCE NO:</b> 144550</p> <p><b>PROPOSAL:</b> Planning application for proposed integral double garage extension with office/storeroom over</p> <p><b>LOCATION:</b> 25 Haydock Way Market Rasen Lincolnshire LN8 3AX</p> <p><b>APPLICATION TYPE:</b> Householder Application</p> <p><b>APPLICATION CATEGORY:</b> Householder Development</p>	<a href="https://planning.west-lindsey.gov.uk/planning/details.asp?id=144550&amp;nb=1#content">https://planning.west-lindsey.gov.uk/planning/details.asp?id=144550&amp;nb=1#content</a>	No comments
PL/0041/22 & PL/0040/22	<p><b>DEVELOPMENT: FOR</b> <b>INSTALLATION OF A WASH</b> <b>POD INTO THE STATION</b> <b>MASTERS ROOM</b></p> <p><b>LOCATION: RAILWAY STATION</b> <b>HERITAGE CENTRE, CHAPEL</b> <b>STREET, MARKET RASEN</b></p> <p><b>GRID REFERENCE: 510714</b> <b>388773</b></p> <p><b>DEVELOPMENT: FOR</b> <b>INSTALLATION OF A WASH</b> <b>POD INTO THE STATION</b> <b>MASTERS ROOM</b></p> <p><b>LOCATION: RAILWAY</b> <b>STATION HERITAGE CENTRE,</b> <b>CHAPEL STREET, MARKET</b> <b>RASEN</b></p> <p><b>GRID REFERENCE: 510714</b> <b>388773</b></p>	<a href="https://lincolnshire.planning-register.co.uk/">https://lincolnshire.planning-register.co.uk/</a>	No comment
143886	<p><b>PROPOSAL:</b> Planning application for residential development of 9no. bungalows being variation of condition 4 of planning permission 141336 granted 30 September 2020 -</p>	<a href="https://planning.west-lindsey.gov.uk/planning/details.asp?id=143886&amp;nb=1#content">https://planning.west-lindsey.gov.uk/planning/details.asp?id=143886&amp;nb=1#content</a>	No comments

	<p><b>Revision to drainage strategy.</b></p> <p><b>LOCATION:</b> Land off Horseshoe Way Market Rasen LN8 3FN</p> <p><b>APPLICATION TYPE:</b> Full Planning Application</p> <p><b>APPLICATION CATEGORY:</b> Minor - Dwellings</p> <p><i><b>FURTHER DRAINAGE INFORMATION</b></i></p>		
144448	<p><b>PROPOSAL:</b> Planning application for removal of existing agricultural buildings and replace with 4no. dwellings.</p> <p><b>LOCATION:</b> Land adjacent to Lindsey Trail Touring Park Legsby Road Linwood Market Rasen LN8 3DZ</p> <p><b>APPLICATION TYPE:</b> Full Planning Application</p> <p><b>APPLICATION CATEGORY:</b> Minor - Dwellings</p>	<a href="https://planning.west-lindsey.gov.uk/planning/details.asp?id=144448&amp;nb=1#content">https://planning.west-lindsey.gov.uk/planning/details.asp?id=144448&amp;nb=1#content</a>	No comments
144619	<p><b>PROPOSAL:</b> Planning application to erect cabin in garden for dog grooming business.</p> <p><b>LOCATION:</b> The Haven Willingham Road Market Rasen Lincolnshire LN8 3DN</p> <p><b>APPLICATION TYPE:</b> Full Planning Application</p> <p><b>APPLICATION CATEGORY:</b> Minor - Dwellings</p>	<a href="https://planning.west-lindsey.gov.uk/planning/details.asp?id=144619&amp;nb=1#content">https://planning.west-lindsey.gov.uk/planning/details.asp?id=144619&amp;nb=1#content</a>	No comments
144806	<p><b>PROPOSAL:</b> Listed building consent for internal alteration for accessibility.</p> <p><b>LOCATION:</b> 26 Dear Street Market Rasen Lincolnshire LN8 3BH</p> <p><b>APPLICATION TYPE:</b> Listed</p>	<a href="https://planning.west-lindsey.gov.uk/planning/details.asp?id=144806&amp;nb=1#content">https://planning.west-lindsey.gov.uk/planning/details.asp?id=144806&amp;nb=1#content</a>	No comments

	<b>Building Consent</b> <b>APPLICATION</b> <b>CATEGORY:</b> <b>Listed Building</b> <b>- Alter/Extend</b>		
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The meeting closed at 18:37



Minutes of the Finance Committee of Market Rasen Town Council, held on Wednesday 26<sup>th</sup> January 2022 at 6.30pm in the Committee Room adjacent to the Festival Hall, Caistor Road, Market Rasen.

**Present:**

Councillor Hassan (Committee Chairman), Councillor Bunney, Councillor Taylor, and Councillor Lakin-Whitworth, Councillor Gray.

**In attendance:**

Lucy Waller – Town Clerk and Responsible Financial Officer (RFO)

**The Meeting opened at 18:00**

**1. Chairman's opening remarks**

The Chairman welcomed members to the meeting.

**2. To approve and accept Apologies for absence and reasons given.**

None

**3. To receive any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests.**

Councillor Bunney declared an interest as a member of the Town Partnership group, which was referenced within reports.

**4. To resolve to approve the draft minutes of the last meeting, held on January 20th, 2022, as a correct record.**

It was RESOLVED to approve the draft minutes of the last meeting, held on January 20th, 2022, as a correct record.

**5. To note the monthly finance report at 30<sup>th</sup> April 2022.**

Members noted the report

**6. To note the detailed income and expenditure report to end of Quarter 4 - 2021/22.**

Members noted the report, it was highlighted that that the creation of the inhouse Maintenance Operative role had not negatively impacted on the general maintenance and new equipment budgets.

7. **To note the end of year internal audit summary report and to make any recommendations for action to Full Council.**

Members noted the report and as there were no recommendations contained within it , no further recommendations were made.

8. **To NOTE the internal control checklist for Q3 2021/22 and NOMINATE a member to undertake the internal control checklist for Q4 2021/22.**

Members noted the checklist and Councillor Hassan was nominated to undertake the checks for Q4 2021/22

9. **To resolve to recommend to Full Council the addition of Councillor Adam Gray as a bank signatory and internet banking user as per the terms of reference of the Finance Committee.**

It was resolved to recommend to Full Council the addition of Councillor Adam Gray as a bank signatory and internet banking user as per the terms of reference of the Finance Committee.

10. **To note that there are no current debtors to report.**

Members noted that there were no current debtors to report.

***The meeting closed at 18.20***



**MINUTES of the HR Committee** meeting held on Wednesday 29<sup>th</sup> June 2022 at 6:00pm in the Committee Room at the Festival Hall, Caistor Road, Market Rasen

Present: Councillor J. Pilley (Chairman) Cllr C. Turner (Vice-Chairman), Councillor M. Lakin -Whitworth, and Cllr N. Taylor.

**In attendance:**

Lucy Waller – Town Clerk  
Councillor Stephen Bunney

***The Meeting opened at 18:00***

**1. Chairman's opening remarks.**

The Chairman welcomed all present to the meeting.

**2. To RESOLVE to approve and accept apologies for absence and reasons given.**  
No apologies were received from members of the committee. Members noted general apologies from Councillors Smith and Madhaven.

**3. To receive any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests.**  
None.

**4. To RESOLVE to approve the draft minutes of the previous meeting, 2nd March 2022, as a correct record.**  
It was RESOLVED to approve the draft minutes of the previous meeting held , 2<sup>nd</sup> March 2022, as a correct record.

**5. To resolve that under the public bodies (admission to meetings) act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

The above RESOLUTION was passed  
(Cllr S. Bunney remained in the room at the express invitation of the chairman, to provide input on agenda item 6 only.)

**6. To receive the Draft Staffing Structure Review Report and RESOLVE any**  
HR - 29<sup>th</sup> June 2022

**recommendations to Full Council to be included within the final report.**

Members noted the draft report, and in particular the overall positive impact of recent changes to the staffing structure.

The Committee held extensive discussion, including verbal input from Councillor Bunney and the noting of written input from Councillor Smith. It was RESOLVED to recommend to Full Council the introduction of some minor structural changes related to the distribution of workload across roles. Full details of the recommendation are detailed in the confidential recommendation report to Full Council.

***The Meeting closed at 19.07***





#### Clerk's report July 2022

##### Registering of defibrillators on the Circuit database:

West Lindsey District Council have confirmed that MRTC owned defibrillators are registered by them on the Circuit database – this is done as standard for all units covered by the WLDC monitoring scheme.

Mobile Bank: The Lloyds mobile bank will be on the Market Place on the 15 July 2022, 29 July 2022.

##### CiLCA completion:

The Clerk has successfully completed the Certificate in Local Council Administration (level 3, including an exemplary submission award for Unit 2: law and procedures for local councils). This means that as the council has a "qualified" Clerk it can be eligible for GPoC (General Power of Competence) following the May 2023 elections ***providing that two thirds of its 12 councillors (8) are elected or elected unopposed.*** GPoC allows the council to do anything an individual can do without the need for a specific legislative power or duty (unless it is barred from doing so in legislation).

Next steps may include the Council Award Scheme and Principle SLCC membership for the Clerk, see agenda item 17.

##### Finance Committee July:

A Finance Committee will be held on Tuesday 26<sup>th</sup> July at 6pm.

##### Finance Report:

		Market Rasen Town Council			
<b>FINANCIAL REPORT as at</b>		<b>30/06/2022</b>			
<b>CASH BOOK</b>					
	Balance Brought forward				
	Current Account			27,449.21	
	Savings Account			218,839.88	
	Town Partnership*			1,970.19	
				<b>248,259.28</b>	
	Add - Income				
	Current Account			25,329.02	
	Savings Account			174.42	
	Town Partnership*			1.87	
				<b>25,505.31</b>	
					<b>273,764.59</b>
	Less - Expenditure				
	Current Account			26,107.05	
	Savings Account			20,000.00	
	Town Partnership*			1,191.32	
				<b>47,298.37</b>	
	<b>Balance Carried Forward</b>				<b>226,466.22</b>
* Town Partnership account is restricted funds for town Partnership expenditure.					
<b>BANK BALANCES as at</b>		<b>30/06/2022</b>			
	Current Account per Statement			26,671.18	
	plus- receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<b>26,671.18</b>	
	Savings Account per Statement			199,014.30	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<b>199,014.30</b>	
	Town Partnership Account per Statement			780.74	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<b>780.74</b>	
<b>TOTAL COUNCIL FUNDS AS AT</b>		<b>30/06/2022</b>			<b>226,466.22</b>

#### ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE **226,466.22**

**GENERAL RESERVE** **57,665.00**

#### EAR MARKED RESERVES

Open spaces £1,278.36

Market Place £15,309.29

Budget pressures £16,434.28

Play Parks £13,500.00

Buildings contingency £2,500.00

CIL £3,480.45

Christmas Lights £282.50

Elections £500.00

Jubilee Event Grant £0.00

TOTAL EMR **53,284.88**

\* Additional £45,000 owed from S106

**RUNNING FUNDS** **114,735.60**

(Discounting Town Partnership funds)

**Background:** Following the adoption of the new code of conduct members MUST leave the meeting room when items are under discussion/vote in which they have a pecuniary interest. Regular payments to councillors that necessitate this tend to be refunding of minor purchases under the Chairman's allowance and low-level refunds of expenditure to the current Vice-Chairman for flowers for the war memorial (currently budgeted at £250pa from grounds maintenance.)

It is questioned if the disruption to meetings for these monthly small payments would be better avoided through a lump sum payment, particularly in the case of both the Chairman and Vice-Chairman having to leave the room necessitating the election of a chairman for the item concerned.

MRTC currently gives a modest Chairman's allowance of £250pa under the *Local Government Act 1972, ss15 (5) & 34 (5)*. This can be paid in a lump sum or reclaimed following the receipt of proofs of purchase. MRTC current repay this on receipt of proofs of purchase, this was probably implemented due to the previous levels of Chairman's allowance (£3500pa 18/19, 19/20) & the ability to reclaim VAT on that amount. MRTC do not currently impose any restrictions on the use of the Chairman's allowance above that stated in legislation – "*it is used to meet the expenses of office*".

A lump sum payment without proofs of purchase can not be made to any other councillor as this would be seen as a councillor allowance – which must be independently set by a remuneration panel and falls under different, more complex legislation.

**Recommendation(s):**

Following conversations with the Chairman it is suggested that there be a virement of the remaining War Memorial flowers budget 22/23 of £186.40 to the Chairman's allowance for 22/23, and that along with the remaining £216 of Chairman's allowance this be paid in a lump sum to the Chairman. (Total £402.40)

The Chairman would then be privately responsible for any payment to the Vice-Chairman regarding the War Memorial flowers as both parties see fit.

Any continuance of this arrangement beyond 2022/23 would require the agreement of the relevant Chairman.

**Decisions Required:** To consider a budget virement of £186.40 from Grounds Maintenance (remaining budget allowance for War Memorial flowers) to the Chairman's allowance and the payment of the remaining Chairman's allowance of £402.40 (including above virement) in a lump sum



### AGENDA ITEM REQUEST GUIDANCE FORM-

Please note requests can be submitted in any written format, however the use of this form ensures all relevant information is provided.

Please email to [townclerk@marketrasentc.co.uk](mailto:townclerk@marketrasentc.co.uk) ,  
where information is not known please leave blank.

**INSERT THE DATE OF MEETING:** 13<sup>th</sup> July 2022

**AGENDA ITEM:** Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Cllrs to do. "To consider...", "To note..." "To review..." "To resolve..."

**To Resolve that the HR Committee is reduced to three members  
and  
To agree the membership of the reduced HR Committee.**

**BACKGROUND INFORMATION:** Insert as much information as possible so that Cllrs have the detail that they need in order to make an informed decision.

**In line with advice received from LALC (Lincolnshire Assoc. of Local Councils) at the training session held on 29<sup>th</sup> June 2022 that the council limits membership of the HR Committee to three members.**

**BACKGROUND DOCUMENTS:** Insert names of documents to be sent out with the meeting papers, if any.  
(These papers must be submitted with this form)  
**NONE**

**COSTS:** Insert detail of costs associated with the decision that you are asking the council to make. Remember that there may be indirect costs such as officer time or VAT which cannot be reclaimed.  
**NONE**

**BUDGET:** Detail which budget line the expenditure is to be made from.  
**NONE**

**LEGAL POWER:**  
**The Local government Act 1972 s101(1)(a)**

If further assistance is required please contact the Clerk.

**Background:** It was resolved at the council meeting on the 13<sup>th</sup> of April 2022, in principle to record meetings and place them on YouTube and links on the council website, subject to approval of the method to be used and the alteration of standing orders to allow for the recordings to be retained. The standing orders were subsequently altered to allow recordings to be retained at the May Annual Council Meeting. This report is to put forward the results of investigations into potential recording methods and equipment required for the council to decide on the best fit method. It is important to note that while links to meetings on another platform can be included on the council website the videos themselves cannot be due to restrictions on data use in place.

### **Summary:**

The Clerk does not have prior knowledge of meeting recording/publication of recording methods and has therefore sought advice from the Councillor making the initial recommendation to record meetings, the councils IT contractor, and other Clerks who already regularly record and publish council meetings online.

### **Summary of recommendations received:**

#### **Councillor Easters**

A trial could be held using a mobile phone / tripod and external microphone which would initially provide a low-cost test – although it is unclear if the sound and video quality would be adequate for purpose or if the staff mobile phones will have enough storage capacity to store a full meeting. Alternatively, a camera and SD card could be purchased in place of the mobile phone.

#### **Equipment required**

Mobile phone – existing staff mobile phones could be used, but before a trial it is unclear if this would work.

External microphone –£70.82 plus VAT

Tripod – suggested £13 plus VAT

Camera – suggested price range £ 60.00 plus VAT - £296.37 plus VAT (Quality dependant on price)

S.D Card – suggested £20.00 plus VAT

#### **Clerk's notes:**

Additional S.D card storage would not work for staff mobile phones as they do not have the functionality to record straight to a S.D card. The Video would then need to be uploaded to YouTube and a link placed on the council website and or social media.

### **I.T Consultant**

The I.T consultant does not feel adequate sound or video quality can be achieved without specific meeting hardware and has suggested a conference room camera and external microphone that stream to a Microsoft Teams meeting to record meetings, the meetings would then be recorded and publishable from teams via a link, it is unclear if this could then be uploaded to YouTube and trial and error and additional software may be required to get the process right

#### **Equipment required**

Conference camera - £325.00 plus VAT

External Microphone - £64 plus VAT

Possible additional software/ hardware -costs not known.

#### **Clerk's notes:**

This method is very much a work in progress and a full method could not be worked out without trials once the equipment has been purchased. Readily available conference cameras are all geared towards live streaming and hybrid meetings rather than recording of meetings for future playback which makes it difficult to judge how successful this

## Recording of Council Meetings for online publication.

method would eventually be; however, the video quality and clarity of individuals is likely to be far more professional than a mobile phone could provide.

### **Other Parish Clerks/ Councils via networking**

No respondents recorded meetings for later play, those that did respond live stream meetings directly to social media or other digital platforms (e.g., Facebook / YouTube/ Zoom) some did so with a mobile phone (there being no need to store the recording on the phone with a live stream. Other councils favoured professional conferencing equipment the most popular of which was Meeting Owl priced at £999 plus VAT, however this is again geared to hybrid meetings rather than recording for future playing of meetings so it may need additional software to facilitate this.

### **Recommendation(s):**

The Clerk does not have adequate knowledge of recording meetings to recommend equipment / method. However, it would seem prudent to purchase the relatively low-priced equipment required to test recording and publishing via a mobile phone and then assess the video and sound quality of the recording. Councillors may also wish to publish the trial video to see how many views it gets – to assess if the value to the electorate is adequate to support any further expenditure.

The Clerk reiterates that councillor assistance will be required to facilitate recording meetings as the Clerk is unable to carry out her current duties at and before meetings in addition to the recording. It should be noted that at larger Councils where meetings are commonly streamed/recorded there are usually several support staff in attendance.

**Decisions Required:** To RESOLVE the next steps in the process and the purchase of any equipment.

Possible further actions following the attainment of CiLCA by the clerk:

Author: L Waller Clerk/RFO

Meeting: Market Rasen Town Council 13<sup>th</sup> July 2022

Following on from the completion of the CiLCA qualification by the Clerk the council may wish to consider:

- Council Award Scheme, Foundation Award (Council)
- Principal membership of the SLCC (Clerk)

### **Council Award Scheme, Foundation Award (Council)**

This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement. Helping the council improve performance and confidence, with policies in place for continuous development. Winning the award should be celebration for councillors and officers, as their commitment and hard work is recognised and respected.

The award is a tool that councils can use when working with the local community or other local partners. Giving them confidence that the council is delivering to a national professional standard.

Full information available at <https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>

MRTC meets most of the criteria for the above quality award and would need to undertake some very minor work and changes to publications on the website to achieve it.

**Cost:** £50 registration fee and £80 accreditation fee. Plus, staff costs to undertake the small amount of work required.

**Benefit:** Use of quality award logo on letterhead / email and inclusion on the list of accredited councils.

### **Principal membership of the SLCC (Clerk)**

Principal members receive all the services the SLCC has to offer (as with current membership) as well as the benefits of joining the Professional Development Scheme (PDS).

Principle membership is only open to qualified Clerks, and they must achieve 18 CPD\* points per year to keep membership. (This year would be covered by the 20 awarded at CiLCA)

**Cost:** £55pa on top of current subscription costs. Plus, associated training and staff costs to maintain the CPD points.

**Benefit:** Support with professional development/ ensures Clerk maintains adequate training and up to date knowledge, £20 voucher to be used for SLCC training courses, Clerk can use PSLCC post nominals.

\*CPD points available across various activities including formal training both national and local, professional activity and self-directed reading/research.