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**MINUTES of the Council Meeting held on Wednesday 13<sup>th</sup> July 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 M. Hassan, 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

**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 Madhaven; it was RESOLVED to approve the reasons for absence. Members noted that Councillor Taylor was representing Market Rasen Town Council at the West Lindsey District Council Planning Committee. Apologies were also noted from West Lindsey District Councillor McNeill.

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

None

**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.**

5. Councillors Lakin-Whitworth and Bunney declared a pecuniary interest in agenda items 10 and 11 and confirmed that they would leave the meeting during those agenda items. It was RESOLVED that in the subsequent absence of both the Chairman and the Vice - Chairman, Councillor Hassan would chair the meeting for items 10 and 11.

**6. To RESOLVE to approve the draft minutes of the last meeting, held on June 8<sup>th</sup>, 2022.**

It was RESOLVED to approve the draft minutes of the last meeting, held on June 8<sup>th</sup>, 2022, subject to the correction of two minor typographical errors.

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

Members noted the report and highlighted the excellent work by the Maintenance Operative

MRTC 13<sup>th</sup> July 2022

in cleaning and clearing the War Memorial Area. It was also suggested that the council could organise some defibrillator training in the future.

#### 8. Committees:

**To NOTE the draft minutes of the below committees: (*Copies circulated*).**

**Planning committee meeting 8th June 2022**

**Finance committee meeting 31<sup>st</sup> May 2022**

**HR Committee meeting 29<sup>th</sup> June 2022**

Members noted the draft minutes. It was requested that the Clerk make contact in relation to a section 106 payment.

***Action point: Clerk to contact relevant party in relation to the s106 payment.***

**To RESOLVE to approve the recommendations of the above committees:**

- **recommendation to Full Council for 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 approve the above recommendation.

***Action point: Clerk and Cllr Gray to arrange addition to bank signatories.***

**HR recommendations considered at agenda Item 22**

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

Members noted the written report circulated by Councillor Bunney, attached as Appendix A of these minutes, and additional verbal reports on:

- The maintenance responsibilities of the open green space adjacent to the cemetery and the Ridings estate.
- Policing, the new Chief Inspector, and the need for a meeting with parishes and the police to consider required improvements to local policing.
- Moves towards a Greater Lincolnshire authority.

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

Members noted the report.

***(Councillors Bunney and Lakin -Whitworth left the room, Councillor Hassan in the Chair)***

#### 10. 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.

Members noted the officer report and RESOLVED to implement 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.

# 11. Accounts for payment:

To RESOLVE to approve the below accounts for payment with the exception of UTB 223 which was negated following the resolution at agenda item 10.

Market Rasen Town Council Accounts for payment July 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		£73.60	£3.51	£70.09
DD	Total	Electricity FH	£141.60		£6.74	£134.86
DD	Total	Electricity MP		£10.87		£0.52
DD	Total	Electricity Office		£55.56	£2.78	£58.34
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£565.26		£565.26
DD	SSE	Gas FH	£183.86			£183.86
DD	EE	Mobile Phones		£162.95	£32.59	£195.54
DD	Lloyds bank (see separate report for full details)	Charge card fee/ purchases		£150.18		£150.18
DD	Information Commisioners Office	annual certification renewal		£35.00		£35.00
DD	Wave Water	Water OPS (Partially recharged)		£141.84		£141.84
DD	BT	Telephone/ Broadband		£60.00	£11.95	£71.95
Sub totals			£937.29	£1,764.76	£60.07	£2,731.27
Payments for Authorisation by Full Council (Authorised for electronic payment where required)						
UTB191	F/H Hirer	F/H refund paid OOC	£100.00			£100.00
UTB192	Buildbase	materials	£64.86		£12.98	£77.84
UTB193	Microshade	Citix hosting		£85.50	£17.10	£102.60
UTB194	TWB Electrical	EICR electrical testing INV 1849 FH £411(inc removal of time clock) inv 1850 office £220.00 Inv 1851 OPS	£411.00	£500.00	£182.20	£1,093.20
UTB195	Seton	defib signage		£29.34	£5.87	£35.21
UTB196	PH contractors	work to OPS wall		£3,100.00		£3,100.00
UTB197	Colin Horton	Tree assessment MRPF		£55.00		£55.00
UTB198	AFCAS	Donation		£50.00		£50.00
UTB199	Kinoca Minolta	printer usage 3/3 to 2/6		£59.89	£11.98	£71.87
UTB200	Kinoca Minolta	printer lease 3/6 to 2/9		£143.64	£28.73	£172.37
UTB201	AJ Williams	Grasscutting 8 June and 22 June		£502.00	£100.40	£602.40
UTB202	Pestcotek	mole inspections		£100.00	£20.00	£120.00
UTB203	Lalc	play areas training		£165.00	£33.00	£198.00
UTB204-209	Payroll	June		£6,577.81		£6,577.81

UTB210	HMRC	tax and NI 6 July to 5 Aug		£1,636.28		£1,636.28
UTB211	Sparkle Cleaning	Office cleaning 10/6 17/6 24/6		£75.00		£75.00
UTB212	Nicholsons	payroll services May 2020 to June 2022		£420.59	£84.12	£504.71
UTB213-216	FH Hirers	return of deposits 3x £100 1 x £50 , Bar deposit £75	£425.00			£425.00
UTB217	Stance security	security officer pop up 24 June		£121.68	£24.34	£146.02
UTB218	Root Studio	Heritage Tour annual domain name reg and hosting		£170.00	£34.00	£204.00
UTB219	Buildbase	materials for FH bar	£25.50		£5.10	£30.60
UTB220	Equip	electrical items	£81.36		£16.29	£97.65
UTB221	Lincoln Web Design	Office 354 x 4 mailboxes monthly, laptop leases 4 weeks, set up forms and Cllr email		£416.00		£416.00
UTB222	S.Bunney	Chairman's allowance & War Memorial Flowers budget 22/23 * subject to resolution agenda item 10.		£402.40		£402.40
UTB223	OR M. Lakin Whitworth	Refund for War memorial flowers/plants *subject to resolution agenda item 10		£40.00		£40.00
UTB224 x 4	Amazon	Defib signage @£13.76, Router wires (FH) @£10.99, Sticky notes @ £2.99, printer paper @£329.01	£9.16	£38.11	£9.48	£56.75
UTB225 x 4	Avica	floor polishing equip@ £70.29, Various cleaning products @ £71.73, Mop x 2 @£4.30, varoious cleaning products @£81.02	£189.43		£37.91	£227.34
<b>Sub totals</b>			<b>£1,306.31</b>	<b>£14,688.24</b>	<b>£623.50</b>	<b>£16,618.05</b>
	Payment Totals		£2,243.60	£16,453.00	£683.57	£19,349.32

***(Councillors Bunney and Lakin -Whitworth re-entered the room, the Chairman in the Chair)***

**12. Proposed by Councillor J. Pilley that the membership of the HR Committee is reduced to three and that members be appointed to the reduced committee.**

It was RESOLVED to reduce the membership of the HR Committee to 3 members with a quorum of 2 and to update the terms of reference accordingly.

It was RESOLVED that Councillors Pilley, Taylor and Turner remain as the members of the Committee.

**13. To CONSIDER a change of the published date of the September 2022 Full Council, currently 7th September (1st Wednesday) to 14th September (2nd Wednesday). (Date originally set in error).**

It was RESOLVED to change the date of the September meeting of Full Council to 14<sup>th</sup>

September 2022.

14. **To REVIEW the publication policy available @ <https://market-rasen.parish.lincolnshire.gov.uk/council-business/policies-procedures/33>. (Officer recommendation - updates to councillor contact details, otherwise no changes required.)**

It was RESOLVED to readopt the publication scheme subject to the updating on Councillor contact details.

**Action point: Clerk to update councillor contact details.**

15. **To NOTE an update from the Rasen Area Environment Group including an update on the River Rase.**

An update was included in Councillor Bunney's written report attached as Appendix A to these minutes.

16. **To NOTE a report on the recording and publishing of Council Meetings and RESOLVE any action.**

It was RESOLVED to purchase a tripod and have a trial run of recording and publishing the September Meeting, and a review of success prior to any further expenditure.

17. **To CONSIDER further actions following the attainment of CiLCA by the clerk:**

- **Council Award Scheme.**
- **Principal membership of the SLCC.**

Congratulations were noted to the Clerk for completion of the Certificate in Local Council Administration.

It was RESOLVED to apply for the Foundation Award and to upgrade the Clerk's SLCC membership to Principal level for this municipal year with a review to take place prior to next years membership.

**Action Point: Clerk to begin processes relating to Local Council Award Scheme & upgrade to principal, membership.**

18. **To NOTE any update on events for 2022 and CONSIDER arrangement for the Christmas Market 2022 and Holiday Activities Scheme.**

Members noted that the Christmas Market and associated Christmas activities would be in the second weekend in December (9<sup>th</sup>/10<sup>th</sup>/11<sup>th</sup>). It was also noted that planning would begin for Remembrance Sunday (13<sup>th</sup> November)

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

None.

20. **Risk Management.**

None.

21. **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.

*(The public and press left the meeting)*

**22. Staffing Matters:**

- **Consideration of recommendations of the HR Committee and any required RESOLUTION.**

It was RESOLVED to implement the recommendations of the HR Committee as per the confidential report circulated to members. The Clerk was granted autonomy, to decide upon the division of tasks in line with the wider recommendations and to communicate the decisions to staff.

***Action Point: Clerk to implement recommendations of HR Committee***

- **To NOTE a contractual increase in SCP.**

Members noted the implementation of the contractually agreed SCP increase to the Clerk following completion of the Certificate of Local Council Administration.

**23. To NOTE commercially sensitive correspondence and to RESOLVE appropriate response/action.**

It was RESOLVED that further information be brought to an upcoming Finance Committee meeting in order that the committee could make a recommendation to the September Full Council meeting.

***Action Point: Clerk to inform correspondent of planned action.***

***The meeting closed at 20:57***

**Appendix A****Market Rasen Town Council – July 2022**  
**County and District Councillor Report**

Prepared by Stephen Bunney

**River Rase – Caistor Road Stretch Hills Mills Complex**

It has been established that the Environmental Agency are responsible for the flow of water in the River. Once a year in the summer months they undertake clearance of the weeds etc. and carryout water quality checks. 3 or 4 times a year they check the bank for hogweed and spray accordingly.

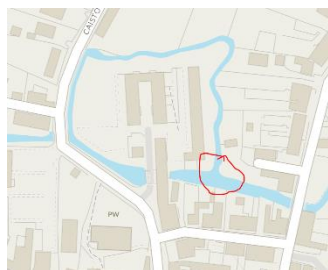
In Market Rasen, the channel opposite the Church [between the Mill and Caistor Road Bridge] is the only section where the weed impedes and stops the flow. This section of the channel has less water flowing through it - as a large proportion of the water is diverted around the Mill estate. This situation is not helped by a general lowering of the water table, brought about by climate warming, which has reduced the supply of ground water to the river.

Anglian Water and The Environment Agency have investigated the source of 'polluted' water entering the river by The Mill entrance. The conclusion is that the water is most likely to be surface run off from the sides of the roads and road side drains. When the river level and flow levels are low this water does not flush downstream, leaving a stagnant pond, that becomes stale and smells.

To help resolve the lack of flow in the channel it is suggested that the quantity of water in the river needs to be increased to a similar level as that under Waterloo Street Bridge and beyond Caistor Road Bridge, along the back of The Festival Hall. This would involve closing the sluice into the Bypass Channel and removing some of the rocks which were placed in the river bed, to divert the flow to under the Sluice. This will reduce the amount of water around the Mill, creating a negative impact on the aesthetics of the gardens. It may be that a compromise can be reached by opening and closing the sluice at regular intervals, to share the water between the two channels.

The Sluice belongs to The Mill and as is Grade 2 Listed.

I have been invited to the next Directors Meeting of the Mill Court Management Committee, to be held later this month, to discuss the way forward.

**John Street Pavement.**

Several residents have highlighted a kerb outside the Salvation Army Building, current drop kerb means that mobile scooter, push chair users etc. are directed across the entrance to the Coop car park. This is a high-risk situation as vehicles are frequently moving in and out of the car park.

problem with the drop John Street. The



It has been suggested that a new drop kerb is constructed around the corner at the end of the pavement which runs down the side of Sally's. Mobile scooters and push chair users would then exit into a space away from the flow of traffic – a much safer route.

The overall safety of these users would be further improved by altering the designated pedestrian routes to the John Street Toilets and The Post Office. A meeting involving LCC Highways, Local Coop, WLDC and representatives of the Mobile Scooter/ Push Chair user's community needs to be called to discuss the proposals.



### **Rasen Area Environment Group**

Rasen Area Environment Group is up and running. A constitution has been written and adopted. They are currently going through process of registration etc. In time we will be asked to officially appoint representatives to the group in the autumn.

The group held a successful Family Day on Saturday July 2<sup>nd</sup>. Members have suggested a similar event for the Autumn based on the theme of waste, reuse, recycling etc.

It is also actively looking at setting up a community garden, tree strategy and action plan.

### **Summer Programme – Families in Need**

The churches, charity organisations, education settings along with individual 'interested' councillors are working on putting together a programme of hot food, activities and companionship for young people, and their families, defined as being in need. The programme will supplement the activities already being offered by The Library etc. – the exact details are still being finalised. The current proposal being to provide support on a Tuesday, Wednesday and Thursday.

Volunteer helpers in supervising activities, preparing and distributing food will be required. There is a meeting on Tuesday July 19<sup>th</sup> at 6pm at the Festival Hall for all who are interested in offering help.



### Peter Rabbit

Trinity Arts Centre is bringing an outdoors production of Peter Rabbit and Friends to Market Rasen on Tuesday August 23<sup>rd</sup>. This is a commercial production which as you will see from the attached poster is not free or particularly cheap. I am working with local groups/companies on a scheme to help provide extra subsidies for the event. The idea being to build the performance into the summer programme.

### GP Surgery

I met with Tracey Dewhurst, Practice Manager, and Dr Weeks, Senior Partner, on June 28<sup>th</sup>. They explained that it is official NHS and Government Policy to move towards **computerisation** and phone app services – like My GP. Surgeries are required to keep on a reception service [including phone] – where the receptionist will enter data on to the computer systems on behalf of the patient. This means that the elderly, vulnerable and non-key board users will not be denied a service.

Computerisation has certainly had a positive effect on the medical services offered to the public – think back 20 and 30 years!

The surgery has taken on a **third receptionist** to help speed up the phone service for the end user.

All Ask My GP and phone requests for an appointment are screened by a GP – who then decides on the appropriate action – with the intention of delivering a service on the same day. Unlike some surgeries Market Rasen has an excellent service for this. Market Rasen stayed open throughout the Pandemic is proof of this.

They recognised that the computer pages could be improved to make them more user friendly – they will be working on this.

The repeat prescription service offered by Boots was not working for everyone. A lot of complaints were being registered. Also blame was being attributed rather than working on streamlining/mending the service. It was therefore decided to terminate the arrangement.

Dr Weeks stressed that there is an active Patients' Consultative Group at the surgery. Concerns and issues reported to that group will always be considered by the Practice and Surgery.

The surgery is currently appropriately staffed with GPs etc.

We also discussed social prescribing and the level / quality of staffing at WLDC Sports Centre, Market Rasen. I have taken these matters further with the appropriate bodies.

### Support Defibrillators – Heart Start Machines

Every minute without CPR [cardiopulmonary resuscitation] and defibrillation reduces the chances of survival for a heart attack patient. The NHS and Ambulances services are promoting 'The Circuit' a National Registration scheme for outside defibrillators. 999 response teams will use the database to inform callers of the device locations and how to access them. Many of Lincolnshire's defibrillators are

registered but not all. Parishes are asked to check that all external machines are registered. Details can be found at: [www.thecircuit.uk](http://www.thecircuit.uk)

### **Good Homes Alliance**

Lincolnshire County Council are exploring how they residents to repair and improve their homes. Including those that need to make adaptations, so they can live independently. To create a viable and effective scheme officers need to know what information and services residents need to access to make these improvements. Therefore, residents are invited to help provide this information by completing a short survey or sharing ideas on The Let's talk Lincolnshire Platform. Information can be recorded on a resident's own behalf or that of a relative/friend/neighbour.

[www.letstalk.lincolnshire.gov.uk](http://www.letstalk.lincolnshire.gov.uk)      [sarahc.dearnley@lincolnshire.gov.uk](mailto:sarahc.dearnley@lincolnshire.gov.uk)

### **UK Shared Prosperity Fund**

West Lindsey District Council have received a grant of £2.7million from the UK Shared Prosperity Fund to spend on improving the district. [UKSP is the grant money made available by The Government to replace European Grants]. The exact schemes which will benefit from the fund have yet to be finalised. They will be based on the following themes: Crime, Fuel Poverty, Community Infrastructure for the young and elderly, access to broadband and education/training opportunities to develop the skills of local people.

UKSP schemes are in addition to projects covered by The Corporate Plan.

I will be working with local members to ensure that the UKSP projects benefit the whole district and not just the major urban areas.

SB 08/07/2022

## 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>CM chased 11<sup>th</sup> Aug &amp; 6<sup>th</sup> Sept</b>	<b>C.M Clerk</b>	Response received from project manager 07/09/2022, Indicated: That the issue is being chased up every few days the 3 <sup>rd</sup> party contractor has been terrible at communicating The process is slow as the manufacturer needs to check that the 3 <sup>rd</sup> Party Contractor has correctly applied the product. Evidence of this must be sent before the warranty can be issued.  Due to poor communication from the 3 <sup>rd</sup> party contractor our contractor is now liaising directly with the manufacturer. They may consider contacting an ombudsman.	In progress/
<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.	Quotes to be considered this meeting
<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</b>	<b>Clerk/ Maintenance Operative</b>	<b>phosphorescent signage sourced / additional signage sourced. Awaiting installation.</b>	In progress

## Action Log

<i>the nearest defibrillator at council properties.</i>			
<b>Full Council 13<sup>th</sup> July</b>			
<i>Clerk to make contact in relation to a section 106 payment.</i>	<i>Clerk</i>	<i>Contact made – no response received to date</i>	Complete
<i>Clerk and Cllr Gray to arrange addition to bank signatories</i>	<i>Clerk and Cllr Gray</i>	<i>Paperwork submitted</i>	In progress
<i>Clerk to update councillor contact details on publication policy.</i>	<i>Clerk</i>		Complete
<i>Clerk to implement recommendations of HR Committee</i>	<i>Clerk</i>	<i>Transition period in progress, full implementation from Oct 10<sup>th</sup> 2022</i>	In progress
<i>Clerk to inform correspondent of planned action.</i>	<i>Clerk</i>		Complete
<i>Clerk to begin processes relating to Local Council Award Scheme &amp; upgrade to principal, membership.</i>	<i>Clerk</i>	<i>Application sent, Resolution at this meeting</i>	Complete



Minutes of the Finance Committee of Market Rasen Town Council, held on Tuesday 26<sup>th</sup> July 2022 at 6.00pm in the Committee Room adjacent to the Festival Hall, Caistor Road, Market Rasen.

**Present:**

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

**In attendance:**

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

**The Meeting opened at 18:00**

**1. Chairman's opening remarks**

The Chairman welcomed members to the meeting.

**2. To RESOLVE 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. To RESOLVE to approve any applications for dispensations received by the Clerk.**

None

**4. To RESOLVE to approve the draft minutes of the last meeting, held on May 31<sup>st</sup>, 2022, as a correct record.**

It was RESOLVED to approve the draft minutes of the last meeting, held on May 31<sup>st</sup>, 2022, as a correct record.

**5. To NOTE the budget recommendations and income and expenditure report to end of Quarter 1 - 2021/22 and RESOLVE any action.**

Members noted the report and following discussion it was RESOLVED to continue to monitor the budget over Quarter 2 2022/ 2023 before consideration of any budgetary changes.

**6. To NOTE a comparison of Festival Hall income / expenditure in Q1 18/19 - 22/23.**

Members noted the report and highlighted a downward trend in income with a decrease in Finance Committee 26<sup>th</sup> July 2022

income in the region of one quarter over the last five years and that the surplus (Income - expenditure) in 2018-2019 Q1 was ten times higher than in 22/23 Q1. While it was noted that the current economic climate is challenging it was the recommendation of the committee that the Community Manager be set the fiscal target of achieving a minimum income of £26,000 in booking income from the Festival Hall in 2022/2023.

The Community Manager was asked to prepare a full business plan including:

- promotion plans and costings.
- comparisons with local competing venues.
- reviews of minimum hire period and deposit processes
- potential packaged offers.

The Community Manager was also asked to prepare recommendations to streamline staff admin related to the Festival Hall and to proposals to reduce staffing needs.

The Clerk was asked to present Festival Hall figures to the committee on a quarterly basis for monitoring.

**7. To NOTE the internal control checklist for Q4 2021/22 and NOMINATE a member to undertake the internal control checklist for Q1 2022/23.**

Members noted the report and Councillor Gray was nominated to undertake the internal control checklist for Q1 2022/23.

**8. 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.

***On this occasion Councillor J. Pilley remained in the room in her capacity as Chairman of the Properties Committee, at the express invitation of the Chairman. Councillor Pilley provided relevant input regarding agenda item 9 but took no part in the voting.***

**9. To further investigate information relating to commercially sensitive correspondence and to RESOLVE a recommendation to Full Council.**

Following discussion, it was resolved to recommend to Full Council that an additional payment of £968.75 without prejudice be offered to a contractor.

**10. To NOTE the debtors list.**

Members noted a low-level low risk debtor resulting from complications with the debtor procurement systems.

***The meeting closed at 19.12***

### Planning and Development Committee Minutes

Minutes of the Meeting of the Planning and Development Committee held on **Tuesday 16th August 2022** at **6.00pm** in the Committee Room of the Festival Hall, Market Rasen

**Present:** Councillors, M. Lakin-Whitworth, K. Bridger, & F. Easters.

**In attendance:**

Lucy Waller – Town Clerk & Responsible Financial Officer

**The Meeting opened at 18:10**

Due to a local emergency those present **RESOLVED** to abandon the Committee Meeting to concentrate on the emergency response. It was **RESOLVED** to delegate power to the Clerk to respond to planning applications 145314, 145274, 145266, 145201, following email consultation with committee members.

*(Prior to the meeting Councillors met informally with two members of the public who had wished to attend the meeting, the members of the public provided written statements that were considered by the committee)*

**The meeting closed at 18:15**

1. Apologies for absence – **abandoned**
2. Public Participation– **abandoned**
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– **abandoned**
4. Approve Minutes of Meeting held on 8<sup>th</sup> June 2022 – **deferred to next committee meeting**
5. Planning Applications for Consideration

***The below applications were to be considered under the Clerk's delegated duties.***

Nr/Ref	Type	Description	Address	Response:
145314	<b>Full Planning Application</b>	Planning application for the construction of 22no. apartments and 11no. bungalows; including associated gardens, vehicle access and parking.	Land South of The Ridings Market Rasen Lincolnshire LN8 3EE	
145274	<b>Householder Application</b>	Planning application for proposed rear and side extension	7 Velden Way Market Rasen Lincolnshire LN8 3HD	



145266	<b><i>Full Planning Application</i></b>	Planning application for erection of 1no. detached dwelling with associated off-street parking	Land adjacent to 7 Chapman Street Market Rasen Lincolnshire LN8 3DS	
145201	<b><i>Full Planning Application</i></b>	Planning application to replace flat roof with hip roof including 4no. dormer windows & 4no. velux rooflights to form additional bedrooms and ensuite within the roof space.	The Limes Hotel Gainsborough Road Market Rasen Lincolnshire LN8 3JW	

6. To consider any late Planning Applications ***-abandoned***
7. To consider a resident request that Market Rasen Town Council purchase the areas of common land on the Ridings, adjacent to the footpath between Legsby Road and Chapman Street, and if necessary to make any recommendations to Full Council. - ***deferred to Full Council meeting September 2022***
8. To note responses to planning applications made under delegated powers since the last committee meeting on the 8<sup>th</sup> of June 2022. – ***deferred to next committee meeting***



## **Clerk's report September 2022**

### **Staffing matters:**

Office staff are now back at full capacity following illness and leave and all staff are engaged in a handover period prior to the implementation of new role responsibilities in early October 2022. New Job descriptions have been prepared and target setting meetings will be held with relevant staff to ensure targets are clearly recognised/ agreed and in place in preparation for annual appraisals in February.

### **Pavements:**

In response to pressure from a resident in addition to the ongoing requests from MRTC<sup>1</sup> and Cllr Bunney as the WLDC<sup>2</sup> representative, the WLDC Street Cleansing Manager arranged for a pavement sweep in Market Rasen, Councillor Bunney has asked that this be performed regularly and although this is being looked into by WLDC they are yet to confirm this.

### **Flooding (MRTC Staff):**

This is purely to highlight the additional hard work of Council Staff in responding to the heavy flooding of August 16<sup>th</sup> and the aftermath. Both the Maintenance Officer and Caretaker returned to work after finishing for the day to provide support in the community, working hard primarily outside in the horrendous weather conditions. Both staff have been personally thanked by the Clerk on behalf of the Council and have received overtime payments for their work in relation to the floods.

The Community Manager and the Assistant Clerk have worked extremely hard with very short notice to assist with organising the relocation to the Festival Hall of various events (including wedding receptions) that had been booked at another venue, which has closed due to flood damage, and have been thanked by the Clerk.

### **Market Strategy/ Emergency Planning Informal Meeting Sept 27<sup>th</sup> 6pm**

Representatives of WLDC and Lincolnshire Fire Rescue will be attending an informal meeting regarding both Emergency Planning and the WLDC Markets Strategy, Councillors are asked to make every effort to attend and to note the date as a formal agenda will not be produced.

Finance Report:

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<sup>1</sup> Market Rasen Town Council

<sup>2</sup> West Lindsey District council

		Market Rasen Town Council			
<b>FINANCIAL REPORT as at</b>		<b>31/08/2022</b>			
<b>CASH BOOK</b>					
	Balance Brought forward				
	Current Account			34,991.87	
	Savings Account			179,014.30	
	Town Partnership*			2,780.74	
				<b>216,786.91</b>	
	Add - Income				
	Current Account			3,724.63	
	Savings Account			0.00	
	Town Partnership*			0.00	
				<b>3,724.63</b>	
					<b>220,511.54</b>
	Less - Expenditure				
	Current Account			13,500.02	
	Savings Account			0.00	
	Town Partnership*			0.00	
				<b>13,500.02</b>	
	<b>Balance Carried Forward</b>				<b>207,011.52</b>
* Town Partnership account is restricted funds for town Partnership expenditure.					
<b>BANK BALANCES as at</b>		<b>31/08/2022</b>			
	Current Account per Statement			25,216.48	
	plus- receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<b>25,216.48</b>	
	Savings Account per Statement			179,014.30	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<b>179,014.30</b>	
	Town Partnership Account per Statement			2,780.74	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<b>2,780.74</b>	
<b>TOTAL COUNCIL FUNDS AS AT</b>		<b>31/08/2022</b>			<b>207,011.52</b>

#### ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE		<b>207,011.52</b>
<b>GENERAL RESERVE</b>	<b>57,665.00</b>	
<b>EAR MARKED RESERVES</b>		
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	<b>53,284.88</b>	
* Additional £45,000 owed from S106		
<b>RUNNING FUNDS</b>	<b>93,280.90</b>	
(Discounting Town Partnership funds)		



## **Community Manager's Report – September 2022**

### **Festival Hall Roof**

There continues to be a delay in receiving the warranty and contacts. This is due to staff issues and protocol. Due to the delays and poor communication the Project Manager is now liaising directly with the manufacturer.

This continues to be chased by the Project Manager every few days.

### **Servicing– Updates .**

- 5 Yearly Electrical testing works are partly completed.
- Gas service to be booked in soon for the Old Police Station
- Skate Park maintenance inspection to be booked in shortly.
- An electrician has been approached regarding PAT Testing of the Christmas Lights.

### **Festival Hall Bookings**

Bookings have increased. We now have two new regular hirers.

Monthly What's On for September has been produced.

A new blind has been fitted in the Festival Hall.

### **Festival Hall Floor**

A company is coming out to site on Monday 12<sup>th</sup> September to undertake some demonstrations for a lightweight floor buffer. This is a free service and all staff concerned will be involved. Staff will get the opportunity to have a go at using the buffers. Following this we can then investigate costs and decide which buffer would be most appropriate.

We are moving forward with the gas upgrade; however, this is a very slow process and several questions have been asked. The Maintenance Operative met with the gas contractor on 2<sup>nd</sup> September 2022. A quotation should follow for the works.

### **Festival Hall Fire Audit & Fire Risk Assessment**

The significant findings raised and feedback from the Fire Audit continue to be investigated.

A fire drill to be carried out during September.

A review of the Festival Hall Risk Assessment to take place during October.

### **Legionella**

Legionella testing procedures are working well. In time the forms will be completed electronically.

## **Lloyds Mobile Bank**

Upcoming dates of the Lloyds Mobile Bank are the 9<sup>th</sup> & 23<sup>rd</sup> September 2022.

These dates have been published.

## **Market**

The Market is very quiet.

The Auction Shed pillars and railings are to be painted by Acis on Thursday 8<sup>th</sup> September 2022.

## **Old Police Station**

Listed building Consent has been granted to fit a wall mounted letter box. There are some conditions associated to the planning. The Maintenance Operative and I are meeting with the Conservation Officer on Monday 12<sup>th</sup> September, to move this project forward.

.

## **Playing Fields and the Town Green.**

Prices for fencing are still to be explored for Bell Playing Field. The Assistant Clerk has taken this task on.

## **inspect declining trees at Mill Road Playing Field.**

There were no obvious features where the risk might not be Acceptable or Tolerable, and where a more in-depth evaluation was required. A Norway Maple Tree is in poor health and structural condition.. The stem has lost about two-thirds of its bark, causing the western primary branch to die. The tree will continue to decline, and there are no measures available to improve its condition. The Tree Specialist recommendation is to remove and replace the tree ( no TPO on tree) .

## **Remembrance 2022**

Road Closure Application for Remembrance was submitted last month. I am attending Parade Training on Friday 9<sup>th</sup> September 2022. A report will follow next month on Remembrance Arrangements 2022.

Remembrance letters will be sent out to the British Legion, Town Band, Police and Organisations within the next week or so.

## **Christmas 2022**

Plans have started for this year's Christmas events. A paper to follow on events.

## **Allotments**

Allotment requests continue to be received, these are added onto our allotment waiting list.

Market Rasen Town Council Accounts for payment August 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		£40.88	£2.80	£43.68
DD	Total	Electricity FH	£193.73		£38.75	£232.48
DD	Total	Electricity MP		£9.95	£0.50	£10.45
DD	Total	Electricity Office		£36.76	£1.84	£38.60
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£555.43		£555.43
DD	SSE	Gas FH June	£91.72		£4.58	£96.30
DD	SSE	Gas OPS May and June		£201.31	£10.06	£211.37
DD	EE	Mobile Phones		£162.95	£32.59	£195.54
DD	Lloyds bank (see separate report for full details)	Charge card fee/ purchases		£150.18		£150.18
DD	BT	Telephone/ Broadband		£57.51	£11.50	£69.01
Sub totals			£897.28	£1,724.47	£105.12	£2,726.87
Out of Committee Payments for ratification at September Full Council (Authorised for electronic payment where required)						
UTB226 x 2	F/H Hirers	F/H refunds paid OOC - 1x wedding £586.64, 1x £100 deposit return	£686.64			£686.64
UTB227	SLCC	Membership fee		£50.41		£50.41
UTB228	Microshade	Citix hosting		£85.50	£17.10	£102.60
UTB229	Rasen Hardware	3x invoices: keys 31/05/22 @£18.33,Key cutting 30/04/22 @£43.75,Washing machine parts 31/12/21 @£10.00	£72.08		£14.41	£86.49
UTB230	E-Quip	3x invoices : DutchHoe £12.20, welding of play equipment spring £20, 2x light littings Festival Hall £118.00	£118.00	£32.20	£30.04	£180.24
UTB231	Pestcotek	mole inspections		£100.00	£20.00	£120.00
UTB232	AJ Williams	Grasscutting and backdated increase		£742.00	£148.40	£890.40
UTB233	Lincoln Web Design	Office 354 x 4 mailboxes monthly, laptop leases 4 weeks		£326.00		£326.00
UTB234	HMRC	PAYE, NI etc 06/08-05/09		£1,653.88		£1,653.88
UTB235 - UTB240	Payroll	Salaries July 2022		£6,548.41		£6,548.41
UTB241	Avica	various cleaning products	£92.33		£18.47	£110.80
UTB242	Amazon	various stationery/ equipment see breakdown	£92.71	£101.09	£38.78	£232.58
UTB243	NALC	Local council awards - registration fee		£50.00	£10.00	£60.00

UTB244	Sparkle Cleaning	Office cleaning		£100.00		£100.00
UTB245	Stance security	security officer pop up July		£121.68	£24.34	£146.02
Sub totals			£1,061.76	£9,911.17	£321.54	£11,294.47
	Payment Totals		£1,959.04	£11,635.64	£426.66	£14,021.34

How often do you receive a newsletter (via email) from your neighbourhood policing team? \*

- ☐ Every Month
- ☐ Most Months
- ☐ Occasionally
- ☐ Never

How informative and useful is this newsletter? \*

- ☐ Very helpful
- ☐ Somewhat helpful
- ☐ Not helpful at all
- ☐ We never receive a newsletter

With the exception of crime and incident figures (which are available through [Police.uk](https://www.police.uk) or [Lincs.police.uk](https://www.lincs.police.uk)), how would you like to see the newsletter improved? \*

What do you do with the newsletter once it is received? \*

- ☐ Circulate to councillors for them to read only
- ☐ Circulate to councillors for them to distribute amongst residents
- ☐ Print a copy to include within a parish magazine or newsletter
- ☐ Use the information to update a parish magazine or newsletter
- ☐ Do nothing with it
- ☐ We never receive a newsletter



With consideration to the answers to questions 4 and 7 (whether you receive the newsletter and what your parish council does with the information), please estimate how many residents this information reaches? \*

- ☐ Less than 10 residents
- ☐ 10 - 100
- ☐ 100 - 500
- ☐ 500 - 1000
- ☐ 1000 - 2000
- ☐ 2000 - 5000
- ☐ More than 5000

Does your parish council access [Police.uk](https://www.police.uk) or [Lincs.police.uk](https://www.lincs.police.uk) for further information (such as crime, incident and stop/search data)? \*

- ☐ Yes
- ☐ No

If you don't use [Police.uk](https://www.police.uk) or [Lincs.police.uk](https://www.lincs.police.uk) in this way, why is that? (pick all that apply) \*

- ☐ The information is irrelevant
- ☐ The information is out of date
- ☐ The site is difficult to use
- ☐ We get all the information we need from the newsletter
- ☐ We didn't know there was information on [Police.uk](https://www.police.uk)
- ☐ We do use [Police.uk](https://www.police.uk)
- ☐ Other

11. Does your Parish Council use social media to follow your local policing team? \*

- ☐ Yes
- ☐ No

How often are you in contact with your neighbourhood policing team (by any means including the provision of newsletters). \*

- ☐ Weekly or more often
- ☐ Every month
- ☐ Most months
- ☐ Once or twice a year
- ☐ Never

Excluding the use of 101 and 999 to report an incident, how easily are you able to contact a member of your local neighbourhood policing team by telephone? \*

- ☐ Easily; we have a direct dial number for them.
- ☐ Not so easily but we can usually get hold of someone
- ☐ We can never contact them by phone
- ☐ We've never needed to contact them by phone

Excluding the use of the online incident reporting feature on the force website, how easily are you able to contact a member of your local neighbourhood policing team by email? \*

- ☐ Easily; we have direct email addresses for them (including team email addresses which are answered)
- ☐ Not so easily but we can usually get hold of someone
- ☐ We can never contact them by email
- ☐ We've never needed to contact them by email

How easily are you able to contact a member of your local neighbourhood policing team in person? \*

- ☐ Easily; we know where to find them when we need them
- ☐ Not so easily but they are often in our community and we can find them
- ☐ They still come to our Parish Council meetings
- ☐ We rarely (or never) see anyone from the team

Newsletters and our websites ([Police.uk](https://www.police.uk) / [Lincs.police.uk](https://www.lincs.police.uk)) have to be updated separately which is time consuming and reduces the time our officers spend in their communities.

We are considering moving all our updates to [Police.uk](https://www.police.uk) / [Lincs.police.uk](https://www.lincs.police.uk) and directing Parish Councils and others to receive all relevant information there (instead of newsletters). Which opinion best describes your Council's view on this proposal: \*

- ☐ We access [Police.uk](https://www.police.uk) / [Lincs.police.uk](https://www.lincs.police.uk) anyway for crime and incident information. We would be happy to receive all the information in one place.
- ☐ We would prefer to receive a newsletter but understand that it would help officers to only update one format
- ☐ We supply the newsletter to many residents and are concerned that they would miss out on this information if it wasn't available in a newsletter
- ☐ We struggle to access [Police.uk](https://www.police.uk) / [Lincs.police.uk](https://www.lincs.police.uk) and this proposal is therefore not practical
- ☐ We would be happy to see [Police.uk](https://www.police.uk) / [Lincs.police.uk](https://www.lincs.police.uk) updated regularly as we rarely (or never) receive a newsletter anyway

17. Would you like to add any further comments in relation to the proposal to move our information from a newsletter onto [police.uk](https://www.police.uk) / [Lincs.police.uk](https://www.lincs.police.uk)? \*

Enter your answer

18. Would you like to add any further comments in relation to any of the topics covered in this survey? \*

Enter your answer









#### **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:**

**Wednesday 14<sup>th</sup> September 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 receive the attached report, to consider available options and to RESOLVE to progress these matters to an agreed timescale (date to be agreed) to completion.**

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

#### **Market Place - Report attached**

**BACKGROUND DOCUMENTS:** Insert names of documents to be sent out with the meeting papers, if any.  
(These papers must be submitted with this form)

**Market Place Comments document, SB documents 1-3, attachments A, B & C**

**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.

**BUDGET:** Detail which budget line the expenditure is to be made from.

#### **LEGAL POWER:**

If further assistance is required please contact the Clerk.

## Market Rasen - Market Place

When I walked into town last week I was trying to understand why, despite all the work which has been put into it over the past 12 months, the Market Place still looks like a project that has been put together piecemeal with no firm plan or ideas of what we are trying to achieve.

Coincidentally, the following day there was a lot of negative comments on social media about the current appearance of the Market Place in comparison to Caistor's floral displays.....

FACEBOOK COMMENTS COMPARING MARKET RASEN MARKET PLACE FLORAL DISPLAYS TO CAISTOR'S 20 Aug 2022



- *Rather than moan about it, maybe we should look to improve the town. Look to what can be done to make it more inviting.*
- *I have always said that there is a total lack of social cohesion in Market Rasen. To many people wanting to pull each other and the town apart. I was involved with MR BIG and all people wanted to do was drag it down but not get involved themselves.*
- *How absolutely lovely why cannot Rasen do things like this?*
- *we should be able to grow some good flowers the amount of pigeon shit thats spread across the shop fronts*
- *This is how to do a floral display. Caistor do this every year and it brings visitors to the town.*
- *It makes Rasen's efforts look half hearted and to be honest, pretty useless.*
- *THE Council is only interested in removing as many car parking spaces as possible to the detriment of local Businesses and the High Street, every parking space lost count be potentially one hundred opportunitys for people to get of thier ca...*
- *I agree Roger. The Market Place has become a lot more hazardous since those stupid planters and gates took over. I know there is other parking in the town but how can the cost of that hideous lot be justified? It's a poor effort compared to Caistor.*
- *It's a shame it's on Rasen chat these are pictures of Caistor. So come on local council lift our Towns profile and stop our town looking so run down. When you drive through from Middle Rasen it looks terrible no wonder everyone one just drives through. Such a shame because community here is brilliant.*



- *thank you for the work you and others have put in. The towns hanging baskets have been a lovely burst of colour over the years, however I feel it's the lack of plants in the planters in the market square as well as the height of the sunflowers (although very pretty) do not blend with the smaller plants which makes it look worse.*
- *Does the council have a budget for the plants for the tubs as relying on sponsorship is difficult with times as they are.*

The Town Council has spent a lot of time putting up gates, barriers, seating, and planters. Members of the TC and other volunteers have worked hard to get the project this far, yet still it falls short of the kind of environmental project we were/ should be aiming for.

The most striking change being the gates erected at the rear of the Market Place in front of the Auction Shed. We now have large agricultural style gates at this location with even larger gate posts. These are not aesthetically pleasing and require attention. Unfortunately, we cannot do a lot about the gates now in situ, but we can certainly reduce the height of the gate posts. Currently these dominate the area and do very little to enhance the appearance of that end of the market place. Reducing the height of the posts to match the height of the gates would significantly reduce their impact at eye level across the square.



The Auction shed is also well over due a makeover too i.e painting, repairs etc.



The current planters have attracted some praise and a lot of criticism.



Unfortunately, I have to agree with most of the comments /complaints received. I think the photos speak for themselves. What is needed now is a ***uniform, low level, low maintenance floral display*** using plants appropriate for the season and the size of the planters. Due to our eagerness to get the planters 'up and running' we have ended up with a mismatch of planting, much of which is unsuitable and inappropriate for these containers and quite frankly does nothing to enhance the area, quite the reverse.

Let me be clear, this is not a criticism of anyone. I am fully aware of, and fully appreciate the amount of work which has been put into the area by members, volunteers and staff. I think it is very frustrating and disappointing for everyone that the results do not reflect the hard work involved.

I am also aware that the local environment group offered help to maintain the planters and are keen to do this as part of their own 'project'. However, I do feel that we need to set some ground rules with them as to what we consider to be suitable planting at this location, and what is not, to avoid a repetition of this. Looking around at other towns / villages in the area you can see what can be achieved by everyone working together. The Market Place is not a market garden or an allotment, there are other areas more appropriate for this. We now need to go forward with a properly considered and agreed planting scheme for the autumn / winter period leading up to Christmas.

## Parking

Parking is also something which needs to be decided upon without further delay. Residents see a constant re-shuffling of planters and market stalls which gives out very mixed messages to everyone, residents and visitors alike, and continues to attract negativity. This issue has been discussed a number of times since the Chairman submitted a report for consideration in **Dec 2021** initially suggesting a two-hour parking limit. (Copy attached)

**April 2022 Council Minutes (approved May 2022)** To RESOLVE to accept the circulated plan for the management of the Market Place. Members noted the circulated notes, following discussion **RESOLVED:**

- To allow trading on the Market Place, subject to permission, on any day other than Christmas day.
- To allow a local business the use of a small area of the Market place adjacent to the business for outdoor dining, on a trial basis in return for maintenance of the area used.
- To replace signage with appropriate updated signage.
- To mark out parking bays using studs.
- To have restrictions on the permitted length of time for parking, the specific restriction to be agreed although 1 hour was suggested.

In response to the above, I put together some ideas for the possible layout of the Market Place to accommodate the issues raised, which I shared with the Chairman at the time. Attachment (A) gives an idea of how this could work with 6 stalls permanently in situ and associated parking provision. Attachment (B) gives an idea of how this could work with only 2 permanent stalls. (C) shows no stalls, maybe with the option of using the Auction Shed for 2/3 stall events. Each scheme would do away with the ongoing issue of moving stalls / planters continually and would also save a ***huge amount of labour time, which is not cost effective and could be more productively allocated elsewhere.*** If we decide to keep stalls in situ, we also need to keep the covers on to prevent them looking like scaffolding when not in use. It would also give the impression that we have finally made up our minds what we want to do with this area.

**I am fully aware that we cannot please everyone on these issues and delaying the decisions any longer will not solve that problem. However, it is now nine months since the council received the Chairman's report, and four months since the council agreed the recommendations. I think we now need to make a firm decision on this to indicate to residents and visitors alike what they can expect with regard to access, parking etc. when coming into the town.**

**I am concerned that the TC is losing credibility on these issues and I would be grateful if members could take a few minutes to consider these comments and offer your thoughts, suggestions or ideas as to how we make urgent progress on these matters.**

**Specifically, we need a decision on the time limit for parking and to agree a time scale for the implementation of this as soon as possible.**

**Secondly, we need to agree a planting scheme which will produce a suitable display for the autumn but which can easily (and cost effectively) be enhanced for the Christmas period.**

**To my mind the Market Place is the picture frame of the town center and its appearance should reflect this.**

***Cllr Jo Pilley***

***3 September 2022***



### Market Place Proposals – Three Year Scheme 2022 – 2025

A hybrid proposal encompassing space for café society, community and visitor events and short-term car parking. It is also anticipated that the George Street entrance be closed for everyday use.

Hopefully, this will go towards meeting the aspirations and demands of local residents, local businesses and visitors to Market Rasen. The scheme will run alongside the Heritage Scheme to restore the various buildings in the vicinity of The Market Place. It is anticipated that the two schemes will help improve the case for further heritage development funding for Market Rasen.

See Attachment 'A' for the proposed layout.

A mixture of 'municipal black' planters, bollards, barriers and gates will be used to mark off traffic free zones and car routeways. To begin with it is proposed that the designated car parking spaces will be marked out in white paint.

A one way system will be operated around the Market Place to ensure safety and ease of movement.

A seating area with a shelter will be constructed in the east front corner [Luca Vets] – this will approximately mirror the seating area on the west front corner [The March Hare]. An electric display/advertising board will be located in the by the notice board on the western side of the square.

See Attachment 'B' for pictures of the proposed municipal furniture.

The cost of the seating etc will be in the region of £30 to £35K. WLDC have already committed £20K plus to the scheme. The residual Mr Big / Mary Portas Money will fund the difference money. This money is to be spent on promoting markets and the local 'High Street' economy.

Day time parking will be limited to 2 hours – MRTC to employ a company similar to the one used by The Co-op to manage. This will be at no cost to MRTC. [A limited number of long-term permits will be available for residents].

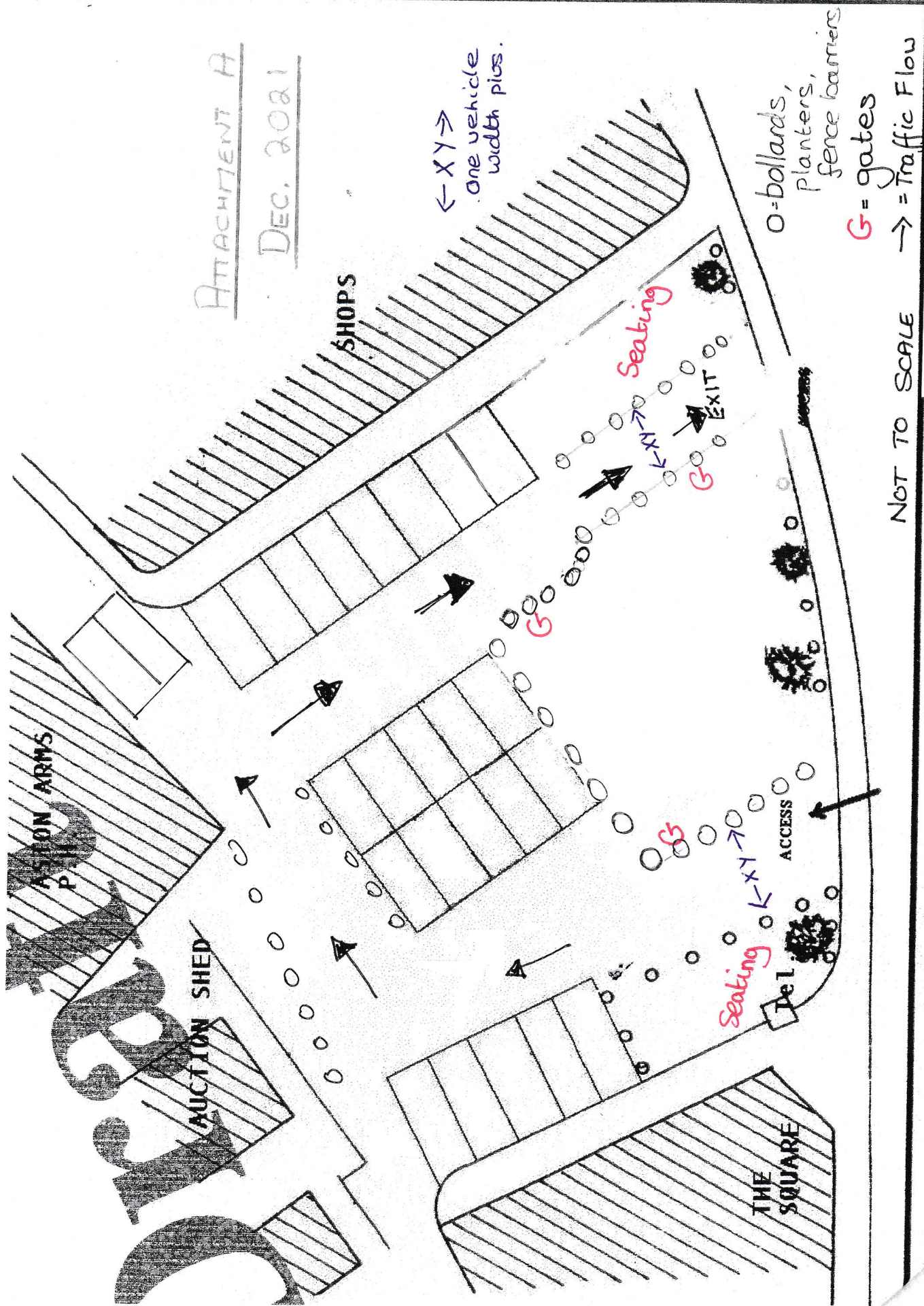
A review of these arrangements will be made starting 18 months into the project [sometime in 2024] with the aim of creating a Market Place Scheme for the period up to 2040.

It has been suggested that the Auction shed is moved from the rear of The Market place to the 'open' space at the Front. This will have the additional benefit of opening up the view of St Thomas' church. WLDC Conservation Officer is supportive of this proposal but has warned about rushing into such a move.



Chairman MRTC  
December 2021



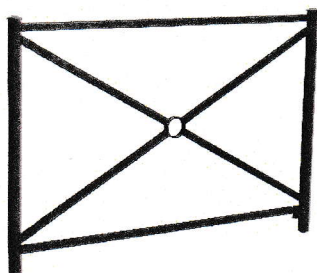
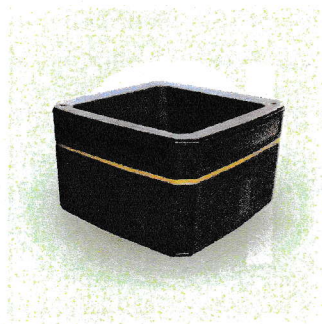


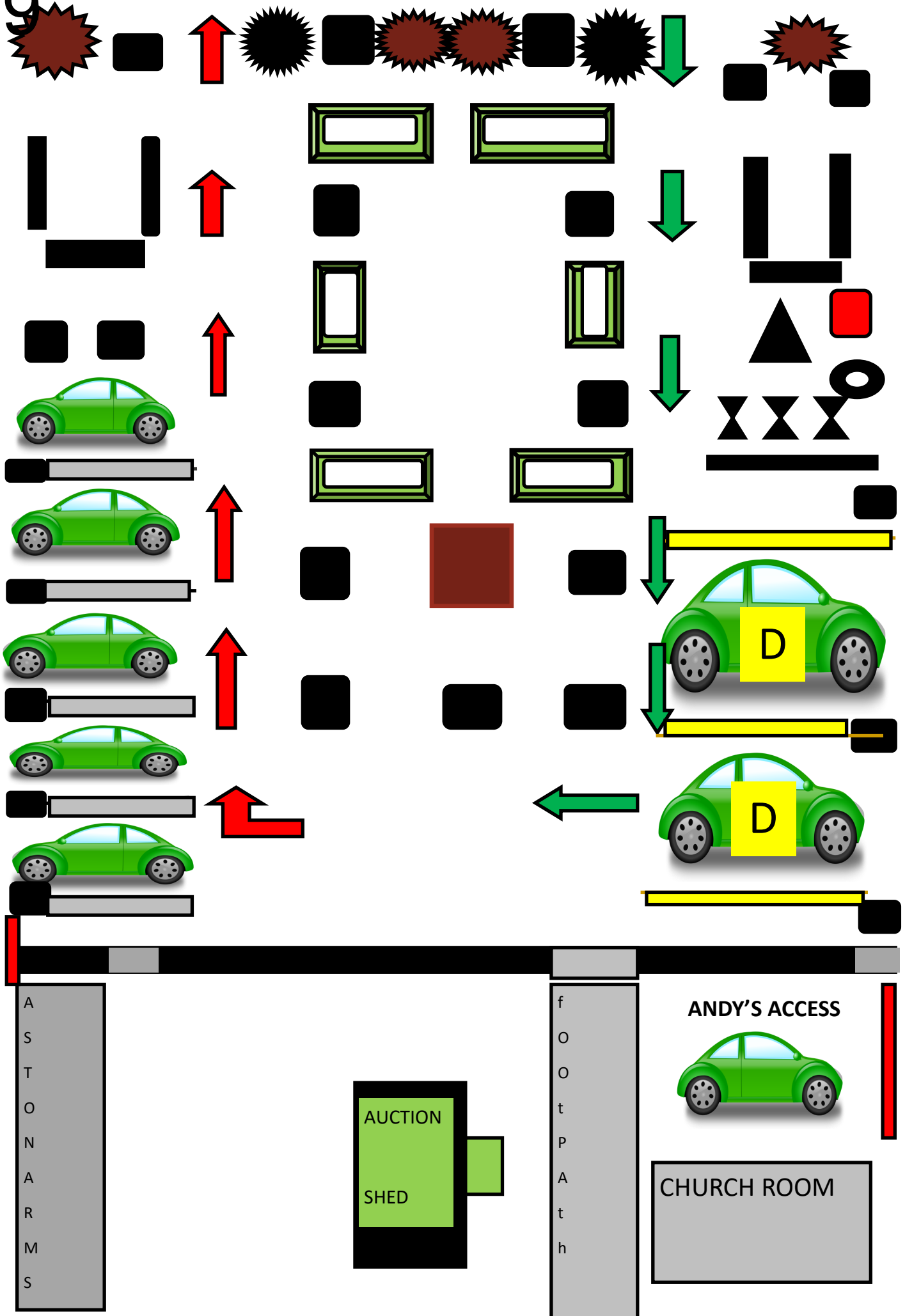
MARKET PLACE - MARKET RASEN - LINCOLNSHIRE

MARKET LAYOUT

**Attachment B**

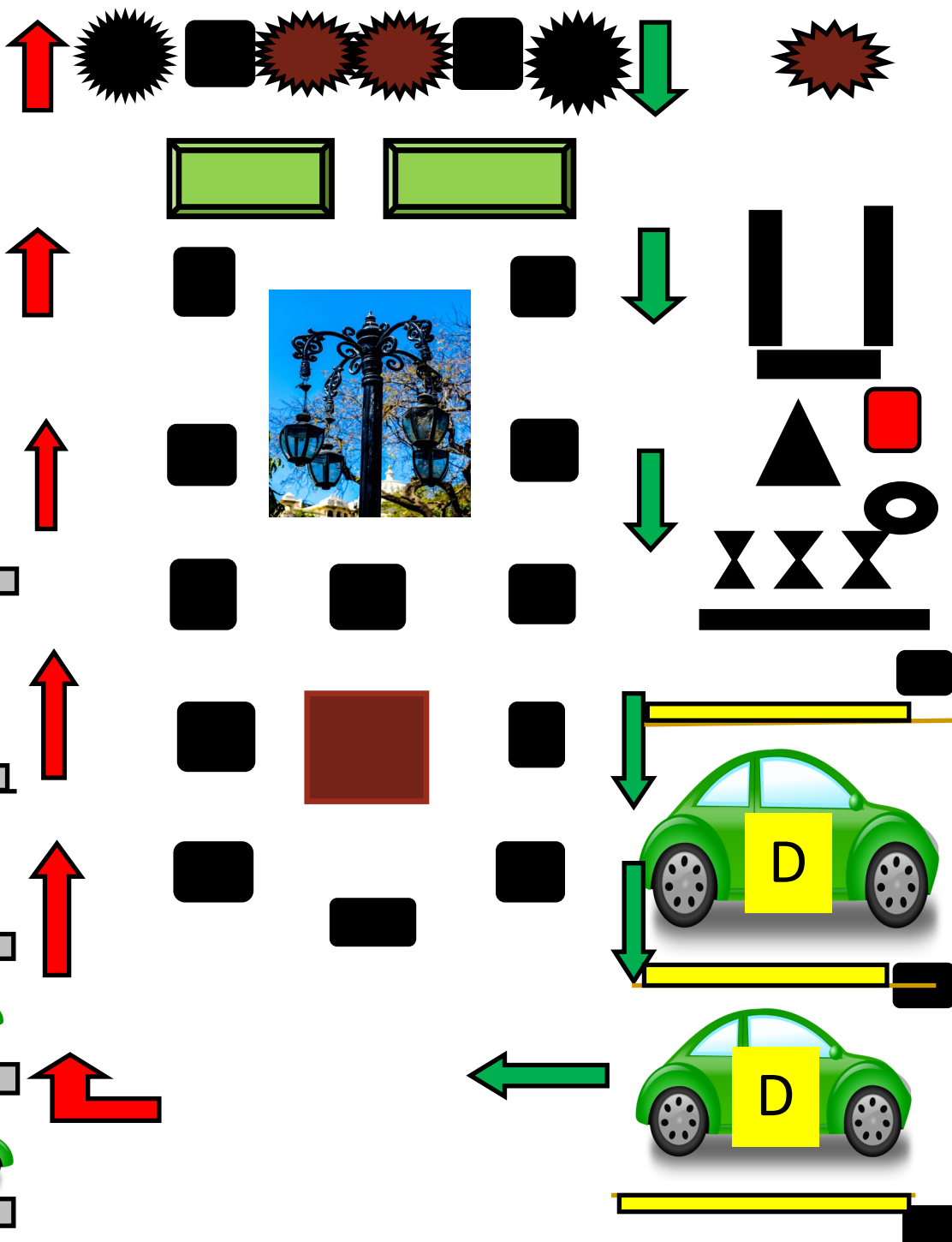
Pictures of the sort of planters, barriers and bollards envisaged to create the 'open' space and routeways around the market place.







40



ASTON ARMS

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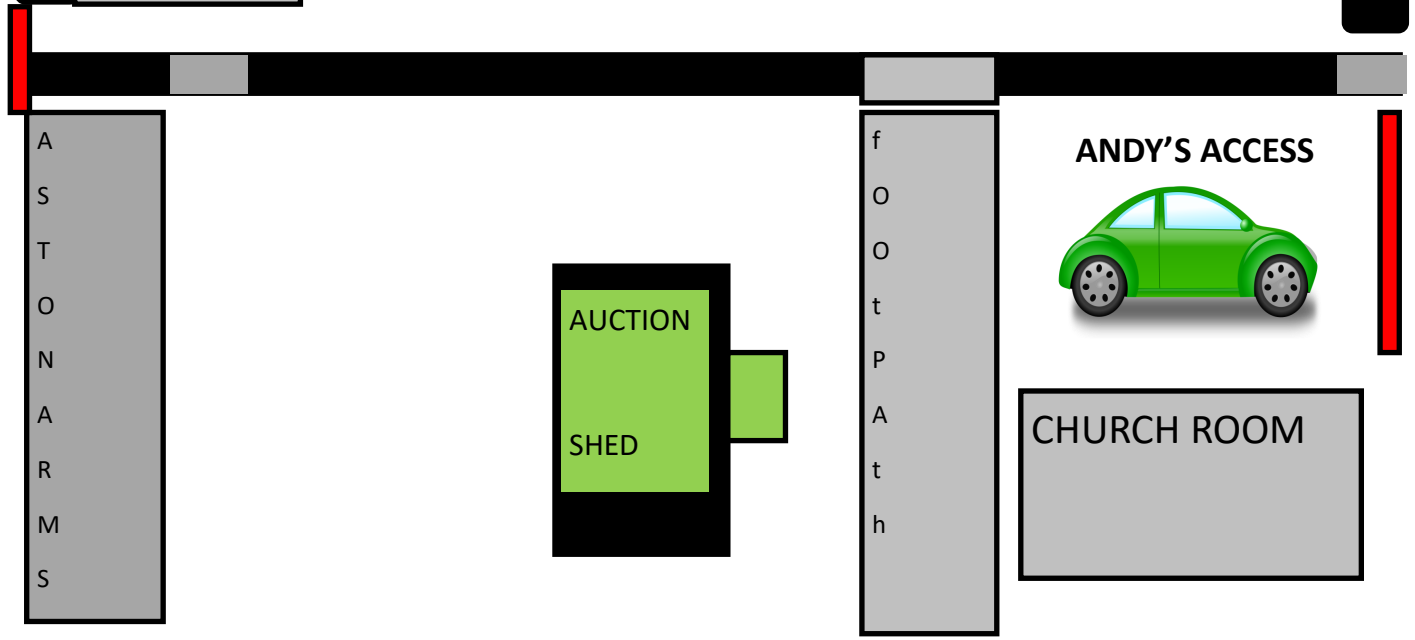
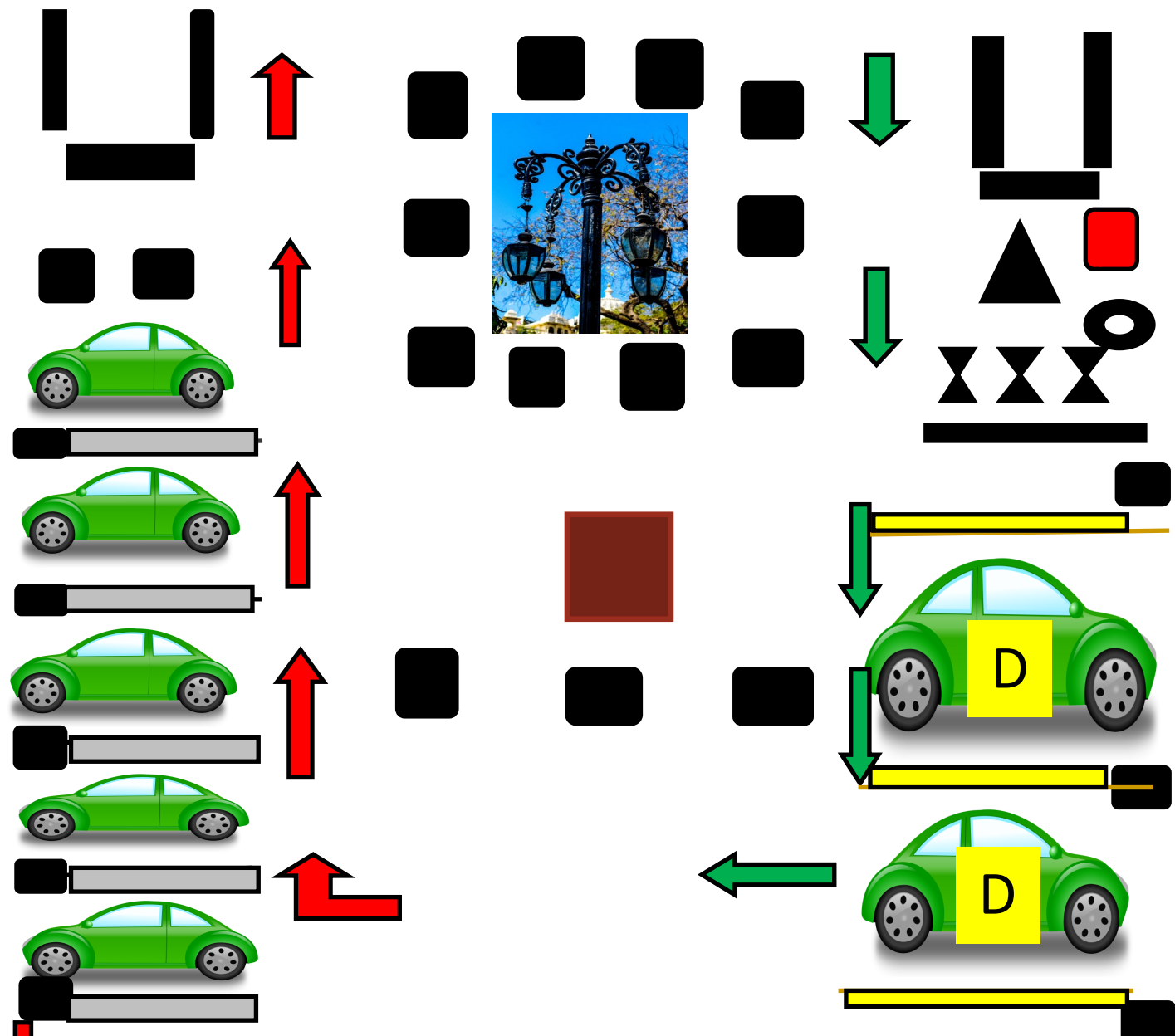
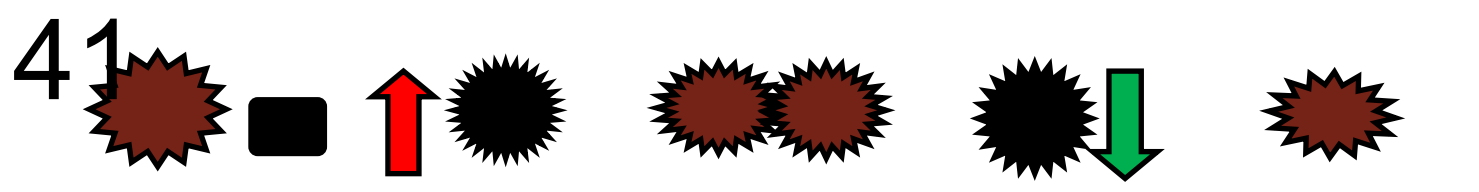
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## ANDY'S ACCESS



CHURCH ROOM





Nearly three years ago(5/11/19) MRTC funded the re printing of two walks leaflets which **(REDACTED)** and I have been distributing almost weekly at the Willingham Road Picnic Area. We amended the leaflets then to carry the MRTC logo and name but we have almost run out and the demand is, if anything, increasing through the summer. This means that nearly 4000 visitors to the area over the past 30 months have benefitted and hopefully enjoyed their experience. Other outlets(notably Sunnyside Up) have also been supplied and requested more. All in all we feel it has been a worthwhile exercise and we are happy to continue (even though we have had to replace dispensers damaged by vandalism a couple of times).

I am therefore writing to see if the council will continue to underwrite this project. If there is agreement in principle, I will get an exact quote from Systematic and see if they will agree to invoice MRTC directly.

Quote from Systematic for the Town Council to consider (£632).

## Section 3 – External Auditor Report and Certificate 2021/22

In respect of

MARKET RASEN TOWN COUNCIL – LI0241

## 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

## 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

## 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

18/08/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Background:**

The attached draft policies are recommended for adoption:

- Whistleblowing.
- Social media and Electronic Communication.
- Noticeboard use.
- Council action plan 22/23
- Dignity & respect

**Summary:**

- During recent LALC training it was highlighted that both whistleblowing and social media and Electronic Communication policies were useful policies that the council does not currently have in place. The draft whistleblowing policy is based on best practice models used by other councils, the draft social media and Electronic Communication is based on the SLCC model document with adaptations to suit local circumstances.
- The draft Noticeboard policy has been developed further to requests from Staff and Councillors for clarification and is based on best practice models, of note is the exclusion of any commercial promotions.
- Publication of a Council Action plan is an element of the Local Council Award Scheme, Foundation Award criteria and is the one submitted in draft form as part of the Clerk's CiLCA qualification. It highlights major areas of work for the council year and links them to the Council's three-year strategy. This is intended to be adopted as a living document that can be updated as required and it's publication does not prevent other unanticipated action as and when required. The three-year strategy does not meet the requirements of the award as it is a multiagency Parish Plan, whereas the requirement is for action plan based on the council's legal powers and duties/ planned activities only.
- The draft Dignity at Work policy is based on the one produced by the joint NALC and SLCC Civility and Respect project (with slight adjustments to represent local circumstances). This policy is designed to replace the current Bullying and Harassment policy.

**Recommendation(s):**

It is the recommendation that the above policies be adopted subject to any alterations the council deem necessary.

**Decisions Required:** The adoption or not of the above policies subject to any alterations the council deem necessary.

## WHISTLE BLOWING POLICY

All organisations face the risk of things going wrong or unknowingly harbouring malpractice. The Council believes it has a duty to identify such situations and take the appropriate measures to remedy the situation. By encouraging a culture of openness within the Council, it is hoped that such problems can be prevented.

This policy applies to all Employees of the Council and other workers including temporary, subcontracted and agency workers.

By encouraging a culture of openness, the Council wants to encourage Employees and workers to raise issues which concern them at work. They may be concerned that by reporting such issues they may be exposing themselves to detrimental treatment or risking their job security. This is not the case. All members of staff have statutory protection if they raise concerns in the right way. This policy is designed to give staff that opportunity and protection. Providing they are acting in good faith it does not matter if they are mistaken. There is no question of Employees having to prove anything about the allegation they are making, but they must reasonably believe that the information they have implies acts of malpractice.

If there is anything which Employees think the Council should know about, they should use the procedure outlined in this policy. By knowing about malpractice at an early stage, the Council has a good chance of taking the necessary steps to safeguard the interests of all who are involved with and have a legitimate interest in its activities.

Typical examples of malpractice which are covered by this policy are:

- Criminal offences
- Miscarriages of justice.
- Dangers to health and safety
- Damage to the environment.
- Breaches of any legal and / or statutory obligations
- Deliberately concealing any of the above.

The Council is committed to this policy. If an Employee uses this policy to raise a concern in good faith, the Council gives them its assurance that they will not suffer any form of retribution or detrimental treatment.

The Council will treat their concern seriously and act according to this policy. They will not be asked to provide anything about the allegation they raise, but they must reasonably believe that the information they have is used in good faith. If an Employee asks for a matter to be treated in confidence, the Council will respect their request.

The Council's Guarantee:

- If an Employee is concerned about any form of malpractice, they should raise the issue with their immediate supervisor. There are no specific





## WHISTLE BLOWING POLICY

requirements to do this. They can inform their supervisor verbally or in writing if they prefer.

- If they feel that they cannot deal with their supervisor, for whatever reason, they should address their concerns to The Town Clerk or where the supervisor is the Town Clerk, the Chairman of the Council

How the Council will respond:

- Once a concern has been raised the Council will decide how to respond in a responsible and appropriate manner under this policy. Usually this will begin with internal enquiries, but may progress to either a formal or informal investigation, depending upon the nature of the concern. The Council will endeavour to complete the investigation within a reasonable time scale.
- The investigation may be conducted by either the Clerk alone, or a team of three Councillors, selected by the Full Council, depending upon the nature of the concern.
- The Council will keep the Employee informed of the progress of the investigation. However the Council will not be obliged to reveal information which would infringe the confidentiality of others, the Data Protection Act or any other statutory obligation.

Raising your concerns externally:

- The purpose of this policy and procedure is to give Employees the opportunity and protection they need to raise concerns internally. The Council would expect that in almost all cases, raising concerns internally would be the most appropriate action to take.
- However, if for whatever reason Employees feel that they cannot raise their concerns internally and reasonably believe that the information and allegations are substantially true, they can consider raising the matter with the appropriate regulator – external auditor, HSE, etc.
- Public Concern at Work is an independent charity whose main objective is to promote compliance with the law and good practice in the public, private and voluntary sectors. They can be contacted at [www.pcaw.co.uk](http://www.pcaw.co.uk)
- If you have any questions regarding this policy and procedure, please feel free to discuss the matter with the Clerk.

**Adopted:**

**Reviewed annually**  
**Next review May 2023**



## **Social Media and Electronic Communication.**

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses, and agencies it works with and serves.

The Council has a website, two Facebook page and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council Facebook page and Festival Hall Facebook page intend to provide information and updates regarding activities and opportunities within our Town and promote our community and hall positively.

### **Users of Council Social Media**

In accordance with the Council's adopted Communications Policy, clause C (ii), the Town Clerk is the Council's nominated Press Officer with the authority to issue official press releases. No other member of staff (other than the Community Manager deputising for the Parish Clerk) has the authority to issue public statements on behalf of the Council.

### **Principles**

- To publish information about the work of Market Rasen Town Council, and relevant local information from other agencies to a wider audience.
- To avoid entering into online debates or arguments about the Council's work. Social Media must NOT be used in the recruitment process for employees or new councillors - other than for the sole purpose of placing vacancy advertisements - as this could lead to potential discrimination and privacy actions, as well as breach of data protection issues

### **Communications from the Council will meet the following criteria:**

- Be civil, tasteful and relevant.
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive.
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright.
- Not contain any personal information.
- Social media will not be used for the dissemination of any political advertising.

**In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:**

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.



## **Social Media and Electronic Communication.**

- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts but be aware of copyright laws be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products, other than when deemed acceptable by Council Staff for the promotion of local chargeable events of community interest. (The Festival Hall Facebook page will promote the Hall, and commercially run classes / groups that take place in the Hall when requested by hirers).
- The site is not monitored 24/7 and we will not be able to reply individually to messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities.
- Please do not include personal/private information in your social media posts to us.
- Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the Town Clerk by emailing.

### **We retain the right to remove comments or content that includes:**

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy, or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook pages not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

### **Town Council Website.**

Where necessary, we may direct those contacting us to our website to see the required information.

**Town Council email.**

The Town Clerk has their own council email address townclerk@marketrasentc.co.uk. The email account is monitored during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message will be used when appropriate.

Council officers are responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk (or an appropriate Council Officer) , and/or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent request before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners via their Town Council issued email addresses, in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails sent via Town Council email are official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not, without prior consent, forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

**SMS (texting).**

Members and Officers may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

**Video Conferencing e.g. Teams.**

If this medium is used to communicate, please note that this policy also applies to the use of video conferencing.

**Internal communication and access to information within the Council.**

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

**Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.**

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation). Members should also be careful only to cc essential recipients on emails i.e., to avoid use of the 'Reply to All' option, if possible, but of course copying in all who need to know and ensuring that email trails have been removed.

**Third party social media and Individual Councillor Usage**

Councillors need to think about whether they are acting in a private capacity, or whether any impression might be conveyed that they are acting for and on behalf of Market Rasen Town Council.

The Council's adopted a Code of Conduct is binding on all members. If you use social media in your official capacity as a councillor, you should always be mindful of the Code, and of the seven Nolan

principles applicable to holding public office – selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

**Do:**

- Set appropriate privacy settings for any blog or networking site
- Watch out for defamatory or obscene posts from others on any blog or page and remove them as soon as possible to avoid any perception that you condone such views
- Be aware that the higher your profile as a councillor, the more likely it is that you may be seen as acting in an official capacity when you blog or network
- Ensure any Council facilities are used appropriately – if using a Council-provided website or social networking area, any posts that you make are extremely likely to be viewed as being made in your official capacity
- Avoid publishing any information that you could only have accessed in your position as a councillor
- Be careful if making ‘political’ points and avoid being specific or personal about individuals.

**Don’t:**

- Blog in haste
- Post comments that you would not be prepared to make in writing or in face-to-face contact
- Use Council facilities for personal or political purposes

Based on the SLCC model document © Copyright 2019

Adopted:

Reviewed as required.





## Electronic Screens & Noticeboards Policy

### **Introduction:**

This policy describes the proper use of Market Rasen Town Council Electronic Screens and Noticeboards.

### **Background:**

Parish Councils are required to maintain a noticeboard for statutory notices to be published and may allow other notices to be displayed at their discretion. Official notices must by law be displayed on at least one of the physical noticeboards.

The two Town Council owned Electronic Screens were provided by West Lindsey District Council (WLDC) via a specific Government grant, and content must be consistent with the terms of that grant.

### **Locations and use:**

Notice boards:

**The Festival Hall entrance hall** – Upcoming local events and activities taking place at the Festival Hall/ Festival Hall health and Safety / legal notices only.

**The Festival Hall main door** - Information / contact details for the Festival Hall only.

**The Festival Hall carpark** – Upcoming local events and activities taking place at the Festival Hall and notices for local information as space allows.

**The Market Place** - Upcoming local events and activities, notices for community information as space allows legally required council notices if required.

**Boots** - Legally required council notices and details of Market Rasen Town Council Councillors / contacts.

**De Aston Field** - Upcoming local events and activities, notices for Community information as space allows.

Electronic Screens:

**Festival Hall & John Street** – To ensure compliance with the terms of the Government grant funding content is managed directly by WLDC, Market Rasen Town Council may submit content via the Town Clerk or in their absence the Community Manager. Content must encourage and promote tourism or the economy, however in some cases at the discretion of WLDC important public information notices may be included.

### **Community information notices:**

Community information notices include but are not limited to notices from and for organisations within the Parish of Market. Notices from organisations outside the parish but being of interest to residents.

### **The following are not normally to be displayed on the physical noticeboards:**

\*The promotion of commercial local events of interest is at the discretion of Council Officers, commercial clubs and groups held at the Festival Hall will be advertised on the Festival Hall noticeboards only.



## **Electronic Screens & Noticeboards Policy**

Commercial advertisements\*. Publicity for any fundraising event or organisation that is not a charity. Political notices

DRAFT

\*The promotion of commercial local events of interest is at the discretion of Council Officers, commercial clubs and groups held at the Festival Hall will be advertised on the Festival Hall noticeboards only.

**2022-2023 Draft Action Plan****KEY**

Green-completed   Amber- in progress   Red – overdue/progress slower than anticipated

Action	Timescale	Link to 3-year strategic objective.	Tasks	Task assigned to (Where known)	Status / Notes / Feedback
In conjunction with WLDC, installation of outside Gym equipment Mill Road Playing field	May 2022	2.2	<ul style="list-style-type: none"> <li>Installation carried out by external contractor.</li> <li>Inclusion of equipment on playground checks forms</li> </ul>	External contractor  Community Manager	Completed
Continue investigations to source allotments/community gardens	Ongoing 2022-2023	2.11	<ul style="list-style-type: none"> <li>Continue talks with landowners.</li> <li>Continue to keep a list of interested residents.</li> </ul>	Clerk/Council	Possible community Gardens location identified for further discussion July 2022
Update of the Market Place – including limited short-term Parking and introduction of street furniture, planters, and signage	May 2022- Dec 2022	1.4	<ul style="list-style-type: none"> <li>Introduction of marked parking bays.</li> <li>Installation of new benches and bins and planters.</li> <li>Planting up of new planters and regular watering.</li> <li>Installation of new signage.</li> <li>Sourcing of potential parking enforcement partner.</li> </ul>	Council/Clerk/Contractor  Maintenance Operative  Council/community Manager	
Hanging baskets in the Town	May 2022 -Sept 2022	1.8	<ul style="list-style-type: none"> <li>Purchase of planted baskets and additional plants.</li> <li>Watering throughout season.</li> </ul>	Clerk  Caretaker/ volunteers	Installed May 2022

Jubilee Events and bunting	Planning March22- June22. Event 02/06/22	1.4,1.8, 3.1,3.2,4.5	<ul style="list-style-type: none"> <li>Planning / Marketing</li> <li>Event</li> </ul>		Completed
Redecoration of the Old Police station	May 2022- July 2022	1.2	<ul style="list-style-type: none"> <li>Redecoration of office suites and court room.</li> </ul>	Maintenance Operative	Office 1 completed June 2022
Upgrade of Festival Hall Electrics, Heating, and safety signage	May 2022- Jan 2023	1.1	<ul style="list-style-type: none"> <li>Upgrade gas meter and piping to required standard.</li> <li>Undertake recommended electrical works following 5-year check.</li> <li>Update safety signage as instructed at Fire safety audit.</li> </ul>	Contractor/ SSE  Contractor  Maintenance Operative	
Remembrance Day parade and service.	Planning -July 2022-Nov 2022. Event Nov 2022	1.8,3.2	<ul style="list-style-type: none"> <li>Arrange road closures / plan event.</li> <li>Attendance at LCC training</li> <li>Recruit adequate volunteers and deliver training</li> </ul>	Community Manager/ Maintenance Operative Community Manager/ Maintenance Operative Community Manager	
Christmas Tree & Lights	Dec 2022-Jan 2023	1.8	<ul style="list-style-type: none"> <li>Arrange installation and removal (Jan 23)</li> </ul>	Community Manager/ Maintenance Operative	
Christmas Market	July 2022- Dec 2022(planning) Dec 2022 (event)	1.4, 3.1,3.3,4.14	<ul style="list-style-type: none"> <li>Planning /organisation /Marketing.</li> <li>Event Dec 2022</li> </ul>	Community Manager/Council	
Event planning/ project planning 2023 -2024	Nov 2022 -May 2023	1.8,3.1,3.3,4.14	<ul style="list-style-type: none"> <li>Inclusion in budget of adequate funds for upcoming activities.</li> <li>Planning of upcoming</li> </ul>	Clerk &RFO/ Council /Committees	

			council activities/ events for the following municipal year		
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## DIGNITY AT WORK POLICY

**Market Rasen Town Council believes that civility and respect are important in the working environment, and expect all Councillors, officers and the public to be polite and courteous when working for, and with the Council.**

### Purpose

Market Rasen Town Council is committed to creating a working environment where Council employees, councillors, contractors, and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Market Rasen Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available from [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment,
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### Scope

This policy covers bullying and harassment of and by the Clerk and all employees engaged to work at Market Rasen Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Market Rasen Town Council this should be raised to their nominated contact, or manager, or the Chairman of the Council, in the first instance. Should the complaint also be about the Chairman of the Council the complaint should be raised to the Council's HR committee.

Agency staff, or contractors are equally expected to treat Market Rasen Town Council colleagues, and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the Council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.



### The position on bullying and harassment

All staff and Market Rasen Town Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Market Rasen Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Council to treat each other with respect and uphold the values of the code of conduct, and civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Council's disciplinary procedure.

#### Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

#### Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.



### **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information, a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear; however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.



Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/ Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

### **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

### **Reporting Concerns**

#### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your line manager in the first instance or, with the Clerk. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

**What you should do if you feel you are being bullied or harassed by a Councillor:** If you are being bullied or harassed by a Councillor, please raise this with the Clerk or the Chairman of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described



below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour, you should report the incident in confidence to the Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

#### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop. Alternatively, you may wish to ask the Clerk, your line manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own line manager, you should raise the issue with the Chairman of the Council. (If your concern also relates to the Chairman of the Council, you should raise it with the Chairman of the HR committee). The Clerk/ Chairman (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Clerk (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or





in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

#### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the Market Rasen Town Council's grievance procedure. You should raise your complaint to the Clerk (or in the case of a complaint relating to the Clerk, the Chairman of the Council). A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk (or Chairman of the Council) will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The Council will consider any adjustments to support you in your work and to manage the relationship with the Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.



Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

#### **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

*This is a non-contractual policy and procedure which will be reviewed from time to time.*

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DRAFT

# 63 CIVILITY AND RESPECT PROJECT



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 4 | AUGUST 2022

## SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

It is evident the vast majority of councillors and officers want to maintain the highest standards of conduct at their council, but unfortunately there are still too many examples of poor behaviour across our sector.

In councils where councillors, the clerk, and staff work in harmony, considerable benefits are provided for the local community and there are many excellent examples of this.

Unfortunately, as we know only too well in our sector there is, and has been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#).

There is also an [example agenda item for the pledge to assist you](#).



## WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

### PROJECT UPDATE

We have started to deliver against the objectives set out at the start of the project.

There is now a bespoke training offering to support you, enhance your skills and confidence to handle incivility, disrespect, and poor behaviour. We are also delighted to announce the launch of 'The Pledge' to help your council encourage the right behaviours, stamp out bullying, and demonstrate high standards of conduct.

We are inviting all councils to please take the pledge.



## Civility and Respect Pledge suggested agenda item:

### 'To pass a resolution to sign up to the civility and respect pledge'

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

The council confirms by resolution at a full council meeting that it recognises its duties in relation to that it recognises its duties in relation to biodiversity and crime and disorder, **and that it has the below criteria:**



Criteria
1 Its standing orders
2 Its financial regulations
3 Its Code of Conduct and a link to councillors' registers of interests
4 Its publication scheme
5 Its last annual return
6 Transparent information about council payments
7 A calendar of all meetings including the annual meeting of electors
8 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
9 Current agendas
10 The budget and precept information for the current or next financial year
11 Its complaints procedure
12 Its accessibility statement
13 Its privacy notice
14 Council contact details and councillor information in line with the Transparency Code
15 Its action plan for the current year
16 Evidence of consulting the community
17 Publicity advertising council activities
18 Evidence of participating in town and country planning

Criteria
19 A risk management scheme
20 A register of assets
21 Contracts for all members of staff
22 up-to-date insurance policies that mitigate risks to public money
23 Disciplinary and grievance procedures
24 A policy for training and training and development of and councillors
25 A record of all training undertaken by staff and councillors in the last year
26 A clerk who has achieved 12 CPD points in the last year

***Notes on biodiversity and crime and disorder:***

**Natural Environment and Rural Communities Act 2006 s40 1 &3**

The public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.

Conserving biodiversity includes, in relation to a living organism or type of habitat, restoring or enhancing a population or habitat.

**Crime and Disorder Act 1998 S17**

“Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent,

(a) crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment);

Although very dated <https://www.ashover-pc.gov.uk/uploads/s17-crime-disorder-act-1998.pdf>

Provides a good practical guide for councillors.



## MLMF

MID LINCOLNSHIRE MUSIC FESTIVAL MARKET RASEN

JUNE 23 to 30<sup>th</sup> 2023

Name & address supplied

31/07/2022

Dear Sir or Madam

A group of local musicians who are residents of the Market Rasen wish to establish a music festival in the town next June

We propose a week of activities associated with music and related arts to take place in the town

We are inviting local ,national and international artists to take part and want to include the more entertaining aspects of music .

We have engaged a young concert pianist with an international career to give a Chopin recital based on his disastrous stay in Majorca with a narrative by Georg Sand his mistress .

We are combining massed local choirs to give a performance of Mozarts Mass in Cminor and musicians are applying to take part with an orchestra and soloists

During the week there will be night and daytime events including a jazz brunch ,street musicians at a market ,peoples tea party afternoon tea and a summer evening outdoor event .We also wish to hold a talent evening for local people to take part as well as classical recitals .Music for everyone .

Our Mayor Cllr Bunney has given his support along with other wldc and town councillors and many town groups will be taking part .

WE feel it would be a great chance for people to access music which is not often performed in the county and will attract visitors and locals.

We would like to form a Friends of MLMF from businesses and people local to Rasen to support the venture which will be entirely not for profit .And profiling them by placing any monetry donors name on a special brochure.

The MLMF will need funds mainly for a small amount of admin and to hire musicians .We have in Lincolnshire some very able young musicians eg .A young 22 year old singer who went to William Farr school who has gained a masters degree at the Royal Scottish Academy .Also a young cellist who has gained a 1<sup>st</sup> class degree from RNCM and back with parents in Humberston .

There are many artists keen to perform music again post covid from near and far and initial posting about this event has created a lot of interest .A chance to enjoy a festival of good quality music not really seen elsewhere in Lincolnshire

Market Rasen Salvation Army, at their invitation, have kindly agreed to host several of the recitals and events in their hall with access to their grand piano .I have also talked to other venues .

As stated we need sponsorship to make the MLMF happen and becoming a Friend of the Festival seemed an appropriate idea .Any bodies giving sponsorship over £50 will be mentioned in a printed brochure .

The first event will be a concert for the towns businesses and musicians .

In the first instant if you would like further information ,if you could email me on [regencyball@yahoo.co.uk](mailto:regencyball@yahoo.co.uk)

We are willing to visit any potential sponsors to explain further our intentions

I am Ellen Rose who teaches music in the town and first lived at South Willingham on my Grandad's farm the late Frederic Holmes of Pasture House in 1961 .I did my music studies at The London College of Music and now live at Thorganby

The other members of our organising board are

Helen Jenkins Knight admin of the Louth Peoples Orchestra who lives with her family in Market Rasen

Christopher Rose

Thank you for your time in reading this

Ellen Rose

***Clerk's note – In response to the letter the sender was provided with an MRTC grant application and invited to return it for Council's consideration – they have not done so.***