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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.

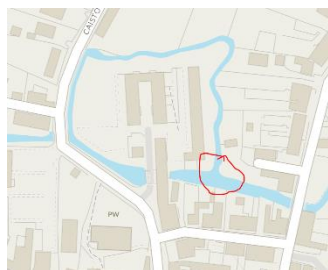
In Market Rasen, the channel opposite the Church [between the Mill and Caistor Road Bridge] is the only section where the weed impedes and stops the flow. This section of the channel has less water flowing through it - as a large proportion of the water is diverted around the Mill estate. This situation 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><i>Full Planning Application</i></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><i>Householder Application</i></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***

REPORTING PROCESS

**REPORT TO:** Full Council  
**FROM:** Community Manager  
**DATE:** 12<sup>th</sup> October 2022  
**REPORT TITLE:** Festival Hall Floor

**Background:**

The Council have a large commercial buffer in the Festival Hall. This buffer can only be used by the Maintenance Operative. The machine is too heavy for caretaking/cleaning staff. The large floor buffer was purchased many years ago.

Going forward to we need to look at getting a buffer or cleaner which is light weight, suitable for all staff to use and to reduce cleaning time.

**Summary:**

On the 12<sup>th</sup> September 2022, a free demonstration took place at the Festival Hall. In attendance was the Council Caretaker, Maintenance Operative, Festival Hall Cleaner/Steward, and the Community Manager. Three machines were shown, and staff tried out machines.

It was decided that only one machine would be suitable for the Council's needs and that is the Numatic Twintec. This machine is a cleaner not a buffer. During the demonstrations we felt like a cleaner is required rather than a buffer as we already have a buffer which is adequate for use. The buffer that we have can be used by the Maintenance Operative on rare occasions, in advance of weddings or larger functions. With the proposed cleaner, buffing shouldn't be required so often.

Part No	Description	Qty	Net Price
TT1840	Numatic Twintec TT-1840G Scrubber Dryer	1	1424.99
	Graphite Tanks V17		
606400	360mm Padloc Drive Board	1	65.85
HG115-R	Jangro 15in Red Floor Pads - Box 5	1.00	14.00
BD060-5	Jangro Scrubber Dryer Solution - 5 Litres	1	5.50

**Recommendation**

I would like to be recommend to the Council that we purchase the Numatic Twintec TT( costs above). Please note that we will have additional expenditure at the start as we must pay for pads and the drive board separately(these costs above). By purchasing this machine, it will reduce staff time for cleaning the floor by approximately 2 hours, allowing staff to concentrate on other duties. The machine will also allow us to keep out standards high with looking after the floor.

**Decisions Required:**

MRTC to consider report and decide whether to purchase a Floor Cleaner ( costs as above)



## **Clerk's report October 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 from October 10<sup>th</sup> 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.

### **Email and Microsoft Services:**

To address some issues and to provide better functionality we have been advised to migrate our email and office 365 provision to the Microsoft Online versions (the current versions are via a 3<sup>rd</sup> party host provider). This will unfortunately necessitate reset up of all Councillor emails – this will be done via a drop-in day at the office (date TBC) alongside additional remote assistance where required. This will result in a price reduction of £480pa alongside greater functionality.

### **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.

### **Finance Committee:**

A finance Committee will be arranged in November to begin work on the 2023/ 2024 budget and precept. (Date to be confirmed)

### **Finance Report:**

		Market Rasen Town Council			
<b>FINANCIAL REPORT as at</b>			<b>30/09/2022</b>		
<b>CASH BOOK</b>					
	Balance Brought forward				
	Current Account			25,216.48	
	Savings Account			179,014.30	
	Town Partnership*			2,780.74	
				<u>207,011.52</u>	
	Add - Income				
	Current Account			25,267.15	
	Savings Account			266.92	
	Town Partnership*			3.41	
				<u>25,537.48</u>	
					232,549.00
	Less - Expenditure				
	Current Account			18,447.72	
	Savings Account			20,000.00	
	Town Partnership*			1,173.86	
				<u>39,621.58</u>	
	<b>Balance Carried Forward</b>				<b>192,927.42</b>
* Town Partnership account is restricted funds for town Partnership expenditure.					
<b>BANK BALANCES as at</b>			<b>30/09/2022</b>		
	Current Account per Statement			32,035.91	
	plus- receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<u>32,035.91</u>	
	Savings Account per Statement			159,281.22	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<u>159,281.22</u>	
	Town Partnership Account per Statement			1,610.29	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<u>1,610.29</u>	
<b>TOTAL COUNCIL FUNDS AS AT</b>			<b>30/09/2022</b>		<b>192,927.42</b>

#### ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE 192,927.42

**GENERAL RESERVE** 57,665.00

#### EAR MARKED RESERVES

Open spaces £1,278.36

Market Place £15,309.29

Budget pressures £16,434.28

Play Parks £13,500.00

Buildings contingency £2,500.00

CIL £2,984.05

Christmas Lights £282.50

Elections £500.00

Jubilee Event Grant £0.00

TOTAL EMR 52,788.48

\* Additional £45,000 owed from S106

**RUNNING FUNDS** 80,863.65

(Discounting Town Partnership funds)

## **Community Manager's Report – October 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 have been completed
- Gas service at the Old Police Station has been carried out
- Skate Park maintenance inspection to be booked in shortly. Firm contacted 26/9/22.
- An electrician is PAT Testing of the Christmas Lights/Market Place supply on 11<sup>th</sup> October 2022.

### **Festival Hall Bookings**

Bookings have increased. We have more regular hirers. However, there is a fault with the Festival Hall heating system. We have been without heating in the Festival Hall since evening of 28/09/22. The Clerk has authorised the expenditure for the part required as it would be considered as extreme risk to the delivery of council services. The part was ordered 05/10/22 and should hopefully be the contractor within 10 working days so that installation can be arranged. Hirers are kept informed.

Monthly What's On for October has been produced.

I am attending a Community Buildings Cluster meeting on Tuesday 11<sup>th</sup> October 2022; this is a good networking opportunity.

### **Festival Hall Floor**

A company came out to site on Monday 12<sup>th</sup> September to undertake some demonstrations for a lightweight floor buffer/cleaner. This was a free service and all staff concerned were involved. Staff had the opportunity to have a go at using the machine. Please see separate report on this.

The gas upgrade at the Festival Hall has been explored; unfortunately, this is an expensive process, so we are looking at taking the gas cookers out and replacing with an electric cooker.

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

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

A fire drill is scheduled in for October.

A review of the Festival Hall Risk Assessment to take place during October/November, once the change of staff structure has settled in.

## **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 7<sup>th</sup> & 21st October 2022.

These dates have been published.

## **Market**

The Market is very quiet.

The Auction Shed pillars and railings were 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. After a site meeting with WLDC, we have had to complete a further application to release some conditions.

There was an issue with the heating a couple weeks ago, but this has now been resolved by a qualified plumber.

.

## **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) . The Maintenance Operative has been tasked to carry out the work as per recommendation.

## **Remembrance 2022**

Road Closure Application for Remembrance was submitted in August. I attended Parade Training on Friday 9<sup>th</sup> September 2022. At the training two tests had to be completed. I am pleased to inform you that I passed both tests and I am now qualified in Traffic Management for Community Events Please see separate report on Remembrance Arrangements 2022.

## **Christmas 2022**

Plans are coming together for this year's Christmas events.

Market Rasen Town Council Accounts for payment August 2022						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
<b>pre-authorised automated payments since the last meeting - To note</b>						
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
<b>Sub totals</b>			<b>£897.28</b>	<b>£1,724.47</b>	<b>£105.12</b>	<b>£2,726.87</b>
<b>Out of Committee Payments for ratification at September Full Council (Authorised for electronic payment where required)</b>						
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
<b>Sub totals</b>			<b>£1,061.76</b>	<b>£9,911.17</b>	<b>£321.54</b>	<b>£11,294.47</b>
	Payment Totals		£1,959.04	£11,635.64	£426.66	£14,021.34



Market Rasen Town Council Accounts for payment September 2022						
Ref	Payee	Description	F/Hall £	General £	VAT	Total
					£	£
pre-authorised automated payments since August payments - 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		£132.11		£132.11
DD	Total	Electricity OPS		£35.74	£1.79	£37.53
DD	Total	Electricity FH	£165.45		£8.27	£173.72
DD	Total	Electricity MP		£10.32	£0.52	£10.84
DD	Total	Electricity Office		£37.75	£1.89	£39.64
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£555.40		£555.40
DD	SSE	Gas FH	£82.34		£4.11	£86.45
DD	SSE	Gas OPS		£74.12	£3.70	£77.82
DD	EE	Mobile Phones		£195.54	£32.59	£195.54
DD	Lloyds bank (see separate report for full details)	Charge card fee/ purchases		£234.39		£234.39
DD	Wave Water	Festival Hall Water 15/05 - 14/08		£188.02		£188.02
DD	BT	Telephone/ Broadband		£57.51	£11.50	£69.01
Sub totals			£859.62	£1,868.40	£66.87	£2,762.30
September 2022 Payments for authorisation (Authorised for electronic payment where required)						
UTB246	F/H Hirers	£100 deposit x 3 refund due to cancellation x1 £181.16 and 2x Bar deposits @£75	£631.16			£631.16
UTB247	West Lindsey District Council	Annual Licencing Fee £180 & change of address fee £10.50	£190.50			£190.50
UTB248	Microshade	Citix hosting		£85.50	£17.10	£102.60
UTB249	West Lindsey District Council	Repayment of CIL overpayment		£496.40		£496.40
UTB250 (x5)	Buildbase	various maintenance bin store extension@ £195.94.fence Bell park @ £83.38 , Dehumidifier@ 94.00*, decorating FH @ £44.87, Bin store additional @£41.70	£44.87	£415.02	£83.65	£543.54
UTB251	Beltec (NOT PAID)	4x Market Stall Covers		£1,020.00		£1,224.00
UTB252	Cadent	Gas meter upgrade survey	£378.00	£75.60		£453.60
UTB253	AJ Williams	Grasscutting 3/8 30/8		£582.00	£116.40	£698.40
UTB254	Pestcotek	mole inspections		£100.00	£20.00	£120.00
UTB255	Lincoln Web Design	Office 354 x 4 mailboxes monthly, laptop leases 4 weeks		£386.00		£386.00
UTB256	stance security	security for pop up market		£121.68	£24.34	£146.02

UTB257	PKF Audit	Audit fee		£800.00	£160.00	£960.00
UTB258	HMRC	PAYE, NI etc		£1,708.77		£1,708.77
UTB259-264	Payroll	Salaries July 2022		£6,717.82		£6,717.82
UTB265	Bridgewater Glass	Perspex for noticeboard		£40.45	£8.09	£48.54
UTB266	Castle recyclig / datashred	Certified removal and destruction of 16 bags of confidential waste		£48.00	£9.60	£57.60
UTB267	Sparkle	Office cleaning August		£100.00		£100.00
UTB268	TW BELL	Additional remedial electrical work required following 5 year testing office		£434.97	£86.99	£521.96
UTB269	TW BELL	Additional remedial electrical work required following 5 year testing F/Hall	£1,235.84		£247.17	£1,483.01
UTB270	Equip	various maintenance. Magenetic signs @50.00, cable ties MP@£40.00, materials for bin shed @£55.23, lamps FH @£73.47, file holder @£7.99 (less credit note @ 118.00)	£73.47	£35.22	£21.74	£130.43
UTB271	Amazon	Black armbands		£8.15	£1.63	£9.78
UTB271	Konica Minolta	Printer use 03.06.22 - 02.09.22		£62.52	£12.50	£75.02
<b>Sub totals</b>			<b>£2,553.84</b>	<b>£13,175.58</b>	<b>£809.21</b>	<b>£16,805.15</b>
	Payment Totals		£3,413.46	£15,043.98	£876.08	£19,567.45

Town Partnership Expenses - to be paid by MRTC as administrators (Please note due to current banking constraints these are paid from MRTC Funds which are then refunded by bank transfer) July

REF	Payee	Description	Total £
TP95	MRTC	*Dehumidifier	112.80
TP96	A Gray	Holiday meals	220.94
TP97	S. Bunney	Expenses Holiday Meals / Show	840.12
Total Expenditure			£1,173.86
Total Transferred to refund MRTC			£1,173.86







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).

**Church Mill Sluice Gate:**

The Church Mill Management Group have agreed that subject to the following conditions we can operate the Sluice Gate to control the flow of water in the River Rase.

MRTC undertake a proper, as comprehensive as possible, survey of the current sluice.

MRTC undertake to carry out at their cost any damage done during their operation of the sluice.

MRTC **RESOLVES** to write a letter to the Church Mill Management Committee informing them of their intention to operate the sluice gate to control the flow of the water in The River Rase. The Letter to include the conditions mentioned above.

**Dementia Café**

The GP Surgery, Community Nursing Team, LCC Adult Services and ACIS would like to run a trail dementia Café in The Festival Hall on Friday November 18<sup>th</sup> with view to running a similar event on a regular basis. The Café will provide support for clients with dementia, family members and care workers.

MRTC **RESOLVES** to offer the Festival Hall and Kitchen free of charge to the group on November 18<sup>th</sup>.

Cllr Stephen Bunney

# 31

## 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.



# 33 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.***

**REPORT TO:** Full Council**FROM:** Community Manager**DATE:** 12<sup>th</sup> October 2022**REPORT TITLE:** Remembrance Arrangements 2022**Background:**

Market Rasen Town Council organise a Remembrance Parade every year. This year Remembrance is on Sunday 13<sup>th</sup> November 2022.

Mr M Kenning will be Parade Marshall. The timing is as follows: -

- 10.40am      The Parade will muster in the Market Place.**  
**10.45am      March off via Queen Street, Union Street to the War Memorial in Chapel Street.**  
**10.50am      Arrive at the War Memorial and form up.**

The Wreath Laying Ceremony will follow the Parade. A copy of the Service will be available at the Ceremony.

**ORDER OF PARADE**

Market Rasen Town Band  
 Market Rasen Clergy  
 Market Rasen Town Council  
 Royal British Legion  
 Armed Forces in order of Seniority (Navy, Army, A/Force)  
 Police  
 Other Organisations

**ORDER FOR WREATH LAYING**

Town Mayor of Market Rasen  
 Member of Parliament  
 Royal British Legion  
 Police  
 Armed Forces in order of Seniority  
 Uniformed Services  
 Other Organisations

**Summary:**

Invitations have been sent out to The Town Band, Police, British Legion and varies organisations.

The Council have been granted permission to close the below roads for a short period.

- 1) Corner of John Street/Chapel Street –
- 2) Oxford Street/Chapel Street/Linwood Road/Serpentine Street Junction (Tesco's) –
- 3) Peter Rhodes Crossroads –
- 4) Church Street/Waterloo Street Junction
- 5) Church Street/George Street Junction
- 6) King Street/Mill Street Junction

This year's Parade will be based on the same arrangements as previous years as there are no changes. I will lead the event as I am now qualified in Traffic Management for Community Events.

## Timescales

Description	Date by	Action By
<b>Preparation</b>		
<u>Advertise for Volunteers</u>	14th October	CM
<u>Sound arrangements</u>	11 <sup>th</sup> October	CM
<u>Order of Service</u> To finalise order of service with the vicar. Arrange copies of the order of service.	14 <sup>th</sup> October 31 <sup>st</sup> October	CM CM
<u>PPE</u> To order long sleeve high vis vests. This was raised at Training.	13 <sup>th</sup> November	CM
<u>Advance Warning Signage</u> Advance signage to be in place 2 weeks before the event (sandbags to be arranged) Peter Rhodes crossroads King Street/Mill Street Junction Corner of George Street/Church Street Railway Bridge <b>To note that signage must comply with The Traffic Signs Regulations and General Directions 2016</b>	28 <sup>th</sup> October	MO
<u>Letters to residents</u>	28 <sup>th</sup> October	CM
<u>Town Maintenance</u> Clean the below areas in advance of the Remembrance Parade. Peter Rhodes Crossroads Church Street/Waterloo Street Church Street/George Street King Street/ Mill Street John Street/Chapel Street Oxford Street/Chapel Street	13 <sup>th</sup> November	MO/CT
<u>Risk Assessment/Health and Safety</u> Emergency forms to be completed by all volunteers	13 <sup>th</sup> November at the latest	
<b>On the Day</b>		
Barrier & cone in place sites (in suitable locations) 8am **Union street exit out of John Street Car Park requires cones**	13 <sup>th</sup> November	MO
Training/PPE – 10am on 13/11/22 At site a folder will be handed out to staff/volunteers. In the folder will include the name of street, notepad, pen, town guide and emergency contacts It is requested that all staff/volunteers meet under the Auction Shed after the Parade to hand in PPE/report any concerns Communication via mobile phones	13 <sup>th</sup> November	All staff/volunteers
<u>Closure of all roads – 10.35am</u> At each site 2 people, 2 barriers, 1 cone, 2 PPE & folder with contacts etc	13 <sup>th</sup> November	Staff/volunteers
<u>Re – open roads when advised</u> <u>Order of re-opening as follows:</u> 3 – Peter Rhodes Crossroads 4 – Church Street/Waterloo Street	13 <sup>th</sup> November	Staff/volunteers



5 – Church Street/George Street		
6 – King Street/ Mill Street		
Then remaining roads to be opened when safe to do so after service.		
1 – John Street/Chapel Street		
2 – Oxford Street/Chapel Street		

FOR CONSIDERATION – THE CLOSURE OF THE MARKET PLACE

**Recommendation /Decision Required:**

MRTC to note Remembrance Arrangements.

Staff time will be taken back.