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MINUTES of the Extraordinary Full Council Meeting held on Wednesday 5th October 2022 commencing at 6.00pm 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 J. Pilley, Councillor J. Smith, Councillor N. Taylor Councillor C. Turner, Councillor A. Gray

In Attendance:

Lucy Waller – Town Clerk and Responsible Financial Officer

The Meeting opened at 18:00

1. **To NOTE apologies for absence and to RESOLVE to approve the reasons for absence.**
Apologies were received from Councillors Hassan, Easters, Bridger, and Madhavan; it was RESOLVED to approve the reasons for absence.
2. **To RECEIVE any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests**
None
3. **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.

4. **To RECEIVE the confidential recommendation of the HR Committee and to RESOLVE any appropriate action.**

Members noted the confidential recommendation of the HR Committee and following careful consideration it was RESOLVED to adopt the recommendation. It was additionally RESOLVED to appoint Councillors Gray, Smith, and Hassan (with Councillors Madhavan and Dale as reserves) to hear any potential appeal.

The meeting ended at 18:26



**MINUTES of the Council Meeting held on Wednesday 12th October 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 A. Dale, Councillor F. Easters, Councillor M. Hassan, Councillor N. Taylor, Councillor J. Pilley, Councillor J. Smith, and Councillor A. Gray

In Attendance:

Lucy Waller – Town Clerk and Responsible Financial Officer
Faye Lambkin-Smith – community Manager
Representative of Market Rasen Mail

The Meeting opened at 19:00

1. 1.Opening remarks including:

A minute of silent reflection to mark the passing of Her Majesty, Queen Elizabeth II

To note the proclamation of the accession of His Majesty, King Charles III

The Chairman welcomed all present to the meeting and a minute of silent reflection was held to mark the passing of Her Majesty, Queen Elizabeth II and members noted the proclamation of the accession of His Majesty, King Charles III, had been read by the Mayor in the town on September the 12th 2022.

It was RESOLVED that the council write a letter of condolence / congratulation to Buckingham Palace.

Action point: Clerk to write letter.

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

Apologies were noted from Councillors Bridger, Turner, and Madhavan. It was RESOLVED to accept the reasons for absence.

3. Public Participation (max 20 minutes)

There was some discussion regarding weight restrictions on the junction of Waterloo and Church streets. It was highlighted that some bars were missing from the safety barrier outside of a local shop.

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.

None.

5. To RESOLVE to approve the draft minutes of the last meeting, held on July 13th, 2022

It was RESOLVED to approve the draft minutes of the last meeting, held on July 13th,

2022, as the correct legal record.

6. To NOTE any update on Action Points

Members noted the report and questioned the progress of the Festival Hall roof warranty.

7. Committees:

To NOTE the draft minutes of the Finance Committee held 20th July 2022 (Copies circulated). The recommendation of the above committee to be considered at agenda item 26.

To NOTE the draft minutes of the Planning and Development Committee held 16th August 2022. (Copies circulated).

Members noted the above minutes.

8. To RECEIVE a report from the Community Manager proposing an action plan for the Market Place and related timescale, to RESOLVE any actions / alterations to the proposed action plan.

Members noted the report, and following discussion it was RESOLVED that:

Meetings be arranged with traffic management companies

Painted lines rather than demarcation studs were to be used to mark bays; demarcation studs having been deemed cost prohibitive.

Works were to begin to mark 2 disabled bays and to undertake some minor improvements.

The need to develop a mission statement and to consider the future use of the marketplace prior to creating a definitive layout design was noted.

It was requested that the Community Manager report progress updates to every Full Council meeting.

Action point: CM to progress resolved actions.

9. To RECEIVE a report from the Community Manager regarding the purchase of new maintenance equipment for the Festival Hall Floor and to RESOLVE to authorise related expenditure. (Expenditure under Local Government (Miscellaneous Provisions) Act 1976, s.19/ Local Government Act 1972, s. 111)

Members noted the report and RESOLVED to purchase a Numatic Twintec TT-1840G Scrubber Dryer for £1421.99 with requisite accessories totalling approx. £85.35

10. To NOTE the Officer's reports (Copies circulated).

Members noted the reports.

11. To RECEIVE a statement on the flooding incident of the 16th of August 2022 and the response including creating a community emergency plan.

Councillor Bunney shared various information from the draft report on the flooding, including details on the locations of flooding in the Market and Middle Rasen area.

It was highlighted that local actions required that the Town Council could lead suggestions on were:

- Definitive Maps of Drains, gullies, and sewers:
Including information on whom is responsible for their maintenance
- Sandbags:
A central Depot with shovels and a funnel – located in an area where it is unlikely to flood.

Smaller stocks in areas prone to flooding – potentially at the Waterloo Street Air Cadets building.

It was also noted that a sand hopper was required.

- Bund Walls:
Potentially located near the new footpath behind Dear Street – plus a French Drain to LCC Land / Sports Centre, and the Hedge row behind bungalows off Legsby Road.
- New surface run off pipes:
Located on The Ridings out at far end of bungalows across to Rase by Rugby Club and at Oxford Street – Jameson Bridge Street – River Rase
- Local Emergency Plan – fed into by local council, police and fire and rescue

Members noted that most of these items were the responsibility of other agencies, and the Town council could only suggest the measures, however the Town Council could lead on the Local Emergency Plan. The production of the Emergency Plan was highlighted as a priority, members noted that approx. 6 people who could be councillors or members of the public/ other organisations were required to form a working group to lead on the Emergency Plan.

12. To RECEIVE any report of the District & County Councillor and an update on policing.

Members noted various written reports submitted by Councillor Bunney covering a range of topics including:

Highways matters, Anti-Social behaviour and an upcoming Dementia Café event.

Members additionally noted that work had begun with West Lindsey District Council to improve signposting to carparks from town entrances and pedestrian route signage between carparks and the centre of town.

13. Accounts for payment:

To NOTE Payments made in August and September under delegated powers/ pre agreement.

Members noted the below payments:

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 October Full Council (Authorised for electronic payment where required) 田						
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

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 Out of Committee Payments for ratification at October Full Council (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
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 / dashred	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
Sub totals			£2,553.84	£12,155.58	£809.21	£15,581.15
	Payment Totals		£3,413.46	£14,023.98	£876.08	£18,343.45
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) Sept						
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			

To RESOLVE to approve the October accounts for payment.

Members RESOLVED to approve the below payments, and approved electronic payment where necessary:

Market Rasen Town Council Accounts for payment October 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		£134.00		£134.00
DD	Total	Electricity OPS		£36.62	£1.83	£38.45
DD	Total	Electricity FH	£158.84		£7.94	£166.78
DD	Total	Electricity MP		£10.43	£0.52	£10.95
DD	Total	Electricity Office		£36.74	£1.84	£38.58
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£559.99		£559.99
DD	SSE	Gas FH	£81.64		£4.08	£85.72
DD	SSE	Gas OPS		£74.12	£3.70	£77.82
DD	EE	Mobile Phones		£195.54	£32.59	£195.54
DD	Lloyds bank	Charge card fee/ purchases		£3.00		£3.00
DD	Wave	Water OPS		£125.29		£125.29
DD	BT	Telephone/ Broadband		£57.51	£11.50	£69.01
Sub totals			£852.31	£1,580.74	£66.50	£2,466.96

October 2022 Payments for authorisation (Authorised for electronic payment where required)						
UTB251	Beltec	4x Market Stall Covers		£1,020.00		£1,224.00
UTB272 & Chq N	F/H Hirers	3x Deposits £100 (2 bacs , 1 Chq) 1x£50		£350.00		£350.00
UTB273	Microshade	Citrix hosting		£85.50	£17.10	£102.60
UTB274	TWB	Remedial electrical works to obtain 5 year safety certificate FH	£1,362.50		£272.50	£1,635.00
UTB275	Alan Hydes	Boiler repairs OPS		£155.00		£155.00
UTB276	Avica	Cleaning products	£70.64		£14.12	£84.76
UTB277	Konica Minolta	Printer lease 3/9/22 - 2/12/22		£143.64	£28.73	£172.37
UTB278	Pestcotek	mole inspections		£100.00	£20.00	£120.00
UTB279	Lincoln Web Design	Office 354 x 4 mailboxes monthly, laptop leases 4 weeks, 1 x Cllr email setup		£356.00		£356.00
UTB280	A J Williams	Grass contract September		£582.00	£116.40	£698.40
UTB281	stance security	market place security Sept		£334.62	£66.92	£401.54
UTB282	Amazon	Various stationary.		£61.89	£12.40	£74.29
UTB283	HMRC	PAYE, NI etc		£1,653.88		£1,653.88
UTB284-9	Payroll	Salaries July 2022		£6,566.04		£6,566.04
UTB290	Huws Gray(Buildbase)	Paint - auction shed		£38.00	£7.60	£45.60
UTB291	Sparkle	Office cleaning		£125.00		£125.00
UTB292	Push creativity	Heritage walk leaflet photography		£450.00	£90.00	£540.00
UTB293	Christmas Market Stall Holder	Pitch fee refund		£10.00		£10.00
UTB294	T . Smith	FH Cleaning cover 2 Hours	£30.00			£30.00
Sub totals			£1,463.14	£11,011.57	£645.77	£14,344.48
	Payment Totals		£2,315.45	£12,592.31	£712.27	£16,811.44
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						
TP98	MRTC	contribution towards heritage leaflet photograpy	450.00			
Total Expenditure			£450.00			
Total Transferred to refund MRTC			£450.00			

- 14. 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. (Information circulated) (any expenditure under Local Government Act 1972, ss124, 126, 127).**

It was RESOLVED to approach the landowners to discuss the possibility of the Town Council taking ownership of the land for a nominal fee and receiving a contribution towards future upkeep.

Action Point: Clerk to contact landowner.

- 15. To consider quotations for insurance rebuild valuations for council properties.**

It was RESOLVED to instruct Barrett, Corp & Harrington Ltd to undertake a valuation of the Old Police Station and War Memorial at a cost of £600 plus VAT and to Instruct Ian Holdsworth Chartered Surveyors to undertake the survey of the Festival Hall and office building at a cost of £650 plus VAT.

Action Point: Clerk to instruct surveyors.

- 16. To CONSIDER expenditure of approx. £632 to reprint walking leaflets. (Correspondence circulated) Expenditure under LGA1972 s144 / LG (Miscellaneous Provisions) act 1976**

It was RESOLVED to seek sponsorship for the leaflets initially but to meet the expenditure if necessary.

Action Point: Clerk to seek sponsorship.

- 17. Proposed by Councillor S. Bunney that MRTC inform Church Mill Management Group they will operate the sluice gate and comply with the stipulations within the agenda item information.**

It was RESOLVED to implement the above proposal. It was noted that it would be necessary to seek agreement from the council's insurance company and to prepare a risk assessment.

Action Point: Clerk to contact Church Mill Management and insurance company.

- 18. Proposed by Councillor S. Bunney that MRTC offer the Festival Hall free of charge for the trial Dementia Café in November.**

It was RESOLVED to implement the above proposal.

- 19. To NOTE the External Auditor Report year end 2021/2022**

Members noted the report, and that as there were no failures no further action was required.

- 20. To RESOLVE to appoint an internal auditor via the Lincolnshire Association of Local Councils for the financial year 2022/2023.**

The above RESOLUTION was passed.

- 21. To RESOLVE to adopt the below draft policies/ annual plan.**

Whistleblowing.

Social media and Electronic Communication.

Noticeboard use.

Council action plan 22/23

Dignity at work policy

It was RESOLVED to adopt the above policies / plan as circulated.

- 22. To RESOLVE to sign up to the civility and respect pledge.**

The above RESOLUTION was passed.

Action Point: Clerk to sign the pledge on behalf of the council.

- 23. To RESOLVE that Market Rasen Town Council confirms that it recognises its duties in relation to biodiversity and crime and disorder, and that it has in place all the requirements in relation to governance, community, and development to meet the criteria for the Local Council Award Scheme, Foundation Award.**

The above RESOLUTION was passed.

- 24. To NOTE any update and a report on events for 2022,**

Members noted the letter and the report on the upcoming Remembrance Day parade/service.

- 25. Any items for the next agenda.**

Review of the Council grants procedure to include presentation to/ attendance at a council meeting.

Action Point: Clerk to include on next agenda.

- 26. Risk Management.**

None.

- 27. 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 and recording was stopped)

- 28. To RESOLVE to adopt the recommendation of the Finance committee in relation to commercially sensitive correspondence.**

Members RESOLVED to adopt the recommendation of the Finance Committee.

- 29. To CONSIDER action regarding authorisation of unexpected expenditure.**

Members noted the report and the procurement policy of the council and RESOLVED to authorise expenditure to Beltec for the purchase of four market stall covers at the total cost of £1020.00 plus VAT.

The meeting closed at 20:54

Action Log

Action Point	Owner	Notes	Status
Full Council 13th April			
<i>Community Manager to pursue the warranty for the Festival Hall Roof repairs,</i>	<i>C.M</i>	<i>CM chased the day after last full council and again 01/11/22 – awaiting response.</i>	In progress/
<i>CM chased safety signage to be placed for the newly installed outside fitness equipment at Mill Road</i>	<i>C.M / M.O</i>	Signage ordered, being chased with supplier	In progress
Full Council 13th July			
<i>Clerk to implement recommendations of HR Committee</i>	<i>Clerk</i>	<i>Complete</i>	Complete
Full Council 12th October			
<i>Clerk to write a letter to Buckingham Palace</i>	<i>Clerk</i>	<i>Complete</i>	Complete
<i>Community Manager to progress approved actions in relation to the marketplace and report back regularly.</i>	<i>C.M</i>	<i>See C. M update on this agenda</i>	In progress
<i>Clerk to contact landowner to discuss potential purchase.</i>	<i>Clerk</i>	<i>Teams meeting arranged for initial discussions 2/11/2022.</i>	Complete
<i>Clerk to instruct surveyors</i>	<i>Clerk</i>	<i>Both surveyors have now attended , awaiting reports.</i>	Complete
<i>Clerk to seek sponsorship for leaflets</i>	<i>Clerk</i>	<i>Application approved by Lincolnshire Wolds grant scheme for 50% of funding Requests also submitted to WLDC / Forestry England/ Co-op .</i>	In progress
<i>Clerk to contact Church Mill Management and Insurance company regarding the sluice gate opening</i>	<i>Clerk</i>	<i>Awaiting response from insurance company following several queries raised by underwriters, prior to contact with Church Mill Management.</i>	In progress
<i>Sign civility and respect pledge</i>	<i>Clerk</i>		Complete
<i>Grants policy to be placed on next agenda</i>	<i>Clerk</i>		Complete



MINUTES of the HR Committee meeting held on Tuesday 4th October 2022 at 1:00pm in the Committee Room at the Festival Hall, Caistor Road, Market Rasen

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

In attendance:

Lucy Waller – Town Clerk

The Meeting opened at 13:00

From 1pm to 1.30pm Councillors were provided with opportunity to read the document pack.

1. Chairman's opening remarks.

The Chairman welcomed all present to the meeting.

2. To RESOLVE to approve and accept apologies for absence and reasons given.
No apologies were received.

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

4. To RESOLVE to approve the draft minutes of the previous meeting, 29th June 2022, as a correct record.

It was RESOLVED to approve the draft minutes of the previous meeting held, 29th June 2022, as a correct record.

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

The above RESOLUTION was passed

6. **To consider the recommendation of a recent Performance Improvement Policy Meeting and RESOLVE a recommendation to Full Council.**

The committee carefully considered the relevant information, relating to the implementation and outcomes of the Market Rasen Town Council Performance Improvement Policy and Procedure and RESOLVED the recommendation as per the confidential report to Full Council.

7. **To receive a general staffing report from the Town Clerk and to RESOLVE any action if necessary.**

The committee noted the report and asked the Clerk to discuss the potential of an occupational health assessment with a member of staff. The Clerk was asked to investigate the potential for one off contract cleans of the Festival Hall when needed.

8. **To review the current hybrid remote working pattern for some officers and to RESOLVE any action if necessary.**

Members noted the report and RESOLVED to continue with the hybrid working pattern, with a further review in 6 months' time. It was highlighted that flexibility must be used to meet the needs of the council.

9. **To RESOLVE any 2023-2024 budget recommendations for consideration by the Finance Committee.**

It was RESOLVED to recommend a 10% budgetary allowance increase for staff wages in line with current industry recommendations.
Members also discussed potential savings through the streamlining of some current services.

The Meeting closed at 14:12



Clerk's report November 2022

Councillor's declaration of interests:

Councillors are reminded that they are legally required to update the Monitoring Officer at WLDC of any changes to their DPI forms within 28 days of those changes, DPIs include, among other things land interests in the parish, which includes the house in which you live and any business premises, even when leased rather than owned, and the occupation of yourself and your partner/spouse. Councillors are advised to regularly check that their DPI is up to date and update it if not. New forms are available from the Clerk. You can check your DPI at <https://democracy.west-lindsey.gov.uk/mqParishCouncilDetails.aspx?ID=327>

Staffing matters:

- Following the recent reduction of maintenance staff, there will be a noticeably reduced service in terms of litter picking in the parks and Market Place as well as any town /street maintenance, however staff are making every effort to maintain standards within the time available to them.
- The 22/23 NJC national pay award has been agreed and will be implemented as per staff contracts – This will be applied once NALC pay scale confirmation has been received but is approx. an uplift of £1925 on each SCP (pro rata for part time employees). Key points are from April 2023 SCP1 will be removed and any relevant employees will be automatically placed on SCP 2. All staff will receive an additional day of annual leave commencing from the 23/24 leave year. The NJC have agreed to enter into discussions on homeworking policies, mental health support and maternity leave.

Email and Microsoft Services:

If you have not yet had your email re-set up by the IT Consultant, you will need to arrange this as soon as possible as your previous access will no longer work and you will not be able to send or receive council emails.

Finance Committee/ Budget:

A finance Committee will be held on November 22nd to begin work on the 2023/ 2024 budget and precept. Early indications are that due to the worsening economic situation at present, a raise in precept in line with inflation or higher will be required to maintain current services / standards.

Finance Report:

		Market Rasen Town Council			
FINANCIAL REPORT as at		31/10/2022			
CASH BOOK					
	Balance Brought forward				
	Current Account			32,035.91	
	Savings Account			159,281.22	
	Town Partnership*			1,610.29	
				192,927.42	
	Add - Income				
	Current Account			20,266.24	
	Savings Account			205.04	
	Town Partnership*			200.00	
				20,671.28	
					213,598.70
	Less - Expenditure				
	Current Account			16,836.44	
	Savings Account			10,205.04	
	Town Partnership*			450.00	
				27,491.48	
	Balance Carried Forward				186,107.22
* Town Partnership account is restricted funds for town Partnership expenditure.					
BANK BALANCES as at		31/10/2022			
	Current Account per Statement			35,465.71	
	plus- receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				35,465.71	
	Savings Account per Statement			149,281.22	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				149,281.22	
	Town Partnership Account per Statement			1,360.29	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				1,360.29	
TOTAL COUNCIL FUNDS AS AT		31/10/2022			186,107.22

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE **186,107.22****GENERAL RESERVE** **57,665.00****EAR MARKED RESERVES**

Open spaces £1,278.36

Market Place £14,251.29

Budget pressures £16,434.28

Play Parks £13,500.00

Buildings contingency £2,500.00

CIL £5,500.35 *£2516.30 received OCT 22

Christmas Lights £282.50

Elections £500.00

Jubilee Event Grant £0.00

TOTAL EMR **54,246.78**

* Additional £45,000 owed from S106

RUNNING FUNDS **72,835.15**

(Discounting Town Partnership funds)

Community Manager's Report – November 2022

Festival Hall Roof

There continues to be a delay in receiving the warranty and contacts. The Project Manager was contacted on the 13th October and 1st November. No replies have been received to date.

Festival Hall Bookings

October Bookings v's November Bookings

<u>Areas hired</u>	<u>Hours booked</u> <u>1st Oct – 31st Oct</u>	<u>Hours booked</u> <u>1st Nov– 30th Nov</u>
Main Hall	91.75	101
Bar	4.5	18
Committee Room	43.08	24.5
Kitchen	37.25	43
P A System	6	6.5
Performing Rights (PRS/PPL)	6	30
Tables and Chairs	46.5	30.5

To note that figures will change for November as bookings are still being received. Next month exact November hours will be presented vs December booking hours.

The financial income to date is £11, 066 (44.3%). Budget set is £25,000. This is a variance £13, 934.00. Further information on the Festival Hall operations will be presented to the Finance meeting.

Online Bookings

I am pleased to announce that we now have an online booking facility on our website. How this works is potential hirers complete the online form via our website and I receive the booking request by email. Please see link below if you would like to have a look or book the Festival Hall. The questions on the online form, match up with original booking form. This booking facility will be promoted in the upcoming weeks and online bookings will be encouraged.

[Festival Hall booking | Festival Hall – Lincolnshire County Council](#)

The Monthly What's On for November has been produced. The way this is produced and delivered may change in the New Year.

Community Buildings Cluster meeting

I attend the Community Buildings Cluster meeting on Tuesday 11th October 2022 and the following topics were covered:

- Community Lincs is now known as YMCA
- New YMCA website and subscriptions - Fees £50(1 year) and £130 (3 year)
- Age Friendly Award

- Good Neighbour Schemes
- Age Awareness
- New Charities Act 2022
- Funding
- National Village Hall Week – January 2023. ***More information will be included on this in my Festival Hall Project report for Finance.***

The cluster meeting was a good networking opportunity, but the meeting is only worthwhile attending if local or virtual.

Festival Hall Project

I am working on my report for Finance, my report will cover the below.

- Promotion plans and costings.
- Potential packaged offers.
- Comparisons with local competing venues.
- Reviews of minimum hire period and deposit processes
- Recommendations to streamline staff admin related to the Festival Hall and to proposals to reduce staffing needs.

The meeting papers will be distributed on 17th November 2022.

Festival Hall Floor

The new floor cleaner has been delivered and is meeting the Council's cleaning needs.

Festival Hall Fire Risk Assessment

The Annual fire drill is scheduled to be carried out this week.

A review of the Festival Hall Risk Assessment will take place during November or December 2022.

Market

Upcoming dates of the Lloyds Mobile Bank are the 4th & 18th November. These dates have been published.

The Market is extremely quiet. Separate market report will follow.

The Auction Shed pillars and railings repainting will not be completed until the New year.

Old Police Station

One of our tenants at the Old Police Station will be vacating the offices at the end of November.

Remembrance 2022

Remembrance arrangements are coming together. We are still low in volunteers. I will continue to push for volunteers.

There is a Branch Remembrance Service at St Thomas's Church, followed by the Parade on Sunday 13th November 2022, all Councillors are invited to attend.

Parade arrangements

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

Christmas 2022

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

Recording of Council Meetings for online publication.

Author: L Waller Clerk/RFO

Meeting: Market Rasen Town Council 09th November 2022

Background: It was resolved at the council meeting on the 13th of April 2022, in principle to record meetings and place them on YouTube and links on the council website, subject to approval of the method to be used and the alteration of standing orders to allow for the recordings to be retained. The standing orders were subsequently altered to allow recordings to be retained at the May Annual Council Meeting. A trial recording was made of the October 2022 Full Council Meeting using the methods approved at the July 2022 Full council meeting. The trial recording has not been published but the link was only circulated to councillors to allow them to review the effectiveness of the recording method.

Summary:

The recording has been published (viewable by the link only at present) on a newly created MRTC YouTube channel. Councillors were invited to view to assess quality / suitability of recording methods.

Clerk's notes.

*Due to the size of the file, it takes a long time to upload the file to YouTube, this would be the same from any recording method and only live streaming would improve this. The sound quality is sketchy in places but is as good as can be achieved without greater expense. Editing the file is time consuming just to remove the pre meeting chatter – no further editing took place, and the Clerk does not have the time to edit or re watch the recording- so it goes out exactly as it would if live streamed or indeed, the **public view the meeting exactly as they would if they attended**, which is after all complete transparency.*

Recommendation(s):

If the council feel the quality of recording is adequate and the use of the Clerk's time is appropriate the Nov 22 meeting can be openly published, and the number of views monitored to judge appeal to the public and the requirement to continue or otherwise.

The Clerk recommends:

- Starting of the recording immediately prior to the start of the meeting to remove the necessity for editing (remembering that the Clerk needs time to sit down again after starting the recording.)
- Turning off comments on YouTube for the publications – comments are either on or off and cannot be moderated – staff do not have time to respond to comments and all contact should be made with the council through official methods as per council policy.
- Recording/ publishing Full Council Meetings only – at least until the public benefit of the recordings can be seen to outweigh the demands on the Clerk's time for also recording/publishing committee meetings.

Decisions Required: To RESOLVE if the council wish to continue with the recording / publishing and if they approve the Clerk's recommendations (above)



GRANT AWARDING POLICY

Market Rasen Town Council is able to make monetary grants to organisations that work for the benefit of the local community within Market Rasen Parish, if set aside in Council budget.

Any organisation can only make one application for a grant in any one financial year (April to March). The Council regrets that it is not able to make grants to individuals.

Application forms and further details are available from the Town Clerk.

CONDITIONS OF FUNDING

1 Applications will be considered from charitable or non-profit making organisations. Applications will be considered for individual projects only.

2 Applications must include a cost / benefit analysis and demonstrate a benefit to a group of people within the Parish.

3. APPLICATIONS WILL NOT BE CONSIDERED

- From organisations intending to support or oppose any particular political party or to discriminate against any person.
- From private organisations operated as a business to make a profit or surplus
- From “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution
- For projects which benefit only a specific named individual
- For day-to-day running costs
- For expenditure which has already occurred

4 Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

5 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project. The Council can give grants under s.137 to religious groups and churches – so long as a benefit is demonstrated to some of the community.

6 Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.

7 The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application.

8 All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.

9 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

11 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

12 Each application will be assessed on its own merits and will be considered along with any other applications at a meeting of Full Council. **Applicants are expected to attend the meeting of Full Council at which their application is considered, to present their application and answer any further questions Councilors may have.** To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards.

13 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from the Town Clerk.

14 If approved by the Council, the grant will be paid directly into their bank account. It must be acknowledged promptly by the organisation, stating the amount granted.

15 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Town Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the

Town Council by the end of the financial year following the year in which it was awarded.

16 The Town Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure. There are certain instances where a Council are required by law to have sight of a report as to how money has been spent – where s.137 is used as the spending power, and where assistance worth £2,000 or more is given to a voluntary body, the body must give a written report to a Council within 12 months stating how the money has been used.

**Application forms and further information is available from the Town Clerk.
Council Office, Festival Hall, Caistor Road, Market Rasen, LN8 3HT.
01673 842479.**

townclerk@marketrasentc.co.uk

Approved by Council: 4th September 2019

Policy to be reviewed as required.

Project

Guinness world record attempt

Number of bells in twelve hours

History

Bell target started in the 1900s in Birmingham and was carried out in mainly the pubs of Birmingham and the black country with 1600 teams taking part at one time.

The aim of the game is to hit a four-inch target with a pellet in the center of the target there is three eights of an inch hole, if you get the pellet through the hole, it scores an extra point and rings the bell. The sport was supported and founded by Lord Baden Powel and Lord Ednam sanctioned by Queen Victoria.

We started the sport in Lincolnshire twelve months before covid and had six teams taking part, with covid everything stopped and we lost a couple of teams since we started back, we have managed to get up to eight teams and approximately 180 people take part in the sport across the county it supports local businesses as well as providing an activity for the community.

Matches are carried out in pubs, halls, restaurants, and village halls, we also promote the sport at the Harrogate show, we have full insurance coverage, and are affiliated with the National Small Bore Rifle Association

We would like to set the world record using the Festival Hall, the event has very stringent rules set by GWR and we would need to hold the event indoors. It is planned that we hold the event while at the same time arranging a come and try it a day where people can drop in and have a go at the sport, for this we would ask them to make a donation which would be forwarded on to a charity.

The benefit of this is that it would promote the sport by getting more inactive people active, promoting the venue, and hopefully raising some money for charity.

We would be able to promote the day through the local press, national magazines, and the local radio stations BBC Radio Lincolnshire and Lincoln City Radio

As a voluntary organisation we would like to enquire if the town council would support us with the hire of the hall for the day and allow us to run the event in the main hall,

We would like to run the event either on a Saturday or Sunday early in the new year.

If you would like to see the sport in action, we use the committee rooms of the festival hall every Monday night from 7.30 pm -9.30 pm we would be pleased to see you and you may even fancy trying the sport

Clerk/ RFO recommendation:

The council must decide if they wish to support the above request, however as the Council comes under increasing economic pressures (as will be evident in the upcoming budget setting) it will need to carefully consider all forms of expenditure. It should not be assumed that free use of the Hall represents merely the waving of profit for the council – The Festival Hall runs at an increasing loss with less than half of its costs being covered by hire income for 21/22 and a worsening situation expected for 22/23 as gas and electricity prices / staff costs for the hall continue to increase.

The suggested activity could be achieved with minimal staff involvement, but the utilities costs will still need to be covered, and there is potential loss of income from the hall being unavailable for hire.

As the cost of living increases the Council is likely to receive more and more requests for funding and it will not be possible to meet them all, as a guide the council should consider the proportionate benefit gained by the tax paying electorate of the parish for each application.

If the council are minded to grant this request I would suggest that it be treated as any other grant application and the normal hall hire costs for the event be deducted from the available grant funding for this year.

Grant funding available 22/23 £450.00

Approx hall hire cost for event based on a weekend at 12 hours with kitchen/ no Staff set up £236.00