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**MINUTES of the Council Meeting held on Wednesday 9<sup>th</sup> November 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 F. Easters, Councillor M. Hassan, Councillor N. Taylor, Councillor C Turner, Councillor J. Pilley, Councillor J. Smith, Councillor A. Madhavan and Councillor A. Gray

**In Attendance:**

Lucy Waller – Town Clerk and Responsible Financial Officer

**The Meeting opened at 19:00**

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

Apologies were noted from Councillor A Dale. It was RESOLVED to accept the reasons for absence. Apologies were also noted from Councillor J. McNeill of West Lindsey District Council.

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

A query was raised relating to street cleaning prior to the Remembrance Day parade, it was confirmed that this had been organised with West Lindsey District Council.

**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.**

It was noted that Councillors Bunney and Gray appeared in the payments list for the Town Partnership but not in relation to payments from council funds.

**4. To RESOLVE to approve the draft minutes of the last meeting, held on October 12<sup>th</sup>, 2022, and the Extraordinary Full Council meeting held on the 5<sup>th</sup> October 2022.**

It was RESOLVED to approve the draft minutes of the last meeting, held on October 12<sup>th</sup>, 2022, and the Extraordinary Full Council meeting held on the October 5<sup>th</sup> 2022 as the correct legal record.

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

Members noted the report, it was highlighted that a full report regarding the Festival Hall roof warranty would be presented to an upcoming Properties Committee and

that talks were ongoing with the Council's insurers regarding the sluice gate.

**6. Committees:**

***To NOTE the draft minutes of the HR Committee held on the 4<sup>th</sup> of October 2022.***

Members noted the draft minutes.

**7. *To RECEIVE any report of the District & County Councillor.***

Members noted the written and verbal report from Councillor Stephen Bunney including:

- Updates on the neighbourhood policing team structure.
- Updates on several outstanding matters.
- Updates on the Emergency Plan Group and the Environment Group
- Updates on upcoming events.
- Updates on flooding concerns and related actions, including Councillor Bunney's attendance at an upcoming Lincolnshire flood training exercise.

The Town council supported Councillor Bunney in the requests to extend the 30mph zones on Caistor and Legsby roads.

**8. *To NOTE the Officer's reports.***

Members noted the reports including the N.J. C national agreement for pay scales from April 2022 and its immediate implementation for all staff.

It was requested that the Community Manager provide two completed months of figures for the Festival Hall in addition to the month to date in future reports. It was additionally highlighted that all members were welcome to attend the upcoming finance meeting to observe and speak at the chairman's discretion.

**9. Market Place:**

***To NOTE an update on actions from Community Manager and RESOLVE any action.***

It was RESOLVED to discontinue the current model of the Tuesday market and replace it with an annual permit scheme under which traders provided their own stalls / gazebos, and no staffing costs were incurred other than minimal administration of the annual permits.

***To NOTE an update on parking enforcement and RESOLVE any action.***

It was apparent that further discussion was required to develop the Council's future plans for the layout of the Market Place and that no definitive action could be taken until this had taken place. Only once an approved layout design had been resolved would it be possible to go forward with marking of the parking spaces and engagement of an enforcement company.

**10. Accounts for payment:**

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

The below accounts were approved for payment by electronic transfer / noted in the case of automatic payments.

Market Rasen Town Council Accounts for payment November 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		£134.00		£134.00
DD	Total	Electricity OPS		£45.93	£2.29	£48.22
DD	Total	Electricity FH	£176.12		£35.23	£211.35
DD	Total	Electricity MP		£9.16	£0.45	£9.61
DD	Total	Electricity Office		£52.44	£2.62	£55.06
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£574.63		£574.63
DD	SSE	Gas FH	£86.26		£4.31	£90.57
DD	SSE	Gas OPS		£141.40	£7.07	£148.47
DD	EE	Mobile Phones		£162.95	£32.59	£195.54
DD	Lloyds bank	Charge card fee/ purchases		£3.00		£3.00
DD	BT	Telephone/ Broadband		£58.07	£11.61	£69.68
<b>Sub totals</b>			<b>£874.21</b>	<b>£1,529.08</b>	<b>£98.67</b>	<b>£2,501.96</b>
November 2022 Payments for authorisation (Authorised for electronic payment where required)						
UTB295	PH Contractors	Final Payment OPS Wall repair (paid out of Committee)		£968.75		£968.75
UTB296	Rasen Hardware	Decorating equipment (4 invoices)	£229.98	£45.95		£275.93
UTB297	Microshade	Citrix hosting		£85.50	£17.10	£102.60
UTB298	Equip	Sledge Hammer , High Vis clothing (MO & R/Sunday)		£220.58	£44.12	£264.70
UTB299	Churches Fire	Fuel surcharge for intruder alarm service		£1.97	£0.39	£2.36
UTB300	Avica	Various cleaning products & Floor cleaning machine @£1709.99(inc VAT)	£1,567.58		£313.51	£1,881.09
UTB301	P. King	Replacement of emergency light in toilets F/H	£49.14			£49.14
UTB302	Pestcotek	mole inspections		£100.00	£20.00	£120.00
UTB303	Lincoln Web Design	Office 365x4 Laptop lease x3 Microsoft migration & remote setup / printer setup		£836.00		£836.00
UTB304 - 09	Payroll	Salaries October 2022 and back pay 01/04/22-30/09/22		£9,721.33		£9,721.33
UTB310	HMRC	PAYE/ NI etc		£3,393.24		£3,393.24
UTB311	Lincs Heating	Repairs to FH Boiler	£1,388.00		£277.60	£1,665.60

UTB312	Sparkle	Cleaning contract office		£100.00		£100.00
UTB313	T.Smith	Cleaning cover FH 4 hours	£60.00			£60.00
UTB314	Amazon	Hot water Urn, AA Batteries, Printer Paper	£59.99	£38.57	£19.71	£118.27
UTB315-18	F/H Hirers	Return of deposits 2x100 2 x 50	£300.00			£300.00
UTB319	Nicholsons	accountancy fees payroll		£90.00	£18.00	£108.00
UTB320	A J Williams	Grass cutting contract October		£582.00	£116.40	£698.40
<b>Sub totals</b>			<b>£3,654.69</b>	<b>£15,215.14</b>	<b>£826.83</b>	<b>£20,665.41</b>
	Payment Totals		£4,528.90	£16,744.22	£925.50	£23,167.37
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)						
TP 99	A Gray	Refund of expenses	18.45			
TP100	S Bunney	Refund of expenses	116.98			
TP101	Build Base	Hire of dehumidifier	225.60			
TP102	S Bunney	Refund of expenses -gardening express	126.96			
Total			£361.03			
Total			£361.03			

**11. To APPOINT a member to the Planning Committee, following a resignation from the committee.**

It was RESOLVED to appoint Councillor Gray to the planning committee.

**12. To CONSIDER the continuation of the current mole contract for another year**

Having noted the confidential report members RESOLVED to award the contract for 2023 to Pestcotek at the cost of £1200pa plus VAT.

**13. To CONSIDER the continuation of audio-visual recording/publishing of council meetings**

Having noted the report members RESOLVED to continue to record and publish online, Full council Meetings. It was agreed this would be reviewed in May. It was additionally agreed that links to the recordings would be published on Facebook and on the published agenda of the relevant meeting (once the recording is available)

**14. To REVIEW the council's Grants Policy and RESOLVE any amendments.**

It was RESOLVED to add the below paragraph to the Grants Policy:

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 Councillors may have.

**Action Point – Clerk to update policy.**

**15. Correspondence received requiring council decision:**

- Festival Hall request.

It was RESOLVED to refuse the request for free use of the Festival Hall for the approx. value of 3236.00. It was not felt that the cost was of proportionate benefit to the residents of the parish.

***Action Point – Clerk to inform applicant.***

**16. To NOTE an update on the land at The Ridings and RESOLVE any action.**

This item was moved to the confidential session.

**17. To NOTE a report in view of creating a green policy and consider seeking grant funding for greening projects.**

Members noted there may be a requirement to seek funding grants on behalf of the environment group to facilitate greening projects for the area.

**18. To RESOLVE if the council wishes to continue to repair and replace the wooden fencing to the perimeter of the Town Green or consider alternatives.**

It was RESOLVED to replace the recently removed area of fencing, but that in future the council will decide on the continued use of fencing around the green.

***Action Point – Maintenance Operative to replace fencing.***

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

No further updates were received.

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

Safeguarding (for a future agenda)

Separate meetings regarding the Market Place.

**21. Risk Management.**

None.

**22. 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 were excluded from the meeting and recording was stopped)***

**23. Confidential correspondence received to NOTE.**

Members noted the correspondence.

**16. To NOTE an update on the land at The Ridings and RESOLVE any action.**

It was RESOLVED to make an offer to purchase land behind the cemetery for £1 with the seller meeting legal fees and making a £5000 payment in lieu of future upkeep.

***Action Point – Clerk to contact owner.***

***The meeting closed at 20:40***

## Action Log

Action Point	Owner	Notes	Status
<i>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	Complete
<b>Full Council 12<sup>th</sup> October</b>			
<i>Clerk to seek sponsorship for leaflets</i>	<i>Clerk</i>	<i>Application approved by Lincolnshire Wolds grant scheme for 50% of funding Request also submitted to WLDC Cllr initiative</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
<b>Full Council 9<sup>th</sup> November</b>			
<i>Action Point – Clerk to update Grant policy.</i>	<i>Clerk</i>		Complete
<i>Clerk to inform applicant that request for use of the Hall free of charge was declined.</i>	<i>Clerk</i>		Complete
<i>Maintenance Operative to replace fencing at Town Green</i>	<i>M.O</i>		Complete
<i>Clerk to contact owner of land adjacent to The Ridings.</i>	<i>Clerk</i>	<i>The owner has received the Council's communication and is considering the offer submitted.</i>	Complete



Minutes of the Finance Committee of Market Rasen Town Council, held on Tuesday 22<sup>nd</sup> November 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 Taylor\* (From 18:25).

**In attendance:**

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

**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.**

Apologies were received from Councillor Gray; it was RESOLVED to approve the apologies.

**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 last meeting, held on July 26th, 2022, as a correct record.**

It was RESOLVED to approve the draft minutes of the last meeting, held on July 26th, 2022, as a correct record.

**5. To NOTE and RESOLVE any action in relation to, a report from the Community Manager outlining the business plan for Festival Hall, including:**

- promotion plans and costings.
- comparisons with local competing venues.
- reviews of minimum hire period and deposit processes
- potential packaged offers.
- Council Fees for 2023/2024 (RESOLVE any recommendation to Full Council)

Members noted the report. It was highlighted that:



- greater financial viability analysis was required, particularly in relation to rising costs with all options considered including cost cutting, reduced opening and closure of the hall. (However, it was noted that public consultation would be required to ensure that any decision was in line with the needs /desires of the electorate.)
- greater marketing analysis was required to identify products, target audience and comparison to competitors.

The Clerk in consultation with the Community Manager was tasked to produce an in-depth analysis and report for consideration.

It was RESOLVED to delegate to the Community Manager to return damage deposits within 1 week of bookings, subject to satisfactory post hire checks, with repayments to be noted under the preauthorised payments at the next council meeting.

**6. To NOTE the budget recommendations and income and expenditure report to end of Quarter 2 - 22/23 and RESOLVE any action.**

Members noted the Responsible Financial Officer's recommendations for budget virements (as shown in Appendix A.) including the release to running funds of £8363 of general reserves and the £16434.28 budgetary pressures ear marked reserve to produce a balanced budget for the financial year 2022/2023 in light of the changing economic situation.

**7. To NOTE the budget and precept recommendations for 23/24 and to RESOLVE the precept estimate to be sent to West Lindsey District Council**

Members noted the report and RESOLVED to accept the Responsible Financial Officer's estimated budget for 2023/2024 (as shown in Appendix B) and to submit an Estimated precept request of £165,722.

**8. To consider any action on the electricity contracts due for renewal in September 2023.**

It was RESOLVED to delegate to the Clerk to receive quotations for electricity supply from September 2023 and to accept the best value offer for the council as at 9am on the 1<sup>st</sup> December 2022.

**9. To NOTE Festival Hall income / expenditure in Q2 22/23.**

Members noted the report.

**10. To NOTE the internal control checklist for Q1 22/23 and NOMINATE a member to undertake the internal control checklist for Q2 22/23.**

Members noted the report and Councillor Hassan was nominated to undertake the internal control checklist for Q2 22/23.

**11. 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.

**12. Debtors List.**

Members noted the debtors list, it was highlighted that the two debtors were not considered to be high risk.

***The meeting closed at 19.06***

***Appendix A. Budget virements 2022/2023***

		<b>Spend year to date 31/10/2022</b>	<b>Current approved Budget 2022/23</b>	<b>Suggested Budget revision NOV 2022</b>
	<b><u>Expenditure:</u></b>	-		
4000	Salaries	39374	74,610.31	75,653.88
4001	PAYE / NI/Pension etc	13474	21,030.19	25,387.94
4020	Training	320	400.00	400.00
4025	Staff expenses / mileage	104	350.00	350.00
4027	Play Park Eqpt	0	3,500.00	3,500.00
4029	Rents Payable/ Market Place	2754	5,700.00	5,701.85
4029	Market repayment contingency	0	2,000.00	0.00
4030	Rates	7262	9,600.00	9,600.00
4031	Water	723	1,970.00	1,970.00
4032	Electricity	1932	3,780.00	3,780.00
4033	Gas	2298	4,962.50	7,858.00
4040	Telephone	1697	2,110.00	2,952.00
4041	Postage	0	70.00	70.00
4042	Stationery	311	450.00	450.00
4043	Advertising	0	0.00	0.00
4044	Printing	582	900.00	900.00
4045	Subscriptions/Membership	1079	1,360.00	1,360.00
4046	Insurance	4042	4,035.00	4,042.32
4050	IT Equipment	832	1,800.00	1,800.00
4051	Software & Support	2845	5,200.00	5,200.00
4059/4402	Premises Licence	191	180.00	180.00
4060	Legal & Professional (including accountancy)	2272	1,000.00	3,000.00

4061	Audit	300	1,500.00	1,500.00
4062	Bank Charges	57	200.00	108.00
4100	Grounds Maintenance	4873	6,500.00	6,500.00
4101	General Maintenance (including equipment maintenance & service )	12517	9,000.00	14,000.00
4106	Security Alarms	200	1,430.00	1,430.00
1300	Cleaning Contracts	655	1,300.00	1,300.00
4108	Cleaning Materials	696	1,000.00	1,000.00
4109	Catering Supplies	0	0.00	0.00
4110	New Equipment	8105	3,000.00	10,000.00
4117	Christmas	21	3,000.00	3,000.00
4121	ROSPA (INCLUDING SKATE PARK )	0	2,230.00	2,230.00
4128	EVENTS	0	0.00	0.00
4140	Town Functions	1165	3,250.00	2,500.00
4150	CCTV	0	7,000.00	6,000.00
4200	Section 137	146	100.00	150.00
4210	Grant Expend	150	600.00	600.00
4211	Town Band Sponsorship	500	500.00	500.00
4300	Election Costs	0	500.00	500.00
4301	Chairman's Allowance	250	250.00	250.00
4302	Mayor's Charity Expenditure	0	0.00	0.00
4303	Mayor's Civic Expend.	0	0.00	0.00
4304	19/20 C Allowance to Charity	0	0.00	0.00
4401	Performing Rights Licence	0	1,120.00	1,120.00
4410	Waste Disposal	488	1,200.00	900.00
4500	Expenses Town Partnership	0	0.00	0.00
4999	Other Expenditure	0	0.00	0.00
	<b>TOTAL EXPEND.</b>	<b>112215</b>	<b>188,688.00</b>	<b>207,743.99</b>
	<b>INCOME:</b>	-		
1000	OPS Rent	12482	17,700.00	20,000.00
1050	Utilities Recharge	1283	1,600.00	1,600.00
1070	Mayor's Charity Income	0	0.00	0.00
1071	Civic Income	0	0.00	0.00
1080	Grants Received	700	0.00	700.00
1081	Donations Received	0	0.00	0.00
1200	Festival Hall Income	11066	25,000.00	20,000.00

1221	Market Pitch Rents	2325	5,500.00	3,000.00
1228	Bar Takings	858	500.00	1,000.00
1231	Income from Events	0	0.00	0.00
1240	Performing Rights	117	0.00	200.00
1902	Photocopying	0	0.00	0.00
1800	Other Income	0	0.00	0.00
1870	Interest Received	447	0.00	1,000.00
	<b>TOTAL INCOME</b>	<b>29278</b>	<b>50,300.00</b>	<b>47,500.00</b>
	Expenditure-Income	<b>82937</b>	<b>138,388.00</b>	<b>160,243.99</b>
1900	Precept		138,388.00	138,388.00
	<b>Financed from Reserves</b>		<b>0.00</b>	<b>21,855.99</b>

## Appendix B: Draft budget 2023/2024

		Suggested Budget 2023-2024	Budget 23/24 Notes
	<b>Expenditure:</b>		
4000	Salaries	£80,654.67	£1 per hour on all pay LALC recommendation (approx. 9.5% increase) (saving of caretaker role/ however any staffing replacement would require additional funding )
4001	PAYE / NI/Pension etc	26,906.37	add 10% ( without Caretaker role )
4020	Training	600.00	Staff training requires updating / Clerk required to obtain CPD level
4025	Staff expenses / mileage	470.00	Based on MO monthly average to date plus contingency for other staff
4027	Play Park Eqpt	3,500.00	
4029	Rents Payable/ market place	5,895.20	Becomes 4550 PWLB - exact figure known
4029	Market repayment contingency	0.00	
4030	Rates	9,600.00	
4031	Water	1,970.00	
4032	Electricity	9,063.56	new contract Sept 2023 based on 50% old contract 50% on current new contract indications.
4033	Gas	7,858.00	fixed contract
4040	Telephone	2,952.00	
4041	Postage	70.00	
4042	Stationery	450.00	
4043	Advertising	0.00	
4044	Printing	4,124.88	lease term ends Nov 23 add 2%
4045	Subscriptions/Membership	4,206.80	add 4%
4046	Insurance	4,450.60	No predicted cost available from Zurich , suggest inflation increase of 10%
4050	IT Equipment	1,800.00	
4051	Software & Support	4,132.02	add 2%
4059/4402	Premises Licence	180.00	

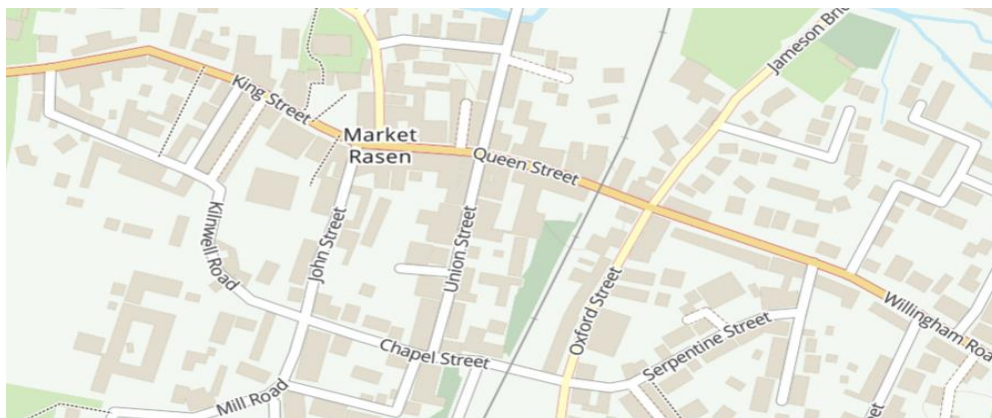
4060	Legal & Professional (including accountancy)	1,000.00	currently includes security for pop up markets funded by TP contribution - need take in house or charge MRAG more per market
4061	Audit	1,500.00	
4062	Bank Charges	108.00	
4100	Grounds Maintenance	6,500.00	
4101	General Maintenance (including equipment maintenance & service )	14,000.00	
4106	Security Alarms	1,430.00	
1300	Cleaning Contracts	1,300.00	
4108	Cleaning Materials		
4109	Catering Supplies		
4110	New Equipment	3,000.00	
4117	Christmas	3,000.00	
4121	ROSPA (INCLUDING SKATE PARK )	2,230.00	
4128	EVENTS	0.00	
4140	Town Functions	2,500.00	Coronation?
4150	CCTV	6,000.00	
4200	Section 137	100.00	
4210	Grant Expend	600.00	Do council wish to continue this?
4211	Town Band Sponsorship	500.00	Do council wish to continue this?
4300	Election Costs	500.00	
4301	Chairman's Allowance	250.00	
4302	Mayor's Charity Expenditure	0.00	
4303	Mayor's Civic Expend.	0.00	
4304	19/20 C Allowance to Charity	0.00	
4401	Performing Rights Licence	1,120.00	
4410	Waste Disposal	1,200.00	
4500	Expenses Town Partnership	0.00	
4999	Other Expenditure	0.00	
	<b>TOTAL EXPEND.</b>	<b>215,722.10</b>	

	<b>INCOME:</b>		
1000	OPS Rent	20000	
1050	Utilities Recharge	1700	
1070	Mayor's Charity Income	0	
1071	Civic Income	0	
1080	Grants Received	0	
1081	Donations Received	0	
1200	Festival Hall Income	25000	subject to increased rentals
1221	Market Pitch Rents	1100	Auction fee plus minimal permit payments
1228	Bar Takings	1000	
1231	Income from Events	0	
1240	Performing Rights	200	
1902	Photocopying	0	
1800	Other Income	0	
1870	Interest Received	1000	
	<b>TOTAL INCOME</b>	50000	
	Expenditure-Income	165,722.10	
1900	Precept	165,722.10	
	<b>Financed from Reserves</b>	0	

## **Road Traffic Orders Market Rasen:**

### **Natural Residential Zone to the South of A631**

Dear Street, Kilnwell Road, Chapel Street, Serpentine Street, Mill Street, John Street, Union Street and Nursery Street.



The roads are generally narrow, and many contain sharp bends.

The zone is defined by the following issues/problems.

- Unsuitable for HGVs
- Speed of vehicles
- Vehicles often must mount the pavements as they pass – dangerous for pedestrians especially when they are travelling too fast.
- Restricted vehicle vision
- Residents parking outside terraced houses – frequently nonresidents are parking outside the terraces

**A possible solution is to apply for the following Road Traffic Orders for the area:**

1. Creation of a 20mph speed restriction throughout the area - 'Twenty is Plenty'
2. HGV Weight Limit- except for deliveries.
3. Residential Permit parking

### **Queen Street**

Deliveries to the shops in Queen Street – frequently cause problems for traffic travelling through Market Rasen. On many occasions the deliveries take place at the same time on opposite sides of the roads causing severe problems.

#### **A possible solution**

To apply for timed restricted loading and unloading.

Create a designated zone – where lorries can park to load and unload. Will require drivers to walk to and from the premises.



***Correspondence received from a resident - (It should be noted this development is not within the Parish of Market Rasen, nor are these works within the remit of the Town Council , but support has been requested from the Town Council)***

Further to our recent conversation regarding the 24/7 banging of the drain covers under traffic wheels along the stretch of road adjoining the development built by Chestnut Homes off Southwold Caistor Road, I have copied you into an email made to the highways department of Lincolnshire County Council. In addition, I attach a copy of my recent communication to the Chestnut Homes site manager, **REDACTED**. For the record, this will be the third time in fifteen months that a carriageway on this stretch of the A46 has been closed and remedial works carried out.

I attach the video and images for your information.

I look forward to the support of the Market Rasen town council with this matter and I wait for your formal response.



Content of attached external emails -

Dear REDACTED

Further to our telephone conversation this morning in which I expressed my grave concerns regarding the ongoing problems with banging drain covers on Caistor road. These have been a problem since the recent construction works carried out on the road adjoining the Chantrey park development works carried out by Chestnut Homes.

As you will see from the detail in my communication to the Chestnut Homes site manager today, copy attached, this current carriageway closure and remedial works will be the third in fifteen months. It is clear that whatever actions are being taken to resolve these matters, to date, they have not been successful.

I formally advise you of this issue as I consider that you would want to ensure that the current carriageway closure, and remedial works, results in a solution that means that this costly and inconvenient exercise does not have to be repeated in the short to medium term.

I attach images showing the location on Caistor Road of the offending drain covers together with a short video in which you can clearly hear the noise that is made across these covers 24/7.

I await your formal response.

\*\*\*\*\*

Good morning **REDACTED**

Further to your confirmation that the repairs to the drain covers would take place this week I wanted to share a concern that I have. Looking back through my records, I note that, excluding the initial construction works, this will be the third time that your company has been advised of this problem and remedial action has been taken. To be clear, within a period from the 25<sup>th</sup> of October 2021 to this latest works being done that will be three road closures and remedies applied to these faulty drain covers within a fifteen month timespan. I am sure that you would agree with me that this is unusual. I would be clear that whatever “ Modifications” are being applied they are not being successful. I note from our last conversation that you state that you will be having the local authority to inspect the works. I am not sure what that actually means, in terms of success of any future works considering the past problems. Other than the application of some form of “ Official sign off”.

In view of the recent opportunities to resolve this matter being wasted I have made formal representation to the authorities to make my concerns known.

I would appreciate any comments that you have regarding this matter.



### **Clerk's report Drecember 2022**

#### **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.

#### **Office closure dates over Christmas:**

The office will be staffed until 4pm on Wednesday 21<sup>st</sup> December, The Clerk and Community Manager will work remotely on the 22<sup>nd</sup> of December and the Community Manager will work remotely on the 23<sup>rd</sup> December. Office Staff will then be on leave until Wednesday 4<sup>th</sup> January.

#### **Electricity contract from September 2023:**

As delegated by the Finance Committee the Clerk has entered an early tie in for electricity as of October 2023 to avoid forecast increases in cost and to allow for adequate budgeting for the next financial year. After extensive market comparison the contract selected was for 24 months from October 2023 with British Gas Lite the combined predicted annual cost for the 4 council meters is £12,257.16 more than three times the current annual budget of £3780.

#### **Insurance valuations:**

The reinstatement valuations for insurance purposes have been received and have highlighted under insurance on all properties and significantly so regarding the Festival Hall, the Old Police Station and the War Memorial. The report findings have been sent to the council's insurers and the insurance adjusted accordingly, this has resulted in an increased cost of £473.90 for the remainder of this policy and an estimated annual increase of £975 thereafter.

#### **Publication of Audio-Visual recordings of Full Council:**

At the date of writing the October Full Council Meeting on YouTube had been viewed/ partially viewed on 34 occasions.

#### **Finance Report:**

		Market Rasen Town Council			
<b>FINANCIAL REPORT as at</b>		<b>30/11/2022</b>			
<b>CASH BOOK</b>					
	Balance Brought forward				
	Current Account			35,465.71	
	Savings Account			149,281.22	
	Town Partnership*			1,360.29	
				<b>186,107.22</b>	
	Add - Income				
	Current Account			19,132.34	
	Savings Account			329.84	
	Town Partnership*			0.00	
				<b>19,462.18</b>	
					<b>205,569.40</b>
	Less - Expenditure				
	Current Account			24,875.57	
	Savings Account			15,329.84	
	Town Partnership*			361.03	
				<b>40,566.44</b>	
	<b>Balance Carried Forward</b>				<b>165,002.96</b>
* Town Partnership account is restricted funds for town Partnership expenditure.					
<b>BANK BALANCES as at</b>		<b>30/11/2022</b>			
	Current Account per Statement			29,722.48	
	plus- receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<b>29,722.48</b>	
	Savings Account per Statement			134,281.22	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<b>134,281.22</b>	
	Town Partnership Account per Statement			999.26	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<b>999.26</b>	
<b>TOTAL COUNCIL FUNDS AS AT</b>		<b>30/11/2022</b>			<b>165,002.96</b>

## ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE		<b>165,002.96</b>
<b>GENERAL RESERVE</b>	<b>57,665.00</b>	
<b>EAR MARKED RESERVES</b>		
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	
Christmas Lights	£282.50	
Elections	£500.00	
Jubilee Event Grant	£0.00	
TOTAL EMR	<b>54,246.78</b>	
* Additional £45,000 owed from S106		
<b>RUNNING FUNDS</b>	<b>52,091.92</b>	
(Discounting Town Partnership funds)		

## Community Manager's Report – December 2022

### Festival Hall Bookings October- December 2022

<u>Areas hired</u>	Hours booked <u>1<sup>st</sup> Oct – 31<sup>st</sup> Oct</u>	Hours booked <u>1<sup>st</sup> Nov– 30<sup>th</sup> Nov</u>	Hours booked to date <u>1<sup>st</sup> Dec – 31<sup>st</sup> Dec</u>
Main Hall	91.75	105	61
Bar	4.5	18	4.5
Committee Room	43.08	36.08	11.5
Kitchen	37.25	43	9
P A System	6	6.5	0
Performing Rights (PRS/PPL)	6	34	6
Tables and Chairs	46.5	30.5	21.25

*The financial income to date is £13, 289 the target income for the financial year is £26,000. There is historically a decline in bookings in December due to regular bookings ceasing over the Christmas break.*

### Online Bookings

The new online booking facility will be publicised in the New Year on social media along with our Festival Hall packages.

### Market

The published upcoming dates of the Lloyds Mobile Bank are the 2<sup>nd</sup>, 16<sup>th</sup> & 30<sup>th</sup> December.

Work on the Market Strategy is ongoing:

- A date is to be arranged for the marking of the disabled bays whilst the marketplace is closed for festive events.
- Traffic Management proposals for the Market are being investigated with the Traffic Management Firms.
- Once the new licence terms have been agreed by the Properties Committee, marketing of the new Tuesday Market model will begin with an emphasis on the positive aspects of promoting new business opportunity through reduced pitch cost.

### Old Police Station

The lease for the dentist's area of the Old Police Station is to be reviewed in February 2023 preliminary meetings and legal work are underway.

### Events

A post event evaluation meeting of the Remembrance Day Parade has taken place and the findings will be incorporated into the organisation of the Remembrance event for 2023.

At the time of writing the preparation for the upcoming Christmas Events are well advanced and a post event evaluation will be presented to the January Full Council meeting.

A draft calendar of events for 2023 will be produced in January and following discussions with other relevant stakeholders, this will come to Full Council in February for input and approval.

**Community relationship building**

I will be meeting with the new Sales Manager at Market Rasen Leisure Centre next month to strengthen the working relationship between the Town council and the Leisure Centre, and to explore collaborative working opportunities including possible community events.

I also attended the Love Lincolnshire Wolds Tourism Conference on the 22nd November at Market Rasen Racecourse.

## Market Rasen Town Centre

### Proposed Vision Statement:

The vision for Market Rasen Town Centre [Market Square and Queen Street]

We aim to provide an attractive area, in which residents and visitors can live, shop, relish regular activities and relax, enjoying the character and heritage of the unique centre of our Town.

This will involve the development of:

- Vibrant and resilient small independent retail and hospitality establishments
- Greening public realm spaces in which people can relax, enjoy, and feel safe
- Cultural and active leisure opportunities
- A 21<sup>st</sup> Century digital environment

### Market Rasen Town Centre Placemaking

A paper by Cllr Stephen Bunney December 7<sup>th</sup> 2022

The challenge is to create a sustainable urban environment that knits together the needs of independent businesses, residents, services, leisure, culture, tourism and the green agenda. There needs to be a synergy in which different activities work together to grow and develop rather than compete against each other. Therefore, it is important all parties sign up to and understand a shared vision creating a common narrative.

Planners generally accept that the following three factors are required for a successful **'place making/sharing' project.**

In this order:

- I. Works Well
- II. Feels Right [safe, comfortable, identifies]
- III. Looks Good.

### Questions:

1. Is Market Rasen currently a connected or an unconnected or a disconnected community?
2. Putting aside the name is Market Rasen a 'Market Town' or a 'Village Town' – the answer affects the way that the market square is considered.

### What are we looking for:

not an exhaustive list. based on observations and communications around Market Rasen, other Lincolnshire Towns and small communities in the low countries [eg Le Buge Dordogne in France]

1. Shared space that works
2. Areas with a variety integrated uses
3. Signage with the emphasis on informing and user dispersal rather than negative commanding
4. Dwell spaces in the public realm – ensure we design for activity/enjoyment and not the motor vehicle

5. Greenery and decarbonisation
6. Active leisure and cultural activities – for residents and visitors
7. 15 to 20 minute neighbourhood – day to day activities within a 20 minute pleasant green [low traffic!] walk
8. Bike racks etc.
9. Quick stop parking /waiting allowing effective instant shopping activities
10. mobility friendly
11. Make visitors welcome – including cheap well-resourced opportunities for Motor Homes
12. Easy access to local independent shops – away from traffic
13. Improve road and pavement surfaces
14. Planters to bring greenery to build up/concrete areas
15. Low cost market stall provision

n.b. On the continent markets are frequently a mish mash of stalls – do not look good but are seen as successful

## **Challenges:**

1. The A631 and HGVs through the Centre of Town
2. Inbuilt Inertia
3. The different approach of the generations - There is an inbuilt bias to the older generations having more influence over the future that they will not experience
4. Conservation can get in the way of moving projects forward and slow things down - bringing about negativity
5. Tendency for connectivity and proximity to compete with each other

## **Possible actions to be developed further**

1. Market Square as heart of the town. Three possible options.
  - a) Return to free for all parking.
  - b) Car Free – can we currently organise enough events to justify leaving the space empty.
  - c) Hybrid – Dwell Zone at centre front [large enough for market stalls], short term parking designed for customers for the business, set parking bays – including disabled slots, one-way entrance and exit, cycle infrastructure
2. Creation of 20mph – HGV restricted zone
3. Building Improvements. Listed Building Frontages. WLDC £200K Listed Building project. Concentrated on 2/3 properties in the Market Place. In the hope that it attracts more finance and encourages private developers in the centre of town.
4. Pop Up Museum – Tourist Centre –
5. Active Leisure Centre for town trails, country walks and cycle rides





## STANDING ORDERS

ADAPTED FROM NALC MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020)

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Adopted:  
Review date:

### **Introduction**

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

### **Notes**

Standing orders that are in bold type contain legal and statutory requirements and may not be suspended.

Adopted:  
Review date:

## **2. Rules of debate at meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

Adopted:  
Review date:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

Adopted:  
Review date:

### 3. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 4. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

Adopted:  
Review date:

- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k **Subject to standing order 3(l), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- o **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

Adopted:  
Review date:

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- t **A councillor or a non-councillor with voting rights who has a**  
 ● **disclosable pecuniary interest or another interest as set out in the**  
 ● **Council's code of conduct in a matter being considered at a meeting is**  
**subject to statutory limitations or restrictions under the code on his**  
**right to participate and vote on that matter.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

Adopted:  
Review date:

- v **If a meeting is or becomes inquorate no business shall be transacted**  
 and the meeting shall be closed. The business on the agenda for the meeting  
 shall be adjourned to another meeting.
- w A meeting shall not exceed a period of 2 hours and 30 minutes.

## 5. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;



Adopted:  
Review date:

- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.
- e Working Groups: The Council or a committee may appoint working groups for purposes to be specified by the council or committee. A Working Group may co-opt other persons to help it to progress business to a point where a report is brought to council for a decision. A Working Group cannot make decisions that are binding upon the Council.
- f In the event that a member of a council committee is unable to attend a meeting, they may source and nominate a substitute attendee, for that meeting only, from the membership of the council. This is subject to written notification of the substitution having been received by the Town Clerk at least two working days prior to the meeting. A duly nominated substitute will have full voting rights.

## **6. Ordinary council meetings**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been**

Adopted:  
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**re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

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- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **7. Extraordinary meetings of the council, committees and sub-committees**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **8. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

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## **9. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **10. Motions for a meeting that require written notice to be given to the proper officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **11. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;

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- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **12. Management of information**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

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- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

### 13. Draft minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

### 14. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

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- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## 15. Code of conduct complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the

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Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 16. Proper officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman**



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- of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(*see also standing order 23*).

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### **17. Responsible financial officer**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

### **18. Accounts and accounting statements**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

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## 19. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least

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- one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 20. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if he is not available, the vice-chairman (of absence occasioned by illness or other reason and that person shall report such absence to the Council, at it's next meeting.
- c. The Appraisal arrangements:
  - The Town Clerk to be reviewed by the HR Committee, who then report to Full Council.
  - Other staff excluding the Cleaner to be reviewed by the Town Clerk who then reports to the HR Committee.
  - The Cleaner to be reviewed by the Community Manager in

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conjunction with the Town Clerk who then reports to the HR Committee

- d The HR Committee shall appoint from the Full Council Membership, three members to hear any formal grievance made by the Town Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Town Clerk.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(e).

## **21. Responsibilities to provide information**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
  - b.
- The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **22. Responsibilities under data protection legislation**

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

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### **23. Relations with the press/media**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

### **24. Execution and sealing of legal deeds**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

### **25. Communicating with district and county or unitary councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

### **26. Restrictions on councillor activities**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

### **27. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing

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orders at the meeting shall be final.

## **28. Scheme of delegation to Committees**

The Following matters are delegated to the Planning Committee:

- a. To consider and respond to planning applications.
- b. Minor issues affecting traffic, highways and transport.

The Following are delegated to the HR Committee:

- a. To review staffing structures and levels and make recommendations to the Council.
- b. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
- c. To review staff salaries and terms of conditions and make recommendations to Council.
- d. To appoint from the full council membership, three members to hear any formal grievance made by the Town Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Town Clerk.
- e. To review health and safety at work for all Council employees.
- f. To ensure the Council complies with all legislative requirements relating to the employment of staff.

The Following are delegated to the Finance Committee (2020).

- a) To negotiate the rent or purchase of land or properties on behalf of the Council *when instructed to do so by resolution of the Council* and to make recommendations to Full Council regarding the terms of the negotiation.
- b) To receive quarterly the financial reports from the RFO as set out in the Financial Regulations and standing orders on behalf of the Council and to make any recommendations to council based on those reports.
- c) To submit the Precept estimate to West Lindsey district Council in November based on the committee's projected budget requirement at that time.
- d) To receive budget recommendations / requests from other Council committees which will be used to inform budget recommendations made to Full Council.

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- e) To appoint a member each quarter to undertake the Councils internal financial Control check list.

The Following are delegated to the Properties Committee (2020)

The committee has full delegated powers for the below matters provided that decisions do not exceed the set annual budget for that area: *(Where funding is required outside of agreed budgets decision making must be referred to full council.)*

- a) Maintenance and policy, regarding the Council's market, the Festival Hall and Old Police Station
- b) Maintenance & policy setting regarding all the Council's other properties including the Office building, recreation areas, green spaces, public seating, litter and dog waste bins and war memorials.
- c) Management of Christmas illuminations
- d) Submitting of budget recommendations to the Finance committee

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