



**MINUTES of the Council Meeting held on Wednesday 9th 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 12th, 2022, and the Extraordinary Full Council meeting held on the 5th October 2022.*

It was RESOLVED to approve the draft minutes of the last meeting, held on October 12th, 2022, and the Extraordinary Full Council meeting held on the October 5th 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 4th 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
Sub totals			£874.21	£1,529.08	£98.67	£2,501.96
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
Sub totals			£3,654.69	£15,215.14	£826.83	£20,665.41
	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