

October 2022



DRAFT MINUTES of the Council Meeting held on Wednesday 12th October 2022 commencing at 7.00pm in the Committee Room of the Festival Hall, Caistor Road, Market Rasen.

Present:

Councillor S. Bunney (Chairman/WLDC/LCC), Councillor M. Lakin - Whitworth (Vice-Chairman), Councillor A. Dale, Councillor F. Easters, Councillor M. Hassan, Councillor N. Taylor, Councillor J. Pilley, Councillor J. Smith, and Councillor A. Gray

In Attendance:

Lucy Waller – Town Clerk and Responsible Financial Officer

Faye Lambkin-Smith – community Manager

Representative of Market Rasen Mail

The Meeting opened at 19:00

1. Opening remarks including:

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

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

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

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

Action point: Clerk to write letter.

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

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

3. Public Participation (max 20 minutes)

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

4. To RECEIVE any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests.

None.

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

It was RESOLVED to approve the draft minutes of the last meeting, held on July 13th, 2022, as the correct legal record.

6. To NOTE any update on Action Points

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

7. Committees:

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

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

Members noted the above minutes.

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

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

Meetings be arranged with traffic management companies

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

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

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

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

Action point: CM to progress resolved actions.

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

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

10. To NOTE the Officer's reports

Members noted the reports.

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

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

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

- Definitive Maps of Drains, gullies, and sewers:

Including information on whom is responsible for their maintenance

- Sandbags:

A central Depot with shovels and a funnel – located in an area where it is unlikely to flood.

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

It was also noted that a sand hopper was required.

- Bund Walls:

Potentially located near the new footpath behind Dear Street – plus a French Drain to LCC Land / Sports Centre, and the Hedge row behind bungalows off Legsby Road.

- New surface run off pipes:

Located on The Ridings out at far end of bungalows across to Rase by Rugby Club and at Oxford Street – Jameson Bridge Street – River Rase

- Local Emergency Plan – fed into by local council, police and fire and rescue

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

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

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

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

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

13. Accounts for payment:

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

Members noted the below payments:

Market Rasen Town Council Accounts for payment August 2022						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
pre-authorised automated payments since the last meeting - To note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Non Domestic rates MP		£56.00		£56.00
DD	WLDC	Non Domestic rates FH	£549.00			£549.00
DD	WLDC	Non Domestic rates Office		£279.00		£279.00
DD	WLDC	Non Domestic rates OPS		£162.00		£162.00
DD	Total	Electricity OPS		£40.88	£2.80	£43.68
DD	Total	Electricity FH	£193.73		£38.75	£232.48
DD	Total	Electricity MP		£9.95	£0.50	£10.45
DD	Total	Electricity Office		£36.76	£1.84	£38.60
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£555.43		£555.43
DD	SSE	Gas FH June	£91.72		£4.58	£96.30
DD	SSE	Gas OPS May and June		£201.31	£10.06	£211.37
DD	EE	Mobile Phones		£162.95	£32.59	£195.54
DD	Lloyds bank (see separate report for full details)	Charge card fee/ purchases		£150.18		£150.18
DD	BT	Telephone/ Broadband		£57.51	£11.50	£69.01
Sub totals			£897.28	£1,724.47	£105.12	£2,726.87
Out of Committee Payments for ratification at October Full Council (Authorised for electronic payment where required)						
UTB226 x 2	F/H Hirers	F/H refunds paid OOC - 1x wedding £586.64, 1x £100 deposit return	£686.64			£686.64
UTB227	SLCC	Membership fee		£50.41		£50.41
UTB228	Microshade	Citix hosting		£85.50	£17.10	£102.60
UTB229	Rasen Hardware	3x invoices: keys 31/05/22 @£18.33, Key cutting 30/04/22 @£43.75, Washing machine parts 31/12/21 @£10.00	£72.08		£14.41	£86.49
UTB230	E-Quip	3x invoices: DutchHoe £12.20, welding of play equipment spring £20, 2x light littings Festival Hall £118.00	£118.00	£32.20	£30.04	£180.24
UTB231	Pestcotek	mole inspections		£100.00	£20.00	£120.00
UTB232	AJ Williams	Grasscutting and backdated increase		£742.00	£148.40	£890.40
UTB233	Lincoln Web Design	Office 354 x 4 mailboxes monthly, laptop leases 4 weeks		£326.00		£326.00
UTB234	HMRC	PAYE, NI etc 06/08-05/09		£1,653.88		£1,653.88
UTB235 - UTB240	Payroll	Salaries July 2022		£6,548.41		£6,548.41
UTB241	Avica	various cleaning products	£92.33		£18.47	£110.80
UTB242	Amazon	various stationery/ equipment see breakdown	£92.71	£101.09	£38.78	£232.58
UTB243	NALC	Local council awards - registration fee		£50.00	£10.00	£60.00
UTB244	Sparkle Cleaning	Office cleaning		£100.00		£100.00
UTB245	Stance security	security officer pop up July		£121.68	£24.34	£146.02
Sub totals			£1,061.76	£9,911.17	£321.54	£11,294.47
	Payment Totals		£1,959.04	£11,635.64	£426.66	£14,021.34

Market Rasen Town Council Accounts for payment September 2022						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
pre-authorised automated payments since August payments - To note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Non Domestic rates MP		£56.00		£56.00
DD	WLDC	Non Domestic rates FH	£549.00			£549.00
DD	WLDC	Non Domestic rates Office		£279.00		£279.00
DD	WLDC	Non Domestic rates OPS		£132.11		£132.11
DD	Total	Electricity OPS		£35.74	£1.79	£37.53
DD	Total	Electricity FH	£165.45		£8.27	£173.72
DD	Total	Electricity MP		£10.32	£0.52	£10.84
DD	Total	Electricity Office		£37.75	£1.89	£39.64
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£555.40		£555.40
DD	SSE	Gas FH	£82.34		£4.11	£86.45
DD	SSE	Gas OPS		£74.12	£3.70	£77.82
DD	EE	Mobile Phones		£195.54	£32.59	£195.54
DD	Lloyds bank (see separate report for full details)	Charge card fee/ purchases		£234.39		£234.39
DD	Wave Water	Festival Hall Water 15/05 - 14/08		£188.02		£188.02
DD	BT	Telephone/ Broadband		£57.51	£11.50	£69.01
Sub totals			£859.62	£1,868.40	£66.87	£2,762.30

September 2022 Out of Committee Payments for ratification at October Full Council (Authorised for electronic payment where required)						
UTB246	F/H Hirers	£100 deposit x 3 refund due to cancellation x1 £181.16 and 2x Bar deposits @£75	£631.16			£631.16
UTB247	West Lindsey District Council	Annual Licensing Fee £180 & change of address fee £10.50	£190.50			£190.50
UTB248	Microshade	Citrix hosting		£85.50	£17.10	£102.60
UTB249	West Lindsey District Council	Repayment of CIL overpayment		£496.40		£496.40
UTB250 (x5)	Buildbase	various maintenance bin store extension@ £195.94,fence Bell park @ £83.38 , Dehumidifier@ 94.00*, decorating FH @ £44.87, Bin store additional @£41.70	£44.87	£415.02	£83.65	£543.54
UTB252	Cadent	Gas meter upgrade survey	£378.00	£75.60		£453.60
UTB253	Al Williams	Grasscutting 3/8 30/8		£582.00	£116.40	£698.40
UTB254	Pestcotek	mole inspections		£100.00	£20.00	£120.00
UTB255	Lincoln Web Design	Office 354 x 4 mailboxes monthly, laptop leases 4 weeks		£386.00		£386.00
UTB256	stance security	security for pop up market		£121.68	£24.34	£146.02
UTB257	PKF Audit	Audit fee		£800.00	£160.00	£960.00
UTB258	HMRC	PAYE, NI etc		£1,708.77		£1,708.77
UTB259-264	Payroll	Salaries July 2022		£6,717.82		£6,717.82
UTB265	Bridgewater Glass	Perspex for noticeboard		£40.45	£8.09	£48.54
UTB266	Castle recycling / datashred	Certified removal and destruction of 16 bags of confidential waste		£48.00	£9.60	£57.60
UTB267	Sparkle	Office cleaning August		£100.00		£100.00
UTB268	TW BELL	Additional remedial electrical work required following 5 year testing office		£434.97	£86.99	£521.96
UTB269	TW BELL	Additional remedial electrical work required following 5 year testing F/Hall	£1,235.84		£247.17	£1,483.01
UTB270	Equip	various maintenance. Magnetic signs @50.00, cable ties MP@£40.00, materials for bin shed @£55.23, lamps FH @£73.47, file holder @£7.99 (less credit note @ 118.00)	£73.47	£35.22	£21.74	£130.43
UTB271	Amazon	Black armbands		£8.15	£1.63	£9.78
UTB271	Konica Minolta	Printer use 03.06.22 - 02.09.22		£62.52	£12.50	£75.02
Sub totals			£2,553.84	£12,155.58	£809.21	£15,581.15
Payment Totals			£3,413.46	£14,023.98	£876.08	£18,343.45
Town Partnership Expenses -to be paid by MRTC as administrators (Please note due to current banking constraints these are paid from MRTC Funds which are then refunded by bank transfer) Sept						
REF	Payee	Description	Total £			
TP95	MRTC	*Dehumidifier	112.80			
TP96	A Gray	Holiday meals	220.94			
TP97	S. Bunney	Expenses Holiday Meals / Show	840.12			
Total Expenditure			£1,173.86			
Total Transferred to refund MRTC			£1,173.86			

To RESOLVE to approve the October accounts for payment.

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

Market Rasen Town Council Accounts for payment October 2022						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
pre-authorised automated payments since August payments - To note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Non Domestic rates MP		£56.00		£56.00
DD	WLDC	Non Domestic rates FH	£549.00			£549.00
DD	WLDC	Non Domestic rates Office		£279.00		£279.00
DD	WLDC	Non Domestic rates OPS		£134.00		£134.00
DD	Total	Electricity OPS		£36.62	£1.83	£38.45
DD	Total	Electricity FH	£158.84		£7.94	£166.78
DD	Total	Electricity MP		£10.43	£0.52	£10.95
DD	Total	Electricity Office		£36.74	£1.84	£38.58
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£559.99		£559.99
DD	SSE	Gas FH	£81.64		£4.08	£85.72
DD	SSE	Gas OPS		£74.12	£3.70	£77.82
DD	EE	Mobile Phones		£195.54	£32.59	£195.54
DD	Lloyds bank	Charge card fee/ purchases		£3.00		£3.00
DD	Wave	Water OPS		£125.29		£125.29
DD	BT	Telephone/ Broadband		£57.51	£11.50	£69.01
Sub totals			£852.31	£1,580.74	£66.50	£2,466.96

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

14. To CONSIDER a resident request that Market Rasen Town Council purchase the areas of common land on the Ridings, adjacent to the footpath between Legsby Road and Chapman Street. (Information circulated) (any expenditure under Local Government Act 1972, ss124, 126, 127).

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

Action Point: Clerk to contact landowner.

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

Action Point: Clerk to instruct surveyors.

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

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

Action Point: Clerk to seek sponsorship.

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

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

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

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

It was RESOLVED to implement the above proposal.

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

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

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

The above resolution was passed

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

Whistleblowing.

Social media and Electronic Communication.

Noticeboard use.

Council action plan 22/23

Dignity at work policy

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

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

The above RESOLUTION was passed.

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

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

The above RESOLUTION was passed.

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

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

25. Any items for the next agenda.

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

Action Point: Clerk to include on next agenda.

26. Risk Management.

None.

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

The above RESOLUTION was passed.

(The public and press left the meeting and recording was stopped)

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

Members RESOLVED to adopt the recommendation of the Finance Committee.

29. To CONSIDER action regarding authorisation of unexpected expenditure.

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

The meeting closed at 20:54