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MINUTES of the Council Meeting held on Wednesday 11th January 2023 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 N. Taylor, Councillor C Turner, Councillor J. Pilley, Councillor M. Hassan, Councillor A. Gray, Councillor A. Madhavan and Councillor A. Dale

In attendance:

Lucy Waller – Town Clerk and Responsible Financial Officer
A representative of the Rasen Mail

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 J. Smith.

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

Matters raised:

- Concerns regarding crime and police response.
- Non replacement of CCTV camera on John Street
- Difficulties sourcing defibrillator pads due to supply chain issues.
- The closing of a local business and thanks for their extensive support.

It was highlighted that the Mayor would invite Inspector Head to attend either a public meeting to discuss policing and crime concerns. Also, the Mayor would in conjunction with the Rotary, write an open letter appearing in the Rasen Mail to thank the local business concerned for their support with local community projects.

Action points: Clerk to contact West Lindsey District Council regarding CCTV, SB to contact Police and write open letter.

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 December the 14th, 2022.

It was RESOLVED to approve the draft minutes of the last meeting, held on December the 14th, 2022 as a correct record subject to the rectification of a minor typographical error.

5. To NOTE any update on Action Points

Members noted the report.

6. To RECEIVE any report of the District & County Councillor.

Members noted a written & verbal report from Councillor Bunney matters of note included:

- Lincolnshire County Council Budget
- Lincolnshire bus Services
- Pavements
- Local elections
- Highways issues
- Flooding
- Emergency Plan
- Environment group planting of trees

7. To NOTE the Clerk's report.

Members noted the Clerk's report.

8. To RESOLVE the budget for the financial year 2023/2024.

It was RESOLVED to set the budget for 2023/2024 as detailed in APPENDIX A of these minutes.

9. To RESOLVE the precept request for the financial year 2023/2024.

It was RESOLVED to request a precept of £163,174

(The precept upon the charging authority form was duly signed by the Chairman and Councillors Turner & Pilley and countersigned by the Clerk.)

10. To RESOLVE to approve the precept analysis statement for inclusion in the Council Tax booklet.

It was RESOLVED to approve the precept analysis statement for inclusion in the Council Tax booklet.

11. Accounts for payment:

•To RESOLVE to approve the accounts for payment.

The below accounts for payment were authorised / noted as appropriate.

Market Rasen Town Council Accounts for payment January 2023						
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		£58.28	£2.92	£61.20
DD	Total	Electricity FH	£283.47		£56.70	£340.17
DD	Total	Electricity MP		£10.75	£0.54	£11.29
DD	Total	Electricity Office		£96.98	£4.85	£101.83
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£873.16		£873.16

DD	SSE	Gas FH	£532.25		£106.45	£638.70
DD	SSE	Gas OPS		£556.07	£111.21	£667.28
DD	EE	Mobile Phones		£164.87	£32.97	£197.84
DD	Lloyds bank	battery £19.79,badges £48.60,Monthly fee £3				£71.39
DD	Wave	water OPS		£114.99		£114.99
DD	WLDC	Annual parking permit 2/4 payment		£18.23	£3.65	£21.88
DD	BT	Telephone/ Broadband		£57.51	£11.50	£69.01
Sub totals			£1,427.55	£2,432.34	£333.29	£4,264.57
Festival Hall deposit/bar refunds paid since last meeting						
FH6	Return of deposits	1 x Bar@ £75.00				£75.00
Sub total						£75.00
January 2023 Payments for authorisation (Authorised for electronic payment where required)☑						
UTB350	Stance security	Marketplace closure security Christmas		£114.08	£22.82	£136.90
UTB351	Nicholsons	Payroll fees		£55.00	£11.00	£66.00
UTB352	Microshade	Citrix hosting		£85.50	£17.10	£102.60
UTB353	PD Electrical	Installation of Christmas lights MP		£280.00		£280.00
UTB354	Pestcotek	Mole contract		£120.00	£20.00	£120.00
UTB355	Rialtas	Making tax digital annual fee		£128.55	£25.71	£154.26
UTB356	Sparkle	Office cleaning contract		£100.00		£100.00
UTB357	Lincs heating	Emergency works to FH Boiler inc replacement timer/thermostat & NYE call out	£310.00		£62.00	£372.00
UTB358	Lincoln Web Design	software/support/ IT leases		£346.00		£346.00
UTB359	Payroll	December salaries		£6,145.83		£6,145.83
UTB360	HMRC	PAYE/ NI etc		£1,787.19		£1,787.19
Sub totals			£310.00	£9,048.07	£158.63	£9,610.78
	Payment Totals		£1,737.55	£11,480.41	£491.92	£13,950.35

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)			
TP106	S.Bunney	expenses refund community Christmas meal	£115.89
Total			£115.89

12. To CONSIDER a review of the use of Council Properties.

This item was moved to the confidential session for discussion after item 17.

13. To CONSIDER any action in relation to correspondence regarding pigeon waste on Queen Street.

It was noted that Councillor Bunney was in discussions with West Lindsey District Council regarding additional street cleaning services and that businesses would be encouraged to work together to solve the issue.

14. To CONSIDER events for 2023.

Members noted the below provisional event details:

Feb 21	Tues	Pancake Racing
March 11/12	Sat Sun	Town and River Clear Up
March 18	Sat	Indoor Occasional Market
Apr 7/8/9	Fri/Sat	Good Friday Service and Occasional Market
May 4	Thurs.	Local Election Day
May 6/7/8		Coronation Weekend – Craft/Art Display – Family Fun Event at Rase Park
May 20	Sat	Occasional Market
June 3rd	Sat	Lions Gardeners' Market and Craft Fair
June 17/18	Sat/Sun	Wellbeing/Leisure and Sports Event
July 1st	Sat	Environmental Event
July 9	Sun	Community Race Day
July 15	Sat	Occasional Market
Aug 12/19/26	Sat	Uniform Swap – Auction Shed
Aug 22?	Tue	Trinity Arts on Tour – Jemima Puddle duck – Sports Centre
Sept 16	Sat	Occasional Market
Oct 28th	Sat	Inside Market
Dec 2 or 8	Sat	Christmas Market Weekend

(20:10 Councillor A. Madhavan left the meeting)

15. Any items for the next agenda.

Updates on policing and pigeons

16. Risk Management.

It was requested that signs be placed at DeAston Field warning not to enter standing surface flood water as this may be deeper than it appears.

Action: Maintenance Operative to place signs.

It was highlighted that due to the current economic climate there was a heightened risk of overspending on the budget and that this will, as usual, be closely monitored by the finance committee.

17. 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 at this stage and the audio-visual recording was stopped.

12. To CONSIDER a review of the use of Council Properties.

Following discussion of current council owned and leases it was requested that further information be brought to the Finance Committee for Consideration.

The Meeting closed at 20.37

Appendix A

Budget 2023/ 2024

		Approved Budget 2023- 2024
	<u>Expenditure:</u>	
4000	Salaries	£80,654.00
4001	PAYE / NI/Pension etc	26,907.00
4020	Training	600.00
4025	Staff expenses / mileage	470.00
4027	Play Park Eqpt	3,500.00
4550	PWLB marketplace	5,895.00
4030	Rates	9,600.00
4031	Water	1,970.00
4032	Electricity	8,019.00
4033	Gas	7,858.00
4040	Telephone	2,952.00
4041	Postage	70.00
4042	Stationery	450.00
4043	Advertising	0.00
4044	Printing	918.00
4045	Subscriptions/Membership	1,415.00
4046	Insurance	5,421.00
4050	IT Equipment	1,800.00
4051	Software & Support	5,957.00
4059/4402	Premises Licence	180.00
	Legal & Professional (including accountancy)	
4060		1,700.00
4061	Audit	1,500.00
4062	Bank Charges	108.00
4100	Grounds Maintenance	6,500.00
	General Maintenance (including equipment maintenance &service)	
4101		14,000.00
4106	Security Alarms	1,430.00
1300	Cleaning Contracts	1,300.00
4108	Cleaning Materials	1,000.00

	INCOME:	
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
1221	Market Pitch Rents	1100
1228	Bar Takings	1000
1231	Income from Events	0
1240	Performing Rights	200
1902	Photocopying	0
1800	Other Income	0
1870	Interest Received	1000
	TOTAL INCOME	50000
	Expenditure-Income	163,174.00
1900	Precept	163,174.00
	Financed from Reserves	0

Action Log

Action Point	Owner	Notes	Status
Full Council 12th October			
<i>Clerk to seek sponsorship for leaflets</i>	<i>Clerk</i>	<i>Leaflets produced, all except £25, grant funded from other sources</i>	Complete
<i>Clerk to contact Church Mill Management and Insurance company regarding the sluice gate opening</i>	<i>Clerk</i>	<i>Response from insurance company underwriters on this agenda, contact with Church Mill Management dependant on action required.</i>	In progress
Full Council 11th January			
<i>Clerk to contact West Lindsey District Council regarding CCTV</i>	<i>Clerk</i>		Complete
<i>SB to contact Police</i>	<i>S.B</i>	<i>Request made to Inspector Head, response dependent on diary.</i>	Complete
<i>S.B to write open letter of thanks to local company.</i>	<i>S.B</i>		In Progress
<i>To work with businesses on Queen Street regarding pigeon waste.</i>	<i>S.B/ Clerk</i>	<i>Following discussion with relevant business a request has been sent to the Environment Officer at WLDC</i>	Complete
<i>Maintenance Operative to place signs regarding standing water at De Aston Field</i>	<i>M.O</i>		Complete



Minutes of the Finance Committee of Market Rasen Town Council, held on Monday 30th January 2023 at 6.00pm in the Council Office adjacent to the Festival Hall, Caistor Road, Market Rasen.

Present:

Councillor Bunney (Acting Chairman), Councillor Lakin-Whitworth and Councillor Gray

In attendance:

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

The Meeting opened at 18:00

1. Chairman's opening remarks.

In the absence of the committee Chairman and Vice -Chairman it was RESOLVED that Councillor Bunney chair the meeting.

2. To RESOLVE to approve and accept apologies for absence and reasons given.

Apologies were received from Councillors Hassan and Taylor; it was RESOLVED to accept the reasons.

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 22nd November 2022, as a correct record.

It was RESOLVED to approve the draft minutes of the last meeting, held on 22nd November 2022, as a correct record.

5. To NOTE the internal control checklist for Q2 22/23 and NOMINATE a member to undertake the internal control checklist for Q3 22/23.

Members noted the internal control checklist for Q2 22/23 and Councillor Gray was nominated to undertake the internal control checklist for Q3 22/23.

6. To NOTE the audit of Internal Controls prepared by the RFO.

Members noted the report and thanked the Clerk/RFO for their work.

7. To NOTE the income and expenditure report to end of Quarter 3 - 2022/23 and RESOLVE any action.

Members noted the report , it was highlighted that the budget figures for the Christmas events did not include staffing costs and some applied to other budget headings and that a full report including actual costs would be produced for Full Council in February.

It was RESOLVED that due to high maintenance spend, any additional maintenance spend exceeding £100 would be referred to Full Council for approval until 31/03/2023. (Excluding any spend on issues related to health and safety, which would remain under the Clerks delegation.)

Finance Committee 30th January 2023

8. To CONSIDER the taking of cash payments if Unity Trust Bank remove the Post Office banking facility.

Members noted a verbal report from the RFO and RESOLVED that due to the removal of the Post Office banking facility it was no longer feasible to accept any cash payments after the end of the current financial year (31/03/2023)

9. 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.

10. Debtors List

Members noted the debtors list, and it was highlighted that the one debtor was due to procurement processes and was considered low risk.

11. Council properties – to include work on the Festival Hall report to date.

Members noted the report the below was highlighted:

- Council would need to decide if they wished to issue a new lease for the Old Police Station or carry on under the current terms.
- Increasing utilities costs combined with an aging, energy inefficient building added to rising cost of running the Festival Hall.

It was RESOLVED to:

- Ask the properties committee to prioritise (in the next council year) commissioning a report into possible energy efficiency improvements for the festival hall and research into available funding sources.
- To set fiscal targets for the community manager to achieve combined income from the Festival Hall and markets of:
£26000 in financial year 23-24
£36000 in financial year 24-25
£46000 in financial year 25-26
(The Community Manager to produce a three year fully costed business plan to meet the above targets and accompanying marketing plan.)

12. Breakdown of staffing costs. (Report circulated).

Members noted the report.



Clerk's report February 2023

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.

Training/ Elections presentation

I would be grateful if you could check that the training listed for you on our published training list is up to date, and if there is anything missing, please let me know. The list can be found at : <https://market-rasen.parish.lincolnshire.gov.uk/downloads/download/47/training-list?downloadID=47>

Please note that even if I book the training on your behalf, it is important that you update me once the training has been completed so that I can make sure the training list is updated – as sometimes due to cancellations etc booked training isn't always completed.

West Lindsey District Council will be delivering an on-line presentation about the upcoming elections via Teams on Monday 13 February 2023 at 6pm giving information from retirement of councillors, those standing for Election, Nomination Papers, vacant seats, expenses, post-election actions and a chance for you to ask any questions.

This session is open to clerks and parish councillors alike. If you would like to attend, please email: ereg@west-lindsey.gov.uk and send the team your name and email address and you can then be added to the presentation.

CCTV

Following on from a preliminary meeting between Grant White (WLDC), Inspector Michael Head (Lincolnshire Police) and Councillor Bunney (WLDC/MRTC), and I, a proposal for increased CCTV coverage of Market Rasen will be brought to an upcoming MRTC Full Council (hopefully March) for consideration by Councillors. Further information will be provided in Councillor Bunney's report to council.

Finance Report:

Community Manager's Report – February 2023

Festival Hall Bookings December 2022 to February 2023

<u>Areas hired</u>	Hours booked <u>1st Dec – 31st Dec</u>	Hours booked <u>1st Jan – 31st Jan</u>	Hours booked to date <u>1st Feb – 28th Feb</u>
Main Hall	61	65.5	54
Bar	4.5	0	0
Committee Room	13.5	20.5	11
Kitchen	9	19	6
P A System	0	0	0
Performing Rights (PRS/PPL)	6	4.5	6
Tables and Chairs	21.25	20	14

The income to date is £16,375, 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.*
- *Some January bookings were entered manually due to staff sickness, this means the figures will not show in the above table if entered manually and not through the bookings software.*

Online Bookings

The new online booking facility will be publicised in the weeks to come along with our Festival Hall packages.

Festival Hall hirer DIY opening and closing.

The Key safes have now been installed and necessary adjustments are being made to relevant policies and procedures prior to the upcoming full launch of the system . A successful trial over the weekend of 28th/ 29th of January, did not highlight any issues to be addressed.

Market

The upcoming dates of the Lloyds Mobile Bank are the 10th February, 24th February, 10th March and 24th March. These dates have been publicised.

Work on the Market Strategy is moving forward.

- A date is to be arranged for the marking of the disabled bays; this work is weather dependant.

- The Market has been measured and we can fit 12 parking spaces in the middle (beyond the designated trading area) and 10 bays on the right-hand side (Newton House side). Quotations will be obtained for line marking.
- Traffic Management proposals have been received and will be reviewed on which firm would be more suitable for the Council's needs.
- The new market model has been published, emphasising on the positive aspects of promoting new business opportunity through reduced pitch cost. Further marketing will come.

Old Police Station

Both offices have now been vacated.

Events

Following on from the approval of the 2023 preliminary event dates discussions have taken place to confirm these with relevant stakeholders and dates will be published this month.

Community relationship building

A meeting has taken place with a representative of the Leisure Centre to discuss strengthening the working relationship with the Council, and to explore collaborative working opportunities, including possible community events within the Sports Centre.

The Council will be working alongside Trinity Arts Centre, on the delivery of events in the Festival Hall. Further information on this will follow next month once a meeting has been held with Trinity Arts Centre to formalise events and dates.

Market Rasen Town Council
Full Council Feb 2023
Email received.
To Whom it Concerns,

We are contacting you today seeking comments as part of a public consultation process for proposals to install tactile paving along both platforms at Market Rasen Station in North Lincolnshire.

Market Rasen Station is located on the Grimsby – Newark line, with regular services in each direction. The station has two platforms which are connected by a barrow crossing. Both platforms have step-free access.

Network Rail have set out a programme of works to install tactile paving at stations across the UK, including Market Rasen Station, in order to improve accessibility across the railway for blind and partially sighted rail users. Further details regarding the scope of the proposed works are given below.

This consultation will form part of a Diversity Impact Assessment (DIA) which is being prepared by JNP Group on behalf of Amco Giffen and Network Rail. The purpose of the DIA is to assess the impact of the proposed engineering works on characteristics that are protected by the Equality Act (age, disability, sex, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation and marriage/civil partnerships). Once the potential impacts have been identified, the DIA can be used to plan ways to mitigate them wherever possible.

Photos of the platforms at Market Rasen Station are attached to this email. Please click [here](#) to view the station on Google Maps or click [here](#) to view a map of the station.

Proposed Works

At present, neither of the platforms at Market Rasen Station benefit from tactile paving along the platform edge. The purpose of tactile paving along railway platforms is to inform those who are blind or visually impaired of the location of the platform edge. The use of tactile paving surfaces is important because these surfaces convey vital information to blind and partially sighted people of any hazards or obstacles they may be approaching, such as road crossings, steps or a platform edge. It is therefore imperative that the correct type of paving is used so that users can correctly identify the hazard ahead.

Network Rail have set out a programme of works to improve the tactile paving provision at railway stations across the UK, including at Market Rasen Station. As such, it is proposed that new tactile paving is installed along both platforms. Both platforms will be resurfaced in order for this tactile paving work to be carried out.

The works at Market Rasen Station form part of a larger programme of works to improve tactile paving provision at stations across the rail network. The tactile paving will be designed and constructed in accordance with industry standards. The paving will be laid in a contrasting colour to the platform surface. Examples of similar platforms at other stations where this has been installed are shown in the attached photos.

All works will be undertaken outside of station opening hours. As a result, no temporary access restrictions or disruption to passengers is expected while the tactile paving is installed. However, the works will be carried out over more than one shift. In this instance, tactile paving provision may be inconsistent across the platforms while the works are carried out.

Summary

With regards to the information above, we would appreciate it if you could provide comments on whether the proposed works will have an impact on the stakeholders that you or your organisation represents. Your comments are important to us, as the DIA aims to ensure that the work does not unintentionally have a disproportionate negative effect on any persons protected by the Equality Act.

We have contacted you or your organisation directly as part of the consultation process, as we have identified that you may be able to provide comments on behalf of those affected by the works from a diversity and inclusion perspective. We would appreciate it if you do not share this email or its contents with others. If you are aware of any other individuals or organisations who may be able to provide comments related to diversity and inclusion, please contact us directly to discuss this further.

If you have any comments to share with us in relation to access and inclusion, please provide your response via email before Monday the 6th of February 2023. We look forward to hearing from you soon, however if you have any questions, please feel free to contact the team by email at DIA@jnpgroup.co.uk.

Kind regards,

Archie Baker

Diversity Impact Assessment Team

Background:

In Oct 2022 the below report and resolution was approved by council subject to seeking advice / cover from insurers:

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

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

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

MRTC RESOLVES to write a letter to the Church Mill Management Committee informing them of

their intention to operate the sluice gate to control the flow of the water in The River Rase. The Letter to include the conditions mentioned above.

Summary:

The Council has a legal duty to ensure that it is insured for any activity it undertakes, to protect public funds from risk. When activities fall outside of a council's usual remit or involve third party property our insurers must be consulted to ensure that the activity can be covered, We have now received the below response from our insurers:

- *Your Public Liability cover will apply to the Council's actions if you have the authority of the sluice owner to operate it. Then the third-party property damage cover therein will apply. To ensure you are working within the parameters of our policy in this regard, we would expect there to be a formal agreement between the two parties that lays out the parameters by which the council can use the sluice. The council may wish to seek legal advice whilst putting together this formal agreement to ensure that it is clear that the owner still maintains the legal duty to maintain and upkeep the sluice. This may mean that if it becomes unsafe to operate, the council may need to cease operating it, until the owner has undertaken the required maintenance work. The council should also seek confirmation that the owner has Public Liability cover that applies to their legal responsibilities in regard to the ownership of the sluice.*
- *If the council wants to take over complete maintenance and upkeep of the sluice, then we would expect a formal legal agreement to be drawn up between the parties that legally passes this duty to the council. Legal advice should be used if this approach is taken.*
- *If the second route is chosen, please advise us, and confirm if you have taken legal advice on the formulation of the legal agreement that will be used.*

Recommendation:

If the council still wish to pursue this option to alleviate flooding, the officer recommendation is that a legal advice is sought to draw up a robust formal agreement between the council and Church Hill Management to meet the requirements of the insurance company but also state the council will make good any damage that can be demonstrated results from council use. While this will incur some legal cost it will be considerably less than taking over maintenance and upkeep of the sluice in general.

Decisions Required:

If the council wishes to continue to pursue an agreement to operate the Sluice, and if so to take over all upkeep/maintenance or try to reach a legal agreement with CHM.

Background:

Councillor Bunney has been approached in his capacity as County Councillor with a verbal request for extended street lighting hours in Market Rasen. Councillor Bunney is requesting that Market Rasen Town Council consider supporting/ making this request, to enable him to escalate it with Lincolnshire County Council.

Summary:

The resident questioned the lights turning off at Midnight and asked that as a minimum every other light stay lit through the hours of darkness. The resident highlighted a recent occasion on which they had needed to call an ambulance at 3am, It is the resident's opinion that the lack of light caused issues for the paramedics and ambulance crew.

Decisions Required:

To resolve or not to support the resident request and escalate it to Lincolnshire County Council via Cllr Bunney

Christmas Event Evaluation 2022

A post event evaluation meeting of the Christmas Events has taken place and the findings will be incorporated into the organisation of the Christmas events for 2023.

Please see the key findings below:

Events and Arrangements held were,
Christmas Lights, Christmas Tree, Christmas Light Switch On, Christmas Market, Lions Christmas Craft Fayre, Christmas afternoon Tea and Santa's Visit.

Positives from the events:

- Market closures worked better with the closure being from the Tuesday. Leaving the market stalls up saved time.
- The feedback received from the Christmas Tree Committee was that "working together really does make things happen and makes a difference".
- Children's Lights down the Market Place alley way were appreciated. The Light and Sound show looked incredible in the dark.
- Lincolnshire Co-op came on board.
- Positive remarks have been received regarding the Christmas lights down the High Street. The small Christmas trees above the shops didn't seem to be missed too much, some businesses did arrange their own trees.
- The position and arrangements with the Santa and Sleigh on the Christmas Market worked extremely well.
- Christmas Eve closure saved money as security was not arranged. The event was well attended.
- All Christmas events were a success.

Negatives and **to take for forward for 2023**


- It was disappointing to see at the Christmas Lights Switch On that not everyone stayed to hear both schools sing.
- To think about the timings and location of events. Could the Christmas Market and Christmas Light Switch on be on the same day? Some residents seem to be confused with the two events and different timings.
- The Council were delayed with stall arrangements on the Friday so were behind schedule. More volunteers needed.
- Event posters were printed but not delivered in time for the event.
- Licensing was needed from Lincolnshire Co-op for some lights.
- More combined advertising is needed with stakeholders.
- Earlier publicity needed, to get in county news and other media platforms.
- Arrangements for taking the tree and lights down were not properly in place due to staff sickness. More advance planning is needed.
- Some entertainment was cancelled the day before the event/on the day. Entertainment was not to everyone's taste. Entertainment slots changed due to the entertainment line-up and the cold weather.
- Stalls holders raised that the market covers were extremely wet and were dripping onto stock.
- Stall holders were disappointed that the event finished earlier than advertised and that vehicles were allowed back on the Market before 3.00pm.

AGENDA ITEM 14 To **NOTE** any updates on **events** for 2023 and a post even evaluation of Christmas 2022 events.

- The feedback on the Christmas Market Day was that it was a little disorganised regarding set up and who to contact. Key contact on the day was needed for stall holders.
- To make a decision on the small trees earlier and inform businesses so that they have sufficient time to make their own arrangements.
- To continue to work with various stakeholders to explore collaborative working opportunities.
- Council staff to be first aid trained for events.
- Separate budget for each event.

Appendix A – Event Finances

In future a separate budget will be produced for each event to make it clearer.

		Appendix A		
Event				
Date of event	Various Dates in December			
Name of event	Christmas Events			
Venue	Market Place/Festival Hall/Town			
	£			
Benefits derived from events				
Stall hire	240			
TOTAL INCOME	240			
Costs of event	£	Other Christmas Event expenditure		
Staff costs	650.00	Market Rasen Lions Craft Market		228
Leaflets and merchandise	30.00	Christmas Afternoon Tea		140
Room hire	0.00			
Electrical works - testing of lights,	455.00			
Market Place Security	124.00			
Street Lights	100.00			
Childrens Christmas lights	145.80			
David Dray Light Show and Sounds	800.00			
TENS Application	21.00			
Burgers	175.00			
Electricity	50.00			
Santa chocolate and cone - 150	75.00			
RL Lighting	90.00			
Trees	0.00			
TOTAL COSTS	2715.80			
Profitability (cash)	-2475.8			

Background:**ANNUAL MEETING**

There is a legal requirement for the Chairman of the Parish Council to convene an Annual Town Meeting and to chair that meeting if present. This is a **TOWN** meeting and not a **TOWN COUNCIL** meeting. It can be for the discussion of any public matter in relation to the town and is not restricted to statutory functions of the council. Past Market Rasen Town meetings have followed similar agendas:
, The Annual Report (including a Finance Report), Public Forum
While a public forum is advisable at some point in the meeting, – ***none of the above are legal requirements for the meeting.***

The meeting must be between 1st March and 1st June and cannot start before 6pm.

Due to the upcoming Town and District Council Elections it is advisable to avoid 13th March to 9th May to ensure that participants do not contravene publicity rules in the pre-election period.

2019 - Meeting attracted only 13 members of the public.

2020 - There was no meeting due to covid.

2021 - A deliberately very brief Zoom meeting was held no public attended.

2022 - A deliberately short formal meeting prior to the Annual Council Meeting, no public attendance . Followed by councillor attendance at the pop up market to engage and distribute the annual report.

Recommendation(s):

- **Agree a resolved format designed to better appeal to the population of Market Rasen.**

Decisions Required: Format, date and time of Annual Town Meeting.