



Minutes of the Annual Town Council Meeting held on Wednesday 17 May 2023 in the Festival Hall, Caistor Road, Market Rasen.

Present: Councillors: S. Bunney (Chairman/WLDC/LCC), A. Dale, F Easters, M. Hassan, J. Pilley and N Taylor

In attendance:

Sharon Pyke – Locum Town Clerk and Responsible Financial Officer
6 members of the public including a local press representative

Before the meeting started the Chairman asked those present to take a moment to remember former Councillors, Ken Bridger, Reverend M Cartwright and Alf Jones and to reflect on the years of service that they had given to the town and its community.

The meeting opened at 7pm

1. Declaration of Acceptance of Office

The locum Clerk confirmed that all Declarations of Acceptance of Office had been received.

2. Town Mayor

- a) Councillor Bunney was nominated and **VOTED** in as Town Mayor
- b) Councillor Bunney signed the Declaration of Acceptance of Office

3. Apologies

Apologies were **NOTED** from Councillor Gray.

4. Deputy Town Mayor

- a) Councillor Pilley was nominated and **VOTED** in as Deputy Town Mayor
- b) Councillor Pilley signed the Declaration of Acceptance of Office

5. Public Forum

The Annual Town meeting preceded this meeting where several issues were raised. A member of the public added that litter, the condition of the streets and the speed of traffic detracted from the amenity value of the centre of town.

6. Declarations of Interest

- a) Councillors **NOTED** the reminder

b) No declarations of interest were made

7. **Mayors' Announcements**

The racecourse will be hosting a community race day on Sunday 09 July in conjunction with the Town Council. Three memorial races in commemoration of residents will be held. There is an opportunity to name a race which needs to be submitted to the organisers by the June meeting.

8. **Minutes**

It was **RESOLVED** to approve the draft minutes of the last meeting, held on 12 April 2023 upon correction of a date.

9. **Action Points**

The report was **NOTED**.

10. **District and County Councillors**

Newly elected District Councillors Moira Westley and Eve Bennett were introduced and would in future be providing the District Council report.

There was nothing further to add at this stage given the points raised at the earlier Annual Town meeting.

11. **Meetings**

The meeting date schedule was **RESOLVED**

12. **Co-option**

It was **NOTED** that five vacancies were available

13. **Appointment of Clerk**

The Chair of the HR Committee provided an update on the successful recruitment of a new Clerk who would be starting on Monday 05 June 2023. This was **RESOLVED** by Council.

The locum Clerk was thanked for her support during her time with the Council.

14. **Governance**

The recommendations in the report were **RESOLVED**. Governance documents would be updated accordingly and published to the website.

15. **Committees**

- a) The revised Committee structure was **RESOLVED**
- b) The Terms of Reference for the HR Committee and Finance and Properties Committee were **RESOLVED** subject to an amendment that the Chairs for both Committees were

- elected at the first Committee meetings
- c) It was suggested that the appointments to Committees were made at the first meetings once the co-opted Councillors had taken their seats at June's meeting. The locum Clerk advised that at a minimum HR Committee appointments should be made in case it needed to meet but that seats could be appointed or changed once the co-opted Councillors are on-board. It was **RESOLVED** that:
- Councillors Pilley and Taylor be elected to the HR Committee with Councillor Hassan as substitute or taking the third seat if Councillor Gray did not want to serve on the Committee.
 - The Finance and Properties Committee would consist of Councillors Easters, Hassan and ex-officio Councillors Bunney and Pilley with a vacant space.
 - In the immediate term planning applications would be circulated to all Council members.

16. Appointments

- a) It was suggested that a former long-standing Councillor who is now a member of the public may be interested in continuing as Parish Champion. The Parish Champion is not a Town Council asset as their work is to report issues to the District and County Council. It was **RESOLVED** to contact the member of the public to confirm their interest.
- b) It was **RESOLVED** that Councillor Pilley becomes the Safeguarding Lead

17. Assets

The report was **NOTED**. A request was made to report a dog poo bin that needed required further repair to WLDC following a temporary repair being made by the Maintenance Operative.

18. Section 137

The report was **NOTED**

19. Internal Auditor's report for the year ended 31 March 2023

- a) The report was **NOTED**
- b) It was **NOTED** that there were no matters arising

20. Annual Governance and Accountability Return for the year ended 31 March 2023

- a) The assertions in the Annual Governance Statement were individually read out, **CONSIDERED** and **RESOLVED**
- b) It was **RESOLVED** to sign the Annual Governance Statement
- c) The Annual Accounting Statement was **REVIEWED**
- d) It was **RESOLVED** to sign the Annual Accounting Statement

21. Exercise of Public Rights

It was **NOTED** that the Public Rights and Publication of the unaudited Annual Governance and Accountability Return will commence on Monday 19 June and conclude on Friday 28 July 2023.

22. Direct Debits and Standing Orders

The schedule in the report was **RESOLVED**

23. Subscriptions

The subscriptions in the report were **RESOLVED**

24. Insurance

It was **RESOLVED** to proceed with the insurance arrangements outlined in the report

25. Sponsorship

Whilst supportive of the Town Band, there was disappointment that it had not been available for Town events over the past year. **NO DECISION** could be made at this time as further discussions were needed with the Town Band to better understand their situation. The locum Clerk to contact the Town Band to advance the discussion.

26. Bank Reconciliations

- a) The current account balance of £32,709.58 as at 30 April 2023 was **NOTED**
- b) The savings account balance of £235,197.99 as at 30 April 2023 was **NOTED**
- c) The Town Partnership balance of £503.53 as at 30 April 2023 was **NOTED**

27. Accounts for Payment

The payment schedule below was **RESOLVED**:

Market Rasen Town Council Accounts for payment May 2023						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
pre-authorised automated payments since the last meeting - To note						
DD	WLDC	Refuse & Recycling	£66.95			£66.95
DD	WLDC	Non Domestic rates Office		£287.00		£287.00
DD	WLDC	Non Domestic rates OPS		£183.00		£183.00
DD	WLDC	Non Domestic rates Market		£37.00		£37.00
DD	WLDC	Non Domestic rates FH	£576.00			£576.00
DD	Total	Electricity OPS		£33.59	£1.68	£35.27
DD	Total	Electricity FH		116.35	£5.82	£122.17
DD	Total	Electricity MP		£11.09	£0.56	£11.65
DD	Total	Electricity Office		£178.47	£35.69	£214.16
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£567.22		£567.22
DD	SSE	Gas FH	£701.32		£140.26	£841.58
DD	SSE	Gas OPS		£314.74	£15.73	£330.47
DD	EE	Mobile Phones		£188.38	£37.68	£226.06
DD	Lloyds bank	Goods + Monthly fee £3		£140.02	£23.40	£163.42
DD	BT	Phones and broadband		£71.56	£14.31	£85.87
DD	WLDC	Annual parking permit part payment		£18.35	£3.65	£22.00
Sub totals			£1,344.27	£2,159.27	£281.28	£3,784.82
Festival Hall deposit/bar refunds paid since last meeting						
FH 15	Hall hirers					
Sub total						£0.00
May 2023 Payments for authorisation (Authorised for electronic payment where required)						
UTB426	AJ Williams	Grounds maintenance		£582.00	£116.40	£698.40
UTB427	Amazon	First Aid Kit		6.62	£1.33	£7.95
UTB428	Amazon	Cleaning Materials		£4.16	£0.83	£4.99
UTB429	Avica	Cleaning Materials	£65.57		£13.11	£78.68
UTB430	Equip	Bulkhead Light	£22.00		£4.40	£26.40
UTB431	Microshade	Hosting		£89.70	£17.94	£107.64
UTB432	Nicholsons	March Salary Work		£25.00	£5.00	£30.00
UTB433	Pestcotek	Mole Inspection		£100.00	£20.00	£120.00
UTB434	Rialtas	Year End Support		£755.00	£151.00	£906.00
UTB435	Lincolnshire Web Design	March - office IT		£286.00		£286.00
UTB436	Lincolnshire Web Design	April - office IT		£286.00		£286.00
UTB437	Commodious	COSHH & Fire Safety Awareness Training	£20.00		£4.00	£24.00
UTB438	Sparkle	April office cleaning		£100.00		£100.00
UTB439	Stance Security	April market stalls		£132.88	£26.58	£159.46
UTB440	Zurich Insurance	Insurance		£5,216.13		£5,216.13
UTB441	Avica	Hygiene		£36.07	£7.21	£43.28
UTB442	Amazon	Cleaning Materials	£1.04		£0.21	£1.25
UTB443	Amazon	Cleaning Materials	£4.79		£0.96	£5.75
UTB444	Amazon	First Aid Kit		£7.29	£1.46	£8.75
UTB445	Amazon	Hygiene & Cleaning Material	£21.36		£4.28	£25.64
UTB446	HMRC	Tax & NI		£1,610.07		£1,610.07
UTB447 - UTB451	Staff	April Salaries (payment made)		£6,241.80		£6,241.80
UTB452	Safelincs	Bulkhead Light (proforma payment)	£19.35		£3.87	£23.22
Sub totals			£154.11	£15,478.72	£378.58	£16,011.41
	Payment Totals		£1,498.38	£17,637.99	£659.86	£19,796.23
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)						
Total Transferred to refund MRTC			£0.00			

28. **Lincolnshire Association of Local Councils' Management Committee**

- a) There was **NO INTEREST** at this time to put forward a representative
- b) No representative was put forward

29. **Officers' Reports**

The Officer's report was **RECEIVED** with a request for a further discussion to held in closed session.

30. **June's Agenda**

The following requests were received:

- To set up an Events group
- Expression of Interest suggestions to apply to WLDC for community funding

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.

It was **RESOLVED** to proceed under closed session. The public was thanked for attending and asked to leave.

- No resolutions were made but an approach on a way forward was agreed.

The meeting closed at 8:35pm