



**MINUTES of the Full Council Meeting held on Wednesday 8<sup>th</sup> September 2021 at 7.00PM at the Main Hall of the Festival Hall, Caistor Road, Market Rasen.**

**Present:**

Councillor S. Bunney (Chairman/LCC/WLDC), Councillor M. Lakin - Whitworth (Vice-Chairman), Councillor J. Pilley, Councillor N. Taylor, Councillor C. Turner.

**In Attendance:**

Lucy Waller – Town Clerk and Responsible Financial Officer  
Dianne Tuckett– Market Rasen Mail  
1 Member of the Public

*The meeting opened at 19:00*

**1. Opening remarks.**

The Chairman welcomed all present to the meeting.

**2. To resolve to approve and accept apologies for absence.**

Apologies for absence were received from councillors Hassan and Harrold and the resignation of Cllr Burnett was noted.  
It was RESOLVED to accept the apologies.

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

A member of the public addressed the council regarding agenda item 20 giving further information and highlighting the need to also preserve the Heritage Society Website.  
Parishioner concerns regarding speeding and antisocial behaviour were also noted.

***Action point – it was requested that the Clerk book the Old Police Station for the upcoming Heritage Society A.G.M on 7<sup>th</sup> October at 7.30pm***

**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. Members may make any declarations of interest at this point but may also make them again at any time during the course of the meeting.**

Councillor Bunney declared a pecuniary interest in payment TP71 at agenda item 11.  
Councillor Lakin-Whitworth declared a pecuniary interest in. BP1268 at agenda item 11.

**5. To RESOLVE to approve the draft minutes of the last meeting, held 14<sup>th</sup> July 2021.**

It was RESOLVED to approve the draft minutes of the last meeting, held 14<sup>th</sup> July 2021 as a correct record subject to the addition of the following to Minute number 5:

“Councillor Pilley declared an interest in agenda item 23 due to being known to an applicant and refrained from voting on the item.”

**6. To note any update on Action Points.**

Members noted the Action log.

***Action point – Clerk to resend draft Environment Working Group terms of reference to Councillor Taylor.***

**7. Committees:**

- **To note the draft minutes of the meeting of the Finance Committee held 26th July 2021**

Members noted the draft minutes.

**8. To receive the report of the District & County Councillor.**

Members noted Councillor Bunney had attended:

- The opening of Mrs B's Tearooms.
- An outdoor production held in Mill Road Playing field.
- The reopening of the refurbished Broadbent theatre.

Members additionally noted:

- Highways issues remained a top priority for Cllr Bunney and meetings were being held with Highways officers.
- The West Lindsey District Council (W.L.D.C) welcome back grant had been applied for town improvements.
- Heritage building grants were being considered.
- The business plan for a swimming pool in Market Rasen was due to be reconsidered.

**9. To NOTE the Clerk's report (including the finance report).**

Members noted the officer report. Gary Smith was welcomed to the council staff. Members noted the notice of termination to the tenancy of part of the Old Police Station.

**10. Communication requiring RESOLVED response:**

- **WLDC request for revised pricing of Committee Room Hire.**

Members RESOLVED to grant the request for revised pricing.

- **Resident enquiry into use of the Old Police Station for resident parking.**

Members RESOLVED that while they could not offer the use of the grassed area at the Old Police Station for residents parking, they would inform the County Councillor that they supported the resident's comments in regard for the need for a resident only parking permit scheme on Dear Street. In addition, in response to the safety issues raised around the school it was recognised that a manned school crossing was required, and this would also be communicated to the County councillor.

***Action Point – Clerk to respond to communication.***

# 11. Accounts for payment:

- To NOTE the August out of committee payments made.  
Members noted the below out of committee payments made:

Market Rasen Town Council Accounts paid OOC August 12th 2021						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
Out of Committee pre-authorised automated payments since last meeting to 12th August . To Note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Non domestic rates Office		£279.00		£279.00
DD	WLDC	Non domestic rates F/ Hall	£549.00			£549.00
DD	WLDC	Non domestic rates market place		£56.00		£56.00
DD	Crown	Gas OPS - to be recharged		£30.79	£1.54	£32.33
DD	Crown	Gas FH	46.23		£2.31	£48.54
DD	Total	Electricity OPS - to be recharged		£24.92	£1.25	£26.17
DD	Total	Electricity FH	£128.44		£6.43	£134.87
DD	Total	Electricity MP		£9.97	£0.50	£10.47
DD	Total Connect	Electricity Office		£36.97	£1.85	£38.82
DD	Talk Talk	Phone & Internet		£87.35	£17.47	£104.82
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£373.59		£373.59
Sub totals			£786.50	£911.09	£33.85	£1,731.44
Debit Card Transactions made under RFO delegated powers						
Debit Card	Amazon	Various IT and office equipment as detailed in breakdown ( multiple payments)		£630.99	£126.63	£757.62
Debit Card	EE	Staff mobile phone monthly cost x 5		£136.85	£27.37	£164.22
Debit Card	Seton	6 x Hardhat		£33.00	£6.60	£39.60
Debit Card	PHS	Various cleaning products	£104.12		£20.82	£124.94
Debit Card	First aid Warehouse	Various first aid products		£72.99	£14.60	£87.59
Sub totals			£104.12	£873.83	£196.02	£1,173.97

**Payments either pre agreed actions or made OOC under RFO delegated power to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998**

BP1233	Amberfire	Fire proofing of marquee lining	£2,705.00		£541.00	£3,246.00
BP1234	Jet Tech	Investigation / CCTV of drain	£200.00		£40.00	£240.00
BP1235	Payroll	Salaries July 2021		£4,216.34		£4,216.34
BP1236	HMRC	PAYE/NI etc		£1,041.62		£1,041.62
BP1237	Lincoln Web Design	software and Laptop lease 8 weeks x 2 .		£566.50		£566.50
BP1238	J.K. Shaw	Maintenance Labour and materials June	£576.59	£111.17	£137.55	£825.31
BP1239	Masons	Valuation of Marketplace including landregistry costs		£503.00	£100.60	£603.60
BP1240	Parkinson Partnership	Specialist VAT advice		£600.00		£600.00
BP1241	Marriot Skip	Skips @ FH, OPS and DAF	£140.00	£280.00		£420.00
BP1242	Microshade VSM	Set up & 1 month fees in advance		£107.00	£21.40	£128.40
BP1243	Sparkle	Office Cleaning July		£125.00		£125.00
BP1244	S. Bunney	Refund cost of Graffiti remover		£39.99		£39.99
BP1245	Stance Securirty	Security / Close down of Market for Pop up Market		£116.00	£23.20	£139.20
BP1246	NBB	Adult seat brown x 2		£980.00	£196.00	£1,176.00
BP1247	NBB	Round bench		£2,785.00	£557.00	£3,342.00
BP1248	NBB	Wheel chair access bench		£495.00	£99.00	£594.00
BP1249	FH Hirer	Return of damage deposit	£50.00			£50.00
BP1250	FH Hirer	Return of damage deposit	£50.00			£50.00
BP1251	M. Lakin Whitworth	Refund of expenses for war memorial flowers July		£35.20		£35.20
BP1252	A J Williams	Grass contract 2 cuts 14/7 7 28/7		£502.00	£100.40	£602.40
BP1253	Pestcotek	Mole inspections June		£100.00	£20.00	£120.00
<b>Sub totals</b>			<b>£3,721.59</b>	<b>£12,603.82</b>	<b>£1,836.15</b>	<b>£18,161.56</b>
	<b>Payment Totals</b>		<b>£4,612.21</b>	<b>£14,388.74</b>	<b>£2,066.02</b>	<b>£21,066.97</b>

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) 8th September

Ref	Payee	Description	Total £
TP72	MRTC	Refund printing costs 07/12/20 -17/08/21	£71.10
TP 71	S Bunney	Refund of expenses	£177.40
Total Expenditure			£248.50
Total Transferred to refund MRTC			£248.50

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) 12th august			
Ref	Payee	Description	Total £
TP67	MRTC	Refund cost of MP Security	£139.20
TP68	P Harrold	Refund of expenses B&Q	£99.00
TP69	Market Rasen Flower Club	Donation	£100.00
TP70	ACG Design	Poster Design	£25.00
TP71	S. Bunney	Refund of expenses (Rasen appliance £11.95 , Mole £135.98, SCH £17.44, 23B £139.99 Meal costs £37.38)	£342.74
Total Expenditure			£705.94
Total Transferred to refund MRTC			£705.94

- **To RESOLVE to approve the accounts for payment.**  
Members RESOLVED to approve the below accounts for payment and where appropriate payment by electronic transfer:

Market Rasen Town Council Accounts for payment September 2021						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
pre-authorised automated payments since 12th August . To Note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Non domestic rates Office		£279.00		£279.00
DD	WLDC	Non domestic rates F/ Hall	£549.00			£549.00
DD	WLDC	Non domestic rates market place		£56.00		£56.00
DD	Crown	Gas OPS - to be recharged		£23.67	£1.18	£24.85
DD	Crown	Gas FH	£39.71		£1.99	£41.70
DD	Total	Electricity OPS - to be recharged		£26.73	£1.34	£28.07
DD	Total	Electricity FH	£141.37		£7.07	£148.44
DD	Total	Electricity MP		£10.24	£0.51	£10.75
DD	Total Connect	Electricity Office		£38.77	£1.94	£40.71
DD	Talk Talk	Phone & Internet		£87.35	£17.47	£104.82
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£380.44		£380.44
DD	EE	Mobile Phones		£132.50	£26.50	£159.00
<b>Sub totals</b>			<b>£792.91</b>	<b>£1,047.20</b>	<b>£60.50</b>	<b>£1,900.61</b>

**Debit Card Transactions made under RFO delegated powers**

Debit Card	Amazon	Various IT / office/general equipment as detailed in breakdown ( multiple payments)	£16.99	£70.89	£17.25	£105.13
Debit Card	Screwfix	Various power tools		£413.32	£82.63	£495.95
Debit Card	Commodious	Trade & Construction online training bundle		£35.00	£7.00	£42.00
Debit Card	Buildbase	Post mix & buckets		£37.55	£7.51	£45.06
<b>Sub totals</b>			<b>£16.99</b>	<b>£556.76</b>	<b>£114.39</b>	<b>£688.14</b>

**Payments for Authorisation by Full Council (Authorised for electronic payment where required)**

BP1254	J.K. Shaw	Maintenance Labour and materials August		£78.50	£15.70	£94.20
BP1255	Payroll	Salaries August 2021		£4,696.55		£4,696.55
BP1256	HMRC	PAYE/NI etc		£1,041.42		£1,041.42
BP1257	Lincoln Web Design	software and Laptop lease 4 weeks x 2 .		£402.50		£402.50
BP1258	A.J Williams	Grounds maintenance 11/8 &25/08		£502.00	£100.40	£602.40
BP1259	E quip	Uniform M.O 1 x safety boots 2 x Trousers		£85.45	£8.38	£93.83
BP1260	Pestcotek	Mole inspections August		£100.00	£20.00	£120.00
BP1261	PKF Littlejohn	External Auditor fees A.G.A.R 31st march 2021		£400.00	£80.00	£480.00
BP1262	Microshade VSM	Citrix hosting 1 month		£57.00	£11.40	£68.40
BP1263	Sparkle	Office cleaning		£100.00		£100.00
BP1264	NBB	Ground Anchor for Picnic Bench		£280.00	£56.00	£336.00
BP1265	NBB	Heavy Duty Octagonal Picnic Table & Premium RP Litter		£1,085.00	£217.00	£1,302.00
BP1266	Push creativity	Wolds women of influence work * From reserves		£2,720.90	£544.18	£3,265.08

BP1267	SLCC	Cilca registration fee L. Waller		£410.00		£410.00
BP1268	M. Lakin Whitworth	Refund of expenses for war memorial flowers August 2021		£27.54		£27.54
BP1269	BlockFree (Lincs Loo's)	Pre Payment for portaloos (3 weeks hire) For Festival Hall roof Contractors - from FH reserve	£116.00		£23.20	£139.20
BP1270	WLDC	Licensing annual fee	£180.00			£180.00
BP1271	Konika Minolta	Printer useage 03/06/21 - 02/09/21		£66.18	£13.24	£79.42
BP1272	FH Hirer	Refund damage deposit	£50.00			£50.00
<b>Sub totals</b>			<b>£296.00</b>	<b>£11,986.86</b>	<b>£1,076.26</b>	<b>£13,488.54</b>
	Payment Totals		£1,105.90	£13,590.82	£1,251.15	£16,077.29

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) 8th September			
Ref	Payee	Description	Total £
TP72	MRTC	Refund printing costs 07/12/20 -17/08/21	£71.10
TP 73	S Bunney	Refund of expenses	£177.40
Total Expenditure			£248.50
Total Transferred to refund MRTC			£248.50

**12. To NOTE the RFO recommended budget alterations following Quarter 1 reporting figures and to RESOLVE whether to make any budget alterations in line with the recommendations.**

Members noted the RFO's recommendation and RESOLVED to adopt the altered budget as set out in APPENDIX A of these minutes.

**13. To NOTE the External Auditor Report year end 2020/2021.**

Members noted the report.

**14. To RESOLVE to engage the services of an Internal Auditor via The LALC service for the financial year 2021/2022.**

Members RESOLVED to engage the services of an Internal Auditor via The LALC service for the financial year 2021/2022.

**Action Point - Clerk to arrange.**

**15. To CONSIDER plans for the Queen's Platinum Jubilee 2022.**

Members RESOLVED to undertake a beacon event with a beacon to be sourced

from local craftsmen.

**16. To CONSIDER any other events in 2022.**

There was no discussion on this item.

**17. Request to the Secretary of State for Housing, Communities & Local Government to take out a Public Works Loan Board Loan:**

- **To NOTE the officer report regarding requesting permission to borrow £115,000 for the purchase of the Marketplace.**

Members noted the officer report.

- **To RESOLVE whether to request permission to borrow £115,000 for the purchase of the marketplace.**

It was RESOLVED to request permission from the Secretary of State for Housing, Communities & Local Government to take out a Public Works Loan Board Loan of £115,000 for repayment over 25 years on an annuity basis.

- **To RESOLVE whether to approve the officer report for submission as part of the request to borrow to the Secretary of State for Housing, Communities & Local Government via the Lincolnshire Association of Local Councils.**

It was RESOLVED to approve the officer report for submission.

***Action point – Clerk in capacity as RFO to submit the application.***

**18. The marketplace:**

- **To CONSIDER further public consultation on the future of the marketplace.**

Members noted that ongoing public consultation would take place on the future use of the marketplace.

- **To CONSIDER temporary measures to manage parking and trading on the marketplace for the increased safety of all stakeholders.**

It was RESOLVED that the trial sectioning off of the marketplace to provide a trading area free from parking would continue and that temporary measures would be introduced to support this as well as closing off the access to the marketplace from George Street. It was further RESOLVED that the Clerk, in consultation with the Chairman, Vice-Chairman and Chairman of the Properties Committee have delegated spending power of up to £5000 to purchase any bollards, barriers or other equipment required to implement this.

It was also noted that in the future further closing of half of the marketplace to parking, seating areas and the introduction of pathways for disabled access would be considered. Members additionally noted the rising cost of full marketplace closures for events, and it was agreed that this would be reflected in the fee structure when this was considered by the finance committee during budget preparation.

**19. To RECEIVE an update from Cllr S Bunney on Market Rasen Road Safety**



Members noted the update and that the update would become a regular item as Town Council support would be required. It was highlighted that a survey of pavements was required with which Town Councillors would assist.

20. **Proposed by Councillor S. Bunney that Market Rasen Town council RESOLVE to work with the trustees of Rase Heritage Society, West Lindsey District Council, Lincolnshire County Council, and any other relevant partner agency with an aim to ensure the Rase Heritage Society collection be retained in Market Rasen.**

The above RESOLUTION was passed.

21. **To CONSIDER town appearance, including:**

- **Buildings**

Members noted additional heritage funding may be available from West Lindsey District Council for buildings in the town, such as shop front improvements.

- **Pavements**

As highlighted within item 19.

- **Notices**

Members noted that Welcome back funding had been made available for the installation of an electronic noticeboard.

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

None.

23. **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 unnecessary due to lack of any confidential matters.

***The meeting closed at 20.30***

## APPENDIX A - budget alterations following Quarter 1 reporting figures.

		Actual 2019-2020	Actual 2020-2021	Budget Resolved Jan 2021 2021/2022	Actual at end of Q1 2021/2022	Suggested Budget revision Sept	RFO Notes : reason for change
	<b>Expenditure:</b>						
4000	Salaries	41569	46526	61000	8433	64000	adjusted to include cleaner and new MO hours
4001	PAYE / NI/Pension	8974	15674	20000	3369	21000	adjusted to include cleaner and new MO hours
4020	Training	1039	23	1100	340	1100	
4026	Office Move	9812	0	0	0	0	
4027	Play Park Eqpt	3500	0	3500	0	3500	
4029	Rents Payable/ market place	3576	3503	3575	1250	5000	current rent
4029	Market repayment contingency				0	2000	To cover potential difference between rent and repayment
4030	Rates	7029	9394	9600	2648	9600	
4031	Water	1481	1004	1930	49	1930	
4032	Electricity	2752	2734	3780	750	1930	
4033	Gas	3892	3653	3970	985	3970	
4040	Telephone	789	1092	1000	293	2110	Increased for Mobile phones
4041	Postage	517	0	100	33	100	
4042	Stationery	813	357	750	35	750	
4043	Advertising	392	0	0	0	0	
4044	Printing	1112	240	900	144	900	
4045	Subscriptions/Membership	682	1326	1200	1099	1200	
4046	Insurance	3429	3511	3670	3667	3670	
4050	IT Equipment	0	363	500		1600	New equip & laptop Leases added
4051	Software & Support	2859	4179	4000		4600	Citrix hosting added
4059/4402	Premises Licence	180	180	180		180	
4060	Legal & Professional (including accountancy)	4584	703	1000	938	1000	Market place purchase not included (from separate reserve)
4061	Audit	1225	650	2000	0	2000	
4062	Bank Charges	266	144	200	34	200	
4100	Grounds Maintenance	2947	5361	4500	1348	4500	
4101	General Maintenance (including equipment maintenance & service )	12559	8469	9000	2327	9000	
4106	Security Alarms	0	1837	1400	0	1400	
1300	Cleaning Contracts	8746	6721	9000	325	1300	Removal of HF contract now inhouse
4108	Cleaning Materials	170	1821	2000	130	3000	Increased to cover inhouse cleaning
4109	Catering Supplies	442	335	0	0	0	
4110	New Equipment	3950	9022	3000	2384	5000	2K added to cover initial MO equip
4111	QPS Repairs	8	1846	0	0	0	
4117	Christmas	1133	5938	2000	0	3000	add 1k Christmas lights (grant received)
4118	Maintenance Spend from ER	0	6204	0	0	0	
4121	ROSPA (INCLUDING SKATE PARK )	1324	1344	2200	0	2200	
4128	EVENTS	2976	256	0	0	0	
4140	Town Functions	400	0	1500	0	1500	
4150	CCTV	6000	6000	7000	0	7000	
4200	Section 137	250	68	100	0	100	
4210	Grant Expend	80	0	600	100	600	
4211	Town Band Sponsorship	0	0	500	500	500	
4300	Election Costs	277	0	500	0	500	
4301	Chairman's Allowance	3500	101	1500	0	1500	
4302	Mayor's Charity Expenditure		277	0	0	0	
4303	Mayor's Civic Expend.		288	0	0	0	
4304	19/20 C Allowance to Charity	0	828	0	0	0	
4401	Performing Rights Licence	1000	804	1100	0	1100	
4410	Waste Disposal	754	964	1200	188	1200	
4500	Expenses Town Partnership	2512		0	0	0	*managed separately
4999	Other Expenditure	300	612	0	0	0	
	<b>TOTAL EXPEND.</b>	<b>149800</b>	<b>154352</b>	<b>171055</b>	<b>31369</b>	<b>175740</b>	
	<b>INCOME:</b>						
1000	OPS Rent	17200	19045	19200	4684	17700	Hub rent removed Oct onwards
1050	Utilities Recharge	3055	2591	2000	800	2000	
1070	Mayor's Charity Income	0	277	0	0	0	
1071	Civic Income	420	288	0	0	0	
1080	Grants Received	0	11003	0	1000	1000	Christmas lights
1081	Donations Received	0	3078	0	0	0	
1200	Festival Hall Income	19196	-2627	15000	6903	20000	Increased to pre covid levels
1221	Market Pitch Rents	4351	2509	3500	1454	5500	increased to pre covid levels/ current income levels
1228	Bar Takings	645	0	500	0	500	
1231	Income from Events	1617	0	0	0	0	
1240	Performing Rights	0	0	0	0	0	
1902	Photocopying		0	0			
1800	Other Income	0	563	0	1100	1100	sale of asset burger van
1870	Interest Received	184	50	100	2	8	
6000	Transfer from EMR	0		0	80	160	
	<b>TOTAL INCOME</b>	<b>46668</b>	<b>36777</b>	<b>40300</b>	<b>16023</b>	<b>47968</b>	
	<b>Expenditure-Income</b>	<b>103132</b>	<b>117575</b>	<b>130755</b>	<b>15346</b>	<b>127772</b>	
1900	Precept	128923	128923	129023		129496	
	<b>Financed from Reserves</b>	<b>-25791</b>	<b>-11348</b>	<b>1732</b>		<b>-1724</b>	