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

**Present:**

Councillor S. Bunney (Chairman/LCC/WLDC), Councillor M. Lakin - Whitworth (Vice-Chairman), Councillor K. Bridger, Councillor M. Hassan, Councillor J. Pilley, Councillor C. Turner. \*Councillor F. Easters

**In Attendance:**

Dianne Tuckett– Market Rasen Mail

\*Freddie Easters- candidate for co-option

*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.**

It was RESOLVED to approve apologies from Councillors P. Harrold, A. Dale & N Taylor. Apologies were noted from Councillor J McNeill of West Lindsey District Council.

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

There was discussion regarding highways issues including potholes, street lighting and a damaged street sign. It was highlighted that reporting issues via the fix my street app was the most efficient method.

**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 regarding payments BP1353 & BP1354 & TP78. Councillor Bunney therefore abstained from voting and took no part in the discussion regarding agenda item 11.

**5. Co-option:**

- **To RESOLVE to co-opt a councillor to the casual vacancy resulting from the resignation of N. Brooksbank.**

It was PROPOSED & SECONDED and RESOLVED by a majority of those present and voting to co-opt Jane Smith.

- **To RESOLVE to co-opt a councillor to the casual vacancy resulting from the resignation of the late L. Burnett.**

It was PROPOSED & SECONDED and RESOLVED by a majority of those present and voting to co-opt Freddie Easters.

- **To RESOLVE to co-opt a councillor to the casual vacancy resulting from the resignation of T. Smith.**

This item was deferred until a later date pending further expressions of interest.

***F. Easters signed a declaration of acceptance of office, which was duly witnessed by the Proper Officer, and joined the meeting as a councillor.***

6. **To RESOLVE to approve the draft minutes of the last meeting, held on October 13<sup>th</sup>, 2021.**

It was RESOLVED to approve the draft minutes of the last meeting, held on November 10<sup>th</sup>, 2021, as a correct record.

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

Members noted the Action log it was highlighted that the list of listed buildings had now been circulated and that a visit regarding local listing was to take place on the 16<sup>th</sup> December.

8. **Committees:**

- **To NOTE the draft minutes of the last Finance Committee meeting, held 17<sup>th</sup> November 2021 and to RESOLVE to approve the recommendation - Festival Hall & Market Fees as of 01/04/2022**

Members noted the minutes and RESOLVED to approve the recommendation for Festival Hall & Market Fees as of 01/04/2022 as shown in Appendix A of these minutes.

It was additionally RESOLVED that the below events on the Market Place would not be charged for:

- Christmas Eve – Visit from Father Christmas
- Putting up / Taking down of the Christmas Tree
- Good Friday Church Service
- Remembrance Sunday activities
- Any Town Council Event

It was also RESOLVED that the Festival Hall would be provided to the Lions for £20 for the Gardeners Market (cover of utilities costs) provided this was in conjunction with the fully paid for hire of the Market Place. It was also noted that the Town Band would receive free use of the Festival Hall on three occasions as part of their annual sponsorship.

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

It was noted that:

- West Lindsey District Council (W.L.D.C) were looking into CCTV in the Town and that cameras were to be replaced and potentially additional cameras added.

- Residents were encouraged to report all crime either on 101 or 999 as appropriate, as this helps to build the evidence for the need for a greater physical policing presence in the town.
- The Christmas Market weekend had gone well and had been enjoyed by all, unfortunately the laser show had not gone ahead but it was hoped to reschedule this as part of the Queen's Jubilee celebrations.
- It was hoped W.L.D.C would be introducing two free parking days a year.
- The purchase of Christmas decorations made from recycled plastics collected was discussed.

**Action Point- The Clerk to write a letter of thanks to the Chief Executive of W.L.D.C in regard to the free parking on the Christmas Market Day and the welcome back fund investment received.**

**10. To NOTE the Officer's reports including the finance report.**

Members noted the officer's reports, clarification was sought in regard to a parking sign, and it was highlighted that progress on the Festival Hall roof was delayed by inclement weather. Available training was noted, and the Clerk was asked to investigate bespoke training for the whole council.

**Action Point- Clerk to investigate bespoke training.**

**11. Accounts for payment:**

- **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 December 2021						
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	Nondomestic rates Office		£279.00		£279.00
DD	WLDC	Nondomestic rates F/ Hall	£549.00			£549.00
DD	WLDC	Nondomestic rates market place		£56.00		£56.00
DD	WLDC	Nondomestic rates OPS		£222.92		£222.92
DD	Crown	Gas OPS - to be partially recharged		£67.09	£3.35	£70.44
DD	Crown	Gas FH	£255.33		£51.06	£306.39
DD	Total	Electricity OPS		£22.20	£1.11	£23.31
DD	Total	Electricity FH	£193.83		£38.77	£232.60
DD	Total	Electricity MP			£0.54	£11.37
DD	Total Connect	Electricity Office		£55.54	£2.78	£58.32
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00

DD	Now Pensions	Employer / Employee contributions		£373.59		£373.59
DD	EE	Mobile Phones		£132.50	£26.50	£159.00
<b>Sub totals</b>			<b>£1,060.99</b>	<b>£1,221.34</b>	<b>£126.61</b>	<b>£2,419.77</b>
<b>Debit Card Transactions made under RFO delegated powers</b>						
Debit Card	Amazon	Various stationary/Power tools/IT equip as detailed in breakdown ( multiple payments)		£579.80	£115.99	£695.79
Debit Card	Tesco	Petrol		£6.79	£1.36	£8.15
Debit Card	PHS	Sanitiser / cleaning products & delivery	£34.76		£6.95	£41.71
Debit Card	Avica	Various Cleaning products & delivery	£27.95		£5.59	£33.54
Debit Card	Travis Perkins	Plywood for Market Stalls x 15		£285.00	£57.00	£342.00
<b>Sub totals</b>			<b>£62.71</b>	<b>£871.59</b>	<b>£186.89</b>	<b>£1,121.19</b>
<b>Payments for Authorisation by Full Council (Authorised for electronic payment where required)</b>						
BP13 20	Market Rasen Churches Christmas Mime 2021	Grant as agreed (£300) OOC		£300.00		£300.00
BP13 21	Payroll	Salaries November 2021		£6,158.43		£6,158.43
BP13 22	HMRC	PAYE/NI etc		£1,383.24		£1,383.24
BP13 23	Lincoln Web Design	Office 365, mailboxes, software and Laptop lease 4 weeks x 2 8 weeks (Initial X 1) IT support .		£478.00		£478.00
BP13 24 - BP13 29	E quip	6 payments/ Invoices - Various maintenance equipment as per invoices			£138.34	£830.04
BP13 30	Evoloution	Annual Preventative Maintenance Inspection skate park		£995.00	£199.00	£1,194.00
BP13 31	Front row	Repairs to fencing Bell Park		454.73	£90.95	£545.68

BP13 32	Pestcotek	Mole inspections November		£100.00	£20.00	£120.00
BP13 33	Microshade VSM	Citrix hosting 1 month		£57.00	£11.40	£68.40
BP13 34	Sparkle	Office cleaning		£100.00		£100.00
BP13 35	Gala Lights	Christmas Lights * from grant received		£717.50	£143.50	£861.00
BP13 36	BlockFree (Lincs Loo's)	portaloo hire 13-31 Oct <i>For Festival Hall roof Contractors - from FH reserve</i>	£94.16		£18.83	£112.99
BP13 37	J Waterman	Christmas Trees provide & Install 49 x small 1 x large		£1,185.00	£237.00	£1,422.00
BP13 38	Hags	replacement spring for play equipment MRPF		£140.00	£28.00	£168.00
BP13 39	PPL/ PRS	Music licencing FH	£921.12		£184.22	£1,105.34
BP13 40	Mick Stamp	Reg Plate		£11.63	£2.32	£13.95
BP13 41	Rasen Hardware	Pipe & Washers	£8.15			£8.15
BP13 42	Reworked Products	3 x planters @£60 Christmas Tree @ £550 carriage @ £160		£890.00	£178.00	£1,068.00
BP13 43	Rialtas	Fee for VAT making tax digital		£59.00	£11.80	£70.80
BP13 44-48	FH Hirers x 5	Refund damage deposit £50 x 5	£250.00			£250.00
BP13 49	PD electrical	Erect & Test Christmas lights		£280.00		£280.00
BP13 50	J Shaw	Labour & Materials Nov		£110.00	£22.00	132..00
BP13 51	Zest	Christmas Cards		£69.00	£13.80	£82.80
BP13 52	Mayor's allowance	Xmas expenses £100 payable to N Taylor		£100.00		£100.00
BP13 53	Mayor's allowance	Xmas expenses 21.27 payable to S. Bunney		£21.27		£21.27
BP15 34	S. Bunney	Xmas market expenses		£506.93		£506.93

<b>Sub totals</b>			<b>£94.16</b>	<b>£10,443.90</b>	<b>£1,073.56</b>	<b>£16,742.09</b>
	Payment Totals		£1,217.86	£12,536.83	£1,387.06	£20,283.05
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) 10th November						
Ref	Payee	Description	Total			
			£			
TP76	ZestPrint	foamex panels (advertising Christmas Market.)	136.8			
TP77	N Taylor	Refund Expenses (Paint & Brackets & Chalk Paint)	129.28			
TP78	S Bunney	Refund Expenses	59			
TP79	Tony Trevor	Rasen Voices Zest Print	46			
Total Expenditure			£371.08			
Total Transferred to refund MRTC			£371.08			

## 12. To RESOLVE the future use (for the next 3 to 5 years) of the Marketplace.

Members noted the report and proposal by Councillor Bunney and following discussion RESOLVED to adopt a hybrid proposal encompassing space for café society, community and visitor events and short-term car parking incorporating:

- George Street entrance be closed for everyday use.
- A mixture of 'municipal black' planters, bollards, barriers and gates to be used to mark off traffic free zones and car routeways.
- Designated parking spaces to be marked out in an aesthetically pleasing manner – potentially studs.
- A one-way system will be operated around the Market Place to ensure safety and ease of movement.
- A seating area with a shelter will be constructed in the east front corner [Luca Vets] – this will approximately mirror the seating area on the west front corner [The March Hare].
- An electric display/advertising board.
- A survey undertaken to determine the number of parking spaces to be available.

Limited parking times, controlled parking, and residents parking to be considered later.

It was RESOLVED to set up a working group of interested Councillors lead by Councillor Hassan to manage the project.

A review of these arrangements will be made starting 18 months into the project [sometime in 2024] with the aim of creating a Market Place Scheme for the period up to 2040.

It was noted that prior to the Council purchase of the Market Place no changes could be made without the permission of the current owner.

13. **To APPOINT Cllr's A. Dale and J. Pilley as the Market Rasen Town Council representatives on the multiagency community group addressing antisocial behaviour.**

It was RESOLVED to APPOINT Cllr's A. Dale and J. Pilley as the Market Rasen Town Council representatives on the multiagency community group addressing antisocial behaviour.

14. **To CONSIDER** the continuation of the current mole contract for another year.  
It was RESOLVED to continue the current mole contract for another year.

15. **To RECEIVE an update on games equipment at Mill Road Playing field.**  
Members noted that W.L.D.C were able to fund additional equipment via Welcome back funding and a meeting would be taking place to discuss this.

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

Report on heritage project.  
The Queen's Jubilee  
Market Place Closures.

17. **Risk Management.**

The previously noted electricity pole was queried, it was confirmed this had been damaged for many years and it was not live – however a collar was to be placed on it.

18. **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 not passed as there was no requirement for a confidential session.

***The meeting closed at 20:40***



## Appendix A



### Hire Charges for the Festival Hall From 01/04/2022



Refundable Damage Deposit Required for all bookings	Small event / group (under 25 people) £50
	Large parties (Over 25 people) / late night bookings £100

Festival Hall Packages	
All Day Party / Wedding Package Hall Lining, Main Hall, Kitchen, Bar 8.00am – 1.00am	£500 includes next day clean up time / checking next day Caretaker assistance Chairs / Tables
Children's Party Package Main Hall and Kitchen Any 4 Hour Weekend Slot	£65

Hourly Charge (Evening charge from 6pm)			
Community Hire		Commercial Hire	
Main Hall Daytime	£12.00	Main Hall Daytime	£16.00
Main Hall Evening and Weekend	£18.00	Main Hall Evening and Weekend	£20.00
Committee Room	£10.00	Committee Room	£15.00
Minimum hire period for any booking 2 hours			

Kitchen Hire	
Kitchen Hire This Includes the use of kettles and water urn containers	£20.00
Hire of catering facilities Includes use of cutlery and crockery, a full dinner service for up to 200 settings, fridge, hot plate and dishwasher. Gas included	£30 plus VAT

Additional Charges	
Bar	£75 Bar Deposit – (Set by Bar Supplier- returned to the hirer if gross sales meet £200)
Assistance with Tables and Chairs	£15 plus VAT per hour Minimum one hour
PA Equipment and Stage Lighting	£20 plus VAT

Phonographic Performance Limited (PPL) and Performing Rights Society (PRS) licence Hirers, whether a licence is held or otherwise, are still to pay as per the details of the fees below:	
Live Music	£25.64 Inclusive of VAT
Aerobic, Keep Fit & Dance Classes	£4.26 inclusive of VAT

Hire Charges for the Market Place  
Market Rasen  
From 01/04/2022



Market Place	
Stall Pitch = 8ft by 4ft deep (approximately)	
Regular Traders A trader attending the market throughout the year on the same day each week	£8.00 per pitch (i.e. 2 pitches = £16.00)
Casual Traders A trader attending the market on a one-off basis	£10.00 per pitch (i.e. 2 pitches = £20.00)
Charitable and Community Groups	FOC (Limited to one free stalls)
Market Stall are available free of charge if required	

For Community Groups and Charitable Groups within the Parish	
Hire of the Market Place for a local event	£150
Hire of Market Stalls (8ft by 4ft) The structure from which trading takes place	FOC Transport and set up/ return are hirers responsibility
Caretaker assistance with stalls	£15 plus VAT per hour Minimum one hour

Commercial Use and the Use of Community/Charitable Groups outside of the Parish:	
Hire of the Market Place for a local event	£150
Hire of the Auction Shed The pavilion located at the back of the Market Place between The Aston Arms and Church Rooms	£20.00
Hire of Market Stalls (8ft by 4ft) The structure from which trading takes place	£5.00 Transport and set up/ return are hirers responsibility
Caretaker assistance with stalls	£15 plus VAT per hour Minimum one hour

## Action Log

Action Point	Owner	Notes	Status
<b>Full Council 3rd March 2021</b>			
<b>New play park reporting procedures to be implemented.</b>	Community Manager	ROSPA site specific templates are now being introduced and work is ongoing to transfer all paper-based checks to electronic.	In progress
<b>Full Council 7<sup>th</sup> April 2021</b>			
<b>Officers to arrange allotment meeting when safe to assist in setting up of Market Rasen Allotments Community Gardens Membership Group</b>	Clerk / Community Manager	Will be actioned when appropriate, awaiting progress on land at Tesco.	In Progress
<b>Prepare recycling policy.</b>	<b>Environmental group</b>	Environment Committee/ Working group to consider.	Outstanding
<b>Full Council 14<sup>th</sup> July 2021</b>			
<b>Banking to be moved to Unity Trust</b>	Clerk	Complete	Complete
<b>Full Council 13<sup>th</sup> October</b>			
<b>Environmental group once formed to consider dog fouling solutions.</b>	<b>Environmental group</b>		
<b>Full Council 10<sup>th</sup> November</b>			
<b>items for the next agenda. Market place Wi-fi</b>	Clerk	Pending further information.	Outstanding
<b>Full Council 8<sup>th</sup> December</b>			
<b>The Clerk to write a letter of thanks to the Chief Executive of W.L.D.C</b>	Clerk		Complete
<b>Clerk to investigate bespoke training.</b>	Clerk	Feedback required as to training required.	In progress
<b>on next Agenda:</b> Report on heritage project. The Queen's Jubilee Market Place Closures.	Clerk	Deferred to future meeting / Grant on agenda	In progress



### Clerk's report Jan 2022

#### Co-option

There is currently a vacancy for co-option, and expressions of interest are welcomed from interested parties.

#### Change of Bank accounts

The change of banks to Unity is completed, the Council temporarily does not have access to a debit card, this is being addressed by applying for a corporate card as resolved when the change of bank was initially discussed. Other methods of procurement are still in place.

#### PWLB/ Market Place Purchase

The application for permission to borrow funds to purchase the Market Place has been approved by the relevant government department and funds have been applied for and received from the Public Works Loan Board. The principal of £115,000.00 was received on the 31<sup>st</sup> of Dec 2021 and the maturity date is the 01<sup>st</sup> of Dec 2046.

Two payments of interest and principal repayment totalling £2947.60 are due on the 1<sup>st</sup> of June and 1<sup>st</sup> Dec each year for the term of the loan. The interest rate is 2.040% and the total interest payable is £32,186.53.

The Council's solicitor has been instructed to commence the purchase process.

#### Internal audit

The Internal audit will commence on the 12<sup>th</sup> of Jan 2022.

#### Covid -19

In accordance with government advice staff are working from home where possible, and those unable to do so are doing so in line with the updated Covid-19 risk assessments. Government and sector specific advice is being regularly monitored and risk assessments and processes are being updated accordingly.

#### Finance Report

Due to delays receiving the final statement from HSBC it is not possible to provide a finance report at the timing of writing, one will be circulated to members electronically when available.

## **Community Managers Report - January 2022**

### **Festival Hall Roof**

I am pleased to announce the Project has been completed. The remaining scaffolding should be removed shortly.

The Car Park is now clear, this will be inspected by West Lindsey District Council on the 17<sup>th</sup> of January 2022.

A site meeting has been held following completion of the work, the Project Manager and the Council's Maintenance Operative met and both parties are happy with the work carried out.

The Project Manager has agreed to write a letter to the Contractors to see if some funds can be clawed back from the additional expenditure incurred by the Council.

The warranty and future contacts will be issued on receipt of the full payment.

### **Festival Hall Drainage**

There are still some difficulties in getting the materials for the work due to Covid backlog. The contractor has agreed that as soon as a supplier update has been received, we will be notified. The contractor is in regular contact with the supplier.

### **Festival Hall Fire Audit**

The Council have a Fire Audit of the Festival Hall on Tuesday 11<sup>th</sup> January 2022.

Thanks to be conveyed to Councillor Bunney who has kindly supported us on updating the Festival Hall Fire Risk Assessment and associated documents. There is still work to be done.

A report will be produced, following the Fire Audit's recommendations, this will be presented to the Properties Committee for consideration.

### **5 Year Electrical Testing**

Our 5-year electrical testing for all Council Properties is now due, two site meetings have been arranged for w/c 10<sup>th</sup> January 2022. Quotations are being obtained.

### **Festival Hall Bookings**

Bookings continue to be gratefully received. The Festival Hall Hirers database has been contacted regarding re-introducing the monthly Festival Hall What's on. This will not happen for this month due to the number of responses received.

New charges sheets have been issued to Hirers. A couple of hirers may be leaving us, one of the hirers has stated that they do not require the hall for 2 hours, they can afford to pay for one hour but not two.

Covid Conditions of Hire were updated last month following new advice. Government advice continues to be followed.

### **Lloyds Bank**

Upcoming dates of the Lloyds Mobile Bank are the 14<sup>th</sup> & 28<sup>th</sup> January 2022.

### **Playing Fields**

Playing Field ROSPA Inspections will take place sometime this month.

All our playing field reports should be completed electronically by the end of the month.

### **Tree Survey**

Tree Risk Assessment report has been received, recommendations will be studied, and a report will be produced and presented to the next Properties Committee meeting.

		Actual	Actual	Revised Budget Sept 2021	Actual at end of month 7	Predict ed spend/ income at 31/03/2 2	Suggest ed Budget 2022/23	Notes
		2019- 2020	2020 - 2021	2021/2022				
	<b><u>Expenditure:</u></b>							
4000	Salaries	41569	46526	64000	36630	67000	74,610. 31	Add assistant clerk (2day 9-2.30) plus % NJC and SCP
4001	PAYE / NI/Pension	8974	15674	21000	11595	21000	21,315. 00	Up by 1.25%
4020	Training	1039	23	1100	308	400	400.00	
4025	Staff expenses / mileage			0	91	200	350.00	
<u>4026</u>	<u>Office Move</u>	<u>9812</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
4027	Play Park Eqpt	3500	0	3500	0	3500	3,500.0 0	
4029	Rents Payable/ market place	3576	3503	5000	1333	5000	5,700.0 0	
4029	Market repayment contingency			2000	0	0	2,000.0 0	
4030	Rates	7029	9394	9600	6184	9600	9,600.0 0	2%
4031	Water	1481	1004	1930	269	1930	1,970.0 0	2%
4032	Electricity	2752	2734	3780	1658	3780	3,780.0 0	fixed contract
4033	Gas	3892	3653	3970	1264	3970	4,962.5 0	new contract due March 22 -21%

4040	Telephone	789	1092	2110	1188	2110	2,110.0 0	fixed contract
4041	Postage	517	0	100	33	50	70.00	
4042	Stationery	813	357	750	283	450	450.00	
4043	Advertising	392	0	0			0.00	
4044	Printing	1112	240	900	557	900	900.00	
4045	Subscriptions/Membership	682	1326	1200	1331	1331	1,360.0 0	add 2%
4046	Insurance	3429	3511	3670	3667	3667	3,750.0 0	
4050	IT Equipment	0	363	1600	725	1800	1,800.0 0	add A/ Clerk PC
4051	Software & Support	2859	4179	4600	2920	4600	5,200.0 0	add 2% If sign up for 3 year deal for year end get slight reduction preferential dates. £500pa increase on email accounts
4059/4 402	Premises Licence	180	180	180	180	180	180.00	
4060	Legal & Professional (including accountancy)	4584	703	1000	2759	2759	1,000.0 0	
4061	Audit	1225	650	2000	0	1500	1,500.0 0	
4062	Bank Charges	266	144	200	95	200	200.00	
4100	Grounds Maintenance	2947	5361	6500	5112	6500	6,500.0 0	
4101	General Maintenance (including equipment maintenance & service)	12559	8469	9000	3593	9000	9,000.0 0	£14998 actual figure - £11405 expenditure from EMR
4106	Security Alarms	0	1837	1400	0	1400	1,430.0 0	add 2 %



1300	Cleaning Contracts	8746	6721	1300	760	1300	1,300.0 0	Current contract ends May 2022
4108	Cleaning Materials	170	1821	3000	456	1000	1,000.0 0	
4109	Catering Supplies	442	335	0	0	0	0.00	
4110	New Equipment	3950	9022	5000	1215	3000	3,000.0 0	£13501.00 actual figure less funds from EMR
<u>4111</u>	<u>OPS Repairs</u>	<u>8</u>	<u>1846</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
4117	Christmas	1133	5938	3000	105	3000	3,000.0 0	
4118	Maintenance Spend from ER	0	6204	0	0	0	0.00	
4121	ROSPA (INCLUDING SKATE PARK)	1324	1344	2200	0	2200	2,230.0 0	add 2%
4128	EVENTS	2976	256	0	0	0	0.00	
4140	Town Functions	400	0	1500	0	1500	3,250.0 0	add £750 race course £1000 jubilee
4150	CCTV	6000	6000	7000	0	7000	7,000.0 0	
4200	Section 137	250	68	100	37	50	100.00	
4210	Grant Expend	80	0	600	100	600	600.00	
4211	Town Band Sponsorship	0	0	500	500	500	500.00	
4300	Election Costs	277	0	500	0	500	500.00	Move £500 from last year to election reserve
4301	Chairman's Allowance	3500	101	1500	32	500	250.00	reduction?
4302	Mayor's Charity Expenditure		277	0	0	0	0.00	
4303	Mayor's Civic Expend.		288	0	0	0	0.00	
4304	19/20 C Allowance to Charity	0	828	0	0	0	0.00	

4401	Performing Rights Licence	1000	804	1100	0	1100	1,120.00	add 2%
4410	Waste Disposal	754	964	1200	860	1200	1,200.00	
4500	Expenses Town Partnership	2512		0		0	0.00	
4999	Other Expenditure	300	612	0		0	0.00	
	<b>TOTAL EXPEND.</b>	<b>149800</b>	<b>154352</b>	<b>179590</b>	<b>85840</b>	<b>176277</b>	<b>188,687.81</b>	
	<b>INCOME:</b>							
1000	OPS Rent	17200	19045	17700	9579	17700	17,700.00	
1050	Utilities Recharge	3055	2591	2000	1094	2000	1,600.00	
1070	Mayor's Charity Income	0	277	0	0	0	0.00	
1071	Civic Income	420	288	0	0	0	0.00	
1080	Grants Received	0	11003	1000	1000	1000	0.00	
1081	Donations Received	0	3078	0	500	500	0.00	
1200	Festival Hall Income	19196	-2627	20000	13146	20000	25,000.00	
1221	Market Pitch Rents	4351	2509	5500	2494	4500	5,500.00	
1228	Bar Takings	645	0	500	0	500	500.00	
1231	Income from Events	1617	0	0	0	0	0.00	
1240	Performing Rights	0	0	0	0	0	0.00	
1902	Photocopying		0	0	80	100	0.00	
1800	Other Income	0	563	1100	1169	1169	0.00	

1870	Interest Received	184	50	8	3	8	0.00	
	<b>TOTAL INCOME</b>	46668	36777	<b>47808</b>	<b>29065</b>	<b>47477</b>	<b>50,300.00</b>	
	Expenditure-Income	<b>103132</b>	<b>117575</b>	<b>131782</b>	<b>56775</b>	<b>128800</b>	<b>138,387.81</b>	
1900	Precept	128923	128923	129496			138,387.81	
	<b>Financed from Reserves</b>	<b>-25791</b>	<b>-11348</b>	<b>2286</b>			<b>0.00</b>	
	<b>Not included above:</b>							
	Town partnership income and expenditure 2020-21 onwards as managed outside of council finances.							
	Funds for Market Purchase as from borrowing.							

Precept :		increase %	cost increase band D	from reserves	
£138,388		5.51%	£5.77	£0	Reccomendation of Finance committee
or					
£131,162		0	£0.00	£7,225.99	
or					
£137,620		5.00%	£5.24	£768.00	
or					
£133,700		2.01%	£2.11	£4,688	
Figures updated to reflect actual tax base - after finance committee					

RFO recommendation is to follow Finance Committee recommendation and best practice and to request precept of £138,388

**To enable Market Rasen Town Council to function for essential business and community support during any future period of government advised restrictions in relation to COVID -19 the below scheme of delegation is put in place. This will only be enacted in the event of relevant government restrictions that prevent face to face meetings and shall not exceed the period of the government restrictions. This delegation will be superseded should it become legal to hold remote / electronic meetings.**

- The limit on the Clerk's emergency expenditure is increased to £5000 per transaction temporarily – a full list of all payments to be presented to the Chairman & Vice Chairman electronically for once a month (at the time at which meetings would normally take place)
- Authority is delegated temporarily to the Clerk in conjunction with the Chairman & Vice Chairman to authorise the instruction of payments. In the event of the Chairman or Vice - Chairman being unavailable, these duties to be passed to another nominated signatory councillor.
- That the Town Council gives additional delegated authority for any single period of no longer than 4 months (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice) to the Town Clerk and/or the Community Manager in consultation with the Chairman / Vice Chairman to:
  - i) Undertake day to day duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) to minimise disruption to service provision and ensure business continuity.
  - ii) Undertake any additional duties necessary (wherever possible within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity.
  - iii) Undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling any meetings of the Town Council, its committees or working groups.
- That where, in any Standing Order or Financial Regulation of the Town Council where delegated authority is already given to the Town Clerk & RFO, such authority also be delegated to the Community Manager as needed for a period of no longer than 4 months (or as circumstances dictate).
- That the Town Council gives delegated authority to the Town Clerk (in consultation with the Chairman/Vice Chairman to suspend any relevant Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Town Council for a period of no longer than 4 months (or as circumstances dictate), with the Town Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future meeting of Council for scrutiny.

- That the Town Council authorises the Planning Committee to deal with all planning applications via email and gives delegated power to the Town Clerk & RFO to collate responses and submit to West Lindsey District Council (on a majority basis).

***The Clerk may also, in relation to significant issues, consult the entire membership of the Council for advisory purposes. This consultation may take the form of email or other electronic communication but will not constitute a council meeting and any decision made will remain under the legal delegation to the Clerk.***