

Agenda item 5 - DRAFT MINUTES FC Jan 22	2
Agenda Item 6 - Draft Finance Minutes 26th Jan	10
Agenda item 7 - Action Log	12
Agenda Item 9 - Officer reports	13
Agenda Item 11 - Citizens's advice	19
Agenda Item 12 - WLDC correspondance	21
Agenda Item 13 - Wall Report	22
Agenda Item 15 - Equipment from WLDC Welcome back funding	24
Agenda item 16 - Proposal re co-option	25
Agenda Item 18 - ATM Report	26



**MINUTES of the Full Council Meeting held on Wednesday 12<sup>th</sup> January 2022 at 10.00AM 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 K. Bridger, Councillor P. Harrold, Councillor J. Pilley, Councillor J. Smith, Councillor N. Taylor

**In Attendance:**

Lucy Waller – Town Clerk & R.F.O  
Two members of the public.

*The meeting opened at 10:00*

**1. Opening remarks.**

The Chairman welcomed all present to the meeting and welcomed Councillor J. Smith to the Town Council.

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

It was RESOLVED to approve a from Councillors A. Dale, F. Easters, M. Hassan, and C. Turner. It was noted that Councillor Lakin -Whitworth would join the meeting when possible.

Apologies were noted from Councillor J McNeill of West Lindsey District Council.

**3. Public Participation (max 10 minutes)**

Highway's safety concerns were raised relating to the Junction of Lammas Leas opposite Tesco and the crossroads at Serpentine Street. It was asked that these be included on the next agenda to allow for the Town Council to consider a resolution to write to Lincolnshire County Council to raise these issues.

**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.**

None

**5. To RESOLVE to approve the draft minutes of the last meeting, held on December 8<sup>th</sup>, 2021.**

It was RESOLVED to approve the draft minutes of the last meeting, held on, December 8<sup>th</sup>, 2021, as a correct record.

*(Councillor J. Smith abstained from the vote)*

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

Members noted the report it was highlighted that there had been some difficulties with signatories registering for online banking. It was also noted that it was for the appointed Councillor members of the Environment Working Group to arrange the initial meeting and progress the setup of the group.

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

It was noted that:

- Lincolnshire County Council were petitioning the government for the restoration of £12 million of funding for pothole and highway repair, members were asked to engage with the Lincolnshire County Council call for evidence and to petition the local MP on the matter.
- West Lindsey district council were asking for feedback on the Council Tax surcharge of 3% for adult social care. The Clerk was asked to submit the council's comments.

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

Members noted the officer's reports, thanks were expressed to the Clerk for the work relating to the Public Works Loan Board application. It was confirmed that the dates of the Lloyds Bank Mobile Bank visits were to be displayed on posters around the town.

**9. 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 January 2022						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
pre-authorised automated payments since the last meeting - To note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Non domestic rates 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	WLDC	Non domestic rates OPS		£224.00		£224.00
DD	Crown	Gas OPS - to be partially recharged		£212.30	£42.46	£254.76
DD	Crown	Gas FH	£361.61		£72.32	£433.93
DD	Total	Electricity OPS		£23.26	£1.17	£24.43
DD	Total	Electricity FH	£206.56		£41.31	£247.87
DD	Total	Electricity MP		£10.83	£0.55	£11.38
DD	Total Connect	Electricity Office		£143.80	£7.19	£150.99
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£623.09		£623.09
DD	BT	Telephone & internet Dec		£49.20	£9.84	£59.04
DD	Wave	Water OPS - to be partially recharged		£130.08		£130.08
DD	EE	Mobile Phones		£132.50	£26.50	£159.00
Sub totals			£1,180.00	£1,896.56	£203.84	£3,280.40

Debit Card Transactions made under RFO delegated powers						
Debit Card	Amazon (Various)	various maintenance items	£10.98	£41.48	£4.83	£57.29
Debit Card	Fibregrid	Handrail FH fire exit	£307.33		£61.47	£368.80
Debit Card	WLDC	3 month parking permit for MO		£66.00		£66.00
<b>Sub totals</b>			<b>£318.31</b>	<b>£107.48</b>	<b>£66.30</b>	<b>£492.09</b>
Payments for Authorisation by Full Council (Authorised for electronic payment where required)						
BP1535	Avica UK	Cleaning products - OOC	84.86		£16.37	£101.23
UTB01 - 06	Payroll x 6	Salaries December 2021		£5,918.66		£5,918.66
UTB07	HMRC	PAYE/NI etc		£1,407.00		£1,407.00
UTB08	Lincoln Web Design	Mailboxes, laptop leases x 3, various set ups		£446.00		£446.00
UTB09	Alan Hydes	Repairs OPS boiler		£238.00		£238.00
UTB10	Amazon x 2	year planners x 2 (£15.98 & £8.49)		£20.39	£4.08	£24.47
UTB11	Bridgewater glass	Photo frame glass & window glass	£16.72		£3.34	£20.06
UTB12	Pestcotek	Mole inspections December		£100.00	£20.00	£120.00
UTB13	Microshade VSM	Citrix hosting 1 month		£85.50	£17.10	£102.60
UTB14	Sparkle	Office cleaning DEC		£100.00		£100.00
UTB15	Konika Minolta	Printer usage 3/9/21 - 2/12/21		£110.12	£22.02	£132.14
UTB16	Konika Minolta	Printer rental 3/12/21 - 02/03/22		£143.64	£28.73	£172.37
UTB17	Rasen appliance	Vax filter pack	£16.67		£3.33	£20.00
UTB18	MSC trade contractors	Final payment encapsulation of FH Roof * from reserve	£28,233.00		£5,646.60	£33,879.60
UTB19	Festival Hall hirer x2	Deposit refund 1x £50 1x £50 plus £75 Bar refund	£175.00			£175.00
UTB20	Blockfree services	Hire of portaloos 1-16 DEC	£75.16		£15.03	£90.19
UTB21	Stance security	market place security 03/12/21		£139.20		£139.20
UTB22	Colin Horton	Tree Survey		£245.00		£245.00
UTB23	Brigde McFarland	£100 on account payment towards 3rd party payments relating to the Market Place purchase.		£100.00		£100.00
UTB24	BT	Jan Bill Phone and Internet - can not be taken by direct debit		£49.20	£9.84	£59.04
<b>Sub totals</b>			<b>£118.25</b>	<b>£8,569.31</b>	<b>£5,776.60</b>	<b>£43,490.56</b>
	<b>Payment Totals</b>		<b>£1,616.56</b>	<b>£10,573.35</b>	<b>£6,046.74</b>	<b>£47,263.05</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) 12th January			
Ref	Payee	Description	Total
			£
TP 80	YPRM CIC	Transfer of residual youth club funds (In trust from previous Youth Club.)	604.72
TP81	MRTC	2 hours caretaker costs	30
TP82	Market Rasen Rotary	Christmas Burgers	500
Total Expenditure			£1,134.72
Total Transferred to refund MRTC			£1,134.72

\*(10:31 Councillor Lakin -Whitworth joined the meeting)

**10. To RESOLVE the budget for the financial year 2022 – 2023.**

It was RESOLVED to adopt the 2022 – 2023 budget as shown in appendix A of these minutes. Thanks were noted for the Clerk's work on the budget.

**11. To RESOLVE the precept request for 2022 - 2023.**

It was RESOLVED to set the precept request for 2022-2023 at £138,388 to create a balanced budget.

Members noted that based on the currently available information this represented a 5.51% increase in cost for the Town Council portion of Council Tax, which equated to an additional £5.77p.a for a band D property (although this could change if there were any changes to the tax base).

It was stressed that the increase was primarily to cover increases to current costs (the steep increase in utilities costs was specifically highlighted), and nationally agreed increases in wages and national insurance. It was additionally noted that no increase had been made in relation to the Market Place purchase and that upcoming improvements to the Market Place were to be funded from residual MR BIG funds for that purpose and not Town Council funds raised through the precept.

**Action point – Clerk to submit precept request.**

**12. To RESOLVE expenditure of up to £12,000 for the purchase of street furniture to implement the new Market Place layout. (Taken from the Town Partnership donation for that purpose). (Expenditure under Food Act 1984, s50 and LGA 1972, s.111)**

Members noted a breakdown of proposed expenditure for some of the equipment required and RESOLVED to authorise expenditure of up to £12,000 for the purchase of street furniture to implement the new Market Place layout. Taken from the Town Partnership donation of £15,000 for that purpose.

**13. To RESOLVE to apply for a Jubilee event grant of £700 from West Lindsey District Council, to contribute to planned public events.**

It was RESOLVED to apply for a Jubilee event grant of £700 from West Lindsey District Council, to contribute to planned public events.

Members also noted the below planned events:

Community Walk – Chalk Streams, Sat 5<sup>th</sup> Feb  
 Shrove Tuesday/ St David's Day – Leek pancake races, Tues 1<sup>st</sup> March  
 Town Clear up including river care, Sun 3<sup>rd</sup> April  
 Launch of Heritage & Wolds Women Trail, Sat 16<sup>th</sup> April

### **Jubilee Weekend**

Bloomin' Market Rasen festival throughout the weekend  
 Beacon Lighting Market square 9.30pm Thurs 2<sup>nd</sup> June  
 West Lindsey Day – Parade and Family Event, Fri 3<sup>rd</sup> June  
 Lions Gardeners' market and craft fair. Sat 4<sup>th</sup> June  
 Tesco Music in the park. Sat 4<sup>th</sup> June  
 Community Walk (a.m.) Sun 5<sup>th</sup> June  
 Big Lunch/ Picnic in the Market place. Sun 5<sup>th</sup> June

Christmas Market Sat Dec 10<sup>th</sup>

### ***Action point – Clerk to submit grant request***

14. **To RESOLVE an emergency scheme of delegation to the Clerk to be enacted only if Government restrictions in relation to Covid -19 prevent Council meetings.**

Following the proposal of an amendment and the correct voting procedure, it was RESOLVED to adopt an emergency scheme of delegation to the Clerk to be enacted only if Government restrictions in relation to Covid -19 prevent Council meetings or if local circumstances related to Covid- 19 made it impossible to hold a meeting. A copy of the scheme appears as Appendix A of these minutes.

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

Dangerous junctions as highlighted in item 3 of these minutes.  
 A report from the Environment working Group (Subject to submission in compliance with the Terms of Reference)  
 The outstanding repair/ cleaning of street name signs by West Lindsey District Council was also raised, however as the council had previously resolved to pursue this matter it was unnecessary for it to be included on the next agenda. It was agreed that the Clerk make further enquiries and report back.

### ***Action point – Clerk to make enquiries into progress of street sign cleaning / repairs.***

16. **Risk Management.**

The need to use the larger main hall for meetings during the current Covid-19 situation, to provide adequate social distancing and ventilation has highlighted, it was agreed to use the Main Hall for the February and March meetings.

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

***The meeting closed at 11:15***

## Appendix A – 2022- 2023 Budget

		Actual	Actual	Revised Budget Sept 2021	Actual at end of month 7	Predicted spend/ income at 31/03/22	resolved Budget 2022/23
		2019-2020	2020 -2021	2021/2022			
	<b>Expenditure:</b>						
4000	Salaries	41569	46526	64000	36630	67000	74,610.31
4001	PAYE / NI/Pension	8974	15674	21000	11595	21000	21,315.00
4020	Training	1039	23	1100	308	400	400.00
4025	Staff expenses / mileage			0	91	200	350.00
4026	Office Move	9812	0	0	0	0	0.00
4027	Play Park Eqpt	3500	0	3500	0	3500	3,500.00
4029	Rents Payable/ market place	3576	3503	5000	1333	5000	5,700.00
4029	Market repayment contingency			2000	0	0	2,000.00
4030	Rates	7029	9394	9600	6184	9600	9,600.00
4031	Water	1481	1004	1930	269	1930	1,970.00
4032	Electricity	2752	2734	3780	1658	3780	3,780.00
4033	Gas	3892	3653	3970	1264	3970	4,962.50
4040	Telephone	789	1092	2110	1188	2110	2,110.00
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	1,360.00
4046	Insurance	3429	3511	3670	3667	3667	3,750.00
4050	IT Equipment	0	363	1600	725	1800	1,800.00
4051	Software & Support	2859	4179	4600	2920	4600	5,200.00
4059/4402	Premises Licence	180	180	180	180	180	180.00
4060	Legal & Professional (including accountancy)	4584	703	1000	2759	2759	1,000.00
4061	Audit	1225	650	2000	0	1500	1,500.00
4062	Bank Charges	266	144	200	95	200	200.00
4100	Grounds Maintenance	2947	5361	6500	5112	6500	6,500.00
4101	General Maintenance (including equipment maintenance & service )	12559	8469	9000	3593	9000	9,000.00
4106	Security Alarms	0	1837	1400	0	1400	1,430.00
1300	Cleaning Contracts	8746	6721	1300	760	1300	1,300.00
4108	Cleaning Materials	170	1821	3000	456	1000	1,000.00
4109	Catering Supplies	442	335	0	0	0	0.00
4110	New Equipment	3950	9022	5000	1215	3000	3,000.00
4111	OPS Repairs	8	1846	0	0	0	0.00
4117	Christmas	1133	5938	3000	105	3000	3,000.00
4118	Maintenance Spend from ER	0	6204	0	0	0	0.00
4121	ROSPA (INCLUDING SKATE PARK )	1324	1344	2200	0	2200	2,230.00
4128	EVENTS	2976	256	0	0	0	0.00
4140	Town Functions	400	0	1500	0	1500	3,250.00
4150	CCTV	6000	6000	7000	0	7000	7,000.00
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
4301	Chairman's Allowance	3500	101	1500	32	500	250.00
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
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>	<b>46668</b>	<b>36777</b>	<b>47808</b>	<b>29065</b>	<b>47477</b>	<b>50,300.00</b>
	<b>Expenditure-Income</b>	<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>

## Appendix B - Emergency delegation Covid 19

**To enable Market Rasen Town Council to function for essential business and community support during any future period of government advised restrictions / local emergency situations 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 or if the Clerk in consultation with the Chairman of the Council, the Vice-Chairman of the Council and the Chairmen of standing committees judge local circumstances require it. This delegation will not exceed the period of government restrictions/ local emergency circumstances. 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.***



Minutes of the Finance Committee of Market Rasen Town Council, held on Wednesday 26<sup>th</sup> January 2022 at 6.30pm in the Committee Room adjacent to the Festival Hall, Caistor Road, Market Rasen.

**Present:**

Councillor Harrold (Committee Chairman), Councillor Bunney, Councillor Taylor, and Councillor Lakin-Whitworth.

**In attendance:**

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

**The Meeting opened at 18:30**

**1. Chairman's opening remarks**

The Chairman welcomed members to the meeting.

**2. To approve and accept Apologies for absence and reasons given.**

Apologies were received from Councillor M. Hassan; it was RESOLVED to accept the apologies.

**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 17th November 2021 as a correct record.**

It was RESOLVED to approve the draft minutes of the last meeting, held on 17th November 2021, as a correct record.

**5. To NOTE the detailed income and expenditure report to end of Quarter 3 - 2021/22 and CONSIDER any necessary budget virements.**

Members noted the report and discussed any significant variances. The Clerk was asked to make contact with the relevant party in relation to outstanding section 106 funds to query the likely timeframe. It was noted that the ear marked reserves for 2022/2023 would be decided by full council once the end of year financial situation was clear.

**6. To NOTE the internal control checklist for Q2 2021/22(to follow) and NOMINATE a member to undertake the internal control checklist for Q3 2021/22.**

Finance Committee 26<sup>th</sup> January 2022

Members noted the checklist and Councillor Harrold was nominated to undertake the checks for Q3 2021/22

**7. To NOTE a report on the banking switch to Unity Trust Bank and RESOLVE any necessary action.**

Members noted the report, and it was RESOLVED to:

- Contact the other party regarding an overpayment due to bank error.
- Maintain the current account at approx. £30,000 leaving the remainder of council funds in the savings account and transfer funds as necessary to the current account.

**8. To NOTE the RFO review of the effectiveness of the system of internal control.**

Members noted and approved the report, and it was RESOLVED to address cash handling training with relevant staff members in house. This was to also include reviewing current processes against best practice and making any necessary improvements. It was stressed that cash payments were not favoured by the council and are taken only when no other method of payment is possible.

**9. To NOTE that there are no current debtors to report.**

Members noted that there were no current debtors to report.

***The meeting closed at 19:00***

## 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.	Complete
<b>Full Council 7<sup>th</sup> April 2021</b>			
<i>Officers to arrange allotment meeting when safe to assist in setting up of Market Rasen Allotments Community Gardens Membership Group</i>	Clerk / Community Manager	Will be actioned when appropriate, awaiting progress on land at Tesco.	In Progress
<i>Prepare recycling policy.</i>	<b>Environmental group</b>	Environment Committee/ Working group to consider.	Outstanding
<b>Full Council 13<sup>th</sup> October</b>			
<i>Environmental group once formed to consider dog fouling solutions.</i>	<b>Environmental group</b>	Environment Committee/ Working group to consider.	Outstanding
<b>Full Council 8<sup>th</sup> December 2021</b>			
<i>Clerk to investigate bespoke training.</i>	<b>Clerk</b>	Query raised with LALC	In progress
<b>Full Council 12<sup>th</sup> January 2022</b>			
<i>Clerk to submit precept request.</i>	<b>Clerk</b>		Complete
<i>Clerk to submit Jubilee grant request</i>	<b>Clerk</b>	Requires more information deadline May 2022	Outstanding
<i>Clerk to make enquiries into progress of street sign cleaning / repairs.</i>	<b>Clerk</b>		Complete



## Clerk's report Feb 2022

### Co-option:

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

### Market Place Purchase:

The conveyancing is underway, and searches are currently in process.

### Covid -19 Changes to guidance on home working:

In accordance with changes to government advice staff have returned to previous working patterns including for some staff hybrid working. Guidance is regularly monitored, and risk assessments updated.

### Update on UNISON strike ballot on industrial action on NJC pay rates:

70.3% of those voting, voted in favour of industrial action, however as under 50% of those entitled to vote did so no industrial action will take place.

### Staff Appraisals/HR Committee Meeting:

Annual staff appraisals will take place over the next month and will be followed by a HR Committee meeting (date to be confirmed).

### Upcoming Properties Committee Meeting:

We are currently waiting on / compiling reports regarding several properties matters which will be put before the properties committee (date to be confirmed).

### Expense approved under delegated powers:

In accordance with the Clerk/RFO's delegated powers and limits the following works have been authorised as they represented health and safety concerns:

Additional drainage work (Committee Room/ Council office), following the discovery of further damage since the initial survey.

Removal of a diseased tree at Bell Park following identification as being in unacceptable condition by the recent tree survey.

### Finance Report

Finance Report as at 31/01/2022 below:

	Market Rasen Town Council			
<b>FINANCIAL REPORT as at</b>		<b>31/01/2022</b>		
<b>CASH BOOK</b>				
	Balance Brought forward			
	Current Account		93,311.81	
	Savings Account		241,453.64	
	Town Partnership*		500.03	
			<u>335,265.48</u>	
	Add - Income			
	Current Account		10,975.21	
	Savings Account		17,469.87	
	Town Partnership*		22,978.47	
			<u>51,423.55</u>	
				386,689.03
	Less - Expenditure			
	Current Account		68,788.74	
	Savings Account		1,134.72	
	Town Partnership*		19,104.59	
			<u>89,028.05</u>	
	<b>Balance Carried Forward</b>			<b>297,660.98</b>

\* Town Partnership account is restricted funds for town Partnership expenditure.

<b>BANK BALANCES as at</b>		<b>31/01/2022</b>		
	Current Account per Statement		35,523.28	
	plus- receipts not cleared		0.00	
	less - Outstanding Cheques		25.00	
			<u>35,498.28</u>	
	Savings Account per Statement		257,788.79	
	plus - receipts not cleared		0.00	
	less - Outstanding Cheques		0.00	
			<u>257,788.79</u>	
	Town Partnership Account per Statement		4,373.91	
	plus - receipts not cleared		0.00	
	less - Outstanding Cheques		0.00	
			<u>4,373.91</u>	

<b>TOTAL COUNCIL FUNDS AS AT</b>	<b>31st Jan 2022</b>	<b>297,660.98</b>
----------------------------------	----------------------	-------------------

#### ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE		297,660.98
GENERAL RESERVE	54,575.00	
EAR MARKED RESERVES		
Open spaces	£1,278.36	
Market Place	£146,802.57	
Old Police Station	£0.00	
Festival Hall *	£11,434.28	
Wolds Women	£1,770.59	
Play Parks	£10,000.00	
Buildings contingency	£2,500.00	
Marquee Lining	£55.00	
CIL	£698.97	
Christmas Lights	£282.50	
TOTAL EMR	174,822.27	
* Additional £45,000 owed from S106		
RUNNING FUNDS	63,889.80	
(Discounting Town Partnership funds)		

## **Community Managers Report - February 2022**

### **Festival Hall Roof**

I am pleased to announce the Project has been completed. The warranty is currently being finalised with the manufacturer and should be with the Council soon.

### **Festival Hall Drainage**

The drainage work has been completed. There was some additional damage found which had to be resolved. The Clerk authorised this work under the Clerk's delegated powers.

### **Festival Hall Fire Audit**

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

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

In the meantime, we are actioning some of the points addressed.

### **5 Year Electrical Testing**

Quotations are being obtained for our 5 yearly electrical testing. Two quotations have been received to date. Quotations will be considered by the Properties Committee ( date of meeting to be confirmed). All quotations presented will be in an excel spreadsheet.

### **Asbestos Survey**

Our asbestos survey for all Council Properties is now due. Three quotations have been received; these will be considered by the Properties Committee (date of meeting to be confirmed). All quotations presented will be in an excel spreadsheet.

### **Annual Servicing – Updates**

- Gas Cookers have been serviced at the Festival Hall
- PAT Testing has been carried out, at all Council Properties
- Fire Extinguisher Servicing is booked for the 21<sup>st</sup> February.
- Festival Hall Boilers will be serviced in April. We require a new supplier.

### **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 of February due to the number of responses received. The database will be recontacted, hopefully for a March edition.

Further to the new charges from April, feedback has been received from hirers regarding the new rates. One hirer has handed in their notice, and we may be potentially losing another two hirers. This is due to the minimum charge of 2 hours and with the charge being a big increase for some hirers.

Government advice continues to be followed and conditions updated accordingly.

### **Lloyds Mobile Bank**

Upcoming dates of the Lloyds Mobile Bank are the 11<sup>th</sup> & 25<sup>th</sup> February 2022.

These dates have been published.

New mobile bank agreement is in place.

### **Market**

Age UK will be coming to the Market on Tuesday 22<sup>nd</sup> February, for the day to promote their services.

West Lindsey District Council have booked a stand on the Market on Tuesday 12<sup>th</sup> April, this is promoting the Lincolnshire Wolds Outdoor Festival, which is a brand-new Festival, launching at the end of April.

We will help to promote both of these events.

### **Playing Fields**

Playing Field ROSPA Inspection reports have been received. The Maintenance Operative and I will be running through the feedback/actions this Friday(4<sup>th</sup>). A report will be presented to the Properties Committee (date of meeting to be confirmed)

All our playing field reports are now completed electronically. We are working with our IT Consultant to get more documents/forms electronic for all Council properties.



### **Tree Survey**

Tree Risk Assessment report has been received, recommendations have been studied, a report has been produced and this will be presented to the next Properties Committee meeting ( date of meeting to be confirmed).

There were recommendations within the report where action needs to be taken, this is for the removal of the birch tree at Bell Playing Field, this has been reported as not acceptable as the tree is diseased. A site meeting has been held with a tree specialist and removal will be arranged in due course. There is no TPO on the tree concerned but WLDC have advised that we need to contact the Forestry Commission to see if an application is required, under the Forestry Act Legislation. This is being actioned.



CEO: Jenny Barnett

Offices at: Louth, Mablethorpe and Skegness

Market Rasen Town Council  
[townclerk@marketrasentc.co.uk](mailto:townclerk@marketrasentc.co.uk)

October 2021

Dear Clerk

I would be grateful if your Council representatives could consider our application for help and support with a financial grant towards our charitable services in 2022/2023.

Every local Citizens Advice is an independent charity reliant on funds raised locally and the commitment of trained volunteers from their local communities.

Advice really makes a difference to the lives of individuals, their families and the communities they live in, particularly in the current economic climate. Our free, confidential and independent service offers advice, information and advocacy support to assist people to resolve the problems facing them. These include, but are not limited to; benefits, housing, debt, legal, relationship breakdown and employment.

Our trained Assessors, Advisors, Caseworkers and Specialists can help at all stages of a problem from negotiating with service providers; for example utility companies, right up to representation at courts and tribunals. In fact, we help with a huge range of issues that face people in their everyday lives.

We are continually working to improve access to our services to help those who are particularly vulnerable. We receive many letters of appreciation and verbal feedback from our clients thanking us for the help they received. In addition to resolving problems, many clients tell us we have helped them to increase their income and improve their well-being and health and assisted them with financial capability.

Throughout the pandemic our advisers have been working tirelessly to assist clients. We have increased our telephone and webchat capacity and our advisers are currently offering telephone appointments.

We are currently able to offer drop in sessions at Mablethorpe and Sutton on Sea and, following government guidance, we hope to offer face to face appointments for our most vulnerable clients soon.

Charity registration number 1099145. Company limited by guarantee. Registered number 4740511 England.  
Authorised and regulated by the Financial Conduct Authority FRN: 617595.  
Registered office: Guildhall, Marshall's Yard, Gainsborough, Lincolnshire, DN21 2NA.

Residents can contact us on the following numbers for advice:

Adviceline: 0808 278 7904 (Mon-Fri, 9am-5pm) (Freephone)

Provides a first point of contact for information and guidance on a wide range of matters and can offer more in-depth advice (e.g. debt or welfare benefits).

Consumer service: 0808 223 1133 (Mon-Fri, 9am-5pm) (Freephone) Advice on issues with goods and services

Help to Claim (Universal Credit support): 0800 144 8 444 (Mon-Fri, 8am-6pm) (Freephone)

We can support you to make a new claim for Universal Credit, from opening your account to receiving your first full payment.

Get help with online scams: 0808 250 5050 (Mon-Fri, 9am-5pm) (Freephone)

Polish Helpline: 03444 847 6128

Webchat: <https://www.citizensadvice.org.uk> (Mon-Fri, 10am-4pm)

Residents can also make a referral to our service via our website at [www.citizensadvice.org.uk/lindsey](http://www.citizensadvice.org.uk/lindsey)

If you require any further information about Citizens Advice Lindsey or its services please do not hesitate to contact us on the above telephone number.

Thank you in anticipation of your kind consideration.

Yours sincerely

*Jenny Barnett*

Jenny Barnett  
CEO

Dear Parish Clerk,

I am writing to inform you of some consultation that the Council is currently undertaking on a matter which, if implemented will have a direct impact on your area.

The number of people living in private rented accommodation in West Lindsey has almost doubled since 2011 and since 2016 significant action has been taken to tackle poor housing standards and management of homes under the Selective Licensing scheme for private rented properties. The previous scheme was restricted to a small part of Gainsborough South West ward and now the council wants to expand this area to cover the wards of Gainsborough North, Hemswell, Market Rasen and Wold View.

The plans would require every private rented property in these areas to be licensed and when licensed to comply with conditions that help to improve the property management and condition. The landlord of each property would be required to pay a fee for this licence and the Council will then seek to ensure that they are compliant with the terms of it. The previous scheme in Gainsborough South west ward has enabled the Council to quickly improve property conditions and ensure that properties are better managed.

We really want to hear the views of West Lindsey's residents on these proposals and we are hoping that Parish and Town Councils and Parish meetings can help us by doing the following:

- Sharing this information with the members of your council or meeting and via any local mailing lists or communications and encourage them to attend one of the online information sessions.
- Considering the information and completing the [survey](#) that can be found via this link [Selective Licensing Consultation 2022 | West Lindsey District Council \(west-lindsey.gov.uk\)](#)
- Asking members of your group to attend the online event we are holding for Parish Councils that can be found <https://www.eventbrite.co.uk/o/west-lindsey-district-council-39760246013> The sessions for Parish and Town Councils are on the 1<sup>st</sup> and 3<sup>rd</sup> of March. There is no limit to the number of your group members that can attend. There are also sessions for members of the public that can be found on the same link and are on different days.
- Sharing any posts that West Lindsey do on social media to raise awareness of the consultation.

If you have any questions on the above, please contact me directly or e mail [selectivelicensing@west-lindsey.gov.uk](mailto:selectivelicensing@west-lindsey.gov.uk)

Thank you for your assistance on this matter.

Yours Sincerely

**Andy Gray**

Housing and Environmental Enforcement Manager

Works required to the Old Police station wall adjoining a residential property

Full Council 09/02/2022

Community Manager

### **Background**

The resident of an adjoining property raised concerns about the structural condition and safety of the wall between his property and the Old Police Station. Market Rasen Town Council are the owners of The Old Police Station, and the wall.

Further to the concerns raised the Maintenance Operative for the Town Council carried out a site inspection in early December 2021. The findings at the times were as follows:

It was in the opinion of the Town Council Maintenance Operative that the wall is structurally sound and therefore raised no health and safety concerns. There was some brick damage from the frost, so some repointing/replacement brickwork was required. The responsibility of the brickwork lay with Market Rasen Town Council as the owners. The resident was concerned about white paint on the side of the wall facing his property, which he would like removed. This paint was not applied by the Town Council, so it is assumed that it was applied by the former homeowner.

At the time this matter having non been deemed urgent was scheduled for consideration at the next available properties committee.

Further to the above report, the resident raised further concerns regarding the wall on the 24<sup>th</sup> January 2022, following a near miss incident involving falling mortar.

The Maintenance Operative for the Town Council carried out a second site inspection and the findings are as follows:

It is in now the opinion of the Town Council Maintenance Operative that the wall is structurally unsafe, the condition of the wall has deteriorated, and this raises health and safety reservations, the below action is required:

- Remove all self seeding plants from wall
- Repoint complete wall approximately 60 square metres
- Replace broken bricks low level 15 to 20
- Rebed lose capping stones

Three Contractors have visited site to view the work. It is in the Contractors'/Town Council Maintenance Operative's opinion than rather than knocking down and rebuilding the single skin section of wall, it would be cheaper and quicker to put in two concrete posts and two fence panels. We can then use the reclaimed bricks on the main wall for repairs. Please see photos.

The resident was in complete agreement with the above recommendations.

It should be noted that the removal of some or all of the white paint will be necessary to assess condition and carry out repairs.

Works required to the Old Police station wall adjoining a residential property

Full Council 09/02/2022

Community Manager

**Officer Recommendation:**

**Due to the urgent nature and the health and safety risk**

Delegation of authority to the Clerk, to approve necessary expenditure for a specialist to carry out the above work to make the wall safe. The Clerk having first obtained at least 2 quotes for the repairs, in order that best value is obtained.





Items provided by W.L.D.C Welcome back fund.

55" Digital Double Sided Screen for advertising plug and play no network \* **NOW 2x single wall mounted screens**

Covering of seating area in Market Place

2 ARM standard hanging basket

4 ARM standard hanging basket

Plant containers 3X Tier and 8x Square

Banner Stand x 2

Additional Seating x 3 Lowther

3 Freestanding Bins in Black and Gold

1x Dog Litter Bin

2 Bins on post,

Christmas Light Show (Tree)

Plus, Items for Mill Road Playing Field including installation/matting

Double Slalom Skier - Green/Grey

Sky Stepper - Green/Grey

Arm & Pedal Bicycle - Green/Grey

Disabled Arm & Pedal Bike - Green/Grey

Adopting as council assets includes taking on insurance / maintenance costs and responsibilities.





#### **AGENDA ITEM REQUEST GUIDANCE FORM-**

**Please note requests can be submitted in any written format, however the use of this form ensures all relevant information is provided.**

Please email to [townclerk@marketrasentc.co.uk](mailto:townclerk@marketrasentc.co.uk) ,  
where information is not known please leave blank.

#### **INSERT THE DATE OF MEETING:**

**9<sup>th</sup> February 2022**

**AGENDA ITEM:** Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Cllrs to do. "To consider..." "To note..." "To review..." "To resolve..."

#### **Co-Option**

**To Consider** the introduction of a set Council Co-option policy including:

The submission of, and circulation to members of, an Expressions of Interest form (as currently used)  
Wherever possible attendance of the applicant at the meeting at which co-option is to take place to allow for a brief supporting statement and councillor questions. (Where attendance is not possible the opportunity to submit a further written statement supporting the application.)  
That all applications are to be considered equally and in line with this policy.

**BACKGROUND INFORMATION:** Insert as much information as possible so that Cllrs have the detail that they need in order to make an informed decision.

#### **LEGAL POWER:**

Local Elections (Parishes and Communities) (England and Wales) Rules 2006, S1  
Local Govt Act 1972, Sch12, Para 39.

**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: Presentation of the Mayors Charity Fund, Presentation of the Diana Princess of Wales Community Award, 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.***

Some examples of other possible formats are : Brief verbal updates from representatives of Town, District & County Councillors ( If available ) updates/ presentations from officers or Executive Members of District & County Council's on matters of current interest / contention . A short formal element of meeting for minutes / public forum followed or proceeded by a less formal element.

**The meeting must be between 1<sup>st</sup> March and 1<sup>st</sup> June and cannot start before 6pm.**

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.

**ANNUAL REPORT**

***This is not a legal requirement*** but can be a useful tool to communicate the Town Council's activity over the past year and plans for the upcoming year. In the Clerk's experience these are generally left behind after the meeting and do not contain any information that the public could not find for themselves if they wished to. It was RESOLVED in 2019 to reformat this to a much shorter 2 sides of A4

**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.**