



MINUTES of the Full Council Meeting held on Wednesday 12th 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 apologies 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 8th, 2021.

It was RESOLVED to approve the draft minutes of the last meeting, held on, December 8th, 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
Sub totals			£318.31	£107.48	£66.30	£492.09
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
Sub totals			£118.25	£8,569.31	£5,776.60	£43,490.56
	Payment Totals		£1,616.56	£10,573.35	£6,046.74	£47,263.05

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

Jubilee Weekend

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

Christmas Market Sat Dec 10th

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

Signed.....
09/02/2022

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			
	Expenditure:						
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
	TOTAL EXPEND.	149800	154352	179590	85840	176277	188,687.81
	INCOME:						
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
	TOTAL INCOME	46668	36777	47808	29065	47477	50,300.00
	Expenditure-Income	103132	117575	131782	56775	128800	138,387.81
1900	Precept	128923	128923	129496			138,387.81
	Financed from Reserves	-25791	-11348	2286			0.00

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.