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MINUTES of the Full Council Meeting held on Wednesday 9th February 2022 at 7pm 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 A. Dale, Councillor F. Easters, Councillor M. Hassan, Councillor J. Pilley, Councillor J. Smith, Councillor N. Taylor

In Attendance:

Lucy Waller – Town Clerk & R.F.O
A representative of the Rasen Mail

The meeting opened at 19:01

1. Opening remarks.

The Chairman welcomed all present to the meeting.

2. To NOTE apologies for absence and to RESOLVE to approve the reasons for absence.

It was RESOLVED to approve the reasons for apologies from Councillor P. Harrold and Councillor C. Turner.

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

3. Public Participation (max 20 minutes)

A query was raised regarding the placement of flags on the pavement. It was highlighted that this was not a Town Council matter but that it was not permissible to place objects that blocked the pavement.

4. To receive any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests. Members may make any declarations of interest at this point but may also make them again at any time during the course of the meeting.

Councillor Bunney declared a pecuniary interest in regard to payment TP83 at item 10.

5. To RESOLVE to approve the draft minutes of the last meeting, held on January 12th, 2022.

It was RESOLVED to approve the draft minutes of the last meeting, held on, January 12th, 2022, as a correct record.

6. **Committee Minutes – To NOTE the draft minutes of the Finance Committee held on the 26th January 2022, including noting the completion and approval of the review of the effectiveness of the system of internal control.**
Members noted the draft minutes.

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

Members noted the report. It was highlighted that the Jubilee grant had now been applied for and that the Clerk was awaiting further information regarding bespoke training.

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

Members noted a verbal report from Councillor Bunney including an update on the previously highlighted potentially dangerous highways junctions. It was noted the junctions would be accessed in the next financial year.

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

Members noted the officer's reports including the finance report.

10. **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 February 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 OPS		£224.00		£224.00
DD	Crown	Gas OPS - to be partially recharged		£245.66	£49.14	£294.80
DD	Crown	Gas FH	£468.71		£93.74	£562.45
DD	Total	Electricity OPS		£22.30	£1.12	£23.42
DD	Total	Electricity FH	£144.56		£7.23	£151.79
DD	Total	Electricity MP		£11.01	£0.55	£11.56
DD	Total Connect	Electricity Office		£111.32	£5.57	£116.89
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£498.34		£498.34
DD	BT	Telephone/ Broadband		£49.20	£9.84	£59.04
Sub totals			£676.10	£1,404.13	£169.69	£2,299.12

Payments for Authorisation by Full Council (Authorised for electronic payment where required)						
UTB25-30	Payroll x 6	Salaries January 2022		£5,903.64		£5,903.64
UTB31	HMRC	PAYE/NI etc		£1,401.64		£1,401.64
UTB32	Lincoln Web Design	Mailboxes, laptop leases x 3, various set ups		£476.00		£476.00
UTB34	BIG DUG	Rough terrain pallet truck (Marketplace improvements reserve)		£1,481.48	£296.30	£1,777.78
UTB35	Amazon (Various)	Stationary and safety signage		£296.42	£60.74	£357.16
UTB36	shaun Reynolds catering Engineering	Gas Safety certificate / cookers service	£220.00		£44.00	£264.00
UTB37	Pestcotek	Mole inspections December		£100.00	£20.00	£120.00
UTB38	Microshade VSM	Citrix hosting 1 month		£85.80	£17.10	£102.60
UTB39	Sparkle	Office cleaning DEC		£100.00		£100.00
UTB40	Playsafety Ltd.	ROSPA safety reports		£450.00	£90.00	£540.00
UTB41	Jet Tech	Pre agreed drainage repair work office/committee room		£3,250.00	£650.00	£3,900.00
UTB42	Jet Tech	additional drainage repair work required office/committee room		£400.00	£80.00	£480.00
UTB43	Equip	PPE		£78.08	£15.62	£93.70
UTB44	Amberol	15 Planters		£4,554.30	£910.86	£5,465.16
UTB45	WLDC	Repay grant paid in error		£2,667.00		£2,667.00
UTB47	Equip	various		£91.99	£18.40	£110.39
UTB48	Rasen Appliance	Replacement Hoover part		£10.80	£2.15	£12.95
UTB49	Churches Fire	Churches Fire		718.84	143.77	862.61
UTB50	EE	Mobile Phones (Unable to pay by direct debit)		£153.86	£30.77	£184.63
UTB51-53	Festival Hall refunds	3x deposit @£50	£150.00			150
Sub totals			£220.00	£13,544.98	£2,379.71	£24,969.26
	Payment Totals		£896.10	£14,949.11	£2,549.40	£27,268.38
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) 9th February						
Ref	Payee	Description	Total			
			£			
TP 83	S . Bunney	Expenses	140.05			
Total Expenditure			£140.05			
Total Transferred to refund MRTC			£140.05			

11. **To consider a request for a donation received from the Citizens Advice Lindsey in the financial year 2022-2023 and RESOLVE any action. (*Expenditure under LGA 1972 s142(2a)*)**

It was RESOLVED to donate £150 to Citizens Advice Lindsey in the financial year 2022-2023.

Action point –Clerk to arrange donation in April 2022

12. **To NOTE correspondence received regarding West Lindsey District Council Private Rented Sector - Selective Licensing Consultation and to RESOLVE any action.**

Members noted the correspondence and following discussion it was RESOLVED that interested councillors attend the parish and town council information session and respond to the consultation.

13. **To NOTE the officer report and RESOLVE to authorise expenditure in relation to the repairs to the wall at the Old Police Station adjacent to a residential property. (*Expenditure under LGA 1972 s111*)**

Members noted the report, and it was RESOLVED to delegate power to the Clerk to authorise any necessary expenditure required to make the wall safe.

Action point –Clerk to approve expenditure, Community Manager to arrange works.

14. **To RESOLVE to delegate to the Clerk to identify and enter into the best value Gas supply contracts available in time for the end of the current contract in late March 2022. (Allowing that this is likely to be far more than the current budget provision, judging by early indications.) (*Expenditure under LGA 1972 s111*)**

The above RESOLUTION was passed.

Action point –Clerk to arrange gas contract

15. **To RESOLVE to adopt as Market Rasen Town Council assets the various items donated to the town via the West Lindsey District Council Welcome Back Fund.**

The above RESOLUTION was passed.

16. **Proposed by Councillor J. Pilley that the Council 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.**

It was RESOLVED that a draft policy be presented to the next meeting for adoption.

Action point –Clerk to draft policy

17. **To APPOINT members to committee vacancies:**

1 vacancy Properties Committee.

1 vacancy Planning Committee.

It was RESOLVED to appoint Councillor J. Smith to the Properties Committee. It was RESOLVED to alter the terms of reference of the Planning Committee to increase membership to 6 councillors and appoint Councillors A. Dale and Councillors F. Easters to the committee.

18. **To CONSIDER the date, time, and format of the Annual Town Meeting and to NOTE as previously resolved a reduced annual report format will be used.**

It was requested that members feedback ideas for the format to the Clerk in preparation for a resolution at the next meeting.

19. **To RESOLVE to continue to encourage the Walkers are Welcome scheme in Market Rasen.**

It was RESOLVED to continue to encourage the Walkers are Welcome scheme in Market Rasen, which is led by a community group.

20. **To NOTE an update on events for 2022.**

Members noted updates on the planned Jubilee events and the launch of additional blue plaques by the Wolds Women of Influence project.

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

Confirmation of the date and format of the town meeting.

22. **Risk Management. – To include decision on the venue of the next meeting of Full Council following new information received. (Easing of Covid-19 restrictions.)**

It was RESOLVED to hold the next meeting in the Committee Room.

23. **To RESOLVE that under the public bodies (admission to meetings) act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

The above RESOLUTION was passed.

The public and press left the meeting 20:22

24. **To consider proposals relating to the leasing of the former Council offices area of the Old Police station and to RESOLVE any action.**

Members noted the confidential report, and it was RESOLVED to accept the proposals contained within the report.

Action point – Community Manager to arrange leases and any works required prior to occupation by tenants

The meeting closed at 20:32

Action Log

Action Point	Owner	Notes	Status
Full Council 7th April 2021			
<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>	Environmental group	Environment Committee/ Working group to consider.	Outstanding
Full Council 13th October			
<i>Environmental group once formed to consider dog fouling solutions.</i>	Environmental group	Environment Committee/ Working group to consider.	Outstanding
Full Council 8th December 2021			
<i>Clerk to investigate bespoke training.</i>	Clerk	Query raised with LALC	In progress
Full Council 9th February 2022			
<i>Citizens Advice Lindsey £150 donation to be made April 2022</i>	Clerk		In progress
<i>OPS Wall, works to be arranged</i>	Community manager	1 estimate received awaiting additional estimate / quote	In progress
<i>Gas contract to be arranged</i>	Clerk		Completed
<i>Draft co-option policy to be presented to next meeting</i>	Clerk	on agenda	Completed
<i>OPS- arrange maintenance & legal works required.</i>	Community manager		In Progress



Clerk's report March 2022

Co-option:

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

Market Place Purchase:

There will be a verbal update on the Market Place purchase.

Upcoming Properties Committee Meeting:

There will be a Properties Committee meeting on the 22nd March at 11am.

Correspondence from a Hall Hirer:

Correspondence addressed to the Council from a hall hirer was received in relation to the increases to hall hire. As the fees have been decided and council cannot now change them within 6 months, staff were able to assist the hirer to reduce the fees by removing the necessity to pay for catering equipment through the provision of a free of charge community use mugs/spoons etc box (suitable for those only wishing to make hot drinks). This is made up of odd mugs that were due to be disposed of. The hirer is happy with the outcome and is continuing with their booking. If any Councillors would like sight of the letter, please let the Clerk know.

Gas Contract:

Following receipt of more than 10 quotes the best value was found to be SSE via the charities buying group. A 3-year fixed contract was entered into. It is estimated this will result in an overspend of £2000-£3000 against the current budget, however this was the best value that could be obtained in the current economic climate.

Finance Report:

Finance Report as at 28/02/2022 below:

FINANCIAL REPORT as at		28/02/2022	
CASH BOOK			
Balance Brought forward			
Current Account		35,498.28	
Savings Account		257,788.79	
Town Partnership*		4,373.91	
		297,660.98	
Add - Income			
Current Account		28,137.50	
Savings Account		0.00	
Town Partnership*		0.00	
		28,137.50	
			325,798.48
Less - Expenditure			
Current Account		25,256.74	
Savings Account		25,050.00	
Town Partnership*		140.05	
		50,446.79	
Balance Carried Forward			275,351.69

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

BANK BALANCES as at		28/02/2022	
Current Account per Statement		38,404.04	
plus- receipts not cleared		0.00	
less - Outstanding Cheques		25.00	
		38,379.04	
Savings Account per Statement		232,738.79	
plus - receipts not cleared		0.00	
less - Outstanding Cheques		0.00	
		232,738.79	
Town Partnership Account per Statement		4,233.86	
plus - receipts not cleared		0.00	
less - Outstanding Cheques		0.00	
		4,233.86	
TOTAL COUNCIL FUNDS AS AT	28/02/2022		275,351.69

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE		275,351.69
GENERAL RESERVE	54,575.00	
EAR MARKED RESERVES		
Open spaces	£1,278.36	
Market Place	£140,766.76	
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	168,786.46	
* Additional £45,000 owed from S106		
RUNNING FUNDS	47,756.37	
(Discounting Town Partnership funds)		



Community Managers Report - March 2022

Festival Hall Roof

There has been a delay in receiving the warranty and contacts due to staff sickness. This is still being finalised with the manufacturer and should be with the Council soon. Our Project Manager continues to chase this.

Annual Servicing – Updates

- Fire Extinguishers have been serviced in all properties.
- Fire Intruder Alarm at the Council Offices has been serviced.
- Festival Hall Boilers will be serviced on the 11th March 2022.

Festival Hall Bookings

Bookings continue to be gratefully received. Further to the new charges from April, one hirer has left the Festival Hall.

A monthly What's On for March will be sent out on the 3rd March. In future the monthly What's On will go out towards the end of each month. The Assistant Clerk is arranging this work.

A community box in the Festival Hall kitchen is being arranged, to include mix and match crockery/cutlery. This will be available for community hire/groups only.

I have a meeting arranged with the new Cultural Event and Marketing Officer from West Lindsey District Council this month. Part of the Officers role is showcasing all the events within the district to encourage attendance and to demonstrate that we are an eventful district, as well as building lasting relationships with local organisations.

Festival Hall Fire Audit & Review of the Fire Risk Assessment

Following the fire audit and the review of the Fire Risk Assessment, the following is being actioned:

- More fire signage has been ordered, some already delivered.
- A site meeting has been held with a contractor on a new fire alarm system.
- Fire/Health and Safety Training is being investigated.
- An electronic Fire Drill form is being set up.

A report will be presented to the Properties Committee on 22nd March, further to the Fire Audit recommendations.

Legionella

Legionella testing to be put in place for the Festival Hall in the upcoming weeks, but before the 30th April 2022.

Lloyds Mobile Bank

Upcoming dates of the Lloyds Mobile Bank are the 11th & 25th March 2022.

These dates have been published. A new notice will be produced towards the end of this month for April.

Market

The Environment Agency are due to have a stand on the Market on Friday 11th March 2022.

West Lindsey District Council will be having a stand on the Market on Tuesday 15th March, for Selective Licensing Consultation (please see statement below from West Lindsey District Council).

“West Lindsey District Council are currently consulting on proposals that may mean that every private rented property in the Market Rasen area would need to be licenced and to meet certain standards. You can find out more about this and fill out the survey to give your views here www.west-lindsey.gov.uk/selectivelicensing2022 Officers will also be attending the Market Rasen market on Tuesday 15th March if you want to find out more”

We will help to promote both events.

Playing Fields

Work highlighted in the ROSPA Playing Field ROSPA has started. Progress report to be presented to the Properties Committee on 22nd March 2022.

New fitness equipment is due to be installed in Mill Road Playing Field on 3rd/4th March 2022. Mill Road Playing Field electronic form will be updated following this installation.

Tree Survey

The diseased tree at Bell Playing Field will be removed from site on the 22nd April 2022. We received confirmation that the felling licence is down to the Contractor and not Market Rasen Town Council.

Training

Staff training is being investigated and a training schedule we will be put together for each member of staff.

Background:

In June 2021 MRTC resolved to support the new local Youth Club by providing the Festival Hall for sessions at a cost of £10 per session (the £10 to be a contribution to utilities and cleaning costs). This was agreed for the financial year 2021/2022.

It is now required that the council review this and resolve if this support will continue in 2022/2023.

Key points of note:

- The Council's three-year strategy 2020 – 2023 includes the continued support of a youth club.
- In line with new charges for 2022/2023 each Youth Club booking would be charged at £50 or £100 if catering/kitchen facilities were used. (Booking 6.30pm-9pm)
- There have unfortunately been occasional reports of damage after the Youth Club and more time than usual is required by staff to clean up following each booking.

Recommendation(s):

- As MRTC are committed to supporting a Youth Club that this continues.

Decisions Required: level of support to be provided to the Youth group in 2022/2023

Name of Organisation	Lincoln & Lindsey Blind Society										
Address	Bradbury House Ramsgate Louth LN11 0NB										
Contact Details	Mandy Johnson Telephone 01507 605604 Email mandy@llbs.co.uk										
Amount of Grant Aid Required	<p>£500</p> <p>The overall cost of the project for one year is £31050</p> <p>Breakdown –</p> <table> <tr> <td>Volunteer Recruitment - £250 per quarter for advertising & 50 volunteer DBS @£5 each</td> <td>1250</td> </tr> <tr> <td>Training - £150 each x 50 vols</td> <td>7500</td> </tr> <tr> <td>Travel – 20 miles x 0.45p per mile x 50 vols x 44 weeks per year</td> <td>19800</td> </tr> <tr> <td>Stationery - £50 x 50 vols</td> <td>2500</td> </tr> <tr> <td>Total</td> <td>31050</td> </tr> </table>	Volunteer Recruitment - £250 per quarter for advertising & 50 volunteer DBS @£5 each	1250	Training - £150 each x 50 vols	7500	Travel – 20 miles x 0.45p per mile x 50 vols x 44 weeks per year	19800	Stationery - £50 x 50 vols	2500	Total	31050
Volunteer Recruitment - £250 per quarter for advertising & 50 volunteer DBS @£5 each	1250										
Training - £150 each x 50 vols	7500										
Travel – 20 miles x 0.45p per mile x 50 vols x 44 weeks per year	19800										
Stationery - £50 x 50 vols	2500										
Total	31050										
Purpose of Grant Aid	<p>The project will provide a befriending service for visually impaired people to help improve mental health, we presently work with 39 clients in the Market Rasen area.</p> <p>Volunteer befrienders will be recruited, trained, and carefully matched with a visually impaired person who shares the same interests.</p> <p>The volunteers will make contact by telephone as a stepping-stone until the visually impaired person feels confident enough to venture out together.</p> <p>The volunteers will encourage and help visually impaired people get out and about and provide a discreet monitoring service to signpost, alert and refer to other services that may be needed.</p> <p>Volunteers will support and enable visually impaired people to access and enjoy local groups and activities they choose for themselves, and to regain the confidence to take part in their community again.</p> <p>Volunteers will help visually impaired people keep physically active by undertaking regular physical or social activities; maintaining independence through increased opportunities to get out of the house, improving mental health and well-being as a result of increasing social networks and building new relationships with a diverse range of people in community settings.</p>										

	<p>Participants will be able to report benefits such as companionship and reductions in negative feelings, experience increased independence and community inclusion.</p> <p>They will build or retain personal and community relationships and improve mental health, reduce depression and gain confidence to make informed choices on services available.</p> <p>The most important outcomes the grant will enable us to achieve are that project users and volunteers will report that by using the Service, their quality of life will be improved, they will feel part of society again, by being supported to take part in activities we will help them become less stressed and much happier.</p> <p>This is a long-term project, so we will ensure that once project users have been encouraged to take part in activities, we will be there to help maintain their confidence to continue.</p>
Has funding been sought elsewhere?	<p>Received - £8497 from Community Asset Funding, £10,000 from Mental Health Wave 11 Funding.</p> <p>Applied for £4968 from the Hedley Foundation and £5000 from the Coastal Communities Challenge.</p> <p>We will also be sending applications to other Town and Parish Councils.</p>
Any other comments in support of your application (Please continue on another sheet if necessary)	<p>One volunteer befriender said “Daily I see people who are confined to a life of social isolation. They are limited by their lack of sight, illness, long-term conditions, frailty or lack of support, they are a forgotten generation of lonely people, people who can go a whole week without seeing or speaking to another soul.</p> <p>I have seen first-hand how much difference half an hour spent in warm conversation, a trip out or a five-minute phone call can make.....how their face lights up when the doorbell sounds and how different life feels when you have the next visit to look forward to.</p> <p>What I didn’t take into account was what a difference that small sacrifice of time would make to my own life.....and it was truly a revelation. Through my befriending with LLBS I have been amazed, inspired, heartened and rewarded a hundredfold. I have a real feeling of satisfaction and fulfilment that I am actually making a real difference to someone who really deserves it.”</p> <p>One client said” It is very easy as a non-sighted person to fall into a life of solitary existence. Socializing can be very daunting and it takes a lot of confidence which is not always easy after such a life-changing diagnosis. I got a befriender through LLBS who told me about a local weekly social group. I was a bit apprehensive at first but as a result of those meetings I have found some good friends and we’ve set up a new ten-pin bowling group that’s going really well. My befriender visits me</p>

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	26,535	124,092	150,627	489,125
Activities for generating funds	3	1,628	0	1,628	1,470
Investment income	4	6,033	0	6,033	4,313
Incoming resources from charitable activities					
Activities in furtherance of the charity's objects	5	22,907	205	23,112	48,163
Total Incoming Resources		57,103	124,297	181,400	543,071
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	6	13,505		13,505	14,086
Charitable activities					
Activities in furtherance of the charity's objects	7	159,039	135,409	294,448	324,454
Governance costs	11	6,899		6,899	6,582
Total Resources Expended		179,443	135,409	314,852	345,122
NET INCOMING/(OUTGOING) RESOURCES					
		-122,340	-11,112	-133,452	197,949
Other recognised gains/losses					
Realised gains/losses on sale of fixed asset investments		14,383	0	14,383	-8,334
Net movement in funds		-107,957	-11,112	-119,069	189,615
RECONCILIATION OF FUNDS					
Total funds brought forward		516,094	145,160	661,254	471,639
Transfer Restricted Fixed Assets		15,437	-15,437	0	0
TOTAL FUNDS CARRIED FORWARD		423,574	118,611	542,185	661,254

BALANCE SHEET
AT 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
FIXED ASSET					
Tangible Assets	17	162,917	0	162,917	153,054
Investments	18	237,891	88,431	326,322	387,577
		400,808	88,431	489,239	540,631
CURRENT ASSETS					
Stocks		10,138	0	10,138	10,315
Debtors & Payments in Advance	19	6,329	0	6,329	22,248
Cash at Bank		20,357	30,180	50,537	109,489
		36,824	30,180	67,004	142,052
CREDITORS					
Amounts falling due within one year	20	14,058	0	14,058	21,429
		14,058	0	14,058	21,429
NET CURRENT ASSETS		22,766	30,180	52,946	120,623
TOTAL ASSETS LESS CURRENT LIABILITIES		423,574	118,611	542,185	661,254
NET ASSETS		423,574	118,611	542,185	661,254
FUNDS					
Unrestricted funds	21			423,574	516,094
Restricted funds				118,611	145,160
TOTAL FUNDS				542,185	661,254

Initial EMR for setting up year accounts - these can be varied at any point in the year.

EAR MARKED RESERVES		28th feb 2022	Suggested initial 2022/2023	notes
Open spaces		£1,278.36	£1,278.36	remainder for future use or return to general funds
Market Place		£140,766.76	£140,766.76	(less any expenditure before year end)
Old Police Station		£0.00	£0.00	No longer required
Festival Hall		£11,434.28	£11,434.28	to be retained for any future repairs (or released to general funds)
Wolds Women		£1,770.59	£1,770.59	Grant funds to be used by Wolds Women
Play Parks		£10,000.00	£13,500.00	£3500 unspent included in 21/22 budget to EMR
Buildings contingency		£2,500.00	£7,500.00	suggested £5000 from year end surplus if available *
Marquee Lining		£55.00	£0.00	exces to be returned to general funds
CIL		£698.97	£698.97	Has to remain EMR untill spent
Christmas Lights		£282.50	£282.50	Grant funding needs to be spent on Christmas lights
Elections		£0.00	£500.00	500 unspent from 21/22 budget to start EMR
	TOTAL EMR	168,786.46	£177,731.46	

* Year end surplus can not be confirmed until 01/04/2022

Market Rasen Traffic Restriction Orders

March 2022

Lincolnshire County Council Highways Department are responsible for implementing Traffic Restriction Orders. There is a specific department headed up by Jeanne Gibson. Lincolnshire Road Safety Project also has an input – this service is headed up by Stephen Batchelor.

Some of the orders require approval by LCC Planning Committee.

There is currently a backlog of 200 approximately projects – which will take 2 to 3 years to work through. New projects are submitted as fast as projects are completed.

Jeanne Gibson advises that a community submits a multi detailed project rather than a series of separate ones. LCC is using external consultants to assess these large projects in a hope to speed up delivery.

NB There is a separate budget for Traffic Restriction Work – the money as currently legislated can not be used to improve and repair roads or pavements.

Market Rasen Projects

1. A 20-mph speed restriction throughout the built-up area of the wider residential town – includes those sections of Middle Rasen attached to the parish of Market Rasen.
2. Backed up by rumble strips on Dear Street, Union Street, Waterloo Street and Church Street.
3. Mandatory 20mph School Safety Zones outside De Aston School and Market Rasen CofE primary School.
4. Place Battery Speed Indication Devices [SID] backing plates along Waterloo Street and Union Street.
5. A thorough review and repainting of road markings, yellow lines etc. throughout the town.
6. Pedestrian Safety barriers/bollards along the Northern Pavements on the A631 opposite The Sports Centre and also in front of the King Street Terraced Cottages.
7. Reinforce the weight [and size?] limit along George Street and Caistor Road. Large Traffic needs to use the longer route of Gallamore Lane and Gainsborough Road. The river bridge, width of George Street and the tight Queen Street junction are not suitable for large vehicles. This restriction should include Stage Coach Service Busses as well as privately operated vehicles.
8. *Close Market Place entrance off George Street – using bollards to allow emergency vehicle access.* **Town Council**
9. Prohibit Day Time [9am to 5pm] deliveries/collections along Queen Street – Boots, Advocate, McColls, Auction Rooms, Bistro
10. Prohibit Twilight & Evening Parking outside Takeaways on Queen Street and King Street – interrupts traffic flow – also issues when vehicles are pulled up on the pavement.
11. Double Yellow Lines parking Restrictions along the road going through the Gallamore Lane Industrial estate
12. Create a disability parking space on Union Street outside Focus Ability - Business and Town Council requested/approved

De Aston School

1. Move the 30mph sign out as agreed.
2. Lobby for a mandatory 20mph School Safety Zone
3. *Replace the battery-operated Speed Indication Devices [SIDs] with solar models. Will require two new poles to be installed.* **Town Council**
4. Move the inward bound sign to the paying field side of Crane Bridge. The outward sign may need to be relocated nearer to the school.
5. Place bollards/stones along the verge approaching Crane Bridge to stop it being used as a car park/turning circle.
6. Incorporate this into School Travel Plan.

Primary School

1. Incorporate into the Travel Plan
2. Work with the Governors to lobby for a school crossing patrol on Kilnwell Road.
3. Lobby for a mandatory 20mph School Safety Zone
4. Place new signage outside the school encouraging Park and Stride – using Sports Centre as well as existing car parks.

Stephen Bunney
March 2022

**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 ,
where information is not known please leave blank.

INSERT THE DATE OF MEETING:

9/3/22

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..."

To consider the appointment of a Town Crier .

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

Many towns have Town Criers, including Mablethorpe. This is a voluntary position. The role of a Town Crier is to announce important events, openings etc, and also to promote the Town in a colourful way. Mablethorpe Town Crier made over 300 appearances in 2019.

I feel this would be very helpful in promoting Market Rasen

BACKGROUND DOCUMENTS: Insert names of documents to be sent out with the meeting papers, if any.
(These papers must be submitted with this form)



COSTS: Insert detail of costs associated with the decision that you are asking the council to make. Remember that there may be indirect costs such as officer time or VAT which cannot be reclaimed.

Not known – uniform only. *(See attached brochure for guidance)*

BUDGET: Detail which budget line the expenditure is to be made from.
Cost of uniform – to be researched.

LEGAL POWER: *(any expenditure under LGA 1972 s144)*



Town Crier Liveries

Town Criers are asked to appear at local civic events, charity functions and major national events too. Many town criers also help local businesses and other organisations to promote special events.

From Medieval times, the Town Crier has been a primary means of news communication with the townsfolk. Royal proclamations, local bylaws, market days, adverts and newsworthy events were all proclaimed by the town crier.

With the long past of tradition and heritage of the 17th Century style Uniforms & Town Crier Liveries, Michaels are pleased to have a team of experienced seamstresses and tailors to make a bespoke but traditional Town Crier Livery that's tailored for the Town Crier.

Town Crier Liveries are worn for long periods of time and have to be comfortable in all weathers. Over the years, Michaels have worked closely with Town Criers from the UK and around the world and have a selection of fabrics and designs that are suitable for the Crier.

Keeping the traditional style, every Town Crier requires a different and bespoke livery to both reflect their own personal history and also the history of the area they are representing.

Michaels design team will help you create a totally unique livery.





Design 1 - £4,322.50

Bespoke Town Crier Livery made from heavy duty merino (Doeskin) wool.

Included:

- Bespoke Jacket + Gold or Silver Braid
 - Double Cape
 - Hand Embroidered Coat of Arms
 - Waistcoat + Gold or Silver Braid
 - Panama Wool Breeches + Gold or Silver Braid
 - Gold or Silver Buttons
 - Tricorn Hat & Braided Edge
 - Fake Ostrich Plumes
 - Laced Sleeves
 - Laced Jabot (Around Neck)
 - 2 x Over Knee Socks
 - Matching Scroll Pennant
 - White Ceremonial Gloves
- Fully Bespoke & Tailored

Design 2 - £3,950.00

Bespoke Town Crier Livery made from heavy duty merino (Doeskin) wool.

Included:

- Bespoke Jacket + Gold or Silver Braid
 - Single Cape
 - Hand Embroidered Coat of Arms
 - Waistcoat + Gold or Silver Braid
 - Panama Wool Breeches + Gold or Silver Braid
 - Gold or Silver Buttons
 - Tricorn Hat & Braided Edge
 - Laced Sleeves
 - Laced Jabot (Around Neck)
 - 2 x Over Knee Socks
 - Matching Scroll Pennant
 - White Ceremonial Gloves
- Fully Bespoke & Tailored





Design 3 - £3,278.50

Bespoke Town Crier Livery made from heavy duty merino (Melton) wool.

Included:

- Bespoke Jacket + Gold or Silver Braid
 - Double Cape
 - Hand Embroidered Coat of Arms
 - Waistcoat + Gold or Silver Braid
 - Panama Wool Breeches + Gold or Silver Braid
 - Gold or Silver Buttons
 - Tricorn Hat & Braided Edge
 - Fake Ostrich Plumes
 - Laced Sleeves
 - Laced Jabot (Around Neck)
 - 2 x Over Knee Socks
 - White Ceremonial Gloves
- Fully Bespoke & Tailored

Design 4 - £2,762.50

Bespoke Town Crier Livery made from Panama Wool .

Included:

- Bespoke Jacket + Gold or Silver Braid
 - Single Cape
 - Hand Embroidered Coat of Arms
 - Waistcoat + Gold or Silver Braid
 - Panama Polyester Breeches + Gold or Silver Braid
 - Gold or Silver Buttons
 - Tricorn Hat & Braided Edge
 - Fake Ostrich Plume
 - Laced Sleeves
 - Laced Jabot (Around Neck)
 - 2 x Over Knee Socks
 - Matching Scroll Pennant
 - White Ceremonial Gloves
- Fully Bespoke & Tailored





Design 5 - £2,327.50

Bespoke Town Crier Livery made from Panama Wool

Included:

- Bespoke Jacket + Gold or Silver Braid
 - Single Cape
 - Hand Embroidered Coat of Arms
 - Bespoke Waistcoat
 - Panama polyester Breeches + Gold or Silver Braid
 - Gold or Silver Buttons
 - Tricorn Hat & Braided Edge
 - Fake Ostrich Plumes
 - Laced Sleeves
 - Laced Jabot (Around Neck)
 - 2 x Over Knee Socks
 - White Ceremonial Gloves
- Fully Bespoke & Tailored

Design 6 - £1,997.50

Bespoke Town Crier Livery made from Panama Wool .

Included:

- Single Breasted Frock Coat + Gold or Silver Braid
 - Hand Embroidered Coat of Arms
 - Waistcoat + Gold or Silver Braid
 - Panama Polyester Breeches + Gold or Silver Braid
 - Gold or Silver Buttons
 - Black Tricorn without Gold or Silver Edging
 - 2 x Over Knee Socks
 - Matching Scroll Pennant
- Fully Bespoke & Tailored



Itemised Costs**Bespoke Tricorn Hat: £525.00****Bib Style Jabot: £134.50****Wedge Style Jabot: £134.50****Laced Sleeves: £103.50****White Gloves: £16.95****Replacement Tricorn Feathers
(Various Colours): £9.95**

Michaels Civic Robes Limited
0117 909 9988

www.civicrobes.com
info@civicrobes.com



AGENDA ITEM REQUEST GUIDANCE FORM-

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where information is not known please leave blank.

INSERT THE DATE OF MEETING:

9/3/22

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..."

To resolve that Market Rasen Town Council takes the pesticide free pledge to set an example to its residents.

As a local resident, it has come to my attention that many councils across the UK continue to spray toxic pesticides in our parks, playgrounds, pavements, road verges and other public spaces. This is deeply concerning, and I'm writing to find out where our council currently stands on going pesticide-free?

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

The vast majority of pesticides used by local councils are herbicides applied almost entirely for cosmetic reasons. Yet, regular exposure to even small amounts of pesticides has the potential to harm human health, with children and pregnant people being particularly at risk. These chemicals can also have negative impacts on the wellbeing of our pets, and on biodiversity, affecting plants and wildlife. You can [read more detailed information](#) on the effects of pesticides plus tips and advice for going pesticide-free.

Wherever our council is on its pesticide-free journey I urge you to show your support for protecting people and wildlife by taking PAN UK's [Pesticide-Free Towns Pledge](#). Instead of spraying potentially harmful chemicals, the Council should adopt safer, more sustainable alternative methods of weed control that do not risk exposing humans, pets and nature. There are plenty of alternatives available which are already being used by councils and other land managers across the UK and beyond. I also urge the Council to leave some specific areas un-weeded as pollinator habitat creation, or 'biodiversity friendly zones'.

[Take the Pesticide-Free Pledge and receive your pesticide-free 'badge' to share with local residents on social media.](#)

Many UK towns and cities are already on the journey to becoming pesticide-free. More than 70 UK local authorities have ended their use of pesticides or committed to phase-out plans and are trialling alternatives. Pesticide Action Network UK (PAN UK) has a wealth of resources specifically for local

If further assistance is required please contact the Clerk.



authorities on their [website](#).

I would be hugely grateful if you could respond to this email to let me know your position on going pesticide-free.

BACKGROUND DOCUMENTS: Insert names of documents to be sent out with the meeting papers, if any.
(These papers must be submitted with this form)

COSTS: Insert detail of costs associated with the decision that you are asking the council to make. Remember that there may be indirect costs such as officer time or VAT which cannot be reclaimed.

none

BUDGET: Detail which budget line the expenditure is to be made from.
n/a

LEGAL POWER:



Co-option Policy

Vacancies:

A casual vacancy can occur for a number of reasons:

Resignations from the council must be made in writing to the Chairman. When the Chairman resigns, they serve the resignation in writing on the Clerk. Resignations are effective immediately on receipt by the Chairman / Clerk and cannot be post-dated or withdrawn. If a member fails to attend any meeting of the council for 6 months, without a reason for absence being formally accepted by the council, they automatically cease to be a member of the council. If a member dies, a casual vacancy occurs.

1. Following receipt of a resignation or confirmation of a casual vacancy for any other reason the Clerk must inform West Lindsey District Council as soon as practicable. (In accordance with s232 of the 1972 Local Government Act).
2. A notice of casual vacancy will then be issued by the Clerk on the instruction of West Lindsey District Council and will be displayed in a conspicuous place. A notice of casual vacancy allows for 10 people on the electoral register to request, in writing to the proper officer of the principal authority, that an election be held. Should this happen, a by-election must be held (unless an ordinary election is due within the next six months).
3. If no request to hold a by-election is forthcoming, the Town Council are permitted to exercise the power to co-opt a person on to the council to fill a casual vacancy. Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.
4. Whenever the need for co-option arises, the Town council will advertise the vacancy to seek and encourage 'expressions of interest' from anyone in the parish who is eligible to stand as a parish councillor. All potential candidates will be asked to complete an expression of interest form. (Attached as Appendix A of this policy).

Co-option procedure:

5. At the next available Full Council meeting following receipt of expressions of interest:
 - a) Members of the Council will have received copies of the expression of interest forms submitted.
 - b) Candidates will be asked to give a brief verbal supporting statement and Councillors will have opportunity to ask any additional questions. In the event a candidate cannot attend the meeting they will have the opportunity to submit an additional written supporting statement and they will be considered equally to any candidates in attendance.

- c) Within the open session of the meeting members will vote on the acceptability of each candidate for co-option. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39) (When there are more candidates than vacancies, the candidate with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies).
- e) One person will be chosen for each vacancy. However, where the Council believes it has sound reason to do so, due to the unsuitability of a candidate, it may choose not to appoint a candidate and to readvertise a vacancy. (Any decision not to appoint a candidate and leave a vacancy must be for reasons that would satisfy any future legal challenge.)
- 6. If present, the co-opted members may join the meeting after signing the acceptance of office form. However, it should be noted that their vote on any matter requiring prior notice will be discounted in the case of a tied vote for that meeting only.
- 7. The Clerk will notify West Lindsey District Council of the new Councillor appointment/s and advise the co-opted member of their obligations about registration of interests and acceptance of Code of Conduct.
- 8. The same process will be filled to co-opt members following an ordinary election after which vacancies remained.

APPENDIX A



Market Rasen Town Council

Return to:

Lucy Waller

Town Clerk

Festival Hall

Caistor Road

MARKET RASEN

LN8 3HT

townclerk@marketrasentc.co.uk

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR

Full name	
Home address	

Inc. Postcode	
Telephone number	
Mobile number	
Email	

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the ward of Market Rasen?	Yes / No
Have you lived either in the ward of Market Rasen, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the ward of Market Rasen for at least a year?	Yes / No
Have you had your only or main place of work in the ward of Market Rasen for at least a year?	Yes / No

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No

Please briefly outline of why you are interested in being a Town Councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

Are there any questions you would like to ask the council?

Signed.....

Date:



Association of
Democratic Services
Officers



Local Authority Remote/Hybrid Meetings

Model Motion for Council Meetings

On 5 January 2022, the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) launched a petition calling on the Government to change the law to give councils (ranging from county, district and unitary authorities, through to town and parish councils) the freedom to hold remote meetings when local circumstances suit. This includes hybrid meetings.

This follows the unsuccessful High Court action in 2021 and the subsequent judgement that it was for Parliament to change the law not the courts - as indeed the devolved administrations have done in Wales and Scotland to allow for on-line meetings.

We do not wish to impose remote meetings on councils. You should have the choice to decide how you run your meetings depending on local circumstances. We also accept that some meetings (for example full council meetings) are more suited to physical attendance.

You will be aware that the Government issued a call for evidence on 21 March 2021 in relation to remote meetings. We are still awaiting their response to the large number of submissions from local authorities, relevant organisations and the public.

The period of lockdown showed that remote meetings bring so many benefits to local democracy and residents, apart from the obvious public health safeguards. It is no longer just a response to Covid, although we are aware that some councillors are still not able to attend meetings for health reasons either relating to them or their families.

The wider benefits are:

- Increased attendances at remote meetings by both councillors and the public

- Significant cost savings for some authorities arising from much less travel to meetings
- The environmental benefits of less travel, particularly in the large county authorities
- A better work/life balance for councillors
- Improved equality of access to meetings for all and opening up opportunities for more people to stand for election as councillors
- More transparency and openness for the public to see council meetings
- An option to move meetings online when there are constraints, for example bad weather such as snow or flooding.

We therefore ask Councils to consider passing the following motion and writing to the Secretary of State showing your support:

“This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.”

Further information about our organisations is attached. For further enquiries on the above motion, please contact John Austin, ADSO Chair – john.austin@adso.co.uk

10 February 2022

More about our organisations

Association of Democratic Services Officers (ADSO)

Formed in 2009, ADSO is the professional body for Governance and Democratic Services Officers in principal local authorities. We provide professional services, training and qualifications to our members as well as representing them in national and local issues. We also support local authorities in developing best practice in governance and related matters.

Lawyers in Local Government (LLG)

LLG was formed in April 2013 by the merger of the Association of Council Secretaries and Solicitors (ACSeS) and Solicitors in Local Government (SLG). It's primary purpose is to represent, promote and support the interests of its members.

Membership is open to local government legal or governance officers working within a local authority, including Monitoring Officers and their deputies, solicitors, barristers, legal executives, licenced conveyancers and trainees.

Lawyers in Local Government is a limited company registered in England and Wales. Registered Number: 8379439. Registered Office: Sycamore House, Sutton Quays Business Park, Sutton Weaver, Runcorn, Cheshire, WA7 3EH.

Centre for Governance & Scrutiny (CfGS)

CfGS exists to promote better governance and scrutiny, both in policy and in practice. They support local government, the public, corporate and voluntary sectors in ensuring transparency, accountability and greater involvement in their governance processes. CfGS is a social purpose consultancy and a national centre of expertise. Their purpose is to help organisations achieve their outcomes through improved governance and performance.

National Association of Local Councils (NALC)

Established in 1947, the National Association of Local Councils is the national body that represents the interests of 10,000 local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils.

Society of Local Council Clerks (SLCC)

Founded in 1972, SLCC represents clerks in over 5,000 parish and town councils in England and Wales.

As the professional body for local council clerks and senior council employees, it ensures that its members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.