



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 26<sup>th</sup> February 2025  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Kathy Cooper, Cllr Pat Frankish, Cllr David Garritt and Cllr Tony Kitchen.

Members not present: Cllr Karen Gunn, Cllr Joy Kofoed, Cllr Suzanne Stephenson

Also present: 6 members of the public (2 part), Ellen Lumgair – Turn The Page And Read, Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

## MINUTES

- 2502/01 Apologies for Absence  
Apologies were received from Cllr Kofoed and Cllr Stephenson.
- 2502/02 By-Election Result  
The Council noted the result of the By-Election held 13<sup>th</sup> February 2025 and welcomed Tony Kitchen as Town Councillor who had previously met with the Clerk and signed his Declaration of Office.
- 2502/03 Declaration of Interests / Dispensations  
a. Cllr Fox, Cllr Frankish and Cllr Cooper declared interests in 2502/09 ( e ) – Diamond Jubilee Town Hall.  
b. No dispensations were granted.
- 2502/04 Public Participation  
A member of the public enquired about the neighbourhood plan and if the Council had any plans to resurrect the working group. It was explained that with the planned changes to the planning system and the change in government, the position around planning and relevance of neighbourhood plans was still uncertain. This was further compounded by North Lincolnshire Council's (NLC) withdrawal of their Local Plan with revisions to be made prior to resubmission. Cllr Garritt noted he could look into this further at NLC. The member of the public queried how many Cllrs would be likely to sit on a working group if it was restarted and it was noted that previously two Cllrs were members. The member of the public noted their own research into Town and Village Plans. A member of the public noted that the Town Council has responsibility for the upkeep and maintenance of the Town Clock and asked when a permanent fix will be put into place so that the chimes are in sequence. It was noted that the Clock is serviced annually and during this service the chimes are put back into sequence. The chimes are then isolated by the bell ringers and this causes them to go out of sequence. The Town Clerk advised that instructions were provided by the maintenance company to move the chimes sequence into the correct order and this information was provided to those with responsibilities for winding the clock at the Church. This information can be provided again to the relevant people at the Church. The member of the public also noted disappointment with Councillors public responses to the election process for two new Councillors and considered those responses damaging to the Council.  
Ellen Lumgair presented information to the Town Council about her fundraising under the name 'Turn The Page And Read'. Ellen's aim is to help 45 schools/nurseries with mental health and wellbeing resources with a view to raising £1,200 to support the allocation of books, provide a £288 cash donation to one school/nursery or shared accordingly and in addition to provide an additional £600 of free books for other reading purposes to local schools. Ellen appealed to the Town Council to help her with this mission. Ellen reported that so far she has raised £136 through one local business and local donations.
- 2502/05 Minutes  
a. The Council approved the minutes of the Full Council Meeting held 22<sup>nd</sup> January 2025.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 10/02/2025.  
c. The Council received the draft minutes of the General Purposes Committee Meeting held 10/02/2025.
- 2502/06 Report from North Lincolnshire Council / Ward Councillors  
a. Ward Cllr David Garritt noted that he has drafted a letter on behalf of the resident about the Halifax Bomber Memorial and will make arrangements to visit him to go through it. Gareth Denovan has not responded to requests for updates following the December on site meeting about parking in the town, however the Town Clerk noted he had sent some traffic data (for North Cliff Road rather than the B1400 near the allotments) through and noted that Cllr Garritt had been in touch about the parking meeting. Work continues to resolve the sewerage issues at Station Approach, Anglian Water are now aware of the requirement for a new drain to be installed. The report into tree works required at St Andrew's Churchyard and Traingate was sent through to the Town Clerk and information will be provided to residents about the works identified as required. Cllr Garritt noted that grass cutting costs were due to increase with further information to be given. NLC have looked into options around the emptying of litter and dog waste bins, including QR codes which could be scanned and/or sensors to identify when bins are getting full. Both options were considered to be too expensive to implement due to the large number of bins provided across the NLC area. In order to go ahead, the number of bins would need to be reduced to cover the costs of potential new reporting systems. In comparison, the current system (which relies on people reporting full bins to NLC), averages three reports a week which are dealt with and NLC consider this system to be successful and unnecessary to be

changed at such high expense. Cllr Garritt noted that works continue to resolve the water leak issues near Mortal Ash Hill. Both Ward Cllrs have discussed works required at the allotment entrance with NLC Highways and the Town Clerk met with a Mick Johnson to go over a number of issues, including this, earlier today. The poor road conditions at King Edward Street, Spa Hill and Redbourne Mere have again been raised for scheduling works. The police report regarding the accident at the Grayingham crossroads in 2023 was now out, it is still hoped that collaboration between neighbouring authorities will come forward for improvements at this junction. Ward Cllr Garritt has supported the proposal for the disabled parking bay in the Market Place and Ward Cllr Foster has provided the Town Council with details of the handyman agreement for Messingham Parish Council.

b. The Council noted outstanding matters raised with NLC which were covered by the Ward Councillors report.

c. The Council discussed schedules for litter and dog bin emptying and the potential provision of QR coding for bins to help with the reporting through to NLC. The Town Clerk noted that following recent issues with overflowing bins and reporting direct to NLC, schedules were adjusted to weekly from fortnightly with ongoing monitoring taking place. The increased use was considered positive in tackling litter and dog waste concerns. QR coding was covered in the report from Ward Cllr Garritt.

d. The Council received notification from North Lincolnshire Council regarding a Traffic Regulation Order – proposal for Disabled Parking Bay for Market Place.

**RESOLUTION: That support is given to this proposal.**

**ACTION: Town Clerk**

2502/07 Mayor & Delegates Reports

The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council:

- Crowle & Ealand Civic Service – 26<sup>th</sup> January. The Mayor noted the attendance of Cllr Rob Waltham at the event.

Councillors and Officers reports

- Breakthrough Communications – Council Hive Platform meeting - 17<sup>th</sup> February – the Town Clerk noted an online meeting to discuss a three month no obligation trial of this training and support platform which was supported by members.

- North Lincolnshire Council – Highways site meeting – 26<sup>th</sup> February – the Town Clerk reported meeting with Mick Johnson to discuss street nameplate placements, Steep Hill bench and handrail works and the allotments Entrance which had proved positive and productive.

2502/08 Police & Crime Commissioner funding – CCTV

The Clerk noted that the consultation periods for the planning permission and listed building consent applications had now ended and the decision notices awaited before any further works on this could be carried out.

2502/09 Finance

i. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority (February 2025).

b. The Council received the annual membership renewal from The Countryside Charity (CPRE), noting the recommendation from the Promoting Kirton Committee to enter the Best Kept Village Competition 2025.

**RESOLUTION: That the renewal is paid at £36.**

**ACTION: Town Clerk**

c. The Council received a Community Pot funding application from KLAGs. Cllr Frankish declared an interest.

**RESOLUTION: That the funding application for £100 is approved.**

**ACTION: Town Clerk**

d. The Council considered the request for funding from ‘Turn The Page And Read’.

Standing Order 3. f was suspended to clarify that any funding would be solely for Kirton in Lindsey schools and nurseries. This was confirmed and Standing Order 3. f was reinstated.

**RESOLUTION: That funding to the value of £200 is approved.**

**ACTION: Town Clerk**

e. The Council received the notification from Diamond Jubilee Town Hall of the annual review of room charges related to the weekly use of the Heritage Room. As of April 2025 the charge will be £100 per month.

f. The Council received any updates regarding potential future funding for the Community Co-Ordinator role. Cllr Frankish reported that she expected to hear back from the National Lottery around the 13<sup>th</sup> March.

g. The Council noted urgent works required to the Town Council Noticeboard. The Town Clerk reported the urgent repairs which had been required and that the cost had come in at £15.00.

**RESOLUTION: Approval of the Town Clerk’s actions.**

h. The Council approved accounts for payment.

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (January 2025)

b. The Council noted the final visit of the Internal Auditor for 2024-2025 as 10<sup>th</sup> April 2025.

2502/10 Planning

a. The Council considered the following planning application:

i. PA/2025/207

Proposal: Application to fell a common ash tree identified as T014 subject to and within Tree Preservation (Old Vicarage Grounds, Kirton in Lindsey) Order 1971.

Location: 51 Beechcroft Drive, Kirton in Lindsey.

**RESOLUTION: That the Clerk responds “No Comment” to this planning application and notes**

*disappointment that no response was received to the query made around location discrepancy.*

**ACTION: Town Clerk**

b. The Council received the following decision notifications from North Lincolnshire Council:

- i. PA/2024/902 – APPROVED WITH CONDITIONS – to vary condition 2 of PA/2023/1679 namely to alter the external appearance of the building, remove the first floor plan and alter the ground floor internal floor layout at TPM Plumbing and Heating Ltd, Station Approach, Kirton in Lindsey, DN21 4BD
- ii. PA/2024/1073 – WITHDRAWN – for a new house type for Plot 82, Plots 83 and 84 moved forward and up and no garages only provide them with driveways, and Plot 85 moved forward and up and a detached garage at Plots 82, 83, 84 and 85, Selby Close, Kirton in Lindsey, DN21 4FF.
- iii. PA/2024/1310 – LISTED BUILDING CONSENT (ALT/EXT) – to affix a digital heritage trail signage to the railings of the property – Kirton in Lindsey Fish Bar, 18 High Street, Kirton in Lindsey, DN21 4LX.
- iv. PA/2023/1402 – APPROVAL OF RESERVED MATTERS – for (access, appearance, landscaping, layout and scale) pursuant to outline planning permission PA/2021/1763 dated 17/12/2021 for a detached dwelling at 22 York Road, Kirton in Lindsey, DN21 4PS.

2502/11 Car Parking Provision

Discussion was deferred as no updates had been received following the meeting with NLC Highways on 03/12/24.

2502/12 Halifax Bomber Memorial

a. The Council received any update regarding written request from the resident regarding adoption of the Memorial. Ward Cllr. Garritt had provided an update earlier in the meeting, this matter remains ongoing.

b. The Council received notification of costings to add the Halifax Bomber Memorial to the annual town council planting schedule with the current contractor and deferred discussion until a formal written request to adopt is received.

2502/13 Policies and Procedures

a. The Council reviewed Policy 10: Disciplinary Policy last approved February 2024.

**RESOLUTION: That this policy is approved without amendment.**

**ACTION: Town Clerk**

b. The Council reviewed Policy 25: Social Media Policy last approved February 2024.

**RESOLUTION: That with amendments at 1.3 to change ‘inflaming to ‘inflamm’ and to change ‘Twitter’ to ‘X’ this policy is approved without further amendment.**

**ACTION: Town Clerk**

c. The Council reviewed Policy 32: Allotment Risk Assessment last approved February 2024.

**RESOLUTION: That this policy is approved without amendment.**

**ACTION: Town Clerk**

**RESOLUTION: That going forward this policy is reviewed annually in May.** **ACTION: Town Clerk**

d. The Council reviewed Policy 35: Information and Data Protection last approved February 2024.

**RESOLUTION: That this policy is approved without amendment.**

**ACTION: Town Clerk**

**RESOLUTION: That going forward this policy is reviewed annually in May.** **ACTION: Town Clerk**

e. The Council reviewed Policy 36: Privacy Notice last approved February 2024.

**RESOLUTION: That this policy is approved without amendment.**

**ACTION: Town Clerk**

**RESOLUTION: That going forward this policy is reviewed annually in May.** **ACTION: Town Clerk**

f. The Council considered actions required around the remaining Casual Vacancy on the Council, including confirmation of the ongoing procedure. The Town Clerk confirmed that an election had been called for by at least ten electors and that the process for this was mandated with information and notices going out according to a specified schedule. North Lincolnshire Council cover the costs for the election from their annual election budget.

g. The Council discussed widening the Civic Awards to include an Environmental Award as requested by Cllr Fox.

**RESOLUTION: That keeping the special nature of the Civic Award was considered important and so increasing the number of awards was not supported, however a flexible approach would be maintained in consideration of all achievements in the town.**

h. The Council noted training courses booked and non-attendance. It was noted that the Learning & Development Policy states that the final decision on this matter is to be decided by the P&D Committee, however this could be subject to a conflict of interest. The discussion noted the spending of public money and the responsibilities around this.

**RESOLUTION: That unless good reason is approved by the Town Council the cost of courses booked for but not attended by Councillors/staff members will be recovered from the Councillor/staff member.**

**ACTION: Town Clerk**

2502/14 Open Spaces

a. The Council received the annual, visual and operational play park inspection reports for signature. The annual report from Zurich was considered to be of poor standard. Cllr Cooper was thanked for carrying out inspections of the play area and KLASSIC gym equipment in the interim period.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. It was noted that NLC admitted failings in the initial February operation inspection and had repeated a more thorough check. Queries around checking of the sandpit and uneven areas of ground awaited since June were raised again for a response.

c. The Council received inspection reports for the outside gym equipment. Cllr Cooper noted some raised matting around some equipment and noted that the KLASSIC Venue Manager had this query in hand with the suppliers.  
 d. The Council considered further information regarding the placement of a brass plaque on the play area fencing as requested by Cllr Joy Kofoed. Costing information was provided and discussed.

**RESOLUTION: That the placement of a plaque is not progressed.**

e. The Council considered further information regarding the placement of a brass plaque on a bench at KLASSIC Park as requested by Cllr Kofoed. Costing information and advice on material was provided and discussed.

**RESOLUTION: That a stainless steel plaque to read "Dedicated to the memory of Billy Boyd (Town Mayor 2009-2013)" is ordered via TDP Limited, original suppliers of the bench, at £43.87 plus £8 p&p and fitting charge.**

**ACTION: Town Clerk**

f. The Council received a request from NLC Principle Neighbourhoods Officer to increase cutting schedule of Public Footpath 253 by 92m and also 46m at different points. The Town Clerk noted that a response from the Parish Paths contractor JB Rural was awaited to confirm they could carry out these additional cuts and their pricing for doing so.

**RESOLUTION: If the contractors come back confirming that they can carry out the additional cuts within the costing provided by NLC that the Clerk is authorised to accept the addition, otherwise further information to come back to Full Council.**

**ACTION: Town Clerk**

g. The Council received the invitation from The Countryside Charity (CPRE) for the Best Kept Village Competition 2025.

**RESOLUTION: That the competition is entered with the fee of £36 paid.**

**ACTION: Town Clerk**

#### 2502/15 Grove Street Cemetery

a. The Council received an update regarding work around land registration. Paul Fox have quoted £100.00 for the valuation work required and the completed work is now awaited.

b. The Council received an update regarding the request for a memorial bench and pest control activity. The memorial bench is now completed with the plaque installed. The family have paid the final balance, including cost of the plaque and its fitting and are very pleased with the work. Mole activity has currently ceased.

#### 2502/16 Allotments

The Council received any relevant updates. Cllr Frankish again raised concern that the advisory group only had two members, as raised at the December meeting – there were no volunteers to join the group. The urgent entrance works await further guidance from NLC. The budget for the allotments needs to be considered, to look at costs including provision of a noticeboard and concerns with the gates. Tenants to be notified in March of the next inspections scheduled for April and the annual rent payment date of 1<sup>st</sup> April.

#### 2502/17 A Team

The Council considered the retirement of the town A Team charity volunteers. The Town Clerk reported confirming with Norma Hamilton the preferred location on the Green and the quotations for the bench and installation of it.

**RESOLUTION: That the quotations of £1,217.51 for the bench, fixings and plaque and £795.00 for excavation, cast concrete pad, building and installation of bench to base were approved.**

**ACTION: Town Clerk**

#### 2502/18 Humber and Wolds Rural Action - - Rural Housing Project

The Council received an update on the Humber and Wolds Rural Action Rural Housing Project. The Town Clerk noted that the survey period was now extended to 2<sup>nd</sup> March and that leaflets were in the process of getting delivered to all homes in the town. There are paper copies and a drop off point at Lincolnshire Co-Op store. An event at the Community Café took place on 23<sup>rd</sup> January.

#### 2502/19 Town Clerk's Report / Correspondence for Information and Discussion

The Council received the Town Clerk's report including correspondence for information and discussion.

##### Correspondence for Information and Discussion

a. The Clerk noted correspondence received after the Agenda was published as: PA/2025/173 to be added to General Purposes Committee agenda, Handyman information from Messingham Parish Council, Child Safeguarding training, NLC News Direct, North East Lincs Civic Service, Ancholme Catchment Conference, PA/2024/1480 Decision Notice, Rural Bulletin, ERNLLCA/NALC Emergency Planning Survey, ERNLLCA – Making Parks Count webinar, Broughton Town Council Civic Dinner.

b. Lincolnshire Co-Operative Community Co-Ordinator - query open spaces projects

c. ERNLLCA – Election queries advice

d. NLC – Notice that Town and Parish Liaison Meeting (29<sup>th</sup> Jan) postponed

e. NLC – News Direct

f. North East Lincolnshire – invitation to Mayor's Charity Coffee Morning (April)

g. North East Lincolnshire – invitation to Mayor's Quiz Night (March)

h. Community Vision – January update

i. Rural Services Network – Rural Bulletin

j. NLC – Heritage Officer confirmations regarding CCTV planning applications

k. Mayor of Doncaster – cancellation of Civic Ball

l. NLC – Baton of Hope (15/09/2025) event applications/nominations – **the Town Clerk noted this was discussed at the Promoting Kirton Committee and asked for nominations to be put forward so that**

**Kirton in Lindsey can be represented.****ACTION: Councillors/Town Clerk**

- m. ERNLLCA – Finance Essentials in person event (31/03/2025)
- n. NLC – Tourism / Visit North Lincolnshire update
- o. Clear Councils – Risk Management webinar details
- p. Turn The Page And Read – query about funding potential
- q. NLC – CCTV Planning Permission clarification requests
- r. Resident – copied into query to NLC Planning regarding status of PA/2024/365 (dormant for 6 months)
- s. ERNLLCA – January Newsletter
- t. Humberside Police – New Neighbourhood Police Officer – Pc Paul Topham
- u. NLC – Tourism Partnership January update
- v. Haxey Parish Council – NLC Community Governance Review of Parish Councils – **the Council noted that it empathises with the concerns raised but cannot offer support at this time.** **ACTION: Town Clerk**
- w. NLC – Annual operational inspection report for play area
- x. NLC/Visit North Lincolnshire – Tourism and Visitor Economy workshops
- y. NLC Planning – PA/2025/110 notification of tree works at Wesley Street ( *fwd 03/02 to General Purposes Committee*)
- z. Immingham Town Council – Civic Service invitation (March)
- aa. ERNLLCA – Royal Garden Party 7<sup>th</sup> May – details of Chairs of Councils
- bb. NAT Ridge – Newsletter
- cc. Community Vision – Training opportunities
- dd. Resident – query about by-election process
- ee. Dirt Factory – community pump track project with Liss Parish Council
- ff. NLC – Commercial Waste Duty of Care/T&Cs 2025/26 Kirton in Lindsey Cemetery
- gg. ERNLLCA – New domain - .gov.uk - in use
- hh. Fully Fused – information about professional firework displays/stage pyrotechnics/indoor special effects
- ii. Keep Britain Tidy – 10<sup>th</sup> Great British Spring Clean - 21<sup>st</sup> March – 6<sup>th</sup> April 2025
- jj. CPRE – Best Kept Village Competition 2025 details
- kk. Brigg Town Council – Invitation to Civic Dinner (April)
- ll. NLC – Town and Parish Liaison meeting notification (20<sup>th</sup> March) – **as Cllr Frankish is unable to attend, Cllr Cooper offered to attend this meeting. Clerks are no longer permitted to attend.**
- mm. Rural Services Network – Rural Funding Digest
- nn. HWRA – February newsletter
- oo. Worker's Memorial Day information (April)
- pp. Community Vision / ERNLLCA – Cadent Centre for Warmth Project
- qq. NLC – Result of 13<sup>th</sup> February 2025 by-election
- rr. North East Lincolnshire – Charity Quiz Night (March)
- ss. ERNLLCA – Training Plan for 2025/26
- tt. Hodsock Parish Council – lengthsman vacancy information
- uu. NLC – Notice of the call for an election to fill the casual vacancy
- vv. Independent Brigg Line Rail Group – Rail Minister to meet MPs over Brigg Line Service update
- ww. Mablethorpe & Sutton Town Council - Civic Service (April)
- xx. Annual Leave - reminder. **The Council were reminded of forthcoming annual leave.**

2502/20 Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as: **Wednesday 26<sup>th</sup> March 2025 at 7pm at the Diamond Jubilee Town Hall.**  
**NOTE: Agenda items to be submitted before Monday 17<sup>th</sup> March in line with Standing Orders.**

2502/21 Exclusion of the Public & Press

The Council considered the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.  
**RESOLUTION: That the public and press be excluded.**

2502/22 Staff costs – KLASSIC Park

The Council considered extra hours worked by the KLASSIC Venue Manager, including while needing to open up and close KLASSIC for users due to having no caretaker.  
**RESOLUTION: That 90.25 hours extra hours are paid, with all but 14 (related to Charitable Incorporated Organisation application) to be charged back to KLASSIC Park with a huge note of thanks to be recorded to the Venue Manager for going above and beyond.** **ACTION: Town Clerk**

The meeting closed at 20:20.



**Minutes of the Meeting of Kirton in Lindsey Town Council  
Promoting Kirton Committee held on Monday 10<sup>th</sup> March 2025  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm**

Members Present: Cllr David Garritt (Chair), Cllr Kathy Cooper, Cllr Pat Frankish, Cllr Hazel Fox, and Victoria Rumary.

Members not present: Cllr Suzanne Stephenson, Cllr Karen Gunn, Alison Birkett, Martin Hollingsworth, and Tanya Salvador.

Also present: One member of the public, Assistant Clerk: Cheri Morton and Town Clerk: Neil Taylor-Matson.

In the absence of the Chair, Cllr Suzanne Stephenson, Cllr Garritt was nominated to Chair this meeting.

**MINUTES**

PK2503/01 Apologies

Apologies were received from Cllr Stephenson, Denise Sayles, Alison Birkett, Martin Hollingsworth and Tanya Salvador.

PK2503/02 Declaration of Interests / Dispensations

- a. No declarations of interests were declared.
- b. No dispensations were granted.

PK2503/03 Public Participation

A member of the public expressed concerns over private signage at South Cliff Road reading "Hangers Straight" and the potential to encourage racing along the stretch of road as the name comes from the Silverstone Circuit. Cllr Garritt advised that as the signage was on private land enforcement action was unlikely but advised the resident to contact North Lincolnshire Council highways with their concerns.

PK2503/04 Minutes of the Previous Meeting

The Committee considered the minutes of the PK Committee Meeting held on 10<sup>th</sup> February 2025.

**RESOLUTION: That the minutes be signed as a true and accurate record.**

PK2503/05 Community Co-Ordinator report

- a. The Community Co-Ordinator had sent apologies ahead of the meeting and had not had opportunity to submit a report. The work over the last month has focused on continued promotion of the website and activities in the town and the Men in Sheds project. The initial information sharing event around Men in Sheds will take place at the Community Café this Thursday.
- b. The Committee considered the future of the Community Co-Ordinator role, with Cllr Frankish noting the National Lottery had rejected the funding application but provided constructive feedback and recommended a resubmission with further clarity around the funding needs. Cllr Frankish has asked Cllr Fox to progress the resubmission application which Cllr Fox reported she hoped to work on before the end of the month.

PK2503/06 Town Events

The Committee discussed information and actions required at this time regarding Town Events.

- Civic Dinner – Cllr Fox reported the success of the event, with positive comments from other committee members and a note of thanks to the Assistant Clerk for organising and running the event. The Assistant Clerk thanked Cllr Fox and Cllr Cooper for their assistance with the clear up afterwards, and also wished to acknowledge thanks to the Town Hall Venue Manager for staying to assist with the washing up. It was noted that costs for washing up were included in the quotation for catering by The George and that this should therefore be queried on the invoice.

**RESOLUTION: That the invoice from The George is queried when received. ACTION: Assistant Clerk.**

- SportsZone – the Assistant Clerk noted that Wright Way Sports have now confirmed an increase in costs to £27.80 per session. The Committee agreed these sessions should continue but be monitored for attendance levels.

**RESOLUTION: That the increased costs to £27.80 per session is approved. ACTION: Assistant Clerk**

- Annual Town Meeting (9<sup>th</sup> April) – the Assistant Clerk noted that further information about the running of the event is required prior to sending out invitations and information. It was discussed that more information should be provided during the event about the organisations and groups represented and the presence of Town/Ward Councillors for any queries or information approaches. Event posters are now displayed around the town.

**RESOLUTION: That information is provided during the event about those present in the room.**

**ACTION: Assistant Clerk to liaise with Cllr Fox**

- 80<sup>th</sup> Anniversary of VE Day (8<sup>th</sup> May) – Cllr Garritt noted that he had not yet had opportunity to speak to the town eateries but plans to do so this weekend. The timing was confirmed as 8pm start with beacon lighting at 9.30pm. Town eateries may provide pre-sold picnic packs but this needs confirming for publicity by both the Town Council and eateries.

Signed:

Dated:



LOCAL COUNCIL  
AWARD SCHEME  
SILVER

The lighting of the beacon was also discussed.

**RESOLUTION: That Kirton Academy is approached about potential students who could assist lighting the beacon.**

**ACTION: Assistant Clerk**

• **Summer Gala and Scarecrow Trail** (July) – The Assistant Clerk reported that craft sessions were planned for May half term to help with making scarecrows. The option of flowerpot people as an alternative as well as scarecrows was discussed. The reintroduction of the successful ‘hidden word challenge’ was also suggested. The discussion concluded around provision of prizes. Invitation/information has gone out about the Gala date with booking forms to go out for the new financial year. Refreshments, stall costings and entertainment/activities were discussed. Schools will be encouraged to create games stalls. The link between the Gala and Christmas Festival was considered and the reintroduction of the fancy dress competition with the scarecrows theme of Heroes was discussed with the prize of switching on the Christmas Lights with the Primary School Christmas Lights poster winner.

**RESOLUTION: That only scarecrows are part of the trail and consideration is given to a flowerpot people trail next year.**

**ACTION: Assistant Clerk**

**RESOLUTION: That the hidden word challenge is introduced in some form with a prize.**

**ACTION: Assistant Clerk**

**RESOLUTION: That three prizes are presented, 1<sup>st</sup> place, 2<sup>nd</sup> place and word challenge.**

**ACTION: Assistant Clerk**

**RESOLUTION: That stall booking hire fees remain the same as last year; a suggested donation of £15 for community groups and charities and £20 for refreshment stalls.**

**ACTION: Assistant Clerk**

**RESOLUTION: That refreshments including waffles and ice cream are booked.**

**ACTION: Assistant Clerk**

**RESOLUTION: That Kirton Academy are approached about providing band entertainment.**

**ACTION: Assistant Clerk**

**RESOLUTION: That a fancy dress competition with the theme of Heroes is held with the prize of switching on the Christmas Lights with the Primary School Christmas Lights poster winner.**

**ACTION: Assistant Clerk**

• **Baton of Hope** (15<sup>th</sup> September) – the Town Clerk reminded the Committee that Baton Bearers are sought and that it would be worthwhile putting nominations from Kirton in Lindsey forward.

• **Christmas Festival** – the Assistant Clerk noted that invitation/information has gone out about the event with booking forms to go out for the new financial year. The Assistant Clerk is looking to arrange a meeting with local eateries to discuss options including potential for food stalls along Sylvester Street. The Assistant Clerk is to approach the Town Hall to discuss a display of stained glass style art by the Primary School during the event. It was discussed that walkie talkies were borrowed and used successfully last year and it may be worthwhile buying a set for town events. A hidden letter challenge was suggested, for display at stalls and in shop windows with a lollipop prize for entries. The application to the Lincolnshire Co-Op Community Champions scheme for gifts to be given by Santa in 2026 was discussed, with options for this year deferred to a future meeting.

**RESOLUTION: That a meeting is arranged with local eateries to discuss food provision.**

**ACTION: Assistant Clerk**

**RESOLUTION: That the Town Hall are approached for permission around stained glass style art displays during the event.**

**ACTION: Assistant Clerk**

**RESOLUTION: That costings for walkie talkies are brought back to the next meeting.**

**ACTION: Assistant Clerk**

**RESOLUTION: That a hidden letter challenge is organised with entries and prizes to be exchanged at a craft stall.**

**ACTION: Assistant Clerk**

**RESOLUTION: That the written statement for the Lincolnshire Co-Op Community Champions**

**ACTION: Assistant Clerk**

**application for gifts to be given by Santa in 2026 was approved.**

#### PK2503/07 Open Spaces

Tanya Salvador had provided an update that permission is granted to In Bloom from North Lincolnshire Council to add an ‘entrance flower raised planter’ to the welcome sign on South Cliff Road. Final details are yet to be provided of the arrangements for the planter from the supplier. This will be sponsored by Kirton in Lindsey Old Timers (KLOTs) Football Club for five years. It was also noted that In Bloom had agreed at their AGM that Town Council were to be approached about the future maintenance of the rose beds at the peace garden near the War Memorial. The sponsorship would remain in place but the work to be requested to be completed by Town Council contractors. In Bloom do not have the manpower or interest from the community to continue with the upkeep of these.

**RESOLUTION: That information is gathered around the schedule of works required and costings for presentation to Full Council for consideration around maintenance of the peace garden.**

**ACTION: Town Clerk/Cllr Frankish**

#### PK2503/08 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 14<sup>th</sup> April 2025 at 6:30pm, with agenda items to be submitted in writing prior to Friday 4<sup>th</sup> April in line with Standing Orders.

The meeting closed at 7:26 pm.

Signed:

Dated:



**Minutes of the meeting of Kirton in Lindsey Town Council  
General Purposes Committee, held on Monday 10<sup>th</sup> March 2025  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7:30pm**

Members Present: Cllr David Garritt (Chair), Cllr Kathy Cooper, Cllr Hazel Fox and Cllr Pat Frankish.

Members not present: Cllr Suzanne Stephenson and Cllr Joy Kofoed.

Also present: One member of the public, Town Clerk: Neil Taylor-Matson and Assistant Town Clerk: Cheri Morton (voluntarily).

**MINUTES**

GP2503/01 Apologies

Apologies were received from Cllr Suzanne Stephenson and Cllr Joy Kofoed.

GP2503/02 Declaration of Interests / Dispensations

- a. No declarations of interests were declared.
- b. No dispensations were granted.

GP2503/03 Public Participation

No matters were raised.

GP2503/04 Minutes of the Previous Meeting

The Committee considered the minutes of the General Purposes Committee Meeting held on 10<sup>th</sup> February 2025.

**RESOLUTION: That the minutes be signed as a true and accurate record.**

GP2503/05 Planning

The Committee considered the following planning application:

PA/2025/173

Proposal: Planning permission to erect a single-storey rear extension.

Site Location: 25 Park Hill, Kirton in Lindsey, DN21 4NL.

**RESOLUTION: That the Clerk responds with 'No Comment' to this planning application.**

**ACTION: Town Clerk**

GP2503/06 Proposed Solar Farm – Sand Lane, Manton

The Committee noted information and the public consultation to be held on Thursday 13<sup>th</sup> March between 2.30 pm and 7.30 pm at Messingham Village Hall.

**RESOLUTION: That information is shared again for residents to be aware of the public consultation.**

**ACTION: Town Clerk**

GP2503/07 Finance

The Committee received notice of requirement to move funds between CCLA and HSBC bank accounts and request for authority to do so, noting this will then be reported and confirmed at the next Full Council meeting.

**RESOLUTION: That £12,000 is approved to be moved from the CCLA deposit fund to HSBC bank account to cover payments to the end of April.**

**ACTION: Town Clerk**

**RESOLUTION: Once the first precept payment is received, funds are moved from HSBC to the CCLA deposit fund to maximise interest payments.**

**ACTION: Town Clerk**

GP2503/08 Asset Register

There was no update to report following the previous meeting, with work ongoing.

GP2503/09 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next General Purposes Committee meeting as 14<sup>th</sup> April 2025 at 7:30pm, with agenda items to be submitted in writing prior to Friday 4<sup>th</sup> April in line with Standing Orders.

The meeting closed at 7:40 pm.



Town Clerk report March 2025

**Updates from May Meeting:**

2405/14 – Updates now received from NLC regarding requirement for planning permission for improvements to entrance to site and circulated to all Cllrs. June. Pre-planning advice sought from NLC and supporting information requested from Contractors. Notification received that pre-planning advice timeframe is 28 days. September 2024 – pre-planning advice reported at General Purposes Committee meeting and meeting to be arranged between Town Clerk and Ward Cllr Garritt to discuss requirements. Ward Councillors to take this to back to NLC for clarification and request Highways assistance. **February 2025: Meeting with Mick Johnson, NLC full details provided and recommendations on way forward now chased up/awaited.**

**Updates from June Meeting:**

2406/14 – NLC play area inspections - Uneven ground inspection and inspection of sand pit remain outstanding and to be confirmed once handover completed between NLC staff. February 2025: Now that the operational inspection routine by NLC has stabilised, these enquiries were put to the NLC team and an update is awaited. **March 2025: update from NLC inspection team: ‘on the concerns raised about the area around the spica and roundabout they're fine but will monitor them closely and if anything changes we will rectify. The sand pit has been checked just not added to the sheet and that is also up to standard but will monitor closely as well.’**

**Updates from September Meeting:**

2409/09 – Car Parking Provision - a meeting is arranged with officers from NLC to discuss possible available options to maximise parking within the town. - Queried with Ward Cllr David Garritt on best approach for arranging this meeting; email sent to Gareth Denovan, NLC 7<sup>th</sup> October. Reply awaited. October 2024: Meeting now arranged for Wed 13<sup>th</sup> Nov. Meeting on Wed 13<sup>th</sup> Nov was cancelled by Gareth Denovan that day, alternative dates requested and response awaited. **December 2024: Meeting took place 5<sup>th</sup> December 2024 with updates and recommendation to come from Gareth Denovan following on from this.**

**Updates from October Meeting:**

2410/15 – Correspondence – Duke of Edinburgh volunteering request. The Council considered the offer from a resident working towards the Gold Duke of Edinburgh Award to volunteer with the Town Council for the equivalent of one hour a week for twelve months. This was supported unanimously. **October 2024 - Details requested for getting started – paperwork, areas of interest and availability.**

2410/14 – Open Spaces - Planting of Town Council flower beds around the town. - That Cllr Cooper works with the Clerk and Contractor to continue a more sustainable planting approach and also review sponsorships to raise additional funds.

**Updates from November Meeting:**

2411/15 – Open Spaces - That research is carried out into who NLC and other Town Council’s use for dealing with anti-social behaviour, vandalism and dangerous situations at town and village greens. (Cllr Garritt) January 2025: Cllr Garritt liaising with Ward Cllr Foster re information regarding Messingham Parish Council’s use of a handyman. **February 2025: Update received from Ward Cllr Foster - The Handyman at Messingham Parish Council is a**

**self-employed contractor. It may depend on the contractor, but it seems to work well. I have attached the information that was supplied to the contractor when he commenced in 2019.**

2411/15 – Open Spaces – Noticeboard, Cornwall Street. That the quotation of £150 to repair rot and carry out general maintenance is approved. November 2024: Contractor informed. January 2025: Current weather hampering progress. **March 2025: Works completed late February, with report that the noticeboard likely has around a year of serviceable use left due to the deterioration on the rear wooden panels. Church Street noticeboard also noted as end of life.**

**Updates from December Meeting:**

2412/04 – North Lincolnshire Council reports - maintenance works to highway fingerposts and replacement Perspex for the tourism/places of interest noticeboard. That the Town Council approve these works to be carried out. January 2025: Enquiries regarding the replacement Perspex are ongoing, works for painting of highway fingers to be progressed in the Spring. **March 2025: Perspex now inspected and solution to be costed.**

2412/10 – Halifax Bomber Memorial - That it is the understanding of the Town Council that, although support in principle was offered throughout the process including in terms of the required planning permission (and application) and securing funding, by individuals of the Town Council, the project was that of a resident. The Town Council extends thanks to the resident for their work and success of the project but understand that the monument is theirs. December 2024: Letter to resident drafted and delivered. **January 2025: Cllr Garritt to work with resident to provide something in writing for the Town Council.**

2412/13 – Allotments – Entrance works - That strong requests are made to the Ward Cllrs on the urgency of this matter. January 2025: Further request made to Ward Cllrs for updates. **February 2025: Meeting with Mick Johnson, NLC full details provided and recommendations on way forward now chased up/awaited.**

2412/14 – A Team – formal recognition of work of the volunteers - That the placement of a bench is supported in principle and taken to a meeting of the Green and Market Place Charity for consideration as soon as possible and that the Clerk carries out research into costs for recycled plastic bench and installation works. January 2025: Meeting of the Charity approves the placement of a bench, location to be clarified and confirmed and costings sought. **March 2025: Following confirmation of location and costings, order placed and delivery / installation awaited.**

**Updates from January Meeting:**

2501/14 – Open Spaces - That costings are sought for a plaque to read “Dedicated to the Memory of Billy Boyd, Mayor of Kirton in Lindsey 2009-2013’ and brought back to the next meeting for approval and that the placement of both plaques on a bench at KLASSIC is approved in principle and referred to the next meeting of the KLASSIC Trustee. January 2025: Taken to Trustee meeting for consideration and costings collated ahead of February meeting. **March 2025: Plaque delivered and installed.**

2501/15 - Grove Street Cemetery - work around land registration - That the Clerk instructs Burton & Dyson under these terms and that a valuation is sought and processes are followed (three quotes) as required dependent on the value of the work required. January 2025:

Instructed 23/01/2025 and advised CC letter etc to be sent along with ID requirements. ID requirements duly completed. Land valuation via Paul Fox requested via phone/email 23/01/2025, chased up 28/01/2025 and confirmed ongoing at 14/02/2025 at cost of £100 + VAT. **March 2025: Paul Fox advises on likely valuation and advises finalised report will follow shortly.**

**Updates from February Meeting:**

2502/06 – North Lincs Council reports – Disabled vehicle parking space for Market Place - That support is given to this proposal. **February 2025: Support noted to NLC.**

2502/09 – Finance - The Countryside Charity (CPRE) annual membership - That the renewal is paid at £36. **February 2025: This is due and will be paid after the new financial year.**

2502/09 – Finance - KLAGs Community Pot request – That £100 is approved. **February 2025: This funding was distributed to the organisation.**

2502/09 – Finance – Turn the Page and Read funding request – That £200 is approved. **March 2025: This funding was distributed to the organisation.**

2502/10 – Planning - PA/2025/207 - That the Clerk responds “No Comment” to this planning application and notes disappointment that no response was received to the query made around location discrepancy. **February 2025: Response submitted and logged but redacted by the planning department.**

2502/13 – Policies and Procedures - Policy 10: Disciplinary Policy - That this policy is approved without amendment. **March 2025: Policy version and review date updated, log updated and published.**

2502/13 – Policies and Procedures - Policy 25: Social Media Policy - That with amendments at 1.3 to change ‘imflaming to ‘inflame’ and to change ‘Twitter’ to ‘X’ this policy is approved without further amendment. **March 2025: Policy content, version and review date updated, log updated and published.**

2502/13 – Policies and Procedures - Policy 32: Allotment Risk Assessment - That this policy is approved without amendment and that going forward this policy is reviewed annually in May. **March 2025: Risk Assessment, version and review date updated, log updated and next review date noted on log.**

2502/13 – Policies and Procedures - Policy 35: Information and Data Protection - That this policy is approved without amendment and that going forward this policy is reviewed annually in May. **March 2025: Policy version and review date updated, log updated and next review date noted on log.**

2502/13 – Policies and Procedures - Policy 36: Privacy Notice - That this policy is approved without amendment and that going forward this policy is reviewed annually in May. **March 2025: Policy version and review date updated, log updated and next review date noted on log.**

2502/13 – Policies and Procedures – Non-attendance of booked training courses - That unless good reason is approved by the Town Council the cost of courses booked for but not attended by Councillors/staff members will be recovered from the Councillor/staff member. **March 2025: To be added to future agenda for updates.**

2502/14 – Open Spaces – Plaque for KLASSIC Park bench - That a stainless steel plaque to read “Dedicated to the memory of Billy Boyd (Town Mayor 2009-2013)” is ordered via TDP Limited, original suppliers of the bench, at £43.87 plus £8 p&p and fitting charge. **March 2025: Ordered and fixing completed.**

2502/14 – Open Spaces – Parish Path Partnership - request from NLC for increased cutting along FP253 - If the contractors come back confirming that they can carry out the additional cuts within the costing provided by NLC that the Clerk is authorised to accept the addition, otherwise further information to come back to Full Council. **March 2025: NLC payment not aligned to costs for contractors.**

2502/14 – Open Spaces – Best Kept Village Competition - That the competition is entered with the fee of £36 paid. **February 2025: This is due and will be paid after the new financial year.**

2502/14 – A Team - That the quotations of £1,217.51 for the bench, fixings and plaque and £795.00 for excavation, cast concrete pad, building and installation of bench to base were approved. **March 2025: Bench ordered and contractor kept informed, awaiting delivery to make further arrangements.**

2502/19 – Correspondence - NLC – Baton of Hope (15/09/2025) event – the Town Clerk asked for nominations to be put forward so that Kirton in Lindsey can be represented. **March 2025: Nominations as discussed at PK Committee submitted, no further nominations forthcoming.**

2502/19 - Haxey Parish Council – NLC Community Governance Review of Parish Councils – the Council noted that it empathises with the concerns raised but cannot offer support at this time. **March 2025: Response sent to Haxey Parish Council.**

2502/22 – Staff costs KLASSIC Park - That 90.25 hours extra hours are paid, with all but 14 (related to Charitable Incorporated Organisation application) to be charged back to KLASSIC Park. **March 2025: Costs processed with payroll and invoice raised to KLASSIC Park as required.**

#### **March Committee meeting updates:**

##### **Promoting Kirton**

2503/06 – Town Events – Civic Dinner. That the invoice from The George is queried when received. **March 2025: Invoice checked and as quoted.**

2503/06 – Town Events – SportsZone - That the increased costs to £27.80 per session is approved. **March 2025: Noted for invoicing.**

2503/06 – Town Events – Annual Town Meeting - That information is provided during the event about those present in the room. **March 2025: Assistant Clerk will liaise with Cllr Fox.**

2503/06 – Town Events - 80<sup>th</sup> Anniversary of VE Day - That Kirton Academy is approached about potential students who could assist lighting the beacon. **March 2025: Ongoing.**

2503/06 – Town Events – Summer Gala/Scarecrow trail – That only scarecrows are part of the trail and consideration is given to a flowerpot people trail next year, that the hidden word challenge is introduced in some form with a prize, that three prizes are presented, 1st place, 2nd place and word challenge, that stall booking hire fees remain the same as last year; a suggested donation of £15 for community groups and charities and £20 for refreshment stalls, that refreshments including waffles and ice cream are booked, that Kirton Academy are approached about providing band entertainment, that a fancy dress competition with the theme of Heroes is held with the prize of switching on the Christmas Lights with the Primary School Christmas Lights poster winner. **March 2025: These are ongoing works.**

2503/06 – Town Events – Baton of Hope (15<sup>th</sup> September) –**March 2025: Promotion currently ongoing.**

2503/06 – Town Events – Christmas Festival – That a meeting is arranged with local eateries to discuss food provision, that the Town Hall are approached for permission around stained glass style art displays during the event, that costings for walkie talkies are brought back to the next meeting, that a hidden letter challenge is organised with entries and prizes to be exchanged at a craft stall and that the written statement for the Lincolnshire Co-Op Community Champions application for gifts to be given by Santa in 2026 was approved. **March 2025: These are ongoing works.**

2503/07 – Open Spaces – That information is gathered around the schedule of works required and costings for presentation to Full Council for consideration around maintenance of the peace garden. **March 2025: Information gathered and included on March Full Council agenda.**

#### **General Purposes**

2503/05 – Planning – PA/2025/173 - That the Clerk responds with ‘No Comment’ to this planning application. **March 2025 - Response submitted and logged.**

2503/06 – Proposed Solar Farm – Sand Lane, Manton - That the Clerk shares this information online again for residents to be aware of the public consultation. **March 2025 – information shared online again.**

2503/07 Finance - Requirement to move funds between CCLA and HSBC bank account. **March 2025: Funds moved as agreed, awaiting first precept payment to rebalance.**

#### **March Agenda items**

##### **2503/05 - NLC / Ward Cllrs update**

Following the update from Cllr Garritt in November, updates requested to be continued to be provided on the completion of the outstanding works which are agreed to be scheduled, the matters which required further investigation and other outstanding matters which included: update following car parking site meeting December, allotment entrance requirements,

sewerage leak, Station Approach and other road maintenance works (South Cliff Road, North Cliff Road, Redbourne Mere, March Street/Wesley Street).

Enquiries regarding the replacement Perspex for the noticeboard are ongoing (proposed costings now awaiting following site meeting), works for painting of highway fingerposts continues to be expected to be progressed in the Spring.

Other updates:

**Torksey Street sign at Ings Road junction – repaired (reported October)**

**‘Churches’ signs – Spa Hill / Church Street and Church Street / Ings Road junctions. Spa Hill sign damaged and reported to NLC in January: discussion requested on potential replacement and updating of wording.**

**Queen Street – graffiti cleaned from salt bin (reported January).**

**NLC Steep Hill works, street nameplates and direction sign for Market Place toilets – ongoing works, bench works completed and nameplates going into place.**

**Electric blanket testing event for residents arranged to be held at the Community Café, Thursday 3<sup>rd</sup> April, 2pm – 4pm.**

*Issues reported:*

- *Churches sign, Church St/Spa Hill junction – damaged during icy weather, update required (January 2025)*
- *Hedge obstruction at Mill Lane/South Cliff Road (January 2025)*
- *Pot holes – George Street (initially reported March 2023, advised road was resurfaced, query at quick deterioration of those works January 2025)*
- *Pot holes – Wesley St/March St/Wray St junction area (January 2025)*
- *Pot holes / road surface – March Street between junctions with Wesley St. & St. Andrew’s St (initially reported January 2024)*
- *Street nameplate repair required – Church Street (St Andrew’s junction) (January 2025)*
- *Road surface deterioration – Dunstan Hill/Dunstan Villas junction (February 2025)*
- *Street light permanently on – Wesley Street (February 2025)*
- *Pot holes – Steep Hill / Wesley Street (February 2025)*
- *Litter bin overflowing – Wray Street/Wesley Street junction (March 2025)*

### **2503/06 – Mayor & Delegates Reports**

- Neighbourhood Action Team – Ridge / Messingham – 5th March (Cllr Cooper)  
*Written report circulated 10<sup>th</sup> March:*

Notes from NATs Meeting 5/3/25

*Update on ongoing issues:-*

*NLC looking into clarifying legislation re Verge Parking. ‘trial’ in Scawby showed significant reduction in offences, although no prosecutions. Requested KL be considered for any future ‘trials’*

*Road repairs - please ask community to keep reporting.*

*Holme Lane Flooding, Anglian water taken control and have conducted some preparatory work to divert spring. Land owner fully on board and agreed to works required on his land. Ward Council to pursue for date of action / completion.*

*Crime stats:- still no fine breakdown available, however the overall stats show a distinct decline since 2023.*

*New PC Paul Toppam 'toppers' introduced himself and spoke about his aim to be both present and visible. Made the group aware that current focus on drugs offences is already showing an increase in events which will reflect in forthcoming stats, however Paul was keen to stress that this is a good thing indicating successful actions. 2 in the last week where erratic driving led to stops and charges for drug offences in addition to motoring offences/ no licence/ insurance. The more these drip offences can be stopped, the bigger effect this can have on potential decline of offences.*

*Paul also advised said they have a concerted focus on getting residents to sign up to the community alerts site where residents can log concerns, and receive updates on events.*

*It was clarified that NLC have 2 x dog wardens where concerns re dangerous dogs can be reported. There is also (it's believed) the facility to request a general visit to aid a reduction in dog mess, with fines being issued when appropriate.*

*Discussion regarding potential highway issued at entrance to new development on Brig Road Messingham . Property's opposite should no longer park at edge of the road. courtesy visit (by police) followed by yellow markings and letters to affected residents to follow.*

*Next meeting 18th June 2025.*

*Cllr Kathy Cooper*

- North Lincolnshire Council – Civic Dinner - 7th March (Cllr Kofoed)
- Scribe/ERNLLCA - Strategic Planning information session – 11th March (Town Clerk)

This was a virtual session which detailed the benefit of developing a Strategic Plan.

### **The Problem: Why Most Councils Need Strategic Planning**

Most parishes and towns across our region don't plan more than a year ahead. In fact, the furthest many councils look into the future is about 14 months - typically just their next budget cycle. Some larger councils may have a 3-year budget plan, but when you examine it closely, it's often just the current budget with projected inflation increases.

Even among councils that do have strategic plans, these documents are often lengthy, not written in plain English, and created with minimal input from stakeholders. As a result, very few people read or understand them, rendering them largely ineffective.

This short-term focus creates several problems:

1. **Short-term focus:** It can be harder for the Council to achieve meaningful goals when timeframes are so short. Budgets remain short-term and resources can be used less effectively.

2. **Internal issues:** Without a shared vision, Councils often experience friction between competing priorities where the loudest or most persistent voices determine direction rather than consensus. This can leave both officers and Councillors feeling directionless and frustrated, as if "wading through treacle."
3. **External issues:** The community doesn't understand what the Council is for or what it's doing. Being reactive becomes the default setting rather than proactively addressing community needs.

The information from the session was very useful and inspiring and it is recommended the whole Council look to have input into the development of a Strategic Plan for Kirton in Lindsey Town Council after the May Annual Council Meeting.

- Government Digital Service – Geographic Information System software project - 11th March (Town Clerk)

This was a virtual session which looked at the need for access to mapping resources at Town and Parish Council level and is a current national government project. Further information will follow as the project progresses.

- North Lincolnshire Council - Town and Parish Liaison Meeting – 20th March (Cllr Cooper) – verbal update to be provided as this was after the agenda was published.
- ERNLLCA/YLCA – Talking Tables training – 21st March (Town Clerk) – verbal update to be provided as this was after the agenda was published.

#### **2503/09 – Police and Crime Commissioner funding – CCTV**

The applications for Listed Building Consent and Planning Permission were approved by the planning authority. The order is now in place for the equipment and installation work which is hoped will start shortly. Discussion with the Town Hall's current electrician, carrying out work to lighting within the Town Hall has taken place regarding connection to the power within the Town Hall. More details will follow when confirmed.

#### **2503/10 – Finance – Asset maintenance – specific to town noticeboards at Church Street and Cornwall Street.**

Maintenance works to Cornwall Street noticeboard completed late February, with report that the noticeboard likely has around a year of serviceable use left due to the deterioration on the rear wooden panels. Church Street noticeboard also noted as end of life.

#### **2503/12 – Car Parking Provision**

Following the site meeting with Officers from North Lincolnshire Council in early December, Ward Cllr Garritt is providing further information to the officers and is a point of contact for further information and recommendations from the Officers. In February Gareth Denovan noted he would be in touch with Cllr Garritt within the week to discuss further.



### **2503/13 – Halifax Bomber Memorial**

Costings to add the Halifax Bomber Memorial to the annual town council planting schedule with the current contractor.

- *Summer and winter bedding in the beds*
- *Beds watered during the summer*
- *Added to weeding schedule (Every three weeks)*

With keeping all maintenance the same as other beds the extra cost for this bed would be £240.

### **2503/14 – Policies and Procedures**

#### a. Financial Regulation changes

Please be aware there has been some small changes made to the new financial regulations to comply with the latest regulations.

#### Updated Model Finance Regulations

We worked with our finance advisor, Parkinson Partnership LLP, to update the Model Financial Regulations (England). The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force last week.

The changes are to Model Financial Regulations -

**5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**

**5.7 For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

and

**5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**

To become:

**5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**

**5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

and

**5.11 Contracts must not be split to avoid compliance with these rules.**

e. Training courses and non-attendance – agreed at February Full Council meeting, that unless good reason is approved by the Town Council the cost of courses booked for but not attended by Councillors/staff members will be recovered from the Councillor/staff member. The courses not attended were National Planning Framework (Feb) £20; Chairmanship £15 (November). Council needs to decide on its decision making regarding ‘provision of good reason to the Town Council’.

**2503/15 – Open Spaces – North Lincolnshire Council play area inspections**

On the concerns raised about the area around the spica and roundabout they're fine but will monitor them closely and if anything changes we will rectify. The sand pit has been checked just not added to the sheet and that is also up to standard but will monitor closely as well. **Town Clerk has requested that supernova and sandpit are added to the checklist as Supernova check missed off this month and this will ensure recording of all checks completed.**

Update 19/03/2025: Just a quick update regarding the roundabout - We have successfully completed the repair on the roundabout and all is as should be, Apologies for the delay due in the repair. Please find the photos attached.



**2503/15 – Open Spaces – ( c ) To receive the suggestion from a resident about Widgit Communication Boards for the park**

I wondered whether this was something that Kirton town council could consider for our local park?

I think it would help make the park more inclusive and if nothing else will raise awareness. I think this would encourage more children with SEND needs to use the park and may be something that others would be interested in.

Would appreciate if the suggestion could be put forward as an idea to see if it could be introduced.

The link for another council who have installed is Luton council.

Massive thanks

***See attached information about Widgit Communication Boards.***

**( e ) An update following the request from NLC Principle Neighbourhoods Officer to increase cutting schedule FP253**

NLC payment not aligned to costs for contractors which would result on a further loss to residents from the Town Council precept to costs for this partnership work, this follows yearly reporting to NLC that the grant for three cuts of the network a year is not sufficient.

The Town Clerk reported this back to the NLC Officer, and the following response was received 19/03/2025:

*I have discussed this with the PROW team*

*In the circumstances and in order to resolve the matter, we are prepared to fund the total cost of the 3 cuts (4 if required) for this particular path.*

*Can you let me know if this is acceptable and I will adjust the grant payment accordingly.*

**( f ) Information about maintenance of the Peace Garden at the War Memorial area, including costings to do so**

In Bloom update at March PK Committee Meeting: At the Bloom AGM it was put forward that the rose beds were put to the Town Council for maintenance moving forward and that they would continue to be sponsored to meet costs. This was agreed by all in attendance. Bloom simply do not have the manpower or interest from the community to continue with the upkeep of them and so it is with great sadness this was the decision.

Please find the breakdown and quote for maintenance of the three rose beds:

Maintenance breakdown:

Weeding of the beds will take place every three weeks from March to November.

The roses will have a full prune once a year and deadheaded throughout.

The roses will be fed and sprayed twice a year.

Roses generally don't need watering but if we have very dry hot spells, I'll water them up to four

times a year.


The total for this work will be: £1,520

**2503/16 – Grove Street Cemetery**

Memorial testing works – the five-year cycle of test works approaches, however three memorial stones which were laid down for safety during the previous phase have been stood upright without any support in place. Notices have now been attached with supporting stakes in place. (E-report reference numbers B483, B498 and B501).

Kirton in Lindsey Town Council: Schedule of Payments March 2025

Classification - Finance - Open

	Date	Payee	Description	101 Administration	101.14 Other Staff Costs (separate to salary, tax, ni, pension & mileage)	101.11 Salaries	101.11 Income Tax	101.11 National Insurance	101.11 Pensions	101.13 Mortgage	102.15 General Power of Competence	102.11 Section 137 Grants	103 Democratic Expenses	201 Open Spaces	301 Rural Grounds	401.514 Promoting Kirton	501 Public Services	601 Civic	701.11 Trustee Green & Market Place	701.12 Trustee War Memorial & Garden of EED	801 Allotments	VAT	Total	
<b>PART A</b>	<b>PRE - APPROVED/APPROVED BY COMMITTEE</b>																							
FC 2502/14	04/03/2025	TDP Ltd	Plaque for bench - KLASSIC Park	£44.56																			£8.91	£53.47
FC 2502/09	04/03/2025	Turn the Page and Read	Donation								£200.00													£200.00
Contractual	05/03/2025	O2	Business mobile contracts	£23.92																			£4.78	£28.70
Contractual	10/03/2025	Diamond Jubilee Town Hall	Office Rent and Room Hire	£440.00																				£440.00
Contractual	10/03/2025	Diamond Jubilee Town Hall	Meeting Room Hire	£75.50																				£75.50
Contractual	10/03/2025	S Barrett	Grounds maintenance (planting)											£565.00										£565.00
Civic budget	11/03/2025	G McCartney	Civic Dinner - Catering/staff costs															£1,660.00						£1,660.00
Civic budget	11/03/2025	C Morton	Civic Dinner - pre-drinks expenses															£6.00						£6.00
Civic budget	13/03/2025	Broughton Town Council	Civic - Civic Dinner tickets x2															£70.00						£70.00
Training budget	13/03/2025	ERNLLCA	Training - Appraisal skills x3 (Oct 2024)		£30.00								£60.00											£18.00
PK 2502/06	19/03/2025	Wm Morrisons Gainsb.	Annual Town Meeting expenses - refreshments	£16.67																				£3.33
Contractual	19/03/2025	HSBC	Business banking account charges	£15.80																				£15.80
Contractual	24/03/2025	Nest	Pension Contributions ( March)																					
Contractual	25/03/2025	IdVerde	Grounds maintenance contracts (grass cutting)											£1,040.52										£208.10
Contractual	26/03/2025	Town Clerk	Salary																					
Contractual	26/03/2025	Assistant Clerk	Salary																					
Contractual	27/03/2025	Community Co-Ordinator	Salary																					
Contractual	27/03/2025	HMRC	Tax/NI/Student Loan payments																					
Contractual	28/03/2025	Information Commissioner	Data protection registration fee renewal	£47.00																				£47.00
<b>PART B</b>	<b>FOR APPROVAL</b>																							
		<b>Subtotal for month</b>		<b>£663.45</b>	<b>£30.00</b>					<b>£0.00</b>	<b>£200.00</b>	<b>£0.00</b>	<b>£60.00</b>	<b>£1,695.52</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,736.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£243.12</b>	<b>£10,565.36</b>	

**Kirton in Lindsey Town Council**  
**Policy 18: Community Pot Grant Scheme**  
 2024/25 (v.20241)  
 Application Form

Name of group:	<b>Town Hall Live</b>
Main group contact: <i>(full name and title)</i>	<b>Mr Brian Chudley</b>
Position in group:	Organiser/ Promotor
Address:	
Telephone:	
E-mail:	
Date form completed:	January 2025
Provide a detailed description of the project and who will benefit from it:	<p>We are holding our 6<sup>th</sup> outdoor Music Festival on Sunday 27<sup>th</sup> July 2025. The Garden Concert will feature artists from Australia and the UK. We hope to attract people from the local community, in addition to people from all over the county and beyond.</p>
Say how you know there is a need for your project:	<p>Town Hall Live has been running since 2011 and has a strong local following as well as attracting people for further afield. Previous concerts have been well attended, and we wish to build on that in 2025. The Festival will be held at 18 East Cross Street, courtesy of Mr &amp; Mrs John Donaghy.</p>
What are the full costs of the project (including VAT if applicable):	The total costs for the event will be between £2000 and £2500.

Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them):	No other funding is sought, the event is reliant on tickets sales.  A Community Grant will help with promotion, advertising, hospitality and accommodation.
Please tell us the stage at which your other applications are at, i.e just applied, awaiting outcome of application or funding confirmed:	Not applicable
What contribution to these costs would you like from the Town Council?:	£300 .....
Is this contribution for a specific element of the project?:	As mentioned above it will be spent on advertising, hospitality & accommodation being equally split between the three.
What is the structure of your organisation?:	Town Hall Live is a part of The Diamond Jubilee Town Hall, Kirton in Lindsey. We are a CIO and Registered Charity No:1160832

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	✓
Copy of the most recent/audited accounts	✓
Three most recent bank account statements	✓

Please note:

- Community Pot Grants must be a for a maximum of £300

Please return to:

**Town Clerk**

**Town Council Office, Diamond Jubilee Town Hall, High Street, Kirton in Lindsey,  
North Lincolnshire, DN21 4LZ**

Email – enquiries@kirtoninlindseytowncouncil.gov.uk

Telephone: 01652 648978 / 07518 284173

with copy to Julia Melling, Finance Officer (Diamond Jubilee Town Hall) at  
finance@kirtoninlindseytownhall.co.uk

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## Kirton in Lindsey Town Council Finance Report February 2025

## Receipts and Payments made during February 2025, reconciling the cashbook with the bank statements as at 28/02/2025

**Cashbook balance brought forward:**

Balance carried forward April 1st 2024:	£91,040.87
Receipts to January 31st 2025:	£163,743.77
Payments to January 31st 2025:	£163,009.98
<b>Balance carried forward February 1st 2025:</b>	<b>£91,774.66</b>

Ref	Date	Payer	Details	Receipts
<b>Balance C/F 01/02/2025</b>				<b>£91,774.66</b>
R134	04/02/2025	S Window	Civic Dinner tickets x4	£148.00
R135	04/02/2025	Public Sector Deposit Fund	Interest	£320.46
R136	06/02/2025	SJ Scott	Cemetery fees - ERoB x2 & cheque fee	£722.00
R137	09/02/2025	M Hollingsworth	Civic Dinner tickets x2	£73.00
R138	10/02/2025	City of Lincoln	Civic Dinner tickets x2	£73.00
R139	11/02/2025	Jason Threadgold Funerals	Cemetery - Memorial application fee MUNNELLY	£90.00
R140	12/02/2025	Winterton Town Council	Civic Dinner tickets x2	£73.00
R141	12/02/2025	Barton upon Humber TC	Civic Dinner tickets x2	£73.00
R142	13/02/2025	Women's Institute	Civic Dinner tickets x3	£109.50
R143	16/02/2025	A Waltham	Civic Dinner tickets x2	£36.50
R144	17/02/2025	M Harrison	Civic Dinner tickets x2	£73.00
R145	18/02/2025	North Lincolnshire Council	Civic Dinner ticket x1 (Mayor)	£36.50
R146	18/02/2025	Hibaldstow Parish Council	Civic Dinner donation	£25.00
R147	20/02/2025	R & KD Cooper	Civic Dinner tickets x2 plus donation	£75.00
R148	20/02/2025	Brigg Town Council	Civic Dinner tickets x2	£73.00
R149	21/02/2025	Equisign Tack and Pollitt	Civic Dinner tickets x2	£73.00
R150	21/02/2025	Kirton in Lindsey Archery Club	Civic Dinner tickets x2	£73.00
R151	21/02/2025	E Gladding	VE Day entertainment booking refund	£110.00
R152	23/02/2025	C Brumby	Cemetery fees - memorial bench costs balance	£752.50
R153	25/02/2025	T Kitchen	Civic Dinner ticket x1 plus cash fee	£38.50
R154	26/02/2025	Gainsborough Town Council	Civic Dinner tickets x2	£73.00
R155	26/02/2025	Barton upon Humber TC	Civic Dinner tickets x2 (refund)	£80.00
R156	27/02/2025	JE Kofoed	Civic Dinner tickets x2	£73.00
R157	27/02/2025	HSBC	Gross Interest	£15.73
<b>Receipts, February 2025</b>				<b>£3,289.69</b>

**Payments**

Ref	Date	To Whom Paid	Details	Payments
P270	03/02/2025	Axholme Pest Control	Cemetery - Pest control contract (2)	£345.60
P271	03/02/2025	Town Clerk	Expenses - H&S - Eye test	£29.95
P272	05/02/2025	Post Office	Cemetery ERoB - recorded delivery costs	£1.70
P273	06/02/2025	Mrs S Barrett	Grounds Maintenance contract (planting)	£565.00
P274	11/02/2025	Diamond Jubilee Town Hall	Office Rent & Room Hire	£440.00
P275	11/02/2025	Diamond Jubilee Town Hall	Meeting room hire	£28.00
P276	11/02/2025	Diamond Jubilee Town Hall	Meeting room hire (Green & Market Place)	£9.50
P277	11/02/2025	ERNLLCA	Training - National Planning Framework	£24.00
P278	11/02/2025	E Gladding	VE Day entertainment booking deposit (refunded)	£110.00
P279	12/02/2025	North Lincolnshire Council	Premises Licence Renewal - Market Place	£70.00
P280	14/02/2025	KLASSIC Park	Staff costs Feb 2025	
P281	16/02/2025	HSBC	Business banking account charges	£8.00
P282	20/02/2025	Brigg Town Council	Civic - Dinner tickets x2	£76.00
P283	21/02/2025	E Gladding	VE Day entertainment booking deposit	£110.00
P284	21/02/2025	D Saxby	Noticeboards and bench works	£180.00
P285	26/02/2025	Nest	Pension Contributions Feb 2025	
P286	26/02/2025	Town Clerk	Salary	
P287	26/02/2025	Assistant Clerk	Salary	
P288	26/02/2025	Community Coordinator	Salary	
P289	27/02/2025	HMRC	NI/Tax/Student Loan	
P290	27/02/2025	idVerde	Grounds Maintenance contract (grass cutting)	£1,248.62
P291	27/02/2025	KLAGs	Community Pot Grant	£100.00
P292	27/02/2025	Asda Groceries Online	Civic Dinner - Pre-dinner drinks expenses	£59.37
<b>Total Payments February 2025</b>				<b>£7,851.81</b>

**Cashbook carried forward**

Balance carried forward April 1st 2024:	£91,040.87
Receipts to February 28th 2025:	£167,033.46
Payments to February 28th 2025:	£170,861.79
<b>Cashbook total at February 28th 2025:</b>	<b>£87,212.54</b>

**Reconciliation to Bank Statements**

Current Account 41305484	£840.63
Savings Account 01109553	£6,371.91
Public Sector Deposit Fund	£80,000.00
<b>Total in bank as at February 28th 2025:</b>	<b>£87,212.54</b>

**Agreed to cashbook and bank statements:****Dated:**





## Hazard Checklist

Hazard No.	Nature of Hazard Posing Significant Risk	Risk Rating (from below)	P*	S*
3	Possibility of trips or falls in cemetery.	12	✓	
4	Possibility of serious injuries from unsafe memorials.	12	✓	
32	Possibility of injury from objects within the cemetery i.e broken glass etc	10	✓	
32	Possibility of contamination of cemetery with dog or cat mess.	10	✓	
32	Possibility of injury due to inappropriate disposal of litter.	10	✓	

\*P = physical risk control; S = safe system of work, i.e. procedural risk control.

PROPOSED ACTION	COMPLETION DATE
<p><b>Possibility of trips or falls in cemetery.</b> Contractors check and level sunken graves etc. during weekly maintenance visits</p> <p><b>Possibility of serious injuries from unsafe memorials.</b> Memorials topple tested twice a year.</p> <p><b>Possibility of injury from objects within the cemetery i.e broken glass etc</b> Contractors litter pick on a weekly basis.</p> <p><b>Possibility of contamination of cemetery with dog or cat mess.</b> Contractors check on a weekly basis.</p> <p><b>Possibility of injury due to inappropriate disposal of litter.</b> Large trade waste bin provided for litter disposal and contractors check on a weekly basis.</p>	<p><b>Ongoing.</b></p> <p><b>Twice a year in March and September.</b></p> <p><b>Ongoing.</b></p> <p><b>Ongoing.</b></p> <p><b>Ongoing.</b></p>

#### SCORING SYSTEM

Hazard severity	Likelihood of occurrence
5 = Very high (multiple deaths)	5 = Very high (100% certain to occur)
4 = High (death or serious injury)	4 = Likely (small chance = accident)
3 = Moderate (injury or disease)	3 = Quite possible (may happen)
2 = Slight (minor injury)	2 = Possible (low or minimal risk)
1 = Nil (no risk)	1 = Not likely (no risk present)
0 = Not applicable	0 = Not applicable

#### Hazard Type

Hazard Type	Severity	Likelihood	Risk Rating
1. Fall of person from height	0	0	0
2. Fall of object or material from height	0	0	0
3. Fall of person on same level (e.g. slip or trip)	4	3	12
4. Manual handling (includes: pushing, pulling, lifting and carrying)	4	3	12
5. Use of machines	0	0	0
6. Operation of vehicles	0	0	0
7. Fire, including that which can be caused by static electricity	0	0	0
8. Electricity or electrical equipment	0	0	0

<b>Hazard Type</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Risk Rating</b>
9. Drowning	0	0	0
10. Excavation work (where this is part of the task)	0	0	0
11. Stored energy (e.g. elastic cords, hydraulic and air pressured systems)	0	0	0
12. Explosions (e.g. from chemicals or dust)	0	0	0
13. Contact with excessively hot or cold surfaces	0	0	0
14. Compressed air or gasses	0	0	0
15. Mechanical lifting operations	0	0	0
16. Noise	0	0	0
17. Biological agents	0	0	0
18. Ionising radiation	0	0	0
19. Non-ionising radiation	0	0	0
20. Excessive vibration	0	0	0
21. Use of hand tools	0	0	0
22. Adverse weather conditions (where exposure is part of the task)	0	0	0
23. Chemicals or substances	0	0	0
24. Storage, stacking or shelving	0	0	0
25. Housekeeping	0	0	0
26. Lighting levels (too high or too low, rapid changes)	0	0	0
27. Confined spaces	0	0	0
28. Cleaning (before, during or after the task)	0	0	0
29. Use of display screen equipment	0	0	0
30. Lone or unaccompanied working	2	2	4
31. Exposure to personal violence or aggression	0	0	0
32. Other (please state) Injury from litter or other objects	2	5	10

Risk rating = Severity x Likelihood.

Transfer all those with a rating of 10 or more back to the previous sheet.



## Hazard Checklist

Hazard No.	Nature of Hazard Posing Significant Risk	Risk Rating (from below)	P*	S*
1 and 3	Possibility of trips or falls on play equipment.	12	✓	
4	Possibility of injuries from sharp or loose objects on play equipment.	12	✓	
32	Possibility of injury from objects within the sand pit i.e. broken glass etc	10	✓	
32	Possibility of contamination of play area with dog or cat mess.	10	✓	
32	Possibility of injury due to inappropriate disposal of litter.	10	✓	
4	Possibility of injury due to general wear and tear of play equipment	12	✓	
	<p>Hazardous material removal is carried out by the North Lincolnshire Council Street Cleaning Programme within one day of reporting – contact Customer Contact Centre on 01724 297000 to report.</p>			

\*P = physical risk control; S = safe system of work, i.e. procedural risk control.

PROPOSED ACTION	COMPLETION DATE
<p><b>Possibility of trips or falls on play equipment.</b> Age appropriate equipment installed. Safety surfacing installed and maintained. Weekly inspections carried out by appointed Councillor.</p>	<b>Ongoing maintenance works.</b>
<p><b>Possibility of injuries from sharp or loose objects on play equipment.</b> Equipment inspected weekly by appointed Councillor. Maintenance works actioned and carried out in a timely manner. Equipment taped off and clearly labelled if unsafe.</p>	<b>Ongoing regular checks</b>
<p><b>Possibility of injury from objects within the sand pit i.e broken glass etc</b> Inspected regularly as part of the grounds maintenance contract and weekly by appointed Councillor.</p>	<b>Ongoing regular checks</b>
<p><b>Possibility of contamination of play area with dog or cat mess.</b> Inspected regularly by contractors and weekly by appointed Councillor.</p>	<b>Ongoing regular checks</b>
<p><b>Possibility of injury due to inappropriate disposal of litter.</b> Regular litter picks carried out by contractors and community volunteers, sufficient litter bins provided.</p>	<b>Ongoing regular checks</b>
<p><b>Possibility of injury due to general wear and tear of play equipment.</b> Equipment inspected weekly by appointed Councillor, maintenance works carried out in a timely manner. Equipment taped off and clearly labelled if unsafe.</p>	<b>Ongoing regular checks</b>

**Hazardous material removal is carried out by the North Lincolnshire Council Street Cleaning Programme within one day of reporting – contact Customer Contact Centre on 01724 297000 to report.**

#### SCORING SYSTEM

Hazard severity	Likelihood of occurrence
5 = Very high (multiple deaths)	5 = Very high (100% certain to occur)
4 = High (death or serious injury)	4 = Likey (small chance = accident)
3 = Moderate (injury or disease)	3 = Quite possible (may happen)
2 = Slight (minor injury)	2 = Possible (low or minimal risk)
1 = Nil (no risk)	1 = Not likely (no risk present)
0 = Not applicable	0 = Not applicable

#### Hazard Type

Hazard Type	Severity	Likelihood	Risk Rating
1. Fall of person from height	3	4	12
2. Fall of object or material from height	0	0	0
3. Fall of person on same level (e.g. slip or trip)	3	4	12
4. Manual handling (includes: pushing, pulling, lifting and carrying)	3	4	12
5. Use of machines	0	0	0
6. Operation of vehicles	0	0	0

<b>Hazard Type</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Risk Rating</b>
7. Fire, including that which can be caused by static electricity	0	0	0
8. Electricity or electrical equipment	0	0	0
9. Drowning	0	0	0
10. Excavation work (where this is part of the task)	0	0	0
11. Stored energy (e.g. elastic cords, hydraulic and air pressured systems)	0	0	0
12. Explosions (e.g. from chemicals or dust)	0	0	0
13. Contact with excessively hot or cold surfaces	0	0	0
14. Compressed air or gasses	0	0	0
15. Mechanical lifting operations	0	0	0
16. Noise	0	0	0
17. Biological agents	0	0	0
18. Ionising radiation	0	0	0
19. Non-ionising radiation	0	0	0
20. Excessive vibration	0	0	0
21. Use of hand tools	0	0	0
22. Adverse weather conditions (where exposure is part of the task)	0	0	0
23. Chemicals or substances	0	0	0
24. Storage, stacking or shelving	0	0	0
25. Housekeeping	0	0	0
26. Lighting levels (too high or too low, rapid changes)	0	0	0
27. Confined spaces	0	0	0
28. Cleaning (before, during or after the task)	0	0	0
29. Use of display screen equipment	0	0	0
30. Lone or unaccompanied working	2	2	4
31. Exposure to personal violence or aggression	0	0	0
32. Other (please state) Injury from litter or other objects	2	5	10

Risk rating = Severity x Likelihood.

Transfer all those with a rating of 10 or more back to the previous sheet.





Kirton in Lindsey Town Council  
**Policy 37: Recruitment and Selection Policy & Procedure**

Adopted March 2024 (v.20241) [FC2403/13] and amended (Appraisals section) December 2024

**1.0 Scope and aims of the Policy**

- 1.1 This policy applies to all employees of the Council.
- 1.2 The Council's policy is to recruit the best person for each vacancy based on its responsibilities under the Local Government and Housing Act 1989, section 7 in considering relative merits and abilities, regardless of gender, marital status, race, creed, sexual orientation, age or disability. In no circumstances will any appointment be made based on personal recommendation without the prospective employee going through a selection process.

**2.0 General Principles**

- 2.1 The Council recognises the benefits of a diverse workforce and values the different contribution that individual employees bring to the workplace. The Council is committed to a programme of action that will enable it to recruit and develop a diverse workforce and create an environment that allows each employee to feel valued for their individual talent and where individual skills, knowledge and competencies are fully nurtured. The Council recognises the potential conflict between ensuring a diverse and varied workforce, its commitment to open recruitment and the career development of existing employees. The Council's recruitment and selection policies endeavour to provide an appropriate balance between these conflicting interests.
- 2.2 The Council will comply fully with any legislative requirements but will aim to go beyond mere compliance. The Council will take positive action wherever possible to create opportunities for personal development for employees and will ensure that all persons with a disability who meet the person specification will be invited for interview and, if required, special arrangements are made for the interview.
- 2.3 Those people involved in the recruitment process will be given appropriate training to ensure they have the skills to recruit the best candidate. No person shall Chair a recruitment panel until such time as they have received or have evidence of previous recent substantial recruitment experience or training.

**3.0 Pre-recruitment**

- 3.1 All posts will have a Job Description that sets out the context of the post, the key tasks against which the post-holder's performance will be reviewed. A Person Specification setting out the required skills, abilities, knowledge, work experience, qualifications and competencies will also be prepared.
- 3.2 Recruitment to all posts shall be by application form. CVs will not be accepted. The application form shall be reviewed regularly to ensure that it continues to meet the recruitment needs of the organisation and meets legislative requirements.

#### **4.0 Recruitment Advertising**

- 4.1 To achieve a consistent approach to the filling of vacancies and to ensure that all posts reflect current organisational requirements, Full Council may delegate recruitment advertising to the Personnel Committee.
- 4.2 All posts shall be advertised as widely as possible within the constraints of the budget allocated for the recruitment process. The Council will be proactive in utilising a variety of mechanisms to reach applicants from diverse backgrounds
- 4.3 Recruitment may be monitored for age, disability, ethnic origin, and gender.

#### **5.0 Internal Recruitment**

- 5.1 This policy recognises the benefits of a diverse workforce. It also recognises that the nature of the Council's work is such that projects may sometimes be funded for a fixed-term, and that the retention of staff, following the completion of a project, may be in the best interests of the Council, provided suitable alternative employment is available. Equally, this policy recognises that the talents required to fill a vacancy may already exist within the organisation.
- 5.2 The Personnel Committee will have authority to restrict the advertising of a vacancy to internal applications only, if it can be demonstrated that this represents the best interests of the Council. In a situation where a vacancy cannot be filled by internal selection, the external recruitment process will then be applied.

#### **6.0 Interview Process**

- 6.1 An interview panel will comprise three members of the Personnel Committee, supported by the Clerk and/or an external advisor. The Chair of the Panel must have recent experience/training in recruitment and selection.
- 6.2 Shortlisting will only be carried out by those persons on the interview panel.
- 6.3 The assessment of candidates called for interview will be through a variety of mechanisms including (in all cases) an interview, but may also involve presentations, relevant tests, questionnaires, or other appropriate assessments each of which will relate to the requirements within the Person Specification.

#### **7.0 Interviewing**

- 7.1 Interviews shall follow the same general pattern for each candidate but shall not prevent the use of follow-up questions or questions that relate to an applicant's individual experience or response to a question, whilst ensuring that the conduct of the interview remains within the equality framework.
- 7.2 The authority to appoint lies with the decision making of a Full Council meeting who may delegate some functions to the Personnel Committee or the Clerk. When making a decision as to appointment Full Council will take into account recommendations of the Personnel Committee who will have taken into account not only the applicant's performance at interview, but their application form and their performance in other tests etc.
- 7.3 Where it is considered helpful, one or more candidates may be invited back for further interview. In such cases, at least two of the three initial Panel members must be present.

## **8.0 Post Interview**

- 8.1 Where employees are working with vulnerable people or in the community, appropriate checks shall be required. The cost of any such check required will be met by the Council.
- 8.2 All appointments shall be subject to the receipt of satisfactory references. Where references are not satisfactory and there are no mitigating circumstances to consider, or there are medical problems that make the applicant unsuitable or unable to fulfil the post to which they have been appointed, the Personnel Committee must take appropriate action to withdraw the offer.
- 8.3 All long-term appointments are subject to a six-month probationary period, a satisfactory declaration by the applicant under the Rehabilitation of Offenders Act 1974 (as amended), a satisfactory medical record (if required), and the requirements of the Asylum and Immigration Act 1996 (together with the Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016) being met. Short term appointments are subject to the same criteria, however probationary periods for shorter term contacts will be in line with the term of the contract.
- 8.4 All unsuccessful applicants called for interview shall have the right to feedback.
- 8.5 All employees shall have an induction arranged for them that relates to their specific needs and arrangements made for their probationary period to be meaningfully monitored.

## **9.0 Confidentiality**

- 9.1 All aspects of the recruitment process will be considered to be wholly confidential.

## **10.0 Equality**

- 10.1 The Equality and Human Rights Commission may issue Codes of Practice for the elimination of discrimination and the promotion of equality of opportunity in employment. Councillors and officers, acting as members of a recruitment panel are responsible for ensuring that the Code is implemented. The Council may be liable if discrimination occurs. Panel members will also be expected to comply with the Code of Conduct for members of Parish and Town Councils.

## Procedure

### 1.0 Pre-Recruitment

#### 1.1 Review of Existing Post

The Personnel Committee shall be responsible for reviewing the duties and grade of the post and its relevance to current and future needs, concentrating on whether:

- the post should continue in its present form
- at the same level
- and that funding is still available for the post.

The first task is to review the need for the post in its present form. The following questions may be helpful:

- is there still the need for the job – either on full or part time basis?
- can the job be done in any different way e.g. has it changed because of changes in technology?
- does the Job Description meet current or changed needs?
- are the same skills required?
- does the person specification need to change if the job is being done differently?
- does the Council want to make use of the vacancy to do things in a different way?
- does the Council want to fill it on a temporary basis with a view to longer term changes?
- is there money in the budget to continue the post?
- is there likely to be difficulty recruiting to the post? If so, is the remuneration package at the right level?
- does the Job Description clearly set out the outcomes the organisation wants to achieve from the job?

#### 1.2 Establishment of a New Post

The Personnel Committee shall be responsible for justifying the need for and recommending the duties and grade of any new post, its relevance to current and future needs and be satisfied that funding is available for the post. In looking to establish a new post, the following questions may be helpful:

- is there a real need for the job or can the outputs be achieved in some other way?
- what is the impact of the creation on the post on other posts?
- has the opportunity been taken to ensure that the Job Description reflects current, and not historic, information and utilises up to date technology and work practices?
- is the Council certain that the number of hours allocated for the post are appropriate?
- has the Council clearly identified the essential tasks and required outcomes for the post?
- has the Council identified the right skills to achieve the desired outcomes?
- will the Job Description take account of future needs and does it provide appropriate flexibility?
- is the funding in place to pay for the post?
- is there likely to be difficulty recruiting to the post? If so, is the remuneration package at the right level?

### 1.3 Job Description

The Personnel Committee shall be responsible for drafting a Job Description for each post as set out in a format agreed by the Council. A copy shall be kept on each employee's personal file. All posts shall have a Job Description that sets out the nature and duty of tasks that the postholder will be required to undertake. There shall be a standard format that will set out:

- Job title and grade
- Who is responsible for managing the post?
- Context of the post
- Key tasks
- Required job outcomes
- Responsibilities and accountabilities
- Other relevant information
- Date of the last review of Job Description

### 1.4 Person Specification

The Personnel Committee shall be responsible for drafting the Person Specification for each post as set out in a format agreed by the Council. A copy of the person specification shall be kept on each employee's personal file which shall include essential job requirements and set out how those specifications are to be assessed as part of the overall interview process. Desirable requirements will be shown separately. The specification shall cover:

- Skills and abilities
- Knowledge
- Qualifications/Education/Training
- Work Experience
- Other requirements

The Person Specification shall be reviewed each time that the Job Description is reviewed and amended.

### 1.5 Application Form

The Personnel Committee shall be responsible for ensuring that the application form is reviewed regularly and, where appropriate, application forms developed to meet the developing needs of the organisation and its activities. Recruitment to all posts shall be by application form. CVs alone will not be accepted.

## **2.0 Recruitment Advertising**

### 2.1 Authority to Recruit

The Council shall authorise the recruitment to existing posts provided that the continued need for the post (in its existing, or revised, form) has been demonstrated and there is appropriate budgetary provision. Responsibility for managing the recruitment process may be devolved to the Clerk, to the Personnel Committee or to an external body.

The Personnel Committee shall record that it has reviewed the job description, person specification and job information and prepared a draft job advert. It should also indicate

whether there are any specific arrangements it wishes to make for advertising and interviewing for the post e.g. internal recruitment.

Adverts shall be agreed by the Personnel Committee which shall determine the final format of the advert and authorise that the advert to be placed in the appropriate media and report back to the Council.

## 2.2 Where to Advertise

Where it is considered that the post could be filled by internal application only, or through means other than external advertisement, the Personnel Committee will agree the reasons to justify that decision and report back to the Council.

## 2.3 Job Advert

The Personnel Committee shall have responsibility for agreeing the wording of job adverts and agreeing the closing date and interview timetable. Job adverts shall:

- include details of the grade, hours and location of the post
- summarise the responsibilities of the role
- summarise key employment benefits
- include details of how to apply
- contain details of the closing date, and where possible the intended interview date
- be clear and concise as to where completed applications should be sent.

## 2.4 Recruitment information

It is insufficient to send out application forms without appropriate information relating to the job being recruited to. The following information must be sent as a minimum -

- Standard covering letter from the Council explaining the process
- Application Form
- Applications Form guidance notes
- Job Description
- Person Specification
- Additional information may be sent out with the information pack depending upon individual job requirements
- Some information about the Council.

## 2.5 Applications

Application for vacancies will be by means of application forms. Receipt of all applications will be acknowledged in writing.

All received applications will be viewed and scored against a set of criteria appertaining to the specific job vacancy. A shortlist will be drawn up for those candidates selected for interview.

Candidates will be selected taking full account of the provisions of any anti-discriminatory legislation in force at the time.

### **3.0 Interview Process**

#### **3.1 Interview Panel**

The Committee, officer or appointed external body will be responsible for arranging the dates and venues for shortlisting and interviews. Interview Panels should have the skills and knowledge to recruit successfully to the post and the Chair of the Panel must be recently experienced/trained in recruitment and selection. Where appropriate, external advisors/consultants may sit with the interview panel.

#### **3.2 Shortlisting**

Shortlisting will only be carried out by those persons on the interview panel. Applications should be assessed against the criteria set out in the Person Specification. All disabled applicants who meet the Person Specification shall be invited for interview.

#### **3.3 Invitation to Interview**

The Committee, officer or appointed external body shall arrange for invitations for interview to be sent out, for the venue to be booked and all involved persons to be notified of the date and time of the interview etc. The invitation to attend interview should give at least 7 days-notice using a standard letter and should cover:

- Time and place of interview
- The format of the interview and any additional information relating to presentations or written tests
- The need to acknowledge attendance
- Details of how to get to the interview venue
- Requesting proof at interview of any required professional or other qualifications required for the post
- Whether any specific assistance may be required to enable the applicant to attend the interview.

#### **3.4 Questions, Presentations and Tests**

The Personnel Committee shall ensure that appropriate presentations, tests and questions have been drawn up, agreement reached as to what outcomes are expected and who shall ask which question.

Details as to how an individual is to be assessed for a job should be led by the content of the Person Specification and the job functions laid out in the Job Description. This will include information to be found in the application form, and by questions to be asked at interview. Other ways of assessing a person's ability to perform may be through setting tests or exercises designed to assess their ability or knowledge in specific areas or activities.

Presentations should be relevant and intended to test specific skills against the Person Specification. They are primarily a test of a person's ability to communicate information, ideas and concepts and to inter-act with their audience, including an ability to answer questions on any presentation. Careful consideration should be given to the purpose, nature and content of any proposed presentation.

Tests should be used to assess specific skills against the Person Specification. They should be used to test an individual's ability to solve a particular problem, test their skills, test ability to deal with problems within a given timescale or test knowledge in a specific area. Careful consideration should be given to the purpose, nature and content of any proposed tests.

Interview questions must test an applicant's knowledge and understanding that is required by the Job Description and Person Specification. Questions should be specific and potential 'follow up' questions to explore fully a candidate's responses are permitted.

## **4.0 Interviewing**

### **4.1 The Interview**

The Chair of the Panel shall be responsible for the overall control and management of the interview within the policy and for recording the reasons for any deviations from the policy. They shall ensure that other members of the Panel are fully aware of the procedures and comply with them. Interviews shall follow the same general pattern for each candidate covering

- welcome and introductions to Panel
- outline of interview process
- outline/recap on any issues relating to the job on offer
- presentation or test (if appropriate)
- questions from Panel
- questions from applicant (if any)
- information about terms and conditions, decision making process etc.

No person will be asked any question which is directly or indirectly discriminatory nor any assumptions made based the protected characteristics scheduled in the Equality Act.

Interviews will normally be conducted either on the same day or over two consecutive days. A list of skills will be drawn up against which candidates will be tested.

### **4.2 Making and Recording the Decision**

The Clerk shall:

- ensure that the decision is properly made
- ensure the process is properly recorded
- have responsibility for taking up references
- arrange for the post to be offered to the successful candidate

At the end of the interviews the Chair shall ensure that the Interview Assessment Forms are completed and discuss with the Panel the appointment of the successful applicant. This will normally, but not always, be the candidate with the most points. The responses of each candidate will be noted and at the end of each interview the Panel shall assess the candidate's performance and shall complete their Interview Assessment Form.

It is not unknown for applicants who are unsuccessful to complain about a decision not to appoint them and they have the right to take a case to an Employment Tribunal if discrimination is alleged. It is necessary therefore to ensure that all decisions are properly



recorded and the use of interview scoring sheets provide the necessary evidence of good decision-making.

The Clerk should check any information relating to medical certification, criminal conviction declaration and eligibility to work in the UK. If there are any concerns relating to the health of the individual to carry out the job they have applied for, then further medical information about fitness to work may be sought.

Where a final decision has not been made, it may be helpful for one or more candidates to be invited back for further interview. In such cases, a majority of the initial Panel members must be present.

Interviewees should be advised within a reasonable timescale as to whether they have been successful or not. They should always be offered the opportunity of feedback from the interview.

All interview Assessment Forms will be held in a sealed envelope and appropriately archived. Records relating to unsuccessful candidates may be destroyed after six months.

## **5.0 Post Interview**

### **5.1 Offer Letter**

Offers of employment following the interview process described above will normally be made initially by telephone and followed up in writing within 48 hours.

The Clerk should ensure that the offer letter is sent out and that a response is received, as soon as possible together with the appropriate documents.

A copy of the offer letter and signed acceptance should be placed on the employee's file.

### **5.2 Rehabilitation of Offenders Act and Police Checks**

The Rehabilitation of Offenders Act provides that some convictions are spent after a specified period of time and do not have to be declared by persons applying for jobs. The Act also requires that where employees or potential employees are likely to work with vulnerable people any conviction, even those that would otherwise be spent, may have to be declared. Where employees work with vulnerable persons a Disclosure and Disbarring Service check may have to be undertaken.

Where convictions have been declared the matter should be discussed with the personnel committee which shall decide whether an appointment is appropriate, or that the employment option be not continued. In coming to such a decision they shall have regard to

- The nature of the conviction
- The length of time since it occurred
- The person's age at the time of the offence
- The overall number of offences
- The relevance of the offence to the nature of the work to be carried out
- Whether a police caution should be regarded as the same as a conviction

### 5.3 References

A standard letter requesting a reference should be sent to referees given by the candidate. The letter should include details of the job description and person specification.

There may be specific individual circumstances where potential employees may not wish to use a present or past employer for a reference (such as in cases where there may have been victimisation or intimidation or violence) and seeking a reference may jeopardise an individual's security. All such cases should be discussed with the Clerk.

### 5.4 Unsuccessful Candidates

Information sent out with the job application pack will advise applicants who have not been shortlisted, that they have been unsuccessful if they have not heard from the Council within 14 days of the closing date for the post. All unsuccessful applicants attending for interview will be advised that they have been unsuccessful as soon as possible after the interview.

### 5.5 Complaints

There may be some occasions at the end of, or even during, the recruitment and selection process when an applicant (or applicants) may be aggrieved at the outcome or potential outcome. Any applicant who feels they have been aggrieved by any decision or are unhappy about the way in which their application has been treated at any stage of the procedure, may complain in writing to the Clerk or Chairman of the Council if the Clerk is implicated in the complaint. Any such complaint must be made within seven days of either the closing date for applications, notification of the decision or the incident about which they wish to complain. Complaints must be investigated and resolved within fifteen working days. This does not prejudice any statutory right to lodge a claim for discrimination.

A copy of the Council's Complaints Procedure will be made available to all applicants upon request.

### 5.6 Personnel File

Each employee shall have a personnel file that complies with the provisions of data protection legislation covering manually or electronically held data. The file shall hold the following data relating to the recruitment process

- application form
- equality monitoring form
- offer letter
- offer letter - signed by new employee
- contract of employment
- references
- medical form (if applicable)
- job description
- person specification
- any specific details under the Rehabilitation of Offenders Act
- Asylum and Immigration Act declaration (if appropriate)

The Clerk shall ensure that an employee's personnel file contains all the above documents.

## 5.7 Setting up Payroll

The Clerk requires specific information to ensure a new employee will be paid on the appropriate date. This information should be sought on the first date of employment. The information required is:

- Details of bank or building society account
- P45/P46
- Date of birth

5.8 A written contract of employment shall be drawn up and **must be** given to the successful candidate on their first day of employment, together with copies of the Councils' disciplinary and grievance procedures. The contract will be based on the NALC model contract of employment.

5.9 All staff employed by the Town Council are paid in accordance with the nationally negotiated local government pay scales in force at the time.

5.10 All staff employed by the Town Council are entitled to join the Government NEST Pension Scheme under Regulations pertaining at the time of appointment or decision to join the Scheme. There is no requirement to join the pension scheme.

## 6.0 **Confidentiality**

6.1 It is essential that those involved within the recruitment and selection procedures at all stages should treat information in strictest confidence. This means

- not passing on information to others, including other candidates, who have applied for a particular job
- not discussing performance at interview with anyone else except as feedback to individual candidates
- returning to the Clerk, or the body assisting the Council with interviews, all documentation used during the interview process
- the Council must ensure that material obtained as part of the interview process is stored securely

Any breach of confidentiality may have implications under the Data Protection Act for the Council, the Code of Conduct for Councillors and, for staff, the Council's Disciplinary Procedures.

## 7.0 **Induction**

7.1 All employees shall have an induction arranged for them that relates to their specific needs. The induction for each employee shall cover

- The organisation
- Health and safety
- Specific job requirements
- Identification of training needs

7.2 Arrangements made for the induction period to be meaningfully monitored and recorded. A copy of the employee's induction record shall be maintained on their personnel file.

## **8.0 Retention and Training of Staff**

8.1 All staff employed by the Town Council will be subject to the Town Council's adopted appraisal scheme. (See Appendix)

8.2 The purpose of the appraisal scheme is to provide a method of identifying any further training needs as well as monitoring staff performance and aiding in the retention of valuable members of staff.

8.3 The Town Council sees the provision of training as enhancing individual employees' opportunities for personal advancement, primarily within the organisation, where those opportunities exist. Staff training will also enhance the aim of high-quality service provision by the Town Council.

8.4 When staff vacancies arise, those employees already employed by the Town Council will be considered to fill a vacancy before it is advertised as detailed in Section 5. Although the number of employees is small, this will give opportunities for advancement within the organisation. Any 'promotion' will be considered on merit. Length of service with the Town Council, and the loyalty that this implies will be taken into account but will not be an over-riding issue for consideration.

8.5 Where appropriate, the Town Council will meet the cost of training, with the proviso that such costs will be refunded if the employee leaves the Town Council's employment within a period of two years of completion of such training. This will ensure that the full benefit of the training funded by the Town Council is retained.

8.6 Where appropriate, and provided it meets the current business requirements of the Town Council, it will seek to provide opportunities whereby staff can extend their personal and career development prospects by assuming additional responsibilities on a temporary or time limited basis. A system to encourage innovative thinking may be used to further this aspiration. Long term additional responsibilities will inform consideration of pay reviews.

## **9.0 Employment Legislation**

9.1 All staff employed by the Town Council will be treated in accordance with prevailing employment legislation. Such legislation will include, but is not restricted to, the following:

- Equality Act 2010
- Health & Safety at Work Act 1974
- Employment Rights Act 1996, as amended

## **10.0 Adoption**

10.1 This policy was adopted on 27<sup>th</sup> March 2024, minute reference 2403/13 and will be reviewed at least annually to ensure that it continues to meet the Council's needs and statutory requirements.

## **Appendix - Staff Appraisal Policy**

### **Introduction**

- 1.1 This procedure reflects the aims of the Council to provide a framework through which the Council (appraiser), and the employee (appraisee), maximise achievements, output, quality of work and effectiveness.
- 1.2 This policy applies to all employees of the Council with the exception of casual or seasonal employees. Such staff will be performance managed in other ways in particular by correspondence or feedback form if appropriate.

### **Aims**

- 2.1 Appraisals are essential for the effective management, training and development and evaluation of staff. Appraisals help develop individuals and improve organisational performance.
- 2.2 Annual performance appraisals enable management and monitoring of standards, agreeing expectations and objectives as well as career and succession planning – for individuals and the Council as a whole.
- 2.3 Performance appraisals are also important for staff motivation, attitude, and behaviour development, communicating and aligning individuals and Council aims, and fostering positive relationships between the Council and its employees.
- 2.4 Performance appraisals form part of the performance management of employees. Effective appraisers are crucial in this system in ensuring that employees know and understand what is expected of them as well as feeling valued.
- 2.5 Appraisals are also to allow staff to provide feedback, put across queries and questions in an open way.

### **Process**

- 3.1 Formal performance appraisals are conducted annually for all permanent staff in the Council, around the anniversary of their appointment. However, this does not preclude further meetings throughout the year to review progress.
- 3.2 Each member of staff (other than the Town Clerk) is appraised by their line manager. The Town Clerk is appraised by up to two members of the Personnel & Disciplinary Committee or a member of this Committee plus one other Town Councillor as an exception.
- 3.3 In order to be effective, it is important that both appraisee and appraiser have prepared, are comfortable with and have prepared ahead of the meeting.
- 3.4 Relevant and recent training where necessary will be made available to appraisers to ensure they have a good understanding with what is expected from them and their responsibilities as an appraiser. It is strongly recommended that anyone conducting an appraisal has undertaken relevant and recent training.
- 3.5 Each member of staff will complete a pre-appraisal form and submit this to their appointed appraiser by a pre-agreed time.
- 3.6 The appraiser will arrange an appraisal meeting at mutually convenient suitable time and date in normal working hours, in a room free from distractions. The meeting will

take the form of a free-flowing conversation during which a range of views is exchanged.

- 3.7 It is anticipated that the following will be discussed at a minimum:
- Review past 12 months performance and previous appraisal goals and objectives;
  - Discuss the information gathered in the self-appraisal form;
  - Agree and set future goals and objectives including relevant training and development.
- 3.8 After the meeting, the appraiser completes a post-appraisal form which is to be given to the appraisee within 10 working days of the meeting. After the meeting the appraisee reviews and has the opportunity to add their own comments where appropriate. The appraisal forms shall be kept securely and shall not be available to anyone other than the appraisee, appraisers and Personnel and Disciplinary Committee.

### **Report**

- 4.1 After all appraisals have been carried out the Town Clerk will produce a report for the Personnel and Disciplinary Committee with a generic overview of the appraisals and the training needs identified.
- 4.2 Confidentiality will be respected, and the report will seek only to summarise matters. The pre-appraisal form and post-appraisal form will not be submitted as part of the report to the Personnel and Disciplinary Committee but would be available for viewing in paper format throughout the Personnel and Disciplinary meeting.
- 4.3 If training is needed any budgetary requirements should be forwarded to the appropriate Council meeting.

### **Guidance for the appraiser**

- 5.1 Where it has been agreed that the appraisal should concentrate on specific aspects of the appraisee's job, information collection should likewise concentrate on those aspects.
- 5.2 Appraisers should act with sensitivity to all concerned and should not exhibit any bias in collecting information.
- 5.3 General comments should be supported by specific examples.
- 5.4 Any information received anonymously should not be used.
- 5.5 Information which does not relate to the professional performance of a member of staff should not be sought or accepted.
- 5.6 Those giving information should be encouraged to make fair and considered comments which they are prepared to acknowledge and to substantiate if required.
- 5.7 The substance of grievance or disciplinary proceedings should never be used in the appraisal process.
- 5.8 The thrust of appraisals should be on training and development and enabling the appraisee to seek to move forward to their best performance.



# Kirton in Lindsey Town Council Appraisal Form

## Personal Performance & Development

**Name:** .....

**Position:** .....

**Appriaser(s):** .....

**Position:** .....

**Date of Appraisal:** .....

### Purpose

- i To talk about and review your performance
- ii Discuss future work and progress
- iii Agree training and development

Please complete sections 1 -2 of this form prior to the agreed appraisal meeting date as it will form the basis of the meeting.

Nov2024v1

**Section 1**

**Employee to complete this section:**

Please use your knowledge of your day to day work to complete this section.

- 1 How much satisfaction have you gained from your employment with the Council in the past twelve months?

NONE 0 – 1 – 2 – 3 – 4 – 5 A LOT

- 2 How much have you enjoyed doing your day to day work in the past year?

NOT AT ALL 0 – 1 – 2 – 3 – 4 – 5 A LOT

- 3 How difficult has your job been in the past year?

VERY 0 – 1 – 2 – 3 – 4 – 5 NOT AT ALL

- 4 How well do you think you have performed in your job in the past year?

NOT TOO WELL 0 – 1 – 2 – 3 – 4 – 5 VERY WELL

- 5 How helpful have your colleagues been?

NOT VERY 0 – 1 – 2 – 3 – 4 – 5 VERY HELPFUL

- 6 How supportive have your Managers been?

NOT VERY 0 – 1 – 2 – 3 – 4 – 5 VERY SUPPORTIVE

- 7 Do you have all the skills and knowledge you think you need to do your job?

NO 0 – 1 – 2 – 3 – 4 – 5 ABSOLUTELY



8 How often are you asked to do new or difficult jobs?

NEVER 0 – 1 – 2 – 3 – 4 – 5 ALL THE TIME

9 If you answered between 3 and 5 to question 8 how easy is it to ask for help?

IMPOSSIBLE 0 – 1 – 2 – 3 – 4 – 5 VERY EASY.

**Section 2**

**Objective Setting**

Based on your experience please answer the following questions.

1 List up to 5 things the Council does well for you:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

2 List up to 5 things the Council could do better to help you:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

3 If the Council did everything you listed in question 2 above, how would this affect your attitude to your employment?

NO DIFFERENT 0 – 1 – 2 – 3 – 4 – 5 MUCH HAPPIER

**Section 3**

**To be discussed by the Employee and Appraiser during the Appraisal interview.**

1 What is the agreed level of performance:

UNACCEPTABLE                      0 – 1 – 2 – 3 – 4 – 5                      VERY GOOD

2 What do both parties agree the Employee has achieved in the past year?

3 What have both parties agreed needs to be improved by the employee?

4 How will the Council help the Employee to achieve that improvement in the next twelve months?

5 Agreed Action Plan for the next twelve months:

**Name of Appraiser:** .....

**Signature:** .....

**Date:** .....

**Name of Employee:** .....

**Signature:** .....

**Date:** .....

Please use this box to add any additional comments either party wish to make:

# Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
<b>Name of Inspector</b>					Kathy Cooper
<b>Inspector Qualifications</b>					None.
<b>Conducted on</b>					22.02.2025 12:00 GMT
<b>Document Number</b>					22022025
<b>Weather conditions.</b>					Dry.
					1 / 1 (100%)
<b>Is the site free from litter, dog fouling, broken glass, or other dangerous objects?</b>					Pass
<b>Is the site free of any obvious signs of damage to any equipment?</b>					Pass
<b>Is the signage intact and readable?</b>					Pass
<b>Have all the bins been emptied?</b>					Pass
<b>Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)</b>					Pass
<b>Is the site free of any fallen branches or any other grounds maintenance issues?</b>					Pass
<b>General comments. Is there anything you would like to flag for the attention of the Town Clerk?</b>					No new items.

# Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
<b>Name of Inspector</b>	Cllr Kathy Cooper				
<b>Inspector Qualifications</b>	None				
<b>Conducted on</b>	28.02.2025 12:00 GMT				
<b>Document Number</b>	28022025				
<b>Weather conditions.</b>	Dry				
1 / 1 (100%)					
<b>Is the site free from litter, dog fouling, broken glass, or other dangerous objects?</b>	Pass				
Small amount of litter. Cleared away.					
<b>Is the site free of any obvious signs of damage to any equipment?</b>	Pass				
<b>Is the signage intact and readable?</b>	Pass				
<b>Have all the bins been emptied?</b>	Pass				
<b>Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)</b>	Pass				
<b>Is the site free of any fallen branches or any other grounds maintenance issues?</b>	Pass				
<b>General comments. Is there anything you would like to flag for the attention of the Town Clerk?</b>	No				

# Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
<b>Name of Inspector</b>					CLlr Kathy Cooper
<b>Inspector Qualifications</b>					None
<b>Conducted on</b>					07.03.2025 12:00 GMT
<b>Document Number</b>					07032025
<b>Weather conditions.</b>					Dry
					1 / 1 (100%)
<b>Is the site free from litter, dog fouling, broken glass, or other dangerous objects?</b>					Pass
<b>Is the site free of any obvious signs of damage to any equipment?</b>					Pass
<b>Is the signage intact and readable?</b>					Pass
<b>Have all the bins been emptied?</b>					Pass
<b>Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)</b>					Pass
<b>Is the site free of any fallen branches or any other grounds maintenance issues?</b>					Pass
<b>General comments. Is there anything you would like to flag for the attention of the Town Clerk?</b>					No

**LOCATION OF PLAYGROUND**

**NORTH LINCOLNSHIRE COUNCIL**  
**INSPECTION OF PLAYGROUNDS AND EQUIPMENT**  
**Kirton Playing Field**

**MONTH**.....MAR 25.....

**QUARTERLY INDEPTH INSPECTION**

Equipment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Zip Line																	/																
Tower Slide Unit																	/																
Basket Ball Post																	/																
Galaxy Unit																	/																
Yellow Zig Zag Spinner																	/																
Roundabout																	X																
Timber Trim Trail																	/																
2 Flat 1 Basket Swing																	/																
Pyramid Rope Climbing Net																	/																
2 Cradle 1 me to you swing																	/																
Seesaw																	/																
Embankment Slide unit																	/																
Toddler Trim Trail																	/																
Toddler Twin Tower Slide unit																	/																
Toddler Vinci slide unit																	/																
2 Play boards																	/																
Safety Surfacing																	/																
Safety Surfacing																	/																
Grass Matting																	/																
Gate \ Fencing																	/																
Bins																	/																
Bike Stand Posts																	/																
Teen Shelter																	/																
Seat \ Picnic Tables																	/																
Signage																	/																

Defects report Overleaf

Inspectors Name: S J B

Signature: 



NORTH LINCOLNSHIRE COUNCIL  
INSPECTION OF PLAYGROUNDS AND EQUIPMENT  
 LOCATION OF PLAYGROUND      Kirton Lindsay Classic Park

MONTH.....**MAR 25**.....

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Pod Fit 3 Unit																	/														
Air Walker																	/														
Double Air Skier																	/														
Tia Chi Spinner																	/														
Reclined Fitness Bicycle																	/														
Arm Trainer																	/														
Steel Seat																	/														

Defects Reports Overleaf      X

Inspectors Name.....*S. Jones*.....

Signature.....*[Signature]*.....

Widgit Board information from website link:

[https://www.widgit.com/about-symbols/playground-communication-boards.htm?\\_route\\_=playground&fbclid=IwY2xjawlXmG9leHRuA2FlbQlXMQABHQujkrbOfHq6Tve\\_NBqYG9r35As8tXjifc44U5\\_APbOUq3GS3sCaD8mCCQ\\_aem\\_Ug2OYWPETuqbkh10oNRuGA](https://www.widgit.com/about-symbols/playground-communication-boards.htm?_route_=playground&fbclid=IwY2xjawlXmG9leHRuA2FlbQlXMQABHQujkrbOfHq6Tve_NBqYG9r35As8tXjifc44U5_APbOUq3GS3sCaD8mCCQ_aem_Ug2OYWPETuqbkh10oNRuGA)



## The power of play

Playtime is fundamental to a child's development on so many levels. During the most formative years of a child's life, play fosters wellbeing, self-awareness, imagination, and resilience before stepping out into the wider world.

With playground closures during the pandemic highlighting the importance of accessible play, many children still face barriers to accessing this vital element of childhood.

“Children need the freedom and time to play.

Play is not a luxury. Play is a necessity.”

Kay Redfield Jamison  
Clinical psychologist and writer

## Building inclusive playgrounds

At Widgit, we believe every child deserves the right to play. We partner with forward-thinking schools and organisations to remove communication barriers and create inclusive playground environments where all children can thrive.

Widgit Playground Boards are visual communication tools designed specifically for outdoor environments. They use clear and simple symbols to represent playground equipment, rules, and safety information.

These boards are invaluable for young people with communication difficulties, such as children with autism, speech impairments, or learning disabilities.



Widgit Board information from website link:

## Our playground boards use clear and colourful Widgit Symbols to to:



### Promote understanding

Children understand the rules, equipment, and environment around them, fostering independence and safety.



### Encourage interaction and integration

Playgrounds become spaces for interaction and acceptance, fostering social skills and an understanding of differences.



### Stimulate exploration

Symbolic communication allows for independent exploration, encouraging sensory engagement and learning.

## Level the playing field

By incorporating a Widgit Playground Board into your play area, you demonstrate a commitment to inclusivity, creating more moments of joy and learning for all children.

To help us champion the use of Widgit Playground Boards – and evolve our offering to meet the needs of symbol users – you can join our community of parents, experts and educators in helping us grow our existing set of playground symbols.

Got an idea? Email your symbol wish list to [inclusiveplay@widgit.com](mailto:inclusiveplay@widgit.com)



## Planning a Widgit Playground Board?

Widgit Playground Boards are unique to every setting, available in a range of sizes and materials to meet your requirements. What's more, their Weathershield UV fade resistant laminate make them a perfect choice for outdoors, ensuring they retain their bright colours all year round.

Designed, printed and delivered by our highly experienced team, our playground boards are easy to install upon arrival, ready for you to enjoy right away.



[Find out more](#)

Widgit Board information from website link:

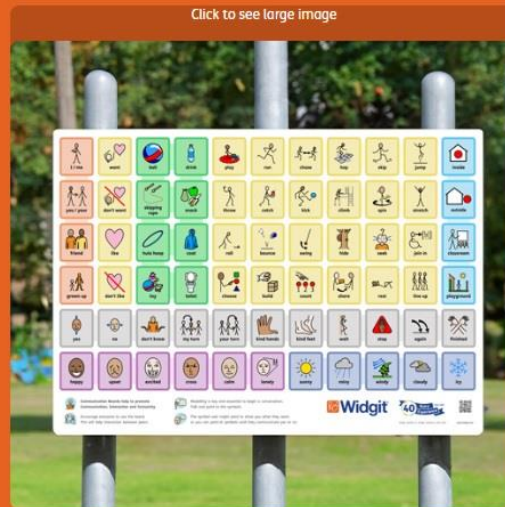
## Having trouble deciding?

Order our Standard Widgit Playground Board:

- A1 (841 x 594mm)
- 3mm Dibond
- Rounded corners
- Weathershield UV fade resistant laminate
- Suitable for indoor and outdoor use
- Delivery to one UK address
- £350 (Excl. VAT)

Quantity	Price	
Standard Playground Board	£350	<a href="#">Add to Basket</a>

Note: Orders received after 9th December may not be delivered until January 2025.



## Create your own:

- Download our easy to use templates
- Choose from a selection of ready-made designs
- Edit in either InPrint 3 or Widgit Online
- Personalise your board with your choice of symbols
- Send the template and a PDF with your order
- All boards are printed at A1 (841 x 594mm)
- £280 (Excl. VAT) Foamex
- £350 (Excl. VAT) Dibond

[Download](#)



Widgit Board information from website link:

## FAQs

<b>What is a purchase order (PO)?</b>	+ -
<b>In which format should I send our logo?</b>	+ -
<b>Do you provide installation?</b> <p>We do not normally provide installation as our signs are suitable for self installation. If you have a large project, we can range for a team to visit your site and install the signs. There would be an additional charge for this service based on the work involved and your location.</p>	+ -
<b>Do you supply posts?</b> <p>We do not supply posts or backing boards.</p>	+ -
<b>How long is delivery?</b> <p>Delivery normally takes around 7-10 working days before you receive your delivery. Please be aware that sometimes our printer can be very busy, so it might take a bit longer in some instances.</p>	+ -
<b>Can I return my signs?</b> <p>We can only accept the return of faulty signs or signs damaged in transit.</p>	+ -
<b>What should I do if my signs arrive damaged?</b>	+ -

# Klassic Visual Gym Equipment Inspection

Complete

Score	5 / 5 (100%)	Flagged items	0	Actions	0
<b>Name of Inspector</b>					Kathy Cooper
<b>Inspector Qualifications</b>					None
<b>Conducted on</b>					22.02.2025 12:00 GMT
<b>Document Number</b>					22022025
<b>Weather conditions.</b>					Dry.
					1 / 1 (100%)
<b>Is the site free from litter, dog fouling, broken glass, or other dangerous objects?</b>					Pass
<b>Is the site free of any obvious signs of damage to any equipment?</b>					Pass
<b>Is the signage intact and readable?</b>					Pass
<b>Has the grass been cut?</b>					Pass
<b>Is the site free of any fallen branches or any other grounds maintenance issues?</b>					Pass
<b>General comments. Is there anything you would like to flag for the attention of the Town Clerk?</b>					No new issues.

# Klassic Visual Gym Equipment Inspection

Complete

Score	5 / 5 (100%)	Flagged items	0	Actions	0
<b>Name of Inspector</b>	Cllr Kathy Cooper				
<b>Inspector Qualifications</b>	None				
<b>Conducted on</b>	28.02.2025 12:00 GMT				
<b>Document Number</b>	28022025				
<b>Weather conditions.</b>	Dry				
1 / 1 (100%)					
<b>Is the site free from litter, dog fouling, broken glass, or other dangerous objects?</b>	Pass				
<b>Is the site free of any obvious signs of damage to any equipment?</b>	Pass				
<b>Is the signage intact and readable?</b>	Pass				
<b>Has the grass been cut?</b>	Pass				
<b>Is the site free of any fallen branches or any other grounds maintenance issues?</b>	Pass				
<b>General comments. Is there anything you would like to flag for the attention of the Town Clerk?</b>	No new items				