



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 26<sup>th</sup> March 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, Cllr Tony Kitchen and Cllr Suzanne Stephenson.

Members not present: Cllr Karen Gunn and Cllr Joy Kofoed.

Also present: 7 members of the public, Jane Owen – Humber and Wolds Rural Action, Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

## MINUTES

### 2503/01 Apologies for Absence

Apologies were received from Cllr Gunn.

### 2503/02 Declaration of Interests / Dispensations

- Cllr Fox, Cllr Frankish and Cllr Cooper declared interests in 2502/10 ( e ) –Town Hall Live grant request.
- No dispensations were granted.

### 2503/03 Public Participation

The Duke of Edinburgh Award Volunteer provided an update on the voluntary work conducted for the Town Council to date, including work at the Christmas Festival, development, design and display of event information posters and assisting the Community Co-Ordinator with website update works. He hopes to continue to assist with the website, future town events and help with tidying in the Cemetery. The Mayor thanked the Volunteer on behalf of the Council for all the work he is doing.

A member of the public asked for any further update about the neighbourhood plan following its mention at the previous meeting, with Cllr Garritt to provide an update as part of his report. It was also asked about progress to ease parking problems within the town centre area. Cllr Garritt noted that he also had a further update later. The resident provided views about planning application PA/2024/365, noting the work the developers have done to address concerns raised by the community and that this was a different applicant and design team to the applicant refused by North Lincolnshire Council (NLC) in December. He retained concerns about the separation area between the new development and existing housing and hoped that some conditions could be recommended relating to aspects of the development and for the protection of existing homes and users of Ings Road.

The members of the public were thanked for attending.

### 2503/04 Minutes

- The Council approved the minutes of the Full Council Meeting held 26<sup>th</sup> February 2025.

**RESOLUTION: That the minutes were duly approved and signed.**

- The Council received the draft minutes of the Promoting Kirton Committee Meeting held 10/03/2025.
- The Council received the draft minutes of the General Purposes Committee Meeting held 10/03/2025.

### 2503/05 Report from North Lincolnshire Council / Ward Councillors

a. Ward Cllr David Garritt noted that he had now visited the resident about the Halifax Bomber Memorial and following this he now has a letter requesting formal adoption of the Memorial by the Town Council. Cllr Garritt will be available at the library next Thursday to help distribute outstanding free air fryers applied for by residents as part of the NLC scheme. Cllr Cooper has also offered to assist with the distribution of these. Collection of them will also be possible during future library opening hours. There are vacancies for Trustees on Torksey's Charity with information published on social media, trustees must live in, or have close links with, Kirton in Lindsey. Gareth Denovan has still not responded to requests for updates following the December on site meeting about parking in the town, Cllr Garritt will continue to seek a response. The company who purchased the areas of the former RAF site protected under Assets of Community Value (ACV) has appointed a receiver, enquiries are with the relevant officer at NLC Communities to ensure that the ACV protocols are followed. In terms of Neighbourhood Planning, the previous contact at NLC has now left the company, and a new officer is in post. Cllr Garritt will be making contact to discuss a reboot if there is enough interest within the community to do so. Cllr Garritt has chased up Carl Beacock regarding the work to the land off Redbourne Mere and next steps, but with no response. The Neighbourhood Action Team met, with Cllr Cooper to provide a report later in the meeting. Tree works and highway work schedules were published online for residents' information. Cllr Garritt attended at the public consultation for the proposed Solar Farm at Manton noting preference for industrial/brownfield sites to be used but noting that the proposed site was a small one. Cllr Garritt is in contact with local food vendors regarding VE Anniversary celebrations in May, with the Fish Shop keen to display posters and run a food deal. Progress has been made on a sewage issue on Ings Road. Discussions are ongoing at NLC regarding changes to local authority areas with a merging of North Lincolnshire, North East Lincolnshire, West Lindsey and East Lindsey preferred.

b. Ongoing issues raised by the Town Council were discussed, with concern expressed about the timescale of works to the Redbourne Mere road. It was confirmed that this work is scheduled for the 2025-26 financial year. Residents concerns about the play area at Barnard Meadows was raised, with the Clerk noting at NLC still have no information displayed at Barnard Meadows, Fusilier Way or The Maltings play areas. It was queried when these play areas were last inspected. Work was continuing at Steep Hill with the existing handrail primed and re-painted, however the missing section was still not replaced. Street name plates were also appearing, with Gas House Passage now in place, but others including improved

signage for King Edward Street awaited. A query from a resident to the NLC Ward Officer about the Wray Street / Traingate area was redirected to the Town Council and despite querying this no response was received back from the Officer. The Clerk asked for clarification on the procedures for contacting and achieving responses from NLC and if the Ward Cllr always needs to be involved. Cllr Garritt explained that the NLC Officers have too many responsibilities and are unable to deal with everything they are required to do. The Clerk noted concern that March Street was not on the works list for highway repairs. **RESOLUTION: That a query is sent to NLC regarding the play areas under their care including details of the display of signage with contact details and information about when they were last inspected.**

**ACTION: Town Clerk**

c. The Council noted arrangements made for testing of residents electric blankets in the town at the Community Café, Thurs 3rd April 2pm to 4pm & the Kirton Knit Knacks AGM from 1pm. The Clerk continues to promote the testing event, and if supported more sessions can be provided. The Clerk noted the request to the Knit Knacks group from the Town Council for yarn bombing and offered to attend the AGM to offer thanks.

**RESOLUTION: That the Clerk attends the Kirton Knit Knacks AGM to offer thanks.**

**ACTION: Town Clerk**

#### 2503/06 Mayor & Delegates Reports

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

Mayor's Report on Civic Events attended – Cllr Hazel Fox:

- Kirton in Lindsey Town Council – Civic Dinner – 2<sup>nd</sup> March
- Gainsborough Town Council – Civic Service – 16<sup>th</sup> March
- Immingham Town Council – Civic Service – 23<sup>rd</sup> March – apologies were given for this event.

Councillors and Officers reports

- Neighbourhood Action Team – Ridge / Messingham – 5<sup>th</sup> March  
Cllr Cooper had provided a written report on this meeting. It was clarified that the police systems are still not 'talking to each other' to provide detailed statistics, however new Officer for Ridge, PC Topham, is proving to be proactive and keen. Signing up to the 'Community Alert' system was promoted. There was discussion about tackling anti-social behaviour such as dog fouling by keeping the dog warden aware of problem areas to visit. The difficulties in getting responses and action from NLC was also discussed further at this meeting, with the agreement that communities themselves are active but there is not enough staff within NLC to respond.
- North Lincolnshire Council – Civic Dinner – 7<sup>th</sup> March. Cllr Kofoed had attended, but was not present to give a report.
- Scribe/ERNLLCA - Strategic Planning information session – 11<sup>th</sup> March. The Clerk reported a very useful session and recommended the development of a Strategic Plan is discussed as a future agenda item, this was generally supported by not voted on.
- Government Digital Service – Geographic Information System software project - 11<sup>th</sup> March. The Clerk reported this central government project to improve access to government level mapping data for town and parish Councils. This was a positive step forward from central government and more information will follow in due course.
- North Lincolnshire Council - Town and Parish Liaison Meeting – 20<sup>th</sup> March. Cllr Cooper reported attending with the main topic of discussion devolution. It was clear that different areas of the proposed Greater Lincolnshire are looking for different outcomes. There was concern expressed by those attending on the costs in the development of this potential new area of administration, with NLC noting that the team was likely to be developed from redeployment from within the existing authorities. An update was provided about a large project to review waste collection, including food waste, with a full review of containers and collection routes to take place. NLC were asked if they were under pressure from potential solar farm developments and this was not answered. NLC did confirm that they are working with Kirton in Lindsey Surgery around the need for larger premises. A new IT system was discussed for logging issues with NLC which would consist of a log in to provide reports but it was unclear who this would be made available for. More information is due in the next twelve months.
- ERNLLCA/YLCA – Talking Tables training – 21<sup>st</sup> March. The Clerk reported another very useful training session which allowed for five of nine discussions to be joined with valuable information on Event Management, Biodiversity Duty, Dealing with HR Matters, Productivity Tips (AI) and Public Rights of Way.

#### 2503/07 KLASSIC (Charity Number 1115978)

The Council received an update on the transfer of assets, liabilities and undertakings of the charitable trust to a Charitable Incorporated Organisation (CIO) as agreed in principle at the Extraordinary Meeting held 27<sup>th</sup> November 2024. Jane Owen from Humber and Wolds Rural Action (HWRA) provided information, advising KLASSIC has now registered as a CIO as a legal entity. This gives a window to close down the old Charity before transferring to the new charity before the end of the charities financial year. The next steps are purely fact finding, to be carried out by the Venue Manager. Land Registry need to be contacted to check what information they hold and if it matches with that held by the Official Custodian. Cllr Fox suggested that a business plan should be requested from the new CIO by the Town Council to demonstrate how it will be run and that this will be effective and efficient. Jane noted that the governing document provides a lot of this detail and that the CIO were working on the business plan as well which Cllr Frankish confirmed. Cllr Stephenson noted the requirement for a 'transfer of undertaking' and asked if this would require legal advice. Jane noted that if at any point legal advice is required, she would notify both parties (Town Council and CIO). The Council thanked Jane for attending and providing the update.

#### 2503/08 Humber and Wolds Rural Action – Rural Housing Project

Jane Owen (HWRA) provided an update on the Humber and Wolds Rural Action Rural Housing Project. The recent survey had resulted in twenty responses so far (which was considered to be a good response rate) and there is a fifty/fifty split

between those who need housing now and within five years. The need is generally around adapted properties for disabilities and starter homes. A report will be available prior to the next Town Council meeting, the report will owned by the Town Council and could go into a future neighbourhood plan. Feedback will be welcome when the report is received. Further funding for the project is now confirmed, so further support can also be provided around potential sites if needed going forward.

2503/09 Police & Crime Commissioner funding – CCTV

The Clerk noted 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 has taken place regarding connection to power within the Town Hall.

2503/10 Finance

i. Income and Expenditure

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

b. The Council received a Community Pot funding application from Town Hall Live (2025/26 budget).

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

**ACTION: Town Clerk**

c. The Council received updates regarding potential future funding for the Community Co-Ordinator role. Cllr Fox noted that she had not had any opportunity to progress this and asked if Cllr Frankish could take the work required back. The Clerk noted that the current Community Co-Ordinator's contract ends on Monday 31<sup>st</sup> March, and a meeting is scheduled for Monday to discuss the work and feedback. The Duke of Edinburgh Award volunteer will help with some continued updating of the website going forward.

d. The Council received an update on asset maintenance, specific to town noticeboards at Cornwall Street and Church Street, noting that these were coming to end of life. It was discussed that noticeboards remain important in the town.

**RESOLUTION: That the Clerk researches costings and potential locations for noticeboards and reports back to the Full Council.**

**ACTION: Town Clerk**

e. 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.

(February 2025)

b. The Council noted the transfer of £12,000 from the CCLA deposit fund to the HSBC bank account to cover payments to the end of April as agreed by the General Purposes Committee. The CCLA deposit fund will be topped back up following the first 2025/26 precept payment to maximise interest payments.

2503/11 Planning

a. The Council considered the following planning application:

i. PA/2024/365

**Proposal:** Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline application PA/2020/588 dated 26/03/2021 for a residential development comprising 79 dwellings, open space and associated infrastructure Amendment: development to comprise of a residential of 79 dwellings, amended planting scheme, 1.5m high close boarded fence with 300mm trellis to boundary with Lane End, footpath link from access road to the public open space, re-orientation of plots 72-74, amended site layout, amended cross sections, amended LEAP and boundary treatment plan, drainage strategy plan and updated BNG report and metric.

**Location:** Land off Ings Road, Kirton in Lindsey, DN21 4BX.

**RESOLUTION: That the Clerk responds with a comment to this planning application, noting recognition of the outline planning approval status, but that there remains a great deal of concern from residents within the community. It is also recognised that work has been undertaken to address previous concerns raised, with reports on flooding concerns and concerns over the preservation of privacy for existing dwellings. The area of development is known locally to flood regularly and the Town Council cannot comment on the accuracy and completeness of the reports submitted with the application. The Town Council remain particularly concerned about the bottom corner of the proposed site, the lowest part of the town which will flood in the future. The Town Council also note the lack of mention within the documentation about protection of the historic hedgerow on the Ings Road boundary which is important to the community and has been consistently requested to be protected. The Town Council strongly requests that a high standard is adhered to within any proposed development to include care for existing residents during any construction phases. The Town Council ask that the application and planning conditions to ensure a high standard of any development in this difficult location are considered carefully and that the application is called before the Planning Committee to achieve this.**

**ACTION: Town Clerk**

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

i. PA/2024/1395 – HOUSEHOLDER PLANNING PERMISSION – for alterations to boundary wall to create additional parking and the removal of disused chimney of existing dwelling – 2 St Andrew's Street, Kirton in Lindsey, DN21 4PJ.

ii. PA/2024/1480 – CONSENT UNDER TREE PRESERVATION ORDERS - Application to thin, crown lift and remove overhanging branches of a 2 sycamore trees, identified at T3 and T4, subject to and within Tree Preservation (Kirton in Lindsey) Order 1972 – 8A Station Road, Kirton in Lindsey, DN21 4BB



- iii. PA/2024/1454 – REMOVAL/VARIATION OF CONDITIONS – to vary the plans condition of planning application PA/1999/0920 which were added by non-material amendment PA/2024/1365 namely to amend the house type for plot 82, to amend the house designs and reposition plots 83-85 at Plots 82, 82, 84 and 85 Selby Close, Kirton in Lindsey, DN21 4FF.
- iv. PA/2024/1455 – HOUSEHOLDER PLANNING PERMISSION – for extensions and alterations including replacement roof to create first floor at Weardale, 21 March Street, Kirton in Lindsey, DN21 4PL.
- v. PA/2025/36 – HOUSEHOLDER PLANNING PERMISSION – to erect side and rear extension, a porch and replacement garage – Ailsa Craig, 1 Church Street, Kirton in Lindsey, DN21 4BT.
- vi. PA/2025/68 – FULL PLANNING PERMISSION – to install a CCTV camera on the frontage of the Town Hall, 7 High Street, Kirton in Lindsey, DN21 4LZ.
- vii. PA/2025/69 – LISTED BUILDING CONSENT – to install a CCTV camera on the frontage of the Town Hall, 7 High Street, Kirton in Lindsey, DN21 4LZ.
- viii. PA/2025/110 – CONSENT TREE PRESERVATION WORKS – to fell and Acer tree to ground level and reduce and cut back three Ligustrum trees by 40% within Kirton in Lindsey's Conservation Area at 6 Wesley Street, Kirton in Lindsey, DN21 4PB.

#### 2503/12 Car Parking Provision

The Council considered car parking provision for the town and consider any actions required following the site meeting with representatives from NLC highways at the beginning of December. No further update was received from NLC which was noted with disappointment. Cllr Frankish raised her concerns that the only viable land for a car park was the land previously looked at by the Town Council and suggested a fresh approach to the landowners to discuss options for ways forward.

**RESOLUTION: That the landowners are approached about setting up a meeting to include Cllr Fox, Cllr Garritt and potentially the Town Clerk.**

**ACTION: Town Clerk**

Cllr Stephenson left the meeting during the above discussion.

#### 2503/13 Halifax Bomber Memorial

a. The Council noted the letter from the resident, assisted by Ward Cllr Garritt regarding a request for formal adoption of the Memorial.

**RESOLUTION: That the Memorial is formally adopted by the Town Council.**

b. The Council received notification of costings to add the Halifax Bomber Memorial to the annual Town Council planting schedule with the current contractor. Cllr Fox noted that Cllr Gunn had contacted her and offered to maintain the Memorial planting at no cost to the residents. A note of thanks was given to Cllr Gunn.

**RESOLUTION: That the offer from Cllr Gunn to maintain the Memorial planting at no cost to the residents is accepted and reviewed again in twelve months.**

#### 2503/14 Policies and Procedures

a. The Council noted updates to the model Financial Regulations for local Councils to comply with the latest regulations.

**RESOLUTION: That the updates to the Financial Regulations are noted and applied with immediate effect.**

**ACTION: Town Clerk**

b. The Council reviewed Policy 20: Cemetery Risk Assessment last approved March 2024.

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

**ACTION: Town Clerk**

c. The Council reviewed Policy 23: Play Area Risk Assessment last approved March 2024.

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

**ACTION: Town Clerk**

d. The Council reviewed Policy 37: Recruitment Policy last approved March 2024.

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

**ACTION: Town Clerk**

e. The Council considered training courses and non-attendance – as noted in Learning & Development Policy final decision on this matter is to be decided by P&D Committee. The Clerk noted the decision from the February 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' and requested the process for the Town Council approval of 'good reason' to be agreed.

**RESOLUTION: That the matter is added to a closed discussion at the end of the April Full Council Meeting.**

**ACTION: Town Clerk**

f. The Council considered filling vacancies following the resignation of Cllrs. Cllr Fox also reported the resignation of Cllr Stephenson as Chair of the P&D Committee.

**RESOLUTION: P&D Committee – Cllr Cooper is unanimously elected as member of the Committee.**

**RESOLUTION: P&D Committee – That Cllr Cooper is unanimously elected as Chair of the P&D Committee.**

**RESOLUTION: Community Emergency Plan Committee – That Cllr Frankish and Cllr Kitchen are elected as members of the Committee.**

**RESOLUTION: Play area inspections – That Cllr Kitchen takes on inspections along with Cllr Fox.**

**RESOLUTION: Signatory on the bank mandate – That Cllr Fox becomes a signatory.**

#### 2503/15 Open Spaces

a. The Council received the weekly visual and monthly operational play park inspection reports for signature. These covered 22/02; 28/02; 07/03; 12/03, 17/03 (NLC operational) and 19/03, carried out by Cllr Cooper. Cllr Cooper was thanked for carrying out inspections of the play area and KLASIK 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 the Clerk has now arranged for the Supernova and sandpit to be properly added to the monthly check form for clarity. The roundabout fixing was now repaired and the area around the spica and roundabout would be kept under observation for any issues.

c. The Council received inspection reports for the outside gym equipment carried out by Cllr Cooper covering 22/02; 28/02; 12/03 and 19/03. Raised matting issues still to be resolved by the suppliers.

d. The Council received the suggestion from a resident about Widgit Communication Boards for the park.

**RESOLUTION: That the Clerk researches costs as poles and installation are not included with the product.**

**ACTION: Town Clerk**

e. The Council received an update regarding the placement of a brass plaque on a bench at KLASSIC Park and noted that this was completed and in place.

f. The Council received an update following the request from NLC Principle Neighbourhoods Officer to increase cutting schedule FP 253 by 92m and 46m. The Clerk had received costing from the contractor which exceeded the funding offered from NLC for the works. This was relayed back to the NLC Officer and in order to resolve the matter, NLC confirmed that they were prepared to fund the total cost of the 3 cuts (4 if required) for this particular path and adjust the grant payment accordingly. The Clerk was thanked for preserving with this matter.

g. The Council received information about maintenance of the Peace Garden at the War Memorial area, including costings to do so. It was noted that In Bloom had asked for the maintenance to be put to the Town Council going forward as they do not have the manpower or interest from the community to continue with the upkeep. Discussion took place around costs and sponsorship.

**RESOLUTION: That this matter is put to the community to seek volunteers to carry out light maintenance such as weeding and any responses brought back to Full Council for further discussion.**

**ACTION: Town Clerk**

#### 2503/16 Grove Street Cemetery

a. The Council received an update regarding work around land registration. Paul Fox have advised on their valuation and are in the process of compiling a report.

b. The Council was reminded that the five-year cycle of memorial testing 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 but if no action is taken these will need to be laid down again.

**RESOLUTION: That the unsafe memorial stones are laid flat as previously.**

**ACTION: Town Clerk**

#### 2503/17 Allotments

Cllr Frankish noted that the inspection notifications for April had been sent out to tenants. No progress from NLC with the works required to the entrance which was noted with disappointment. Rent notification for April was also sent out with the inspection notifications.

**RESOLUTION: That Ward Cllr Garritt is copied into further communications with NLC to help resolve responses.**

**ACTION: Town Clerk**

**RESOLUTION: That allotment rent charges are added to the April Full Council meeting agenda for review.**

**ACTION: Town Clerk**

#### 2503/18 A Team

The Council considered the retirement of the town A Team charity volunteers. The Town Clerk reported that the bench is on order and the contractor on standby for groundworks when the bench is delivered. Cllr Frankish noted the funeral for Norma Hamilton is taking place on Friday (28<sup>th</sup> March).

#### 2503/19 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: Resident concerns about Barnard Meadows play area; NLC – News Direct; PCC – Speed indicator devices grants; Grounds maintenance (planting) 2.6% costs increase; Hemswell PC zipline queries; Mablethorpe & Sutton Civic Quiz invite (April); Commons Select Committee Bus Services Survey; Rural Bulletin; External Auditor instructions; Purple 365 Accessibility Webinar / AccessAble Guide – NLC Tourism Partnership; West Lindsey Churches Festival guides (May – includes St. Andrew's United Church).

b. Town Hall Live – Community Grant Application

c. ERNLLCA – February Newsletter

d. ERNLLCA – Institution of Occupational Safety and Health Courses information

e. NLC – Neighbourhood Action Team meeting information (5<sup>th</sup> March)

f. NLC – By-Election update

g. Resident – suggestion about Widgit Communication Boards for the park

h. NLC – News Direct update

i. NLC – Tourism Partnership February update

NLC – Receipt of traffic monitoring data 2023-2024 following request at December onsite meeting - **The Clerk noted this was data previously requested.**

j. ERNLLCA / LiveWell North Lincolnshire – information about LiveWell resources

k. Community Vision – March Monthly Update

l. Rural Services Network – Rural Bulletin

m. NLC – Forthcoming meetings timetable

- n. Resident – enquiry about eligibility of an applicant standing for election as Town Councillor
- o. Rural Services Network – Rural Funding Digest
- p. Hedon Town Council – Silver Show invitation (March)
- q. NLC - North Lincolnshire Visitor Economy Bus Routes Feedback Survey
- r. ERNLLCA – HR Newsletter (Chris Moses)
- s. City of Doncaster – Charity Race Night (April)
- t. ERNLLCA – HR & H&S training courses information
- u. Resident – enquiry about memorial plaque at Grove Street Cemetery
- v. ERNLLCA – Reminder about Finance courses
- w. MyCommunityAlert – Humberside Police re parking outside Kirton Lindsey Primary School
- x. Community Vision – March training update
- y. Goodwin Healthcare Services – invitation to Mayor and Civic Award winner to Community Afternoon (April)
- z. Resident – enquiry about Council discussion of PA/2024/365
- aa. NLC – Town and Parish Liaison agenda information
- bb. BBC Radio Humberside – Make A Difference Awards notification
- cc. ERNLLCA – updates to Model Financial Regulations and Good Councillor's Guide to Finance
- dd. Resident – enquiry about current ownership of former RAF Kirton in Lindsey site
- ee. NLC – Notice of Election – Greater Lincolnshire Combined County Mayoral Election (May)
- ff. Resident – notification of sale of former RAF Kirton in Lindsey site from Newlynn Homes, Kirton in Lindsey, February 2025 contrary to Asset of Community Value status.
- gg. City of Lincoln – Civic Service invitation (April)
- hh. ERNLLCA – Finance training information
- ii. Resident – complaints about verge parking, South Cliff Road – **this matter was discussed with differing information on the success of the trial in Scawby due to awareness, but a lack of enforcement powers to put schemes in place.**
- jj. KLASSIC – Letter regarding budgeted grant and its use

2503/20 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 23<sup>rd</sup> April 2025 at 7pm at the Diamond Jubilee Town Hall.**

**NOTE: Agenda items to be submitted before Friday 11<sup>th</sup> April in line with Standing Orders.**

The Clerk also reminded those present of the date of the Annual Town Meeting as 9<sup>th</sup> April at 6 pm.

The meeting closed at 21:00.



**Minutes of the Meeting of Kirton in Lindsey Town Council**  
**Promoting Kirton Committee held on Monday 14<sup>th</sup> April 2025**  
**at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm**

Members Present: Cllr Suzanne Stephenson (Chair), Cllr Kathy Cooper, Cllr Pat Frankish, Cllr Hazel Fox, Alison Birkett and Martin Hollingsworth.

Members not present: Cllr David Garritt, Cllr Karen Gunn, Victoria Rumary and Tanya Salvador.

Also present: Assistant Clerk: Cheri Morton and Town Clerk: Neil Taylor-Matson.

**MINUTES**

**PK2504/01 Apologies**

Apologies were received from Cllr Garritt and Victoria Rumary.

**PK2504/02 Declaration of Interests / Dispensations**

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

**PK2504/03 Public Participation**

No matters were raised.

**PK2504/04 Minutes of the Previous Meeting**

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

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

**PK2504/05 Community Co-Ordinator report**

- The Community Co-Ordinator had provided a written report which had been circulated. It was noted that her community spirit was commendable in continuing the Men in Sheds project work since leaving the role on 31<sup>st</sup> March.
- The Committee considered the future of the Community Co-Ordinator role, the Town Clerk noted that Humber and Wolds Rural Action were assisting with the revision of the funding application to the National Lottery and feedback was currently awaited. The Town Clerk noted that Box-IT sessions had now finished due to lack of interest and that an end of contract meeting between the outgoing Community Co-Ordinator and Town Clerk had not taken place despite four attempts by the Town Clerk to arrange one. An out of office forwarding system is in place for the Community Co-Ordinator email, redirecting to the Town Clerk and so far this is fielding enquiries about the Men in Sheds project. In terms of links to the North Lincolnshire Livewell website, groups and organisations need to remain in touch, and the Town Clerk will try to help with this in the interim period. The Duke of Edinburgh Award volunteer is 'caretaking' the KirtoninLindsey.com website, but this will not be the level of update which a dedicated member of staff could provide.

**PK2504/06 Town Events**

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

- Annual Town Meeting** (9<sup>th</sup> April) – the Assistant Clerk noted success of the event, with just over 30 in attendance. Grant cheques were presented and those receiving the grants provided a short update to the meeting which came across more naturally than pre-written speeches. Cllr Fox noted a table at the front should be provided for the Ward Cllr as it appeared awkward presenting from within the audience. It was also a disappointment that two groups receiving grant awards didn't have representatives at the meeting. The update from Kirton Academy proved to be useful and very interesting, and they have expressed interest in working more closely with the Town Council. Further information is needed on how this is to be achieved. Thanks were noted to the Assistant Clerk and Town Clerk for their work in making the event a success and for clearing up afterwards.
- SportsZone** – the Assistant Clerk noted the sessions started last week, with six attending with some links to the Youth Club regulars. Promoting will continue regularly to support these free activities for children.
- 80<sup>th</sup> Anniversary of VE Day** (8<sup>th</sup> May) – Kirton Academy have confirmed involvement including the lighting of the beacon. Ebony Rose Vocalist will sing 'I Vow to Thee My Country'. Food vendors from the town will be providing options including picnic boxes and meal deals with prebooking preferred. Bruce McKenzie will step up as Town Crier and do the reading and a WW2 Jeep will be attending. The Town Clerk noted the Tip Towns government initiative, launched on 13<sup>th</sup> March, inviting the public, volunteer networks and community groups to come together whether that be preparing community gardens, hosting craft events to create street party decorations, sprucing up their local areas or encouraging children to draw pictures to put in their windows. No decision was put forward regarding this initiative.

**RESOLUTION: That the schedule for the beacon lighting will be national reading, lighting of the beacon, followed by the song.**

**ACTION: Assistant Clerk**

**RESOLUTION: That research is carried into the Town Crier procedure of Broughton Town Council.**

**ACTION: Cllr Fox**

Signed:

Dated:





**RESOLUTION: That with minor alterations to description, location and mention of the jeep the Risk Assessment is approved.**

**ACTION: Assistant Clerk**

- Summer Gala and Scarecrow Trail (July) – The Assistant Clerk reported that promotion had started for the Scarecrow trail and that booking forms for the Gala had been sent out. Refreshment provision to be looked at further as the waffle stall was already booked for another event. Field of Dreams dog training are confirmed and other entertainment provision is still to be arranged. The Brick Hut have expressed interest in running a community stall with a free activity for children. Consideration was given to a charity donation for the Market Consent application. The stock of medals for Gala activities was reviewed and considered adequate for this year, an Event Working Group meeting is to be arranged soon and costings for two way radios were presented and discussed.

**RESOLUTION: That with minor alterations to description and location the Risk Assessment is approved.**

**ACTION: Assistant Clerk**

**RESOLUTION: That a donation to The Green and The Market Place Charity is made for the Market Consent application.**

**ACTION: Assistant Clerk**

**RESOLUTION: That approval is given from the budget for the purchase of a 4 pack of Winmoom long range walkie talkies at £38.59.**

- Baton of Hope (15<sup>th</sup> September) – the Town Clerk noted that all five nominations; Wayne Eynon, Victoria Rumary, Caroline Hodder, Charlie Millward and Ian Steedman were successful. Their positions on the tour route will be confirmed over the next month. On the day of the tour, Baton Bearers are asked to wear official Baton Bearer t-shirts, which can be personalised with photos or messages. The costs for the t-shirts are £20 each. Baton of Hope encourage each Baton Bearer to raise £50 and offer support to help with this. The Star Fundraiser wins free tickets to the finale concert 'Hope Can Help' at Shakespeare's Globe including hotel accommodation. Baton Bearers are also encouraged to join the local Facebook group to connect with others.

**RESOLUTION: That the Town Council fund the cost of the t-shirts for the nominated Baton Bearers.**

**ACTION: Town Clerk**

**RESOLUTION: That a letter is written to each of the nominated Baton Bearers to inform them of the successful nominations with relevant information about fundraising and the Facebook group from Baton of Hope and to seek the information required to order the t-shirts.**

**ACTION: Town Clerk**

- Best Kept Town Centre Frontage 2025 – Cllr Stephenson asked the Committee to consider the timing for this event.

**RESOLUTION: That the event is deferred to June 2026.**

- Christmas Festival – the Assistant Clerk noted booking forms are in the process of getting sent out. A meeting with food vendors is scheduled for tomorrow, to discuss food stalls due to some public interest in having them at the event. The Committee discussed Christmas tree suppliers, costs, logistics and funding. The Assistant Clerk reported that the application to the Lincolnshire Co-Op Community Champions scheme for gifts to be given by Santa in 2026 was now submitted and some discussion took place about the funding for gifts for 2025.

**RESOLUTION: That the Assistant Clerk seeks costings for comparable service to that Fillinghams have provided for the past few years, to include tree, delivery, base, installation, removal and storage of the base with Strawsons and Nelthorpe estates approached initially. Assistant Clerk given authority to make booking for most cost-effective quotation.**

**ACTION: Assistant Clerk**

**RESOLUTION: That information is provided to residents about the changes to the funding of the tree and gifts from Santa and that donations towards the cost are welcomed, this to include all means including social media and a display at the Summer Gala.**

**ACTION: Town Clerk / Assistant Clerk**

PK2504/07 Open Spaces

- a. No update was received from In Bloom but Cllr Frankish noted a conversation with Tanya Salvador confirming litter picking was still happening and planting up the Market Place was in hand.
- b. The Committee received notification of North Lincolnshire Council's In Bloom 2025-26 (Spring-Summer) Grants launch and closing date for applications of 30<sup>th</sup> April 2025.

PK2504/08 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 12<sup>th</sup> May 2025 at 6:30pm, with agenda items to be submitted in writing prior to Friday 2<sup>th</sup> May in line with Standing Orders.

The meeting closed at 7:30 pm.

Signed:

Dated:





**Minutes of the meeting of Kirton in Lindsey Town Council  
General Purposes Committee, held on Monday 14<sup>th</sup> April 2025  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7:30pm**

Members Present: Cllr Hazel Fox (Chair), Cllr Kathy Cooper, Cllr Pat Frankish and Cllr Suzanne Stephenson  
Members not present: Cllr David Garritt and Cllr Joy Kofoed.  
Also present: Town Clerk: Neil Taylor-Matson and Assistant Town Clerk: Cheri Morton (voluntarily).

In the absence of the Chair, Cllr David Garritt, Cllr Hazel Fox was nominated to Chair this meeting.

**MINUTES**

GP2504/01 Apologies

Apologies were received from Cllr David Garritt.

GP2504/02 Declaration of Interests / Dispensations

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

GP2504/03 Public Participation

No matters were raised.

GP2504/04 Minutes of the Previous Meeting

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

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

GP2504/05 Finance

- a. The Committee received the 4th Quarter Budget Monitoring Report. Cllr Fox queried the reserve figure stated for the allotments following the vire of funds from the car parking provision reserves.
- b. The Committee discussed the draft 2025-26 Reserves Statement, including General Reserves and Earmarked Reserves. It was noted that the reserves could be a fallback position for increasing Christmas Festival costs in terms of the tree costs and provision of gifts from Santa.

The Committee noted the recent exceptional internal audit report and asked that it be recorded that the Committee is appreciative of the knowledge, ability and dedicated responsibility of the Town Clerk in achieving such an exemplary audit report for the Town Council.

**RESOLUTION: The Committee agreed the internal auditor's advice to increase the General Reserves value to £48,000.**

**ACTION: Town Clerk**

**RESOLUTION: The Committee agreed to increase the earmarked reserves for 'IT/Website' by £1,287.71 to £1,772.71.**

**ACTION: Town Clerk**

GP2504/06 Committee Meetings and Remit

The Committee considered the meeting schedule and remit for the Committee. The position where discussions and decisions of the Committee are required to be taken back to Full Council for agreement was debated. This has often resulted in the repeated discussion and alternative decision making which has made the Committee discussion and decision making irrelevant.

**RESOLUTION: That an agenda item is included for Full Council to consider the General Purposes Committee meetings remit.**

**ACTION: Town Clerk**

GP2504/07 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next General Purposes Committee meeting as 12<sup>th</sup> May 2025 at 7:30pm, with agenda items to be submitted in writing prior to Friday 2<sup>nd</sup> May in line with Standing Orders.

The meeting closed at 7:50 pm.

Town Clerk report April 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. **April 2025: Confirmation of planning permission requirement.**

**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:**

2410/14 – 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. Research ongoing for costs and locations.**

**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. **April 2025: Costing provided.**

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. **March 2025: Letter of formal request received by Town Council via Cllr Garritt.**

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. **April 2025: Confirmation of planning permission requirement.**

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. **April 2025: Delivery of bench, contractor notified and installation scheduling now awaited.**

#### **Updates from January Meeting:**

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. **April 2025: Valuation report received 15<sup>th</sup> April and solicitor informed.**

#### **Updates from February Meeting:**

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

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. **April 2025: Nominations confirmed as successful.**

### **Updates from March Meeting:**

2503/05 – North Lincolnshire Council reports - That a query is sent to NLC regarding the play areas under their care including details of the display of signage with contact details and information about when they were last inspected. **April 2025: Response received from NLC to confirm parks are inspected monthly and In terms of Park signage NLC are reviewing these in terms of detail (contact numbers, department etc). All Parks across the Authority are to have new signs during this financial year.**

2503/05 – North Lincolnshire Council reports - That the Clerk attends the Kirton Knit Knacks AGM to offer thanks. **April 2025: AGM attended and thanks given.**

2503/10 – Finance - That the Town Hall Live funding application for £100 is approved. **April 2025: Payment of funding to be made on receipt of first Precept payment from NLC.**

2503/10 – Finance – Asset maintenance (noticeboards) - That the Clerk researches costings and potential locations for noticeboards and reports back to the Full Council. **April 2025: Research ongoing.**

2503/11 – Planning – PA/2024/365 - That the Clerk responds with a comment to this planning application noting details agreed. **April 2025: Response agreed submitted and logged.**

2503/12 – Car Parking Provision - That the landowners are approached about setting up a meeting to include Cllr Fox, Cllr Garritt and potentially the Town Clerk. **April 2025: Arrangements in terms of availability ongoing.**

2503/13 – Halifax Bomber Memorial - That the Memorial is formally adopted by the Town Council. **April 2025: Memorial added to asset register.**

2503/13 – Halifax Bomber Memorial - That the offer from Cllr Gunn to maintain the Memorial planting at no cost to the residents is accepted and reviewed again in twelve months.

2503/14 – Policies and Procedures - That the updates to the Financial Regulations are noted and applied with immediate effect. **March 2025: Policy version and review date updated, log updated and next review date noted on log.**

2503/14 – Policies and Procedures – Cemetery Risk Assessment - That this policy is approved without amendment. **March 2025: Policy version and review date updated, log updated and next review date noted on log.**

2503/14 – Policies and Procedures – Play Area Risk Assessment - That this policy is approved without amendment. **March 2025: Policy version and review date updated, log updated and next review date noted on log.**

2503/14 – Policies and Procedures – Recruitment Policy - That this policy is approved without amendment. **March 2025: Policy version and review date updated, log updated and next review date noted on log.**



2503/14 – Policies and Procedures - Training courses and non-attendance - That the matter is added to a closed discussion at the end of the April Full Council Meeting. **April 2025: Added to Full Council meeting agenda.**

2503/14 – Policies and Procedures - P&D Committee – Cllr Cooper is unanimously elected as member of the Committee. **March 2025: Committee memberships updated.**

2503/14 – Policies and Procedures - P&D Committee – That Cllr Cooper is unanimously elected as Chair of the P&D Committee. **March 2025: Committee memberships updated.**

2503/14 – Policies and Procedures - Community Emergency Plan Committee – That Cllr Frankish and Cllr Kitchen are elected as members of the Committee. **March 2025: Committee memberships updated.**

2503/14 – Policies and Procedures - Play area inspections – That Cllr Kitchen takes on inspections along with Cllr Fox. **March 2025: Role memberships updated.**

2503/14 – Policies and Procedures - Signatory on the bank mandate – That Cllr Fox becomes a signatory. **March 2025: Mandate change procedure reviewed with information then circulated to Cllr Fox.**

2503/15 – Open Spaces - Widgit Communication Board for play area - That the Clerk researches costs as poles and installation are not included with the product. **April 2025: Information received to update Councillors at April meeting; local company can do these works at cost savings.**

2503/15 – Open Spaces – Peace Garden works - That this matter is put to the community to seek volunteers to carry out light maintenance such as weeding and any responses brought back to Full Council for further discussion. **March 2025: Information put to residents and positive responses logged.**

2503/16 – Grove Street Cemetery - That the unsafe memorial stones are laid flat as previously. **March 2025: Adequate notice period to expire prior to commissioning of works.**

2503/17 – Allotments - That Ward Cllr Garritt is copied into further communications with NLC to help resolve responses and that allotment rent charges are added to the April Full Council meeting agenda for review. **March 2025: Cllr Garritt copied into further communications, NLC response received: ‘With reference to allotments, I find that after conversation with my contact at planning this project will have to follow due process and I cannot influence this, although I did try, we will, once retrospective planning is approved, help to construct and formalise your entrance to the allotments in order to conform with requirement’.** Rent charge review added to April Full Council agenda.

## **April Agenda items**

### **2504/06 - NLC / Ward Cllrs update**

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

Other updates:

**‘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.**

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

*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)*
- *Public Rights of Way FP250 (North Cliff Road – Hibaldstow) – fingerpost damage reported, update received: The fallen post has been added to the list for replacement. Additionally, bridge near KLASSIC Park (FP254) cleared of vegetation and some new boards have been fitted.*

### **Electric Blanket testing event**

Aim was for 4-6 on first visit and 4 were tested. Comments on how friendly and welcoming the group at the Community Café were. Interest in running another event before winter in Sept/Oct prior to the need for the blankets for winter. Note in diary for arrangements and publicity.

### **Assets of Community Value:**

It appears that there is an insolvency case which does carry some ACV exemptions, although the listings remain.

I hope that this helps.

Kind Regards, Paul Nicholson, BSc(Hons) MRICS - Registered Valuer, Assistant Group Manager Estates and Asset Management, Communities

**Cllr Kitchen matters:** I attended a meeting on 13/03/25 at St Andrews Church Hall, and was contacted by a member of the public.

1. St Andrews Street needs to be a 1 way street. Cars parked on the pavement, cause only enough room for one vehicle to travel on a two way street.
2. Drivers are parking outside St Andrews Church, so the outcome is that the local bus cannot drive past the church. Double yellow lines required outside the church.
3. I saw the bus reversing back down Church Street, because of Item 2, the bus broke a car wing mirror and damaged a house down pipe and gutter.

This needs to be rectified. Can North Lincs Council pay a visit to site to assess the situation. These streets were not built for modern traffic.

Many thanks, Tony Kitchen

**Share The Road – Ings Road** – current signage at Grove Street junction. Originally two signs were provided, including one halfway down to KLASSIC. Clearer visibility for these signs is recommended, with the replacement of the second which is missing.



### **North Lincolnshire Council updates**

03/04/2025 – **Wray St/Traingate**

#### **NLC:**

The reason for this update was down to checking our mapping and I have spoken to the lady from No 1 Wray Street to inform her that this footpath is not adopted footpath and could come under On-Go. If I receive other news on the ownership of this footpath I will update you.

Regards, Sheena Alexander, Highway Officer, Ridge

**Ongo:**

Thank you for contacting Ongo Homes. We have received your e-mail and we will respond within 5 business days. If your enquiry is of an urgent nature, please call us (*chased up on 14<sup>th</sup> April – response: Apologies for the late reply. Looking on our map showing Ongo assets I can see this pathway is the responsibility of North Lincolnshire Council. The tenant to whom the job number relates has already been informed of this.* Ward Officer informed of response and update requested on next steps.

**March Lane anti-social behaviour concerns:**

07/04/2025 – **March Lane**

Environmental ASB can be reported to the Council however, in this instance where it is a small amount of litter, this would be Town Council responsibility.

I have liaised with Humberside Police who are going to pay this area some attention, in the hope of finding and engaging with anyone here. I will also be asking for the youth engagement team to visit and engage with any young people. They will keep me updated and we will work together to resolve.

*This was queried around ‘Town Council responsibility’:*

My apologies, I have made some enquiries and I don’t believe it is Town Council responsibility. I had assumed because a number of them employ litter pickers that it was a responsibility however, it doesn’t appear to be.

Thanks, Caroline Boff, Senior Safer Neighbourhoods Officer

**2504/07 – Mayor & Delegates Reports**

**Kirton Knit Knacks AGM – 3<sup>rd</sup> April** – Attended, and notes of thanks relayed to the group.

**Electric Blanket testing event – 3<sup>rd</sup> April** - Aim was for 4-6 on first visit and 4 were tested. Comments on how friendly and welcoming the group at the Community Café were. Interest in running another event before winter in Sept/Oct prior to the need for the blankets for winter. Note in diary for arrangements and publicity.

**2504/09 – Police and Crime Commissioner funding – CCTV**

Electrician quotation received and scheduling works for CCTV provider and electrician now received (14<sup>th</sup> April) – likely to be 28/29<sup>th</sup> April or 12<sup>th</sup> May.

**2504/10 – Finance – Subscription renewal information:**

**ERNLLCA subscription**

Please find attached your membership invoice for 1st April 2025-31st March 2026 #2256 for £990.10.

The Associations membership fees are broken down into two sections:



1. **ERNLLCA membership fee.** ERNLLCA has kept the increase of its membership fee as small as possible at 2.5%.
2. **National Association of Local Councils (NALC) association fee.** For this year NALC have set their element of the membership fees at 8.34p per elector (capped at £2,137).

The ERNLLCA membership fee allow us to provide support hundreds of local councils across the areas of East Riding of Yorkshire, North Lincolnshire and North East Lincolnshire.

We provide 180 Member Councils with services such as:

- The Desktop Advisory Service
- Templates documents and advice notes
- Training on a range of issues, such as, communications, planning, cemetery legislation, accounts, finances, budgets, VAT and HR. We also offer a Whole Council Training session based on Being a Good Councillor training at a site of the councils choice.
- Free events such as clerks' chats, networking events and webinars
- An annual conference

NALC is the national body representing thousands of parish and town councils nationally. NALC's association fees allow us to access Legal Topic Notes, briefing notes, legal advice, and HR advice.

We are working hard to provide value for money and ensure councils are aware of best practise to raise standards in the sector.

For example, **ERNLLCA's core training "Being a Good Councillor" and "Chair's Skills" for the 2025/26 financial will be included in the membership fee.** This is being done as part of a trial. Those attending from member councils will therefore not be charged for attending such training.

The goal is to make the training more accessible, ensuring that all member councils can benefit from these important learning opportunities.

If you have any questions, please don't hesitate to get in touch with us.

On behalf of ERNLLCA, we look forward to continuing to work with and support your Council.

### **Institute Cemetery and Crematorium Management (ICCM) subscription**

#### ***Your ICCM Membership allows you to receive***

- E-newsletters and technical updates announcing any new developments or changes that will affect the industry as soon as they happen
- Discounts on all ICCM 1 day training courses
- Access to monthly webinars on Industry wide topics and participation in discussions
- Free access to best practice guidance and information on a range of subjects relating to bereavement services

- Free attendance at branch meetings, forums and webinars for learning and for discussing common problems
- Representation at Government level on policy decisions
- 4 issues of the ICCM's high quality publication - The Journal - per year, physically and/or electronically
- Free technical and legal advice via telephone or email from a team of fully qualified and experienced Officers
- Discounted rates for the Annual Learning Convention and Exhibition

**Noticeboards** – Market Place places of interest board – replacement Perspex – quoted at £200. Quotes for other noticeboards and consideration of locations ongoing, recommended some public consultation is carried out.

### **2504/13 – Policies and Procedures**

#### **a. NALC – changes to Model Standing Orders**

**We have updated Model Standing Order (England) 18 to comply with new procurement legislation and ensure consistency with our Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d, and 18.f. We've also updated Model Standing Order (England ) 14 to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. We have also changed the language in the document to gender-neutral terms to align with our policy and the Civility and Respect Project. *Note: KLTC had already moved to gender-neutral terms***

### **Practitioners' Guide 2025**

#### **Current Standing Orders:**

#### **18. Financial controls and procurement**

a. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18 (f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

d. Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response

to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or sub-committee with delegated responsibility.

f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

#### 14. Code of Conduct complaints

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11, report this to the Council.

b Where the notification in Standing Order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

#### **New version:**

#### **18. Financial Controls and Procurement**

**The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:**

- a. the keeping of accounting records and systems of internal controls;**
- b. the assessment and management of financial risks faced by the Council;**
- c. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be**

**required at least annually;**

- d. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and**
- e. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.**
- f. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.**
- g. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:**
- h. a specification for the goods, materials, services or the execution of works shall be drawn up;**
- i. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;**
- j. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;**
- k. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;**
- l. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.**
- m. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.**
- n. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

#### **14. Code of Conduct Complaints**

**Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**



**2504/14 – Open Spaces**

**(c ) Wigit - Allen Signs, Lincoln**

I will be honest and say that where you are looking to purchase your signage is massively over priced – I can create you the same / or close to for a fraction of the cost.

You have mentioned that you would like us to look at the backing boards and posts, however we can produce and fit everything for you if you would prefer?

I look forward to hearing back from you.

**(e ) 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

Revision of costings – March 2025:

**Peace Garden Rose Beds**

So I've taken off the cost of watering and weeding the roses beds!

The new quote will be £940

This will include; The roses will have a full prune once a year and deadheaded throughout. The roses will be fed and sprayed twice a year.

The deadheading will be done once a week once the roses start flowering.

**Update in terms of volunteers:**

One resident has volunteered to carry out weeding when time allows, but acknowledges that this won't be necessarily regular and will be when possible due to availability.

Mountain Ash Tree Care:

*My name is Rowan Hansard.*

*I am writing in response to your request for volunteers to help weed and maintain the rose beds near the war memorial.*

*I love my town and would really relish the opportunity to help out and give something back.*

*Please feel free to sign me up.*

*Kind regards,*

*Rowan Hansard*

*Mountain Ash Tree Care*

(f) **Community Payback works.**

In January Community Payback completed cleaning down of the War Memorial railings. They are able to return in September/October to clean down the railings ahead of the towns annual Remembrance Service. Between now and September, the railings could do to be prepared and repainted as the paint is flaking in some areas already. Community Payback can complete these works, as long as paint supplies are provided by the Town Council. This will include the purchase of metal primer and water-based gloss paint.

**2504/15 – Grove Street Cemetery**

Land valuation – update received 14<sup>th</sup> April – ‘I am currently typing up the Report for you today to be checked by Paul, this should be with you by Wednesday’. Report arrived 15<sup>th</sup> April and solicitors informed.

**2504/16 – Allotments**

Current allotment charges:

**£30 deposit**

**£30 rent paid annual 1<sup>st</sup> April**

**Classification - Finance - Open**

[illegible]

**Classification - Finance - Open**

**Kirton in Lindsey Town Council Finance Report March 2025**

**Receipts and Payments made during March 2025, reconciling the cashbook with the bank statements as at 31/03/2025**

**Cashbook balance brought 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>Balance carried forward March 1st 2025:</b>	<b>£87,212.54</b>

<b><u>Receipts</u></b>			<b><u>Receipts</u></b>
<u>Ref</u>	<u>Date</u>	<u>Payer</u>	
		<b>Balance C/F 01/03/2025</b>	<b>£87,212.54</b>
R158	01/03/2025	DS Garritt	£109.50
R159	04/03/2025	Civic Dinner guests	£302.00
R160	04/03/2025	Public Sector Deposit Fund	£280.24
R161	07/03/2025	North Lincolnshire Council	£36.50
R162	17/03/2025	EL Devlin/Wilson	£30.00
R163	17/03/2025	R&F Fletcher	£30.00
R164	17/03/2025	S Barrett	£30.00
R165	18/03/2025	Retford Memorials	£195.00
R166	19/03/2025	CS Killen	£30.00
R167	24/03/2025	H & HJ Huteson & Sons	£302.00
R168	26/03/2025	J. Naylor & Sons	£302.00
R169	27/03/2025	R Lee	£30.00
R170	27/03/2025	Machin	£150.00
R171	27/03/2025	HSBC	£15.67
R172	31/03/2025	C Dix	£30.00

**Receipts, March 2025**

**£1,872.91**

<b><u>Payments</u></b>			<b><u>Payments</u></b>
<u>Ref</u>	<u>Date</u>	<u>To Whom Paid</u>	
P293	04/03/2025	TDP Ltd	£53.47
P294	04/03/2025	E Lumgair TTP&Read	£200.00
P295	05/03/2025	O2	£28.70
P296	10/03/2025	Diamond Jubilee Town Hall	£440.00
P297	10/03/2025	Diamond Jubilee Town Hall	£75.50
P298	10/03/2025	S Barrett	£565.00
P299	11/03/2025	G McCartney	£1,660.00
P300	11/03/2025	C Morton	£6.00
P301	13/03/2025	Broughton Town Council	£70.00
P302	13/03/2025	ERNLLCA	£108.00
P303	18/03/2025	KLASSIC	
P304	19/03/2025	HSBC	£15.80
P305	20/03/2025	Wm Morrisons	£20.00
P306	24/03/2025	Cobweb Crystal	£8.00
P307	25/03/2025	Nest	
P308	25/03/2025	idVerde	£1,248.62
P309	25/03/2025	Brigg Office Supplies	£130.74
P310	26/03/2025	Town Clerk	
P311	26/03/2025	Community CoOrdinator	
P312	26/03/2025	Town Clerk	£23.00
P313	27/03/2025	Assistant Clerk	
P314	27/03/2025	HMRC	
P315	27/03/2025	Wm. Morrisons	£9.75
P316	28/03/2025	ICO	£47.00
P317	28/03/2025	Lawn N Order	£1,200.00

**Total Payments March 2025**

**£10,542.49**

**Cashbook carried forward**

Balance carried forward April 1st 2024:	£91,040.87
Receipts to March 31st 2025:	£168,906.37
Payments to March 31st 2025:	£181,404.28
<b>Cashbook total at March 31st 2025:</b>	<b>£78,542.96</b>

**Reconciliation to Bank Statements**

Current Account 41305484	£4,000.00
Savings Account 01109553	£6,542.96
Public Sector Deposit Fund	£68,000.00
<b>Total in bank as at March 31st 2025:</b>	<b>£78,542.96</b>

**Agreed to cashbook and bank statements:**

**Dated:**



# Kirton in Lindsey Town Council

Classification - Finance - Open

4th Quarter Budget Monitoring Report 2024-25 (Jan-Mar)

ADMINISTRATION AND RESOURCES											
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
<b>101 Administration</b>											
<b>Income</b>											
10101	Precept	£112,226.07	£56,113.04	£56,113.03	£0.00				£0.00	£112,226.07	
10102	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10103	Grant Funding	£8,764.94	£652.00	£1,042.06	£519.67				£0.00	£2,213.73	
10104	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10105	Income Other	£8,500.00	£14,530.86	£2.00	£2.00		£4.00	£4.00	£8.00	£14,542.86	
10106	Bank Interest	£1,000.00	£1,223.02	£1,303.91	£1,169.74	£350.21	£336.19	£295.91	£982.31	£4,678.98	
	<b>Sub Total</b>	<b>£130,491.01</b>	<b>£72,518.92</b>	<b>£58,461.00</b>	<b>£1,691.41</b>	<b>£350.21</b>	<b>£340.19</b>	<b>£299.91</b>	<b>£990.31</b>	<b>£133,661.64</b>	
<b>Expenditure</b>											
10111	Staff Costs (Salaries, PAYE, Pensions)	£61,310.68	£14,408.88	£14,731.38	£12,980.96	£4,446.07	£4,446.07	£4,632.91	£13,525.05	£55,646.27	
10112	Recruitment	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10113	Staff Expenses / Travel	£100.00	£0.00	£61.50	£29.10		£29.95		£29.95	£120.55	
10114	Training Staff	£400.00	£12.00	£324.00	£134.00			£36.00	£36.00	£506.00	
10115	Licences/Permissions	£85.00	£0.00	£0.00	£0.00		£70.00		£70.00	£70.00	
10116	Stationery/Consumables	£1,450.00	£178.74	£452.66	£458.88		£1.70	£140.49	£142.19	£1,232.47	
10117	Office Rent/Meeting Room Hire	£5,600.00	£1,540.75	£1,478.75	£1,489.50	£468.00	£468.00	£515.50	£1,451.50	£5,960.50	
10118	Telephone/Broadband etc	£1,700.00	£306.84	£216.23	£193.98	£201.22		£28.70	£229.92	£946.97	
10119	Memberships/Subscriptions	£1,850.00	£1,090.28	£410.00	£126.00			£47.00	£47.00	£1,673.28	
10120	Audit Costs	£2,000.00	£682.80	£504.00	£712.80				£0.00	£1,899.60	
10121	Insurance	£1,350.00	£1,453.32	£0.00	£0.00				£0.00	£1,453.32	
10122	Maintenance	£200.00	£39.60	£2.50	£48.00		£165.00		£165.00	£255.10	
10123	IT/Website	£600.00	£0.00	£0.00	£114.99				£0.00	£114.99	
10124	Sundry Admin	£100.00	£108.56	£0.00	£2.50	£169.90			£169.90	£280.96	Jan - planning app costs
10125	Banking fees	£200.00	£46.23	£34.49	£33.16	£10.12	£8.00	£15.80	£33.92	£147.80	
	<b>Sub Total</b>	<b>£76,945.68</b>	<b>£19,868.00</b>	<b>£18,215.51</b>	<b>£16,323.87</b>	<b>£5,295.31</b>	<b>£5,188.72</b>	<b>£5,416.40</b>	<b>£15,900.43</b>	<b>£70,307.81</b>	
	<b>TOTAL</b>	<b>£53,545.33</b>	<b>£52,650.92</b>	<b>£40,245.49</b>	<b>-£14,632.46</b>	<b>-£4,945.10</b>	<b>-£4,848.53</b>	<b>-£5,116.49</b>	<b>-£14,910.12</b>	<b>£63,353.83</b>	
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
<b>102 Grants and Donations</b>											
<b>Income</b>											
10201	Income Other	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10202	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10203	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Expenditure</b>											
10211	S137 Grants	£300.00	£0.00	£0.00	£310.00				£0.00	£310.00	
10212	S133 Grants - Community Building	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10213	Sports Facilities LG (Misc Prov) Act	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10214	Community Pot	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10215	General Power of Competence	£14,140.00	£8,640.00	£0.00	£3,500.00			£200.00	£200.00	£12,340.00	
10216	Community Renewal Project	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	<b>Sub Total</b>	<b>£14,440.00</b>	<b>£8,640.00</b>	<b>£0.00</b>	<b>£3,810.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£200.00</b>	<b>£200.00</b>	<b>£12,650.00</b>	
	<b>TOTAL</b>	<b>-£14,440.00</b>	<b>-£8,640.00</b>	<b>£0.00</b>	<b>-£3,810.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£200.00</b>	<b>-£200.00</b>	<b>-£12,650.00</b>	

	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
<b>103</b>	<b>Democratic Expenses</b>										
Income											
10301	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10302	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10303	Income Other	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure											
10311	Members Expenses	£100.00	£0.00	£0.00	£0.00				£0.00	£0.00	
10312	Members Training	£400.00	£294.00	£0.00	£36.00		£24.00	£72.00	£96.00	£426.00	
10313	Election Expenses	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£500.00	£294.00	£0.00	£36.00	£0.00	£24.00	£72.00	£96.00	£426.00	
	TOTAL	-£500.00	-£294.00	£0.00	-£36.00	£0.00	-£24.00	-£72.00	-£96.00	-£426.00	
<b>OPEN SPACES</b>											
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
<b>201</b>	<b>Open Spaces</b>										
Income											
20101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20103	Income Other	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20104	Grass verges devolution	£16,766.00	£0.00	£16,766.00	£0.00				£0.00	£16,766.00	
20105	Parish Paths Partnership	£1,104.00	£0.00	£1,104.00	£0.00				£0.00	£1,104.00	
20106	Traingate Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
20107	Halifax Bomber Memorial project	£0.00	£0.00	£3,037.00						£3,037.00	
	Sub Total	£17,870.00	£0.00	£20,907.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,907.00	
Expenditure											
20111	Grounds Maintenance Contracts (Grass/Planting)	£19,286.33	£5,287.69	£5,440.86	£5,440.86	£1,813.62	£1,813.62	£1,813.62	£5,440.86	£21,610.27	
20112	Waste / Bins / Dog Bins	£0.00	£0.00	£35.00	£100.00				£0.00	£135.00	
20113	Play Area Maintenance	£2,000.00	£0.00	£2,216.14	£0.00				£0.00	£2,216.14	
20114	Play Area Inspection	£400.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20115	In Bloom/CPRE Entry	£35.00	£35.00	£0.00	£0.00				£0.00	£35.00	
20116	Historic Sites Maintenance	£400.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20117	Grass verges devolution	£16,766.00	£4,519.20	£6,919.20	£2,306.40			£1,200.00	£1,200.00	£14,944.80	
20118	Parish Paths Partnership	£1,104.00	£840.00	£420.00	£420.00				£0.00	£1,680.00	
20119	Traingate Project	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
20120	Halifax Bomber Memorial project	£0.00	£0.00	£3,067.86						£3,067.86	
	Sub Total	£39,991.33	£10,681.89	£18,099.06	£8,267.26	£1,813.62	£1,813.62	£3,013.62	£6,640.86	£43,689.07	
	TOTAL	-£22,121.33	-£10,681.89	£2,807.94	-£8,267.26	-£1,813.62	-£1,813.62	-£3,013.62	-£6,640.86	-£22,782.07	
<b>BURIAL GROUND</b>											
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
<b>301</b>	<b>Burial Ground</b>										
Income											
30101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
30102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
30103	Cemetery Fees	£4,000.00	£1,989.00	£2,152.50	£2,340.00	£375.00	£1,562.50	£945.00	£2,882.50	£9,364.00	
30104	Trade Waste Refund	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£4,000.00	£1,989.00	£2,152.50	£2,340.00	£375.00	£1,562.50	£945.00	£2,882.50	£9,364.00	
Expenditure											
30111	Trade Waste	£500.00	£493.60	£0.00	£0.00				£0.00	£493.60	
30112	Maintenance Works	£3,000.00	£290.00	£578.49	£2,763.00		£15.00		£15.00	£3,646.49	
30113	Business Rates	£500.00	£474.05	£0.00	£0.00				£0.00	£474.05	
30114	Cemetery costs general	£0.00	£0.00	£0.00	£5.95				£0.00	£5.95	
30115	Pest control contract	£576.00	£0.00	£345.60	£0.00		£345.60		£345.60	£691.20	
	Sub Total	£4,576.00	£1,257.65	£924.09	£2,768.95	£0.00	£360.60	£0.00	£360.60	£5,311.29	
	Total	-£576.00	£731.35	£1,228.41	-£428.95	£375.00	£1,201.90	£945.00	£2,521.90	£4,052.71	



S144 PROMOTING KIRTON											
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
401 Promoting Kirton											
Income											
40101	Grant Funding	£0.00	£0.00	£245.26	£0.00				£0.00	£245.26	
40102	Event Income - Christmas	£1,000.00	£200.00	£230.00	£912.00				£0.00	£1,342.00	
40103	Event Income - Summer Gala	£250.00	£125.00	£80.00	£0.00				£0.00	£205.00	
40104	Event Donations	£400.00	£0.00	£199.45	£41.43				£0.00	£240.88	
40105	VE Day events	£0.00	£0.00	£0.00	£0.00		£110.00		£110.00	£110.00	Refund of initial £110.00 deposit
	Sub Total	£1,650.00	£325.00	£754.71	£953.43	£0.00	£110.00	£0.00	£110.00	£2,143.14	
Expenditure											
40111	Summer Gala Expenses	£700.00	£0.00	£475.00	£0.00				£0.00	£475.00	
Christmas Festival Expenses	Christmas Festival Expenses										
	40112	Lights Installation/Removal	£9,032.00	£4,761.50	£0.00	£3,630.32	£2,062.57		£2,062.57	£10,454.39	
	40113	Maintenance	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	
	40114	Town Hall Hire/Electrics	£370.00	£0.00	£0.00	£315.00	£45.49		£45.49	£360.49	
	40115	Church Electrics	£80.00	£0.00	£0.00	£0.00			£0.00	£0.00	
	40116	Market Stall Hire	£100.00	£0.00	£0.00	£0.00			£0.00	£0.00	
	40117	Road Closures	£800.00	£0.00	£0.00	£954.00			£0.00	£954.00	
	40118	Equipment Hire	£120.00	£0.00	£0.00	£25.00			£0.00	£0.00	
	40119	First Aid Provision	£200.00	£0.00	£0.00	£125.00			£0.00	£125.00	
	40120	Advertising and Promotion	£100.00	£0.00	£0.00	£0.00			£0.00	£0.00	
	40121	Hosting Fees	£10.00	£0.00	£10.00	£0.00			£0.00	£10.00	
	40122	Entertainers' Fees	£550.00	£0.00	£0.00	£526.00			£0.00	£526.00	
	40123	Christmas Trees & Decorations	£960.00	£0.00	£0.00	£0.00	£720.00		£720.00	£720.00	
	40124	D-Day events	£0.00	£255.15	£53.60	£0.00			£0.00	£308.75	
	40125	VE Day events	£0.00	£0.00	£0.00	£0.00		£220.00		£220.00	£220.00
40126	Best Kept Frontage Competiton	£36.00	£0.00	£0.00	£30.00				£0.00	£30.00	
40127	Sundry PK Expenses	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£13,058.00	£5,016.65	£538.60	£5,580.32	£2,828.06	£220.00	£0.00	£3,048.06	£14,183.63	
	Total	-£11,408.00	-£4,691.65	£216.11	-£4,626.89	-£2,828.06	-£110.00	£0.00	-£2,938.06	-£12,040.49	
PUBLIC SERVICES											
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
501 Public Services											
Income											
50101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
50102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
50103	Income	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure											
50111	Town Clock	£250.00	£0.00	£234.00	£0.00				£0.00	£234.00	
50112	Community Sports Sessions	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£250.00	£0.00	£234.00	£0.00	£0.00	£0.00	£0.00	£0.00	£234.00	
	Total	-£250.00	£0.00	-£234.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£234.00	

CIVIC											
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
601	Civic										
Income											
60101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60102	Donations	£0.00	£0.00	£0.00	£0.00		£27.00	£302.00	£329.00	£329.00	
60103	Civic Service Income	£200.00	£0.00	£115.84	£0.00				£0.00	£115.84	
60104	Civic Dinner Income	£2,000.00	£182.50	£0.00	£0.00	£219.00	£1,170.00	£146.00	£1,535.00	£1,717.50	Civic Dinner 2024 late payments
60105	Mayors Charity Night Income	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60106	Civic Refunds	£0.00	£0.00	£0.00	£0.00	£90.00	£80.00		£170.00	£170.00	
	Sub Total	£2,200.00	£182.50	£115.84	£0.00	£309.00	£1,277.00	£448.00	£2,034.00	£2,332.34	
Expenditure											
60111	Mayoral Allowance	£650.00	£48.00	£30.00	£226.05				£0.00	£304.05	
60112	Civic Tickets	£300.00	£0.00	£0.00	£0.00	£170.00	£76.00	£70.00	£316.00	£316.00	
60113	Civic Award	£150.00	£0.00	£0.00	£0.00	£67.85		£8.00	£75.85	£75.85	
60114	Civic Service Expenses	£1,200.00	£0.00	£2.70	£849.00				£0.00	£851.70	
60115	Civic Dinner Expenses	£2,000.00	£350.00	£0.00	£0.00		£59.37	£1,666.00	£1,725.37	£2,075.37	Civic Dinner 2024 late invoice
60116	Honours Board and Chain Updates	£100.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60117	Mayor's Charity Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60118	Mayors Charity Night	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
60119	Civic Refunds	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£4,400.00	£398.00	£32.70	£1,075.05	£237.85	£135.37	£1,744.00	£2,117.22	£3,622.97	
	Total	-£2,200.00	-£215.50	£83.14	-£1,075.05	£71.15	£1,141.63	-£1,296.00	-£83.22	-£1,290.63	
CHARITIES											
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
701	Charities										
Income											
70101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
70102	Donations	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
70103	The Green & The Market Place	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
70104	War Memorial & Garden of EED	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Expenditure											
70111	The Green & The Market Place	£500.00	£290.00	£0.00	£828.00		£9.50		£9.50	£1,127.50	
70112	War Memorial & Garden of EED	£500.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£1,000.00	£290.00	£0.00	£828.00	£0.00	£9.50	£0.00	£9.50	£1,127.50	
	Total	-£1,000.00	-£290.00	£0.00	-£828.00	£0.00	-£9.50	£0.00	-£9.50	-£1,127.50	
ALLOTMENTS											
	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
801	Allotments										
Income											
80101	Grant Funding	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
80102	Deposits	£0.00	£0.00	£0.00	£0.00				£0.00	£0.00	
80103	Rent	£300.00	£60.00	£0.00	£0.00			£180.00	£180.00	£240.00	
	Sub Total	£300.00	£60.00	£0.00	£0.00	£0.00	£0.00	£180.00	£180.00	£240.00	
Expenditure											
80111	Maintenance	£1,000.00	£0.00	£0.00	£0.00				£0.00	£0.00	
80112	Water	£250.00	£24.44	£37.65	£55.03	£18.71			£18.71	£135.83	
80113	Administration	£100.00	£0.00	£0.00	£0.00				£0.00	£0.00	
	Sub Total	£1,350.00	£24.44	£37.65	£55.03	£18.71	£0.00	£0.00	£18.71	£135.83	
	TOTAL	-£1,050.00	£35.56	-£37.65	-£55.03	-£18.71	£0.00	£180.00	£161.29	£104.17	

SUMMARY	Description	Approved Budget 2024-25	1st Quarter 2024-25	2nd Quarter 2024-25	3rd Quarter 2024-25	Jan 2025	Feb 2025	Mar 2025	4th Quarter 2024-25	TO DATE	Comments
Code											
101	Administration and Salary	£53,545.33	£52,650.92	£40,245.49	-£14,632.46	-£4,945.10	-£4,848.53	-£5,116.49	-£14,910.12	£63,353.83	
102	S137 and Donations	-£14,440.00	-£8,640.00	£0.00	-£3,810.00	£0.00	£0.00	-£200.00	-£200.00	-£12,650.00	
103	Democratic Expenses	-£500.00	-£294.00	£0.00	-£36.00	£0.00	-£24.00	-£72.00	-£96.00	-£426.00	
	Sub Total	£38,605.33	£43,716.92	£40,245.49	-£18,478.46	-£4,945.10	-£4,872.53	-£5,388.49	-£15,206.12	£50,277.83	
201	Open Spaces	-£22,121.33	-£10,681.89	£2,807.94	-£8,267.26	-£1,813.62	-£1,813.62	-£3,013.62	-£6,640.86	-£22,782.07	
301	Burial Grounds	-£576.00	£731.35	£1,228.41	-£428.95	£375.00	£1,201.90	£945.00	£2,521.90	£4,052.71	
401	S144 Promoting Kirton	-£11,408.00	-£4,691.65	£216.11	-£4,626.89	-£2,828.06	-£110.00	£0.00	-£2,938.06	-£12,040.49	
501	Public Services	-£250.00	£0.00	-£234.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£234.00	
601	Civic	-£2,200.00	-£215.50	£83.14	-£1,075.05	£71.15	£1,141.63	-£1,296.00	-£83.22	-£1,290.63	
701	Charities	-£1,000.00	-£290.00	£0.00	-£828.00	£0.00	-£9.50	£0.00	-£9.50	-£1,127.50	
801	Allotments	-£1,050.00	£35.56	-£37.65	-£55.03	-£18.71	£0.00	£180.00	£161.29	£104.17	
	TOTAL	£0.00	£28,604.79	£44,309.44	-£33,759.64	-£9,159.34	-£4,462.12	-£8,573.11	-£22,194.57	£16,960.02	
	Precept	£112,226.07								£112,226.07	
	Council Tax Support Grant	£0.00								£0.00	
	Total Council Tax Funding	£112,226.07								£112,226.07	

Reserves	Approved	1st Quarter	2nd Quarter	3rd Quarter	Jan 2025	Feb 2025	Mar 2025	4th Quarter	TO DATE	Comments
<b>Earmarked - Ringfenced from 2023-24:</b>										
Traingate Project	£515.45	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Streetsports	£1,514.27	£125.00	£275.00	£100.00	£0.00	£0.00	£0.00	£0.00	£500.00	
Outside Gym Equipment Grant	£20,200.00	£0.00	£25,200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25,200.00	
Community Pot Grants	£700.00	£0.00	£0.00	£900.00	£0.00	£100.00	£0.00	£100.00	£1,000.00	
Mayor's Charity Donations (21-22 Peace Garden)	£222.59	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Mayor's Charity Donations (23-24 Scouts/Brownies)	£1,015.46	£0.00	£1,015.46	£0.00	£0.00	£0.00	£0.00	£0.00	£1,015.46	
Elections	£3,125.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Maintenance - including Christmas Festival	£1,969.26	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>Earmarked from April 2024:</b>										
Car parking provision*	£5,639.42	£0.00	£600.00	£0.00	£0.00	£0.00	£0.00	£0.00	£600.00	
At September 2024*:	£0.00			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Allotments maintenance/administration*	£5,639.42	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
At September 2024*:	£10,678.84	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Halifax Bomber Memorial buffet	£500.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	
Future Match Funding	£10,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>Total earmarked reserves:</b>	<b>£51,040.87</b>	<b>£125.00</b>	<b>£27,590.46</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£28,815.46</b>	
<b>General reserves:</b>	<b>£40,000.00</b>	<b>£0.00</b>	<b>£546.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£96.47</b>	<b>£96.47</b>	<b>£642.47</b>	March: Plaque & ATM refreshmts
									£0.00	
<b>Total Reserves:</b>	<b>£91,040.87</b>	<b>£125.00</b>	<b>£28,136.46</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£96.47</b>	<b>£196.47</b>	<b>£29,457.93</b>	

Current bank balance total:					£91,774.66	£87,212.54	£78,542.96	
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\*Car parking provision (CPP)/Allotments maintenance/administration (AM/A) - as per Minute FC2409/07 remaining budget of £5,039.42 vired from CPP to AM/A

Kirton in Lindsey Town Council

4th Quarter Budget Monitoring Report 2024-25 (Jan-Mar)

**ADMINISTRATION AND RESOURCES**

**Administration**

Grant Funding the anticipated total income from grant funding in this section was not achieved as the Community Co-Ordinator role did not incur the anticipated expense. However, at Income Other this is above that expected due to the value of HMRC VAT refund applied for and received for the previous financial year 2023-2024 which therefore goes some way to balance this out.

Bank Interest the expected achieved income is already exceeded due to the continued unsettled financial outlook at the time of the budget setting and continued increased potential for interest earned by combining interest from the HSBC bank account and Public Sector Deposit Fund account. This helps off-setting the relatively recent introduction of fees to operate the business bank account.

Banking Fees banking fees increase when cheque and cash payments are made to the Town Council and attract the administration fee for processing. The Council tries to off-set this by the application of an administration charge for payments for cheque and cash, and current income from bank interest also helps recover the cost of these monthly charges. In encouraging payment by electronic transfer rather than cheques or cash, the value of the charges has proved to be lower than anticipated.

Staff costs have come in lower than anticipated, in part due to the Community Co-Ordinator role not incurring the anticipated expense when the budget was set.

Training Staff costs for staff training came in over budget, but this was somewhat offset by the staff costs coming in lower than expected.

Stationery/consumables have come in slightly below budget, due to the frugal use of consumables and reduced printing / paper use in line with environmental policies.

Office Rent/Meeting Room hire has come in slightly above budget due to increases in charges and additional meetings which were not originally scheduled or planned.

Telephone/Broadband etc is significantly below budget following the sourcing of reduced price telephony contracts (both landline and mobile) and the Town Council taking on its own broadband contract.

Insurance at the time of budget setting (in October/November 2023), as this is so far in advance of the insurance renewal in June, no Insurance company would provide quotations or forward forecasts. Premiums continue to rise for insurance cover and the renewal premium agreed, the most competitive of the four brought before the Council has slightly exceeded the budgeted value (*by £103.32*).

Maintenance it was recommended previously that consideration be given to the maintenance of assets in the future years, including (but not limited to) the cemetery shed, benches, gazebos and noticeboards. Without regular maintenance assets fall into disrepair and replacement costs will need to be considered. This value was increased at the budget setting for 2025-26.

IT/Website costs are below budget, with the replacement of some equipment not required as previously expected. It is recommended that the reserves reflect this surplus for future replacement costs.

**Grants and Donations**

Under S137 Grants the slight overspend in the donation to the Royal British Legion agreed this year is now adjusted for the 2025-2026 budget.

Of the £14,140.00 allocated to Budgeted Grants in November 2023, the payment of the approved grant to the North Lincolnshire Woodland Trust was not claimed due to changes within the organisation. All other grants are now processed in line with the Resolutions of the Council.

### **Democratic Expenses**

Members Training – it should be noted that the carry-over of half the cost for the Full Council training event in the last financial year is shown in May which has in part contributed to the small overspend of £26.

**Overall** the **ADMINISTRATION AND RESOURCES** section remained within the budgeted levels due to some areas coming under budget and balancing out the few areas which showed an overspend. The areas with overspend and underspend require to be kept in mind when budget planning for the next financial year.

**OPEN SPACES** as noted as expected in previous reports, the Parish Paths Partnership payments exceeded the budget due to the limited cuts (three a year) North Lincolnshire Council provide for with the funding which this Council has noted in previous years is not sufficient for the maintenance of these public paths.

Grounds Maintenance Contracts costs have increased and present as slightly over budget, which is to be kept in mind for future planning.

No budget was in place for the Halifax Bomber Memorial project, however grant funding for the project was applied for via the Town Council and a small shortfall is shown between the grant awarded and the actual costs incurred.

No budget was in place for Waste / Bins / Dog Bins, however vandalism to the bins at the play area have incurred a small cost for repairs and a further cost will be incurred for the production of replacement parts. It was recommended that a budget value is put in place for continued repairs to bins owned by the Town Council and in the budget for 2025-2026 this was approved and put into place.

Play Area Maintenance is slightly over the budgeted value, and it was noted by the Council in previous reports that the maintenance and repair of play equipment continues to be a regular expenditure for the Council. Therefore an increased budgeted amount to cover this was approved at the 2025-2026 budget setting.

Play Area Inspections – North Lincolnshire Council have not, as yet, started to impose charges for their monthly or annual operational inspections, however this is likely to change in the coming year. Therefore for 2024-2025 the budgeted amount is unspent and should be ringfenced in reserves for future charges.

Historic Site Maintenance – this has not taken place over the financial year and so the budget remains unspent. It is advised that this should be ringfenced in reserves for future works required.

**Overall** the **OPEN SPACES** is only slightly over budget, as areas of underspend have balanced out the larger overspend areas.

### **BURIAL GROUND**

Under Maintenance Works, half the value of the Tree Safety Survey is included, the other half recorded under Charities (The Green & The Market Place). Also the costs of the memorial bench are shown here, with income to cover them shown under Cemetery Fees. Future costs, including further memorial stone testing works, will need to be factored into future budgets.

Cemetery Fees have exceeded the budget, however as mentioned above this is in part due to the memorial bench costs.

Pest control contract costs have also slightly increased, but the importance of this work continues to be relevant as reported to the Council this year.

**Overall**, the **BURIAL GROUND** section has income from fees exceeding the anticipated budget – this does include the payments for the new memorial bench which was not expected income for the year when the

budget was prepared. Future costs, including further memorial stone testing works, will need to be factored into future budgets.

### **PROMOTING KIRTON**

Grant Funding - D-Day 80 Events were not budgeted for, however the Assistant Clerk successfully applied for North Lincolnshire Council funding which covered the expenses (after removal of VAT from the relevant items). This grant money was successfully received in July. National events such as the D-Day anniversary and forthcoming VE Day anniversary next year often have grant funding provided to encourage local events to take place. It is noted that the VE Day grant from North Lincolnshire Council confirmation came after the finalisation of the budget setting in December 2024. This shows an income of £110 due to the refund of the initial deposit for the entertainment so that the payment is in line with the grant conditions.

Summer Gala – the event income for the Summer Gala was lower than that anticipated, however the expenditure for the event was also lower. It is important to take into account any feedback from events and future ideas in order to better plan the budget required to hold them, and the budget for 2025-2026 was adjusted in line with the income and expenditure.

Christmas Festival event income was slightly higher than expected, and expenditure for the event was also lower than budgeted for due to careful booking of entertainment and first aid.

Event Donations – Event donations both financial and otherwise have significantly dropped with the A Team no longer active (Christmas Tree funding) and local stores unable to provide donations such as selection boxes for Santas grotto. Alternative means for funding these now need to be carefully considered by the Town Council.

Best Kept Town Centre Frontage costs were not as high as anticipated due to sourcing a local supplier for the supply of prizes.

**Overall**, the **PROMOTING KIRTON** section currently has come in slightly over budget, due in part to national events which funding was and will be received for from North Lincolnshire Council.

### **PUBLIC SERVICES**

Community Sports Sessions continued this year under the name 'SportsZone'. The Council decision was to remove charges from the activities to provide them for free, change the coaching provider and change the day/time with the aim to encourage more interest. Following a review of those sessions, the Council have agreed to continue in this way, and will need to consider future funding going forward after this financial year. The costs for the sessions, which are for the professional coaches with the relevant checks in place for working with young children, were met using earmarked reserves (£500).

### **CIVIC**

Due to the timing of the Civic Dinner close the end of the Council financial year, late payments in (totalling £182.50) and a late invoice received for payment (£350.00), some income/expenditure is showing for the Civic Dinner already this financial year, however they are factored into the costs from the event which took place in March of the previous financial year. This needs to be factored in when looking at the overall figures.

Civic Refunds – the cancellation of one event and the availability to attend another changing resulted in the refund of purchased tickets. This brings the cost of Civic Tickets well within budget, rather than the slight over spend shown on the budget line.

Mayoral Allowance – little of this budget was spent this financial year.

Income from the Civic Service continues to drop year on year, but the costs for this years event were also lower with cost savings built into the planning of the event by the Mayor and Assistant Clerk.



Civic Dinner income was lower than budgeted for, and the costs were slightly higher but this was with tight control of cost aspects of the event by the Mayor and Assistant Clerk. Costs for the entertainment were by donation. in the Quarter 4 report. As the details will come after the budget planning work for the next financial year have reached conclusion, this does create some difficulties in accurately budgeting for this annual Town Council Civic event.

**Overall**, the **CIVIC** section came in under budget.

#### **CHARITIES**

Under The Green & The Market Place, half the value of the Tree Safety Survey and the works required by the survey is included, the other half recorded under Burial Ground (Maintenance Works). This does take this section slightly over budget, slightly buffered by the lack of spending for the War Memorial Charity at this time.

**Overall**, the **CHARITIES** section presents a slight overspend.

#### **ALLOTMENTS**

Due to the majority of tenants making their rent payments early, prior to 1<sup>st</sup> April, £60 of income is shown in the first quarter. However the majority of tenants paid their annual rent due early again in March, with £180.00 received in the final quarter. It is noted that in September the Council agreed to vire the remaining earmarked reserves from the car parking provision project to allotments maintenance and administration, recognising that this community service provision requires relevant investment from the Town Council. However delays with information flow from North Lincolnshire Council mean this project has not progressed.

Water costs remain within the budget, with a total of £135.83 in charges this financial year.

**Overall**, the **ALLOTMENTS** section is significantly under budget.

#### **RESERVES**

Earmarked spending is Streetsports (£500 of £1,514.27); Outside Gym Equipment Grant (£25,200.00 of £20,200.00 – the additional £5,000 is the VAT which will be reclaimed); Community Pot Grants (£1,000 claimed); Mayor's Charity Donations 23-24 to Brownies and Scouts (£1,015.46 of £1,015.46); Car parking provision (£600.00 of £5,639.42 with the remaining £5,039.42 vired to Allotments maintenance/administration in September) and £500.00 (of £500.00) for the Halifax Bomber Memorial buffet earmarked from last years Mayor's Allowance. The vire to the Allotments section takes that earmarked reserves value for the Allotments section to £10,678.84.

The agreed Earmarked and General Reserves remained healthy throughout the financial year.

#### **Summary**

Overall, with some areas over budget and others under, the Council need to be aware of recommendations and notes throughout this report when preparing for the next financial years budget.

The budget for the next financial year takes into account many of the areas highlighted in this report and new information from the final quarter of 2024-2025 will help to inform future budget planning.

Overall, the budget shows over-spending and under-spending across the categories which in some places balances out again. The Council is therefore reminded that it is required to be mindful of increasing costs, the impact of the work and responsibilities of the Council and new projects/ideas on the budget. Careful forward planning is required when budget setting each year to cover projects which the Council is looking to achieve for the year ahead.

Projects which are not built into the budget should be looked at with extreme caution. This is because unexpected and unplanned works cause budgets to be exceeded, and all ideas and projects should be factored

into the budget. Unexpected new projects require funding streams to be identified in order to cover both the costs and the future potential impact of those projects, such as ongoing maintenance.

Event planning has benefited from the Assistant Clerk and the Events Working Group planning events and working to the budget approved for the next financial year. With greater time and planning now allocated to the preparations for events with a member of staff dedicated to this work, the clear benefits continue to be shown.

Neil Taylor-Matson

01/04/2025

# Kirton in Lindsey Town Council

## Reserves Statement April 2025

*draft April 2025 v2*



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<b>Total reserves:</b>	<b>£78,542.96</b>
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### Earmarked Reserves :

#### **Ringfenced from 2024-25:**

Traingate Project	£515.45
Streetsports	£1,014.27
Mayor's Charity Donations (21-22 Peace Garden)	£222.59
Mayor's Charity Donations (24-25 MacMillian Support)	£444.84
Elections	£3,125.00
Maintenance - including Christmas Festival	£1,969.26

#### **Earmarked from April 2025:**

Allotments maintenance	£10,678.84
IT/Website	£1,772.71
Play Area Inspections	£400.00
Hisorical Site Maintenance	£400.00
Future Match Funding	£10,000.00

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<b>Total earmarked reserves:</b>	<b>£30,542.96</b>
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<b>General reserves:</b>	<b>£48,000.00</b>
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<b>Total Reserves:</b>	<b>£78,542.96</b>
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# *Public Sector Audit*

## Kirton in Lindsey Town Council

*Internal Audit Report for the year ended 31 March 2025*

*Public Sector Audit*

**UKCS**

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UK Copyright Service  
Reg. No.: 284714616

## Kirton in Lindsey Town Council

### **Internal Audit Report for the year ended 31 March 2025**

#### Introduction

Part 2, paragraph 5 (1) of the Accounts and Audit Regulations 2015 imposes a duty on Local Councils to “undertake an effective Internal Audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance”.

Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.

At the request of the council I have conducted an Internal Audit review of the council's accounting records in respect of the financial year ended 31 March 2025. I have acted independently and, on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in place during the financial year.

The audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions and recommendations have been recorded in the table below.

### Prioritisation of recommendations

In accordance with good internal audit reporting practice and the Governance and Accountability for Local Councils Practitioners Guide, the recommendations contained in this report have been prioritised. The following 'traffic light' system for the prioritisation of recommendations has been adopted: Page | 3

- Significant weakness in internal control requiring urgent attention.
- Moderate weakness in internal control requiring attention within the current year.
- Minor weakness in internal control, or matters of good practice the council may wish to consider, to be addressed within the current year.

#### Distribution List

Chairman of the Council

All Members of the Council

Clerk to the Council

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The findings of the audit are summarised below

	Test	Findings and Recommendations
1	Have appropriate books of account been properly maintained throughout the year?	<p><u>Appropriate accounting records</u></p> <p><b>Findings</b></p> <p>The cash book is maintained on spread sheets on a receipts and payments basis and has been balanced to the 31st March 2025.</p> <p>It is sufficiently well analysed to provide all the information required for the completion of the Annual Governance and Accountability Return (AGAR).</p> <p>Minutes of the Extraordinary meeting of the council held on the 17th April 2024 resolved to revisit the recharging of costs to KLASSIC at "an appropriate time in the future." At the council meeting held on the 14th October 2024 it was resolved that monthly recharging resumes, including hourly rate of pay, pension payments and employer's NI and contracted hours.</p> <p>➤ I have confirmed that the council has correctly recharged all such costs in accordance with this resolution and the reimbursements from KLASSIC for the year have correctly been credited against staffing costs in the cash book. This methodology ensures that staffing costs for KLASSIC during the year have been correctly accounted for and in accordance with the External Auditor's requirements.</p> <p>The spread sheets are arithmetically correct and bank reconciliations have been undertaken monthly.</p> <p>All invoices and receipts are consecutively numbered and cross referenced to the cash book which provides an audit trail from original documentation to the council's financial records.</p>



2	<p>Have the council's Financial Regulations and Standing Orders been formally adopted and complied with?</p>	<p><u>Adherence to Financial Regulations and Standing Orders</u></p> <p><b>Findings</b></p> <p>The council's Standing Orders and Financial Regulations were re-approved at the Annual meeting of the Town Council held on the 8th May 2024. As at the year-end the council's Standing Orders are based on the latest NALC Model. Since the year-end an updated NALC Model has been released which the council will need to review and adopt during 2025/26.</p> <p>During April 2024 NALC published revised Financial Regulations and, at an Extraordinary meeting of the Town Council, held on the 3rd July 2024, the new model was reviewed and approved, including the council's decisions on the non-statutory regulations (such as tendering, quotations and estimates for goods and services, etc.) where the council has discretion.</p>
3	<p>Are payment controls effective and VAT properly accounted for?</p> <p>Has the council recorded s137 expenditure separately and is it within the statutory limit?</p>	<p><u>Adequate payment controls</u></p> <p><b>Findings</b></p> <p>I have tested a large sample of payments from April 2024 to March 2025.</p> <ul style="list-style-type: none"> <li>➤ All payments tested have been correctly reported to council for authorisation and approval.</li> <li>➤ For the sample of invoices tested I have reviewed and confirmed completeness, accuracy, the correct year of account, classification within the council's accounts and compliance with Financial Regulations.</li> </ul> <p>I have tested and confirmed that VAT has been correctly identified and recorded in the cash book for reclaim from HMRC.</p> <p>Following the council's re-adoption of the General Power of Competence at the Annual Meeting held on the 24th May 2023 all grant funding is allocated to this legislative power unless a more specific power is available. The council is, however, required to use s.137 of the 1972 Local Government Act for certain specific</p>

		<p>expenditure such as donations to registered charities. £363.60 has been analysed to s.137 during the year; the expenditure is appropriate for this statutory power and well within the annual statutory limit.</p> <p>One cheque has been issued by the council and the stub has been correctly initialled by both signatories to indicate agreement with the cheque and the documentation provided at the time of signing.</p>
4	<p>Has the council assessed the significant risks in delivering its activities and services and regularly reviewed the adequacy of these assessments?</p> <p>Is insurance cover appropriate and adequate?</p> <p>Are financial controls documented and regularly reviewed?</p>	<p><u>Assessment of significant risks</u></p> <p><b>Findings</b></p> <p>Risk Assessments (RA) reviewed by the council, at the Annual Meeting and the Promoting Kirton Committee, to the date of the audit include the council's Financial Risk Assessment (reviewed May 2024) and the Health &amp; Safety Policy (reviewed June 2023). The Promoting Kirton Committee reviewed and approved the D-Day Risk Assessment in March and April 2024, the Summer Gala in May and Risk Assessment for Christmas was approved in July by this committee. The Lone Worker RA was reviewed in December, the Allotments were reviewed in February and Play Area and Cemetery were reviewed in March 2025.</p> <p>I have reviewed the council's insurance cover and the levels of indemnity are adequate.</p> <p>The council's Play Area has had its annual inspection by Zurich, an independent RoSPA accredited company, under the agreement with North Lincs Council (NLC). NLC is also contracted to undertake in-depth operational inspections on a monthly basis. Also, Council Members continue to carry out weekly checks.</p> <ul style="list-style-type: none"> <li>➤ Inspection sheets are completed for all play area inspections and details of the items checked and any actions found to be required are recorded. The inspection sheets include provision to record the action taken to remedy faults. The sheets are completed and presented to council monthly for review and approval. They are signed as reviewed and approved by a member of the council. When any actions required have been completed, the weekly sheets record is updated, by changing the outstanding issue (coloured orange) to "completed" (coloured green).</li> </ul> <p>Basic Internal financial controls and procedures are included in the council's Financial Regulations.</p>

		I have reviewed the council's electronic data storage arrangements. A full back up of all council information is carried out weekly and saved onto an external hard drive which is stored in a secure fireproof safe.
5	<p>Has the annual precept requirement resulted from an adequate budgetary process?</p> <p>Has progress against budget been regularly monitored and reported and were reserves appropriate?</p>	<p><u>Adequate budgetary process</u></p> <p><b>Findings</b></p> <p>The council prepared a detailed annual budget for 2024/25 in the correct format; it was adopted at the Full Council Meeting held on the 20th December 2023. A Precept of £112,226.07 was approved.</p> <p>A detailed budget monitoring report in respect of quarter one was presented to council on the 24th July 2024 and the second quarter's monitoring report was presented to council on the 14th October 2024. Quarter three was presented to council on the 24th January 2025.</p> <p>The council's balances brought forward on the 1st April 2025 totalled £78,542.96. Earmarked reserves are due to be discussed at the April 2025 meeting when the split between Earmarked and General reserves will be decided. The External Auditor confirms:</p> <p>➤ <i>"The generally accepted recommendation with regard to the appropriate minimum level of a councils General reserve is that this should be maintained at between three and twelve months of net revenue expenditure (NRE). The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve."</i></p> <p>Hence, for an authority the size of Kirton in Lindsey Town Council with a budget of £117,000, a General reserve in the region of five months NRE, or in the region of £48,000 for 2025/26, would be appropriate. It is, however, for the Town Council to decide what is an appropriate level for its own particular circumstances and set its Earmarked and General reserves accordingly.</p>

6	<p>Was all expected income fully received in accordance with the current scale of charges, properly accounted for and promptly banked?</p> <p>Were security controls over cash and cash equivalents effective?</p>	<p><u>Adequate income controls</u></p> <p><b>Findings</b></p> <p>I have reviewed and checked a large sample of council income from April 2024 to March 2025. The two Precept instalments of £56,113.04 received from NLC on the 25th April and £56,113.03 received on the 26th July 2024 agree to the council's Precept requirement of £112,226.07.</p> <p>The council also received income in respect of devolved grass cutting, NLC Grants, a VAT refund, the cemetery, allotment rent, Summer Gala, Christmas Market stalls, donations, bank and investment interest, cheque administration fees, refunds, and the Civic Service and Civic Dinner.</p> <p>The council agreed to maintain the 2023/24 Allotment rent of £30 when the 2024/25 budget planning was undertaken.</p> <ul style="list-style-type: none"> <li>➤ I have agreed the Allotment Register, which records the plot numbers, the current tenants, the rent due for the year and the amount and date the rent has been paid to the council's receipts and the cash book.</li> </ul> <p>I have also reviewed the charges for stalls for Christmas, which were confirmed as not to be increased from the previous year by the Promoting Kirton committee meeting held on the 11th March 2024.</p> <ul style="list-style-type: none"> <li>➤ It was noted that on one occasion an outdoor stall was requested, at a cost of £15.00, per the booking form but the income received was £25.00. The Clerk has confirmed that the amount due from the stallholder for 2025/26 will be reduced by £10.00 to correct this overpayment.</li> </ul> <p>I have checked a large sample of income throughout the year and agreed the income received to receipts, remittance advices and the council's authorised and minuted charges. All income checked was well documented, accurately recorded, and cross referenced to the cash book.</p>
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		All income received in respect of the cemetery was in accordance with the previous year's charges, up to the 8th May 2024. From the 9th May 2024 all charges to the date of the audit were in accordance with the amended charges, confirmed by council at the Annual Meeting held on the 8th May 2024. On the 18th December 2024 two additional charges were added to the formal scale of cemetery charges which were effective from the date of the meeting.
7	<p>Were petty cash payments appropriate and supported by receipts?</p> <p>Was all expenditure approved and reported to members?</p> <p>Has VAT been correctly accounted for?</p>	<p><u>Appropriate petty cash controls</u></p> <p><b>Findings</b></p> <p>The council does not maintain a petty cash account. All petty items of expenditure are reimbursed to the Clerk via the normal payments system and reported to council together with all other council payments.</p> <p>I have checked a sample of petty disbursements and all of those checked have been correctly recorded in the council's accounting system and reported to council for approval.</p>
8	<p>Do all employees have contracts of employment with clear terms and conditions?</p> <p>Are salaries to employees and all other payments and allowances paid in accordance with council approvals?</p> <p>Has PAYE and NI been correctly deducted and paid to HMRC?</p>	<p><u>Adequate payroll controls</u></p> <p><b>Findings</b></p> <p>The council's existing employees received new contracts of employment dated the 1st January 2024. A new council employee received a contract of employment upon the commencement of her employment on the 2nd September 2024. All contracts contain clear terms and conditions.</p> <p>I have checked and agreed the gross pay calculations for the Clerk, Assistant Clerk and the council's previous and current Community Co-ordinators to the current 2024/25 NJC Pay Scales, including back pay from 1st April 2024, hours worked and approved overtime.</p> <p>At the Extraordinary meeting of the council on the 18th December 2023 it was resolved that the Assistant Clerk maintains a Charity role for 4 of her weekly hours which will be recharged to KLASSIC.</p>

		<p>The External Auditor requires me to check that the correct employer's pension percentage contribution has been applied. I have reviewed the council's minutes and confirmed that the percentage employer's pension contribution paid during the year is in accordance with the latest council approval in November 2018, Min 1811/09.</p> <p>The council's employees are subject to PAYE and NI regulations using HMRC Basic Tools software and for the sample checked statutory deductions have been correctly paid to HMRC.</p>
9	Is the Asset and Investment Register complete and accurate and reviewed on a regular basis?	<p><u>Appropriate recording of assets</u></p> <p><b>Findings</b></p> <p>The council maintains an Asset Register in the form of spreadsheets. I have checked and confirmed, for the sample tested, that new assets purchased during the year have been added to the register using the correct valuation method, i.e., cost price, net of VAT and £1 nominal value for gifted assets.</p> <p>The updated total on the Asset Register, as at 31<sup>st</sup> March 2025, agrees to the declaration in box 9 of the Accounting Statement on the AGAR.</p>
10	<p>Were bank reconciliations performed on a regular and timely basis?</p> <p>Has a year-end reconciliation been performed and balanced?</p> <p>Have all bank reconciliations been reviewed by an appointed member and evidenced as such?</p>	<p><u>Adequate bank reconciliations</u></p> <p><b>Findings</b></p> <p>The council's bank balances for both the current and savings accounts and the deposits held in the Public Sector Deposit Fund are identified on each month's Finance Report; they are submitted to council and are signed by the Chair and one other council member. The respective bank statements are also provided to the authorising councillors at the same time as the reconciliations and these have also been signed as authorised. This procedure is considered to be best practice and forms an important part of the council's internal financial control systems. I have checked and agreed the balances on the Finance Reports from April 2024 to March 2025 to the bank statements for the councils two accounts at HSBC and for the Public Sector Deposit Fund.</p> <p>A separate bank account is not held for the Mayor's Charity account, the Clerk therefore maintains a document which identifies both receipts and payments during each civic year. This provides a record of funds</p>

		raised and subsequently dispersed to the Mayor's chosen charity(s) or cause. The account has been reconciled by the Clerk and provides detailed evidence of all receipts and payments up to the date of the dispersal of funds to the Mayor's chosen charities. I have reviewed the account and agreed all entries to the council's records of receipts and payments during the year.
11	<p>Were Accounting statements prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate, were debtors and creditors properly recorded?</p> <p>Has the previous Internal Audit Report been submitted to council and actioned as necessary?</p>	<p><u>Correct accounting basis and previous Internal Audit Report actioned</u></p> <p><b>Findings</b></p> <p>The year-end statements have been prepared on the correct accounting basis (Receipts and Payments) and, therefore, debtors and creditors have not been included.</p> <p>The statements agree with the cash book and there is an audit trail from underlying financial records to the year-end statements.</p> <p>The declaration in box 9, fixed assets, on the AGAR agrees to the total value of assets recorded in the updated Asset Register as at the 31st March 2025.</p> <p>The 2024/25 Interim Internal Audit Report was submitted to the Town Council meeting held on the 23rd October 2024; any actions required regarding the recommendations were noted.</p>
12	<p>If the council certified itself as exempt from an External Audit Limited Assurance Review last year, has it met the exemption criteria and correctly declared itself exempt?</p>	<p><u>Exemption Certificate</u></p> <p><b>Findings</b></p> <p>The council, correctly, did not complete an Exemption Certificate under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.</p>



13	Did the council correctly provide, during the summer, the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations 2015?	<u>Exercise of Public Rights</u> <b>Findings</b> I have confirmed by a review of the council's website that, during the summer of 2024, the council correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the 2015 Accounts and Audit Regulations.
14	Did the council comply with the publication requirements for the previous year's AGAR?	<u>Publication Requirements</u> <b>Findings</b> I have reviewed the council's website and confirmed that the Town Council published the correct documents as required by the Accounts and Audit Regulations 2015.
15	Has the council met its responsibilities as a Trustee?	<u>Trustee responsibilities</u> <b>Findings</b> A Trust Fund, known as The Green and the Marketplace, was registered with the Charity Commission in 1974. This fund has a dormant bank account. The Clerk has a bank statement dated September 2013 showing a nil balance and the bank has confirmed that the account contains no funds. The Charity Commission identifies that the activities of the Trust are to <i>"maintain and preserve the Green and Marketplace for the use and enjoyment of the residents of Kirton in Lindsey"</i> . Apart from maintaining the grass, additional expenditure has been incurred on a tree safety survey. Such expenditure is in accordance with the intention of the Trust and, in accordance with the External Auditor's advice; the council minute of the 23rd January 2019 confirmed that, <i>"Because there are no Trust Fund monies available, the council has spent its own funds on the maintenance and upkeep of these assets and areas for the good of the community as a whole"</i> .  A further fund, known as The War Memorial and the Garden of Edward Elmhirst Duckering has also been identified. The council has confirmed that there are no known bank accounts associated with this Trust. No income has been received and no expenditure has been incurred on behalf of this Trust up to the date of the audit.

		<p>The Council is also the Sole Trustee for KLASSIC. The Charity Commission website confirms that KLASSIC is a registered charity, number 1115978. The purpose of the Charity is the provision of recreational and sports facilities for the community. The website confirms that Kirton in Lindsey Town Council was appointed as sole trustee on the 22nd June 2020 and the date for the charity's financial reporting is the 31st May each year.</p> <p>➤ The charitable objectives are confirmed as: the Trustees are to provide or assist in the provision of a recreation ground (grounds) involving the construction of pitches, greens, courts, pavilions, changing facilities and associated amenities to be held upon charitable trust namely for the purpose of providing recreation and leisure time occupation in the interest of social welfare and with the object of improving the conditions of life for the benefit of the inhabitants of Kirton in Lindsey and the neighbourhood (hereinafter called the "area of benefit") and for other charitable purposes for the benefit of the inhabitants in the area of benefit.</p> <p>The Clerk is aware that, in view of the council's Sole Trusteeship of KLASSIC, disclosure notes 11.a <i>"The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets"</i> and 11.b <i>"The figures in the accounting statements above exclude any Trust transactions"</i> on the year-end AGAR Accounting Statements, need to be confirmed as "Yes".</p>
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## Executive Summary

The accounts and governance arrangements of the council have continued to be maintained to a very high standard indeed and the assistance of the Clerk of the council in the completion of this audit was much appreciated.

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The internal financial control environment within the council is excellent and a testament to the continuing diligence and hard work of the Clerk to the council.

The Internal Audit has been conducted in accordance with the Governance and Accountability for Local Councils – Practitioners Guide 2024.

I confirm that I have no relationship or interest, financial or otherwise, with any member or officer of the council.

Richard Dixon

*Public Sector Audit*

10<sup>th</sup> April 2025

*Public Sector Audit*

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# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Annual Internal Audit Report 2024/25

## Kirton in Lindsey Town Council

[www.kirtoninlindseytowncouncil.gov.uk](http://www.kirtoninlindseytowncouncil.gov.uk)

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			Not covered
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR  
Mr. Dikran, Muscat Sector Audit.

Signature of person who  
carried out the internal audit

SIGNATURE REQUIRED

Date \_\_\_\_\_

DD/MM/YY/Y  
0/04/2

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2. (+)</b> Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3. (+)</b> Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4. (-)</b> Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5. (-)</b> Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6. (-)</b> All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7. (=)</b> Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



Kirton in Lindsey Town Council

## **Policy 08: Member Development Policy**

Reviewed and Adopted April 2024 (v.20241) [FC2404/14]

Next Review April 2025

### **1.0 Introduction**

- 1.1 This Council is committed to the training and development of its Members in order to assist the Council in achieving its aims, objectives, priorities and vision in accordance with the plans that have been agreed. Member development is a joint commitment made by both the Council and the Members and will be delivered by the sourcing of appropriate training and development opportunities and sufficient funding being made available to enable engagement by all.

### **2.0 Member Development**

- 2.1 It is essential that Members are given equal opportunity to develop their knowledge of local government and the law relating to parish councils and to learn and develop skills to help them serve the community. Participation in Member Development should be accepted as being part of the role of being a councillor.

- 2.2 This Council recognises:-

- a: The need to provide appropriate training, development and learning opportunities for all Members which will be identified by various means including (but not exclusively) self-assessment, recommendations from professional bodies, the Council stated aims and objectives and changes in legislation;
- b: That continued investment and commitment to training and development are essential if quality services are to be provided, maintained and continually improved;
- c: That it has a responsibility to provide equal access to training and development for all Members in accordance with equal opportunities legislation and existing policies.

- 2.3 This Council:-

- a: Will identify delivery agencies to provide training and development to maximise the potential of its Members;
- b: Will conduct an annual training needs self-assessment for Members which will form the basis of a training plan linked to the Council objectives;
- c: Require all Members to actively participate in the training and development;
- d: Will identify areas of training need, in addition to Members' self-assessment, which arise from changes in legislation and the changing role of this Council;
- e: Identify specific needs which will include basic new Councillor Induction and other critical topics such as gaining a thorough understanding of:

- The Planning process
- Members' Financial Management responsibilities
- The Code of Conduct
- Decision-making processes
- Dispute Resolution;

f: Identify accredited courses for Councillors;

g: Source courses offered in topics that will be helpful to the development of members;

h: Source courses tailored to specific aims that the Council may have, such as attainment of the Local Councils Award Scheme.

2.4 Courses will be sourced for delivery only by appropriately qualified and indemnified providers.

### **3.0 Resources**

3.1 The Council will provide a training and development budget and, in particular, the Council will take into account the following factors:-

- a: The identified training and development needs of Members, based on a needs assessment of all Members, reviewed annually;
- b: Training and development needs that are essential to improve and progress the agreed policies and strategies of the Council, which will be reviewed annually;
- c: The value for money to be derived from attendance.

### **4.0 Conclusion**

4.1 This Council is determined to provide opportunities for all elected Members to further develop the necessary skills and competencies to assist Members undertake their legal obligations in terms of effective decision-making and the scrutiny of Council business.

Signed..... (Kirton in Lindsey Town Mayor)

Date.....

Signed..... (Kirton in Lindsey Town Clerk)

Date.....



# Kirton in Lindsey Town Council

## **Remit for Committees 2024-2025**

Revised March 2024 and Reviewed May 2024

### **Promoting Kirton ("PK") Committee** *(maximum of seven Cllrs alongside non-voting non-Cllrs)*

1. The role of the Committee is to oversee action by the Town Council to promote the town of Kirton in Lindsey for the benefit of residents and businesses located in the town.
2. The Committee shall also encourage visitors to the town for the benefit of residents and businesses located in the town.
3. The Committee shall keep under review annual events such as the Summer Gala, the Christmas Festival, the Civic Dinner, the Civic Service, Civic Awards and Kirton in Bloom Competitions and shall consider adding events or varying events as appropriate.
4. The Committee shall prepare budgets for consideration by Full Council for annual events such as the Summer Gala, the Christmas Festival, the Civic Dinner, the Civic Service, Civic Awards and Kirton in Bloom Competitions and will organise and use the budget provided for the events.
5. Prepare budgets for consideration by Full Council for other functions held by the Council and to organise and use the budget provided for other functions held by the Town Council.
6. Facilitate working in partnership and forming and identifying links with schools, voluntary organisations, tourism organisations and other relevant bodies.
7. To develop and agree promotion of events and other promotional announcements through press releases and publicity.
8. To source and apply for potential sources of funding available to the Town Council or its charities as required.
9. To report back to Full Council.

### **Community Emergency Plan ("CEP") Committee** *(maximum of five Cllrs)*

1. To prepare a Community Emergency Plan for Kirton in Lindsey
2. To review and update the plan annually or as required
3. To maintain contact with appropriate agencies involved in emergency planning
4. To report back to Full Council

### **General Purposes (“GP”) Committee**

1. To receive reports on the financial position of the Council, including a quarterly bank reconciliation and a monthly finance report (though these will also still be received by Full Council)
2. To review insurance cover annually and make recommendations to Full Council
3. To review risk assessments annually and make recommendations to Full Council
4. To authorise payment of invoices
5. To consider and recommend actions to Full Council with all matters relating to the cemetery
6. To consider and recommend actions to Full Council with all matters relating to the Play Area and Public Areas
7. To consider and recommend actions to Full Council with all matters relating to Town Maintenance
8. To consider quotations and tenders, both for the precept and for ongoing works, and make recommendations to Full Council
9. To be in charge of the caretaking of assets and keep the asset register and insurance cover updated as required
10. To receive and reply to matters of correspondence which are too urgent to wait until the next Full Council Meeting
11. Delegated authority for the consideration of comments in response to planning applications when the timing of the consultation period falls outside the schedule of Full Council Meetings
12. To consider and recommend actions to Full Council with all planning matters including consultation on applications
13. To formulate the Council’s own local development policy to facilitate the determination of applications
14. To consider and recommend actions to Full Council with matters relating to flooding infrastructure
15. To consider and recommend actions to Full Council with all matters relating to highways, footways, drainage and public rights of way
16. To be involved with any update of the Parish Plan or Planning for Real
17. To apply for planning permission as required
18. To report back to Full Council

### **Personnel and Disciplinary (“P&D”) Committee** *(recommended minimum of four Cllrs)*

1. That members of the Committee are strongly encouraged to take up current relevant training needed to have the understanding to carry out the duties required.
2. To deal with all matters concerning employees including recruitment, staff contracts, appraisals, disciplinary matters and grievances.
3. To review the Council training budget and act in accordance with Financial Regulations regarding training costs.
4. To report back to Full Council with consideration that any updates on confidential staffing matters will require the exclusion of the press and public.

NORTH LINCOLNSHIRE COUNCIL  
INSPECTION OF PLAYGROUNDS AND EQUIPMENT  
LOCATION OF PLAYGROUND Kirton Playing Field MONTH April 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	✓																														
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	✓																														
Grass Matting	✓																														
Gate \ Fencing	✓																														
Bins	✓																														
Bike Stand Posts	✓																														
Teen Shelter	✓																														
Seat \ Picnic Tables	✓																														
Supernova	✓																														
Sandpit	✓																														
Signage	✓																														

Defects report Overleaf

Inspectors Name J. Birchall Signature [Signature]

MONTH April 25

[illegible]

# Visual Play Area Inspection

**Complete**

<b>Score</b>	6 / 6 (100%)	<b>Flagged items</b>	0	<b>Actions</b>	0
<b>Name of Inspector</b>				Hazel Fox	
<b>Inspector Qualifications</b>				RPII	
<b>Conducted on</b>				31.03.2025 18:26 BST	
<b>Document Number</b>				31032025	
<b>Weather conditions.</b>				Sunny	
				1 / 1 (100%)	
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?				Pass	
Is the site free of any obvious signs of damage to any equipment?				Pass	
Is the signage intact and readable?				Pass	
Have all the bins been emptied?				Pass	
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)				Pass	
Is the site free of any fallen branches or any other grounds maintenance issues?				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


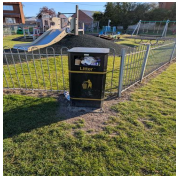

<b>Score</b>	4 / 6 (66.67%)	<b>Flagged items</b>	2	<b>Actions</b>	0
<b>Name of Inspector</b>				Hazel Fox	
<b>Inspector Qualifications</b>				RPII	
<b>Conducted on</b>				14.04.2025 08:56 BST	
<b>Document Number</b>				14042025	
<b>Weather conditions.</b>				Sunny.	
				1 flagged, 0 / 1 (0%)	
<b>Is the site free from litter, dog fouling, broken glass, or other dangerous objects?</b>				Fail	
Small amount of litter. Mainly drinks cans and paper around Teen Sheleter.					
					
Photo 1					
<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>				Fail	
					
					
Photo 2					
Photo 3					
<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>				A lot of weeds are starting to grow around the equipment.	



Photo 4

---

**Flagged items**

2 flagged

Information

**Is the site free from litter, dog fouling, broken glass, or other dangerous objects?**

Fail

Small amount of litter. Mainly drinks cans and paper around Teen Sheleter.



Photo 1

Information

**Have all the bins been emptied?**

Fail



Photo 2



Photo 3

## Media summary



Photo 1



Photo 2



Photo 3



Photo 4