

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Management and Finance Committee held at Richmond House, Morton Terrace, Gainsborough on Wednesday 18 September 2019 at 7:00pm

**Present:** Councillor Matt Boles - ex officio (Chairman)

Councillor Harry Clarke  
Councillor Richard Craig  
Councillor David Dobbie  
Councillor Chris Lambie  
Councillor Keith Panter – ex officio  
Councillor Denise Schofield  
Councillor Baptiste Velan

**In Attendance:**

Claire Hill                                      Town Clerk  
Rachel Allbones                                Deputy Clerk / RFO

**Also Present:**                                Councillor Paul Key  
    Councillor James Plastow

**1. APOLOGIES FOR ABSENCE**

Councillor Lesley Rollings

**2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION**

None received.

**3. MINUTES FROM THE PREVIOUS MEETING (Papers A)**

i. Minutes of the meeting of Management and Finance Committee held Wednesday 28 August 2019

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Wednesday 28 August 2019 be confirmed and signed as a correct record.

Note: Councillors Clarke, Craig and Schofield abstained from voting on the above resolution.

**4. FINANCIAL REPORTS FOR AUGUST & SEPTEMBER 2019**

i. Unpaid Expenditure Transactions for 11 September 2019 (Paper B)

Members considered at length Paper B & Paper B Revised.

**RESOLVED** that Members accept the transactions in Paper B Revised – Unpaid Expenditure Transactions for 18 September 2019.

Note: Councillor T Davies arrived at the meeting at 7.08pm

- ii. Cashbook Summary (including due and unpaid transactions) for 11 September 2019 (Paper C)

Members considered Paper C.

**RESOLVED** that Members note Paper C - Cashbook Summary (including due and unpaid transactions) for 11 September 2019.

- iii. Budget Comparison Report (including due and unpaid transactions) for 11 September 2019 (Paper D)

Members considered Paper D.

**RESOLVED** that Members note Paper D Budget Comparison Report (including due and unpaid transactions) for 11 September 2019.

Note: Councillors Davies and Plastow left the meeting at 7.14pm

5. **MONTHLY BANK RECONCILIATION SIGN OFF FOR AUGUST** (Paper E)

**RESOLVED** to accept and sign off the Bank Reconciliation for 31 August 2019.

6. **COMPLAINTS** (Paper F)

Members **NOTED** the report received from the Clerk.

7. **DECEMBER MEETING DATE**

Members considered changing the date of the December meeting as the RFO is unable to attend on Wednesday 18 December.

**RESOLVED** to change the December meeting date to Tuesday 17<sup>th</sup> December 2019 at 7pm.

8. **RICHMOND HOUSE WINDOW REPAIRS** (Paper G)

Members considered quotations received for the repairs to the sash windows at Richmond House.

**RESOLVED** to: -

- Make budget provision towards to repairs in 2020/21
- Ask WLDC & LCC if they would consider contributing towards the repairs of the sash windows
- Ask WLDC if they would considered some of the sash windows to be close permanently.

**9. CEMETERY EXTENSION (Paper H)**

Members historic papers, emails and reports relating to the General Cemetery extension. Members considered the quotation for assessing the site for crucial environmental compliance for planning requirements but noted the quotation was received in 2017, a revised quotation had been requested but yet to be received.

**RESOLVED** to bring the revised quotation for assessing the site for crucial environmental compliance to the next meeting, and ask Gary Reeve from WLDC to either attend the meeting or provide a guide as to the next steps once a ground audit is complete.

**10. IT STRATEGY & GDPR COMPLIANCE**

The Deputy Clerk informed Members that the Council Office IT is less than adequate and currently not compliant to GDPR regulations.

Members were advised the item was just for noting but quotations for new IT will be presented to the next meeting for discussion.

The meeting concluded at 7.56pm