

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace
Gainsborough, Lincolnshire, DN21 2RJ
Telephone: 01427 811573
Website: gainsborough-tc.gov.uk



Friday, 02 December 2022

Dear Councillor,

You are hereby summoned to attend a meeting of **Full Council** which will be held on **Wednesday 07 December 2022** commencing at **19.00** in the function room, **Marshalls Sports Ground, Middlefield Lane, Gainsborough.**

A handwritten signature in black ink, appearing to be 'BB' followed by a flourish.

Belina Boyer
Town Clerk

Agenda no	Agenda item title	Power/Regulation
Open Forum	(Members of the public are welcome to present any matter relevant to the wellbeing of Gainsborough Town and each president will receive the attention of the Council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please see the <u>Council's Public Participation at Meetings Policy</u> and <u>Standing Orders 3 f-l</u> for details. Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is permitted at Council meetings which are open to the public. Anyone wishing to do so MUST adhere to the protocol laid out in the Council's <u>Filming and Recordings of Meetings Policy</u> .	<i>Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3</i>
FC23/109	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>

Agenda no	Agenda item title	Power/Regulation
FC23/110	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
FC23/111	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>
FC23/112	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
FC23/113	To receive the minutes of the previous Gainsborough Town Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Full Council 02 November 2022	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FC23/114	To note the draft minutes of the committee meetings and the decisions contained therein. Paper B – Property and Services Committee 8 November 2022 Paper C – Planning Committee 22 November 2022 Paper D – Personnel Committee 23 November 2022	<i>Local Government Act 1972, s 112</i>
FC23/115	To receive and note the Town Clerk’s report (for information only) Paper E	N/A
FC23/116	To consider the following recommendation from Planning Committee held 22 November 2022 (PL23/158): The Committee resolved to recommend to adopt the draft Gainsborough Neighbourhood Plan Working Group terms of reference. Paper F	<i>LGA 1972 101 (1) (a))</i>
FC23/117	To consider the following recommendation from Personnel Committee held 23 November 2022 (PC23/086): The Committee resolved to recommend making a budget virement of £3,000 from 1000/1 Employee costs, Gross Salary to 2070/9 Administration, Governance Support to fund the independent HR consultant’s attendance to conduct additional interviews with more members of the Council with the option to extend the interviews to new members of staff.	
FC23/118	To agree a date and format for the Annual Town Meeting. Paper G	<i>LGA 1972 (9)</i>

Agenda no	Agenda item title	Power/Regulation
FC23/119	To consider a revised meeting schedule for 2023 to accommodate local council elections and the Annual Town Meeting as agreed under FC23/118. Paper H	
FC23/120	To note Cllr Key's notes of the Christmas Event Meeting at Marshall's Yard (28/10/22 & 7/11/22). Paper I	
FC23/121	To consider adoption of the King Charles III Coronation Working Group Terms of Reference and appoint members thereto (if adopted). Paper J	LGA 1972 101 (1) (a))
FC23/122	To consider a motion by Cllr Key: The Armed Forces Working Group would like to ask the Council for Marshalls Sports Field on 24th June 2023, hopefully without having to pay for the field. It was felt that by keeping the Event in one place it gives us a better chance to control the event and with time not on our side deliver what we want to. We may need some assistance from the Admin Officer later down the line but will keep this to a minimum. I so move. Paper K	
FC23/123	To consider a report on allotment matters and decide on any actions resulting from its findings. Exclusion of public and press recommended due to the personal nature of the report. Paper L	
FC23/124	To receive a draft Project Plan and consider a weekend workshop to finalise the plan and start a strategic plan. Exclusion of public and press recommended due to the unfinished nature of the plan. Paper M	
FC23/125	To approve changes to the Council's co-option application form. Paper N	
FC23/126	To note the correspondence previously circulated by email – for information only. Paper O	N/A
FC23/127	To note the date and time of the next Full Council Meeting scheduled for 04 January 2023 at 19.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

PAPER A

DRAFT Minutes of the Full Council meeting 02 November 2022

held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough

Councillors Present

	Tim Davies	Sally Loates	Keith Panter	
			James Plastow	Kenneth Woolley
Dennis Dannatt	Paul Key			
		Pat O'Connor	Aaron Taylor	

Councillors Absent

Matt Boles		Liam Muggridge		Baptiste Velan
Richard Craig	David Dobbie	Julie Musonda	Denise Schofield	
Caz Davies	Chris Lambie			

In attendance:

	Rachel Allbones (DC)		
--	----------------------	--	--

Agenda no	Agenda item title	Resolution	Action	Power
Open Forum	(Members of the public are welcome to present any matter relevant to the wellbeing of Gainsborough Town and each president will receive the attention of the council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please see the <u>Council's Public Participation at Meetings Policy</u> and <u>Standing Orders</u> 3 f-l for details.	None received.		<i>Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3</i>

Agenda no	Agenda item title	Resolution	Action	Power
	Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is permitted at council meetings which are open to the public. Anyone wishing to do so MUST adhere to the protocol laid out in the council's <u>Filming and Recordings of Meetings Policy</u> .			
FC23/098	To note apologies for absence.	Cllrs Boles, Craig, Davies, Loates and Schofield (after commencement of meeting).	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FC23/099	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
FC23/100	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>
FC23/101	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960	None.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

Agenda no	Agenda item title	Resolution	Action	Power
	1 (2) and resolve to exclude public and press for these items.			
FC23/102	To receive the minutes of the previous Gainsborough Town Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Full Council 5 October 2022	The Council resolved to sign the minutes of the meeting 5 October 2022 as true record of that meeting. Cllrs Loates and Woolley abstained from voting.	ASO to publish approved minutes.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FC23/103	To note the draft minutes of the committee meetings and the decisions contained therein. Paper B – Property and Services Committee 11 October 2022 Paper C – Personnel Committee 12 October 2022 Paper D – Finance and Strategy Committee 18 October 2022 Paper E – Planning Committee 25 October 2022	Some members questioned minute PC23/070 of Personnel they felt it wasn't correct but would bring it up at the meeting. It was noted that items FS23/066 & FS23/067 were incomplete. The Council noted the draft minutes of the committees.	TC to complete the minutes for FS23/066 & FS23/067.	<i>Local Government Act 1972, s 112</i>
FC23/104	To receive and note the Town Clerk's report (for information only) Paper F	The Council noted the report.	N/A	N/A
FC23/105	To note the date of the Coronation of King Charles III and collect ideas and consider the resources required. Paper G	The Council resolved to create a remit for a working group for approval at the next Full Council meeting.	DC to draft a remit for a Coronation WG.	

Agenda no	Agenda item title	Resolution	Action	Power
FC23/106	To note Cllr Key's notes of the Christmas Event Meeting at Marshall's Yard. Paper H	The Council noted the report.		
FC23/107	To note the correspondence previously circulated by email – for information only. Paper I	The Council noted the correspondence as previously circulated.		N/A
FC23/108	To note the date and time of the next Full Council Meeting scheduled for 07 December 2022 at 19.00.	The Council noted the date and time of the next Full Council Meeting scheduled for 07 December 2022 at 19.00.		<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 7.31pm

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

PAPER B

DRAFT Minutes of the Property & Services Committee Meeting

8 November 2022

held in the Reading Room, Richmond House, Richmond Park, Morton Terrace, Gainsborough

Councillors Present

	Paul Key	
Dennis Dannatt		James Plastow (Vice-Chairman)
Tim Davies (Chairman)		

Councillors Absent

Matt Boles		Pat O'Connor
	Chris Lambie	
	Julie Musonda	Baptiste Velan

In attendance:

Belina Boyer- Town Clerk (TC)	Rachel Allbones (DC & RFO)	Stephen Coulman (OM)
-------------------------------	----------------------------	----------------------

Also present: 1 Member of the public

Agenda no	Agenda item title	Resolution	Action	Power
PS23/104	To note apologies for absence.	Apologies had been received for Cllrs Lambie and O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS23/105	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>

Agenda no	Agenda item title	Resolution	Action	Power
PS23/106	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none.	N/A	<i>Localism Act 2011, s33.</i>
PS23/107	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The Committee resolved to exclude the public and press from item PS23/111.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS23/108	To receive the minutes of the previous Property and Services Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Property and Services Tuesday 11 October 2022.	The Committee resolved to sign the minutes of the Property and Services Committee Meeting of Tuesday 11 October 2022 as a true record of that meeting.	ASO to Publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS23/109	To receive and note the Town Clerk's report (for information only) Paper B	Cllr Key raised concerns regarding the temporary closure of the Richmond Park toilets due to vandalism. The Committee noted the report.	N/A	
<i>The Chairman allowed a member of the public speak who had attended to speak about Armed Forces Day 2023.</i>				
Allotments				

Agenda no	Agenda item title	Resolution	Action	Power
PS23/110	To consider a garage application. Paper C	<p>Cllr Key declared a non-pecuniary interest as a neighbour of the applicant.</p> <p>Cllr Plastow declared a non-pecuniary interest as a family member lives in the vicinity.</p> <p>The Committee resolved to allow the applicant to occupy the garage on a short-term basis whilst the council considers its various options.</p> <p>Cllr Key abstained from voting.</p>	DC to issue Licence to Occupy.	
PS23/111	To consider the asbestos report and consider what further action to take at the various allotment sites. Paper D Exclusion of public and press recommended.	<p>The Committee resolved to seek quotations to fill in the pond at Love Lane in line with the Council's decision from 2021 and to look at ways to remove and rehome any fish.</p> <p>The Operations Manager advised he would inspect sample no. HF001110 at Foxby Hill and make contact with the contractor who carried out the report and make priority to remove.</p>	<p>OM to seek quotations to fill in the pond at Love Lane.</p> <p>OM to inspect sample no. HF001110 at Foxby Hill and contact SGS Ltd.</p>	
Cemeteries				
PS23/112	To consider installing Commonwealth War Graves Commission signage at both cemeteries.	The Committee resolved to pursue the installation of Commonwealth War Graves Commission signage at both cemeteries.	DC to purchase signage.	<i>Local Authorities Cemeteries Order 1977 SI1977/204 art. 3 + art 15(1)</i>

Agenda no	Agenda item title	Resolution	Action	Power
	Paper E			
PS23/113	To note communication received from Friends of Gainsborough Cemeteries. Paper F	The Committee resolved to work with and support the Friends of Gainsborough Cemeteries and Chapel to restore and preserve the General Cemetery chapel.	TC to arrange a meeting/site visit with Friends of Gainsborough Cemeteries and Chapel.	
Parks				
PS23/114	To consider vehicular gate access to Levellings. (Cllr Key) parking. Paper G	The Committee noted the Deputy Clerk had already sent an email to the site users regarding securing the gate when open/closed. The Operations Manager will make a site visit with Cllr Key to look if the Council can mitigate the risk.	OM to arrange a site visit with Cllr Key.	<i>Localism Act 2011 1-8</i>
Other Services				
PS23/116	To consider entering into a parish verge cutting agreement with Lincolnshire County Council. Paper H	The Committee resolved to enter the parish agreement, finalise the tender details at a later meeting once more information is available and continue to establish ownership of additional areas.	TC to inform LCC of our decision to continue the parish agreement. TC to continue attempts to establish land ownership and maintenance responsibilities.	<i>Localism Act 2011 1-8</i>
Other				

Agenda no	Agenda item title	Resolution	Action	Power
PS23/117	<p>2023 / 2024 Budget Committee to consider budget requirements for 2023/24. The following specific budgetary areas are considered as part of the Committee's remit:</p> <ul style="list-style-type: none"> • Grounds Maintenance • Richmond House & Park • Sports Grounds • Cemetery • Play Areas • Allotments • Public Realm • Events • Christmas Lights <p>Paper I</p>	<p>The Committee resolved to include within the draft budget: -</p> <ul style="list-style-type: none"> • Richmond House & Park £3,000 for the outdoor toilets. • Cemetery £6,000 for chapel maintenance • Allotments £ for asbestos removal • Events £ for the pond infill • Events £5,000 for the Kings Coronation (in addition to the £5,000 in EMR) • Christmas Lights £2,500 for Armed Forces Day • Christmas Lights £ for electrical testing and potential reuse of old lights. 	<p>OM to obtain quotes for asbestos removal and pond infill as well as electrical testing of existing lights to inform a reasonable budget provision for these projects.</p>	
PS23/118	To receive any items for notification to be included on a future agenda – for information only.	2023/24 Budget	TC to add to next agenda.	N/A
PS23/119	To note the date and time of the next Property and Services committee scheduled 13 December 2022 at 19.00	The committee noted the date and time of the next Property and Services committee scheduled 13 December 2022 at 19.00 at Richmond House.		<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.57.

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

PAPER C

DRAFT Minutes of the Planning Committee meeting

22 November 2022

held in the Reading Room, Richmond House. Richmond Park, Morton Terrace, Gainsborough

Councillors Present

		James Plastow (Chairman)
David Dobbie		Aaron Taylor

Councillors Absent

Matt Boles	Chris Lambie	Pat O'Connor
Richard Craig	Keith Panter	

In attendance:

	Rachel Allbones (Deputy Clerk & RFO)	
--	--------------------------------------	--

Agenda no	Agenda item title	Resolution	Action	Power
PL23/143	To note apologies for absence.	The committee received apologies from Cllrs Boles, Lambie and O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PL23/144	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none.	N/A	<i>Localism Act 2011, s31.</i>
PL23/145	To consider any dispensation requests received by the Clerk in relation to personal and/or	There were none.	N/A	<i>Localism Act 2011, s33.</i>

Agenda no	Agenda item title	Resolution	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PL23/146	To receive the minutes of the previous Gainsborough Town Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Planning Committee 25 October 2022	The committee received the minutes of the meeting 25 October 2022 and resolve to sign these as a true record of the meeting. Cllr Taylor abstained from voting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
Planning Applications				
PL23/147	To consider planning application received. Application Ref No: 145756 (1/11/22, 28 days) Proposal: Listed building consent for proposed internal shop-fit refurbishment. Location: Unit 18, Marshalls Yard, Beaumont Street, Gainsborough	The committee resolved to support the application.	DC to send response to WLDC.	<i>Article 13 of the Town & Country Planning (General Development Procedure) Order 2015 Schedule 1, paragraph 8 to the Town & Country Planning Act 1990 as amended</i>
PL23/148	To consider planning application received. Application Ref No: 145765 (2/11/22, 28 days) Proposal: Planning application for single storey extension to rear to replace conservatory Location: 27 Glenthams Road, Gainsborough	The committee resolved to support the application.	DC to send response to WLDC.	

Agenda no	Agenda item title	Resolution	Action	Power
PL23/149	To consider planning application received. Application Ref No: 145770 (2/11/22, 28 days) Proposal: Listed building consent for alterations and refurbishment of an existing internal door. Location: Trinity Arts Centre, Trinity Street, Gainsborough	The committee resolved to support the application.	DC to send response to WLDC.	
PL23/150	To consider planning application received. Application Ref No: 145804 (10/11/22, 28 days) Proposal: Advertisement consent for the removal of the existing signage and installation of 1no. internally illuminated fascia sign, 1no. non- illuminated fascia sign and 1no. projecting internally illuminated hanging sign on the shopfront. Location: Teddys Arcade 17-19 Silver Street, Gainsborough	The Committee resolved they have no objections to the application.	DC to send response to WLDC.	
Decision notices				
PL23/151	To note decision notice received. Application Ref No: 145405 GRANTED (delegated) Proposal: Planning application to remove garage and erect 1no. detached dwelling	The Committee noted the decision.	N/A	

Agenda no	Agenda item title	Resolution	Action	Power
	Location: Land at 1 Love Lane Gainsborough Paper B			
PL23/152	To note decision notice received. Application Ref No: 143302 REFUSED (delegated) Proposal: Listed building consent for 2no. replacement doors and 2no. windows Location: 35, Spring Gardens, Gainsborough Paper C	The Committee noted the decision. Cllr Taylor declared a non-pecuniary interest as the applicant is his landlord.	N/A	
PL23/153	To note decision notice received. Application Ref No: 144732 GRANTED (delegated) Proposal: Planning application to erect 5no. apartments. Location: Land adjacent, James Court, Gainsborough Paper D	The Committee noted the decision.	N/A	
PL23/154	To note decision notice received. Application Ref No: 144738 GRANTED (committee) Proposal: Planning application to erect 7 no. commercial units, 5 units to fall within Use Class E(g)i) office ii) the research and development of products or processes or iii) any industrial process, (which can be carried out in any residential area without	The Committee noted the decision.	N/A	

Agenda no	Agenda item title	Resolution	Action	Power
	causing detriment to the amenity of the area)and 2 units within Use Class B8 (Storage and Distribution) Location: Land off Willoughton Drive Gainsborough Paper E			
PL23/155	To note decision notice received. Application Ref No: 145530 GRANTED (delegated) Proposal: Planning application for proposed single storey side and rear extension with integral garage - resubmission of 144927 Location: 16 Riverside Approach Gainsborough Paper F	The Committee noted the decision.	N/A	
PL23/156	Street naming requests To consider street naming requests received (if there are any).	There were none.	N/A	
PL23/157	Tree preservation orders To consider tree preservation orders received (if there are any).	There were none.	N/A	
PL23/158	Gainsborough neighbourhood plan To consider draft Gainsborough Neighbourhood Plan Working Group and recommend to Full Council for approval.	The Committee resolved to recommend to Full Council to adopt the Gainsborough Neighbourhood Plan Working Group terms of reference.	DC to include on Full Council agenda.	

Agenda no	Agenda item title	Resolution	Action	Power
	Paper G			
PL23/159	<p>Assets of community value To note Asset of Community Value submissions for Pitt Hills Plantation (land behind Gainsborough Leisure Centre), Old Guildhall Gardens, Trinity Arts Centre, Whittons Gardens as Assets of Community Value. The registration will expire on 24 October 2027.</p> <p>Paper H</p>	<p>The committee noted the determination and approval of Pitt Hills Plantation (land behind Gainsborough Leisure Centre), Old Guildhall Gardens, Trinity Arts Centre, Whittons Gardens as Assets of Community Value. The registration will expire on 24 October 2027.</p> <p>It was also noted that the further three submissions had been approved and would follow at the next meeting.</p>		
PL23/160	<p>Items for notification To receive any items for notification to be included on a future agenda – for information only <i>Land off Corringham Road, Gainsborough</i> <i>Response regarding Willow tree on Bridge Street</i></p>	Land off Corringham Road, Gainsborough as a potential dog walk.	DC to include on future agenda.	N/A
PL23/161	<p>Time and date of next meeting To note the date and time of the next Planning committee is scheduled for 21 December 2022 at 7.00pm.</p>	The committee noted the date and time for the next scheduled meeting as 21 December 2022 at 7.00pm.		<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 7.34pm

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

DRAFT

PAPER D

DRAFT Minutes of the Personnel Committee meeting

23 November 2022

held in the Reading Room, Richmond House. Richmond Park, Morton Terrace, Gainsborough

Councillors Present

	Tim Davies	Pat O'Connor
	Paul Key	James Plastow
Dennis Dannatt (Vice Chairman)		Kenneth Woolley

Councillors Absent

Matt Boles		
Richard Craig (Chairman)	Sally Loates	

In attendance:

Belina Boyer (TC)	Rachel Allbones (DC & RFO)	Stephen Coulman (OM)	
-------------------	----------------------------	----------------------	--

Also present: There was no public present.

Agenda no	Agenda item title	Decision	Action	Power
PC23/076	To note apologies for absence.	Apologies for absence had been received from Cllrs Boles, Craig and Loates. These were duly noted .	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/077	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
PC23/078	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>

Agenda no	Agenda item title	Decision	Action	Power
PC23/079	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The Committee resolved to exclude public and press from item PC23/081, PC23/084 & PC23/085.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/080	To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Personnel Committee 12 October 2022	An amendment was proposed and seconded to amend PC23/070 in the draft minutes to read “The Committee resolved to approve all six re-grading recommendations as presented in the independent report but for the regradings to take effect from 01/04/2023 subject to the relevant budget being approved. The committee resolved to consider additional budget provision in the 2023/24 budget.” At the request of Cllr Key a recorded vote was taken on the amendment as follows: - For – Cllrs T Davies, Dannatt Against – Cllrs Key, O’Connor (Cllr O’Connor requested it be noted he was against as he believed the original draft minute was a true representation of the decision taken.) Abstain – Cllrs Plastow, Woolley The Chairman’s casting vote was For, the amendment passed . The Committee resolved to sign the minutes of the meeting 12 October 2022	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>

Agenda no	Agenda item title	Decision	Action	Power
		<p>as a true record of that meeting subject to the approved amendment above.</p> <p>Cllr O'Connor voted against.</p> <p>Cllr Woolley abstained from voting.</p>		
PC23/081	<p>To receive and <u>note</u> an update on the recruitment for the Grounds Maintenance Team Leader and Probation review for the Caretaker.</p> <p>Exclusion of Public and Press recommended due to personal nature of report.</p> <p>Paper B</p>	<p>The Committee noted the update on the recruitment for the Grounds Maintenance Team Leader and Probation review for the Caretaker.</p>	N/A	
PC23/082	<p>To note 2022-23 National Salary Award.</p> <p>Paper C</p>	<p>The Committee noted the 2022-23 National Salary Award.</p>	N/A	
PC23/083	<p>To consider the recruitment process for Grounds Maintenance Operative position in particular</p> <p>a) To appoint shortlisting and interview panel and agree power be delegated to make appointment.</p> <p>b) To confirm the terms and conditions to be offered to the new post holder.</p> <p>Paper D</p>	<p>The Committee resolved to: -</p> <p>a) Appoint Cllr Plastow, Cllr Woolley as reserve, the Operations Manager and Grounds Maintenance Team Leader to the shortlisting and interview panel and agreed power be delegated to make an appointment to the Grounds Maintenance Operative position.</p> <p>b) Confirm the terms and conditions to be offered to the new post holder.</p>	<p>DC to arrange shortlisting and interview dates.</p>	
PC23/084	<p>To receive the sickness absence and holiday report and consider any potential action required.</p>	<p>Cllr Key questioned the Town Clerk's hours as recorded and who line managed the Town Clerk.</p>	<p>Policy Review Working Group to look into line management of the</p>	

Agenda no	Agenda item title	Decision	Action	Power
	Exclusion of Public and Press recommended due to personal nature of report. Paper E	The Committee noted the sickness absence and holiday report.	Town Clerk when reviewing Structures and Functions.	
PC23/085	To note a report from the external HR consultant contracted to carry out an Organisational Staffing Review. Exclusion of Public and Press recommended due to the personal nature of the matter under discussion. Paper F	Members felt that the report was incomplete because not all members had been interviewed when all staff had been questioned. The Committee noted the Organisational Staffing Review as a first draft and further work would be required.	N/A	
PC23/086	To consider recommending to full Council additional cost for the independent HR consultant's attendance to conduct additional interviews with more members of the council with the option to extend the interviews to new members of staff. Paper G	The Committee resolved to recommend to Full Council making a budget virement of £3,000 from 1000/1 Employee costs, Gross Salary to 2070/9 Administration, Governance Support to fund the independent HR consultant's attendance to conduct additional interviews with more members of the Council with the option to extend the interviews to new members of staff.	TC to include on FC agenda.	
PC23/087	To consider the recruitment process for Allotments Officer position in particular a) To approve recruitment pack and associated job description, person specification and job advert to start the recruitment process.	The Committee resolved to: - a) Approve recruitment pack and associated job description, person specification and job advert. b) Appoint Cllrs Davies and Plastow, Cllr Woolley as reserve, the Operations Manager and Grounds Maintenance Team Leader to the	ASO to advertise the post. DC to arrange shortlisting and interview dates.	

Agenda no	Agenda item title	Decision	Action	Power
	<p>b) To appoint shortlisting and interview panel and agree power be delegated to agree appointment.</p> <p>c) To confirm the terms and conditions to be offered to the new post holder.</p> <p>Paper H</p>	<p>shortlisting and interview panel and agreed power be delegated to make an appointment to the Grounds Maintenance Operative position.</p> <p>c) Confirm the terms and conditions to be offered to the new post holder.</p>		
PC23/088	<p>To consider first draft budget requirements for 2023/24.</p> <p>The following specific budgetary areas are considered as part of the Committee's remit:</p> <ul style="list-style-type: none"> Employee Costs <p>Paper I</p>	<p>The Committee noted the first draft of the employee costs budget requirements for 2023/24 incorporating the Organisational Staffing Review recommendations. Members were advised that the GM Seasonal position could now be removed. Members requested a second draft at the next meeting removing the Projects Officer and Modern Apprentice positions.</p>	<p>DC&RFO to produce second draft for the next meeting.</p>	
PC23/089	<p>Items of notification</p> <p>To receive any items for notification to be included on a future agenda – for information only</p>	<ul style="list-style-type: none"> Organisational Review Report Report from Policy Review Working Group 		N/A
PC23/090	<p>Time and date of next meeting</p> <p>To note the date and time of the next Personnel Committee meeting scheduled for 14 December 2022 at 19.00.</p>	<p>The Committee noted the date and time of the next Personnel Committee meeting scheduled for 14 December 2022 at 19.00</p>		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 20.59.

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

PAPER E

Officer Report to Council

Report Author: Belina Boyer

Report Date: 30/11/2022



Gainsborough
TOWN COUNCIL

Clerk's Report

Summary

This report will seek to bring together the various matters for Council to note.

Matters to note

1. Staffing.

The Council has internally recruited to the position of Grounds Maintenance Team Leader. The successful candidate has already taken up his new role.

The Council is in the process of recruiting to the position of Grounds Maintenance Operative following the successful internal recruitment to the Team Leader Post.

The council is also recruiting to the new position of Allotments Officer. This will be a full time post temporary for two years.

2. Organisational review

The external HR consultant has submitted his organisational review. The Personnel Committee would like him to interview more councillors and the newly appointed members of staff to get a more holistic picture. If this additional work is approved by members, the Clerk will ask all members for their preferences for a meeting.

Training

Councillors are reminded that free and online training is available from LALC. Please book your place through the clerk's office.

Christmas Lights Festival

The council received one negative comment about the Christmas Lights Festival on its website. The writer regretted the lack of fun fair rides, count down and fireworks. In contrast, Facebook comments had been overwhelmingly positive praising the free activities on offer.

Belina Boyer

Subject: FW: Lincs Police Crime: 22000599512

From: Fletcher, Christopher <Christopher.Fletcher2@lincs.police.uk>

Sent: 26 November 2022 07:36

To: Natasha Gardener <natasha.gardener@gainsborough-tc.gov.uk>

Subject: Lincs Police Crime: 22000599512

Good Morning Natasha,

Further to our conversation about the criminal damage to the toilets at Richmond Park. I have reviewed the CCTV provided by WL Council and although it does show the damage being caused and offenders in the area, I am unable to ID any offenders and therefore unable to progress the crime.

Our neighbourhood policing team are aware of the incidents, and will be patrolling the area when able to. Likewise, if there is any intelligence to link any suspects to the crime come in then I will look at opening the crime up again and interviewing the suspects.

Please don't hesitate to contact Police again in the future if the damage continues as there may be other instances where I can get a positive ID on the offenders and link them back to previous crimes.

If you have any further questions or queries, please feel free to get in touch. As it stands, this crime and any other crimes relating to the damage of the toilet doors are now closed.

Kind regards,

Chris Fletcher
Police Constable

PATROL & RESPONSE



07385 400634

Christopher.fletcher2@lincs.pnn.police.uk

Gainsborough Police Station, Morton Terrace, Gainsborough, DN21 2SY

www.lincs.police.uk



[@LincsPolice](https://twitter.com/LincsPolice)



[Lincolnshire Police](https://www.facebook.com/LincolnshirePolice)



[@LincsPolice](https://www.instagram.com/LincsPolice)



[nextdoor.co.uk](https://www.nextdoor.co.uk)

WORKING TOGETHER TO MAKE LINCOLNSHIRE THE SAFEST PLACE TO LIVE, WORK AND VISIT

PLEASE NOTE: We are a Microsoft Office Site. Please make sure that files you send can be read in this format. The information contained in this email is confidential and is intended for the addressee(s) only. Any attachments to this message contain information from Lincolnshire Police, which is confidential or privileged. The copyright in the contents of this message and any attachments is the property of Lincolnshire Police, and any unauthorised reproduction or disclosure is contrary to the provisions of the Copyrights, Designs and Patents Act 1988. If you have received this message in error or there are any problems, please notify the originator immediately. The unauthorised use, disclosure, copying or alteration of this message is strictly forbidden. Lincolnshire Police is not responsible for the content of this message. Individuals are responsible for messages transmitted under their user ID and their compliance with the law. This message and any attachments have been scanned for viruses. Lincolnshire Police will not be liable for direct, special, indirect or consequential damages arising from alteration of the contents of this message or as a result of any virus being passed on.

PAPER F

Neighbourhood Plan Working Group

Terms of Reference

Introduction

A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

Membership will be a minimum of three Members of the Town Council and a maximum of five Members of the Town Council. Two ex-officio positions for the Chairman of the Town Council and the Leader of the Town Council.

The working group shall have express authority to increase its membership to nine but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.

The quorum of the meeting shall be a minimum of three members present, two of which must be Members of the Town Council or one third of the membership of the working group.

A chairperson will be appointed by the Working Group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim chair will be appointed from the members who are present.

Delegation

The Council cannot delegate any of its functions to individual councillors or working groups. (LGA1972, s. 101).

Report structure

The Neighbourhood Plan Working Group shall report to either the Planning Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay. Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

The group shall meet as often as is deemed necessary. All members of the group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

The working group will have **no** officer support. The group will produce its own agendas and minute notes for each meeting.

Principle objective

The Gainsborough Neighbourhood Plan was adopted by West Lindsey District Council on 28 June 2021.

To monitor and review the adopted Gainsborough Neighbourhood Plan: -

- a) The impact Neighbourhood Plan policies have on influencing the shape and direction of development across the Plan area during the plan period will be monitored by Gainsborough Town Council.
- b) To publish an Annual Monitoring Report to assess the impact of the Neighbourhood Plan policies. The findings of the report will be shared with WLDC.
- c) If it is apparent that any policy in this Plan has unintended consequences or is ineffective it will be reviewed. It is the expectation of the Neighbourhood Plan group and the Town Council that there will be a review of the Plan 5 years after it has been made.
- d) The Town Council will give particular attention to the ongoing review of the Central Lincolnshire Local Plan.
- e) The Town Council will monitor the delivery of the allocated sites in general, and the delivery of housing in particular. Where necessary it will review the policies concerned.
The Town Council will also monitor the effectiveness of the design of new development and, where necessary, review the general approach towards design in the Plan.
- f) Any amendments to the Plan will only be made following consultation with West Lindsey District Council, local residents and other statutory stake holders as required by legislation.

Budgetary matters

The working group do not currently have an allocated budget for the Neighbourhood Plan, if needed they will prepare any detailed budget proposals for recommendation to the Planning Committee and Full Council as necessary. Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda.

Decisions

Decisions of the working group will in the form of recommendations to the Planning Committee and shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

PAPER G

Officer Report to Council

Report Author: Belina Boyer

Report Date: 30/11/2022



Gainsborough
TOWN COUNCIL

Annual Assembly of the Town Meeting

Summary

The Council needs to consider the date and format of the Annual Town Meeting or less equivocal the Annual Assembly of the Town Meeting.

Background

The Annual Town Meeting as it is commonly known, is often confused with the Annual Meeting of the Town Council. The two meetings are quite separate.

A Parish Meeting (or Town Meeting) must be held once a year, between 1st March and the 1st June (inclusive), i.e. the Annual Meeting. The meeting should not commence before 6.00 pm but it may commence later.

The Annual Meeting is usually summoned by the Chairman of the Town Council, but it may also be called by two Councillors or six local electors. The meeting is **not** called by the Clerk.

The notice of the meeting must be given with 7 clear days' in advance.

Because the Annual Assembly of the Town Meeting is a meeting of all the local government electors for the Parish and **not** a Meeting of the Town Council care should be taken with the room layout to avoid any impression that this is a Town Council Meeting.

Town Councillors attending the meeting do so either as an elector or a non-electors with the exception of the Council's Chairman.

It is common for the Mayor/Chairman to give a chairman's report. This could contain preliminary Y/E financial reports.

Other suggested content of the meeting may be:

Report on the Mayor's fund raising for charity

A report on the grants given by the Council – this may also be an opportunity for the grant recipients to showcase their cause

Opportunity for local organisations such as schools, voluntary organisations, charities etc to talk about their cause.

The format of the meeting is not prescribed in too much detail. Many towns and villages provide refreshments, for instance. Local groups could showcase what they do in a "market place" or using performance, rather than a talk.

2023 is a local government election year. There will be a pre-election period during which particular care must be taken by the council not to be seen to favour one candidate/party or another. This pre-election period will commence on date when the

principal council publishes Notice of Election no later than 27 March and ends at close of poll on 4 May 2023. It would be prudent to avoid the pre-election period when calling a Town Meeting.

This limits the window for a Town meeting to early to mid-March and 05 May to 01 June. However, 2023 is also the year of King Charles III coronation scheduled for 6th May.

Recommendation

To decide on a date and possible venue for the Annual Assembly of the Town Council so that preparations can commence.

PAPER H

Officer Report to Council

Report Author: Belina Boyer
Report Date: 28/11/2022



Gainsborough
TOWN COUNCIL

Revised Meeting Schedule

Summary

The current meeting schedule was approved in May 2022 (FC23/021). Local council elections in May 2023 make it necessary

Background

Local Council elections are due to take place 04 May 2023 with members retiring and newly elected members taking up office on 9th May (due to the Coronation Bank Holiday on Monday, 8th May). The Annual Meeting of the Town Council can only be held after this date but must be held within two weeks of elected members taking office. The exact timetables will be published by the electoral commission early next year.

Committee meetings are currently scheduled to take place in the Ceremony Room at Richmond House, either on a Tuesday or a Wednesday. The Ceremony Room is too small to accommodate full council meetings. Each committee meets monthly except in August.

Council meetings are currently held monthly on the first Wednesday of the month in Marshall's function room. Meetings had been moved to Marshall's to allow for social distancing and better ventilation than at Richmond House. For visitors also offers more convenient car parking and is generally accessible for people with limited mobility.

The Council wanted to review the meeting venue and dates for Full Council meetings. Marshall's function room continues to be in use by one of our regular users on Monday and Tuesday nights. They would rather move venues than change the meeting days. Therefore any meetings at Marshall's can only be Wednesday to Friday.

Currently Full Council meetings are scheduled on the first weekday (currently Wednesday but traditionally Tuesday) of the month.

The Area Manager of Lincolnshire Registration, Celebratory & Coroner Service has indicated that he agrees to the council using the Ceremony Room for Council meetings on a Tuesday evening at 19.00, provided the room is put back to how it was ready for the registrar's use the following day and that no food or drink are being consumed.

Consideration

The Council is asked to consider whether to leave Full Council Meetings on a Wednesday at Marshall's or to return to Tuesday meetings at Richmond House.

The Council is asked to cancel all scheduled committee meetings in May next year prior to the Annual Meeting of the Council.

The Council is asked to confirm the Annual Meeting of the Town Council for the third week of May and a Planning Committee meeting for the fourth week.

GAINSBOROUGH TOWN COUNCIL COMMITTEE TIMETABLE

2022

Some meetings may be subject to change.

DAY	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
MAY	SUN	MON BH	TUE	WED ACL	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE
JUN	WED CL	THU BH	FRI BH	SAT	SUN	MON	TUE	WED PE	THU	FRI	SAT	SUN	MON	TUE PS	WED CL	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	
JUL	FRI	SAT	SUN	MON	TUE	WED CL	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED FS	THU	FRI	SAT	SUN
AUG	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED
SEP	THU	FRI	SAT	SUN	MON	TUE	WED CL	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED PS	THU	FRI	
OCT	SAT	SUN	MON	TUE	WED CL	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON
NOV	TUE	WED CL	THU	FRI	SAT	SUN	MON	TUE PS	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED PE	THU	FRI	SAT	SUN	MON FS	TUE	WED	
DEC	THU	FRI	SAT	SUN	MON FS	TUE	WED CL	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	TUE	FRI	SAT	SUN	MON	TUE FS	WED PL	THU	FRI	SAT	SUN	MON BH	TUE BH	WED	THU	FRI	SAT

2023

DAY	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
JAN	SUN	MON BH	TUE	WED CL	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE
FEB	WED CL	THU	FRI	SAT	SUN	MON	TUE	WED PE	THU	FRI	SAT	SUN	MON	TUE PS	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	
MAR	WED CL	THU	FRI	SAT	SUN	MON	TUE	WED PE	THU	FRI	SAT	SUN	MON	TUE PS	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI
APR	SAT	SUN	MON	TUE	WED CL	THU	FRI BH	SAT	SUN	MON BH	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	
MAY	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CL	WED CL	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED

KEY

ACL	Annual Council	May	7PM
CL	Council	Monthly (except August)	7PM
FS	Finance & Strategy Committee	Monthly	7PM
PS	Property & Services Committee	Monthly (except August)	7PM
PL	Planning Committee	Monthly	7PM
PE	Personnel Committee	Monthly (except August)	7PM
AP	Annual Public Meeting	Annually between 1 March and 1 June	

OC	Offices Closed
BH	Bank Holiday

PAPER I

Cllr Paul Key
254 Ropery Road
Gainsborough
Lincolnshire
DN21 2NT

Date 28/10/2022

Christmas Lights Switch On - Working Group

MEETING AT MARSHALLS YARD 1 - 00 PM Start

1. Attendees - Cllr's Key, Dannatt, and Plastow Jodie Pacey - Marshall's Yard Centre Manager and Mel.
2. Apologies Cllr Panter
3. Jodie started the Meeting by saying that they had secured the Horse and Carriage for all three days for £1500. The only drawback is that the horse can only work 4 hours a day and cannot work in the dark due to safety reasons and not having lights, so will do 12-00 Midday to 4 - 00 PM on the Friday 18th Nov 2022.
4. We talked about the School Choirs and the fact that we only had 3 definitely Schools, so Mel at Marshalls Yard had done some follow up work this week, but due to the fact it was Half Term she left messages and E - Mails and will follow up this next week to see if we can get Schools involved.

We agreed to allocate times and slots for the 3 schools we have got but by leaving 15 intervals in between, we can slot in extra Schools

or other acts (Trinity Art Centre Pantomime Characters) or other singing groups, potentially some Dance Troupes etc.

We have given Hillcrest School 4 - 00PM to 4 - 15 PM. INTERVAL

Mercer's wood Academy 4 - 30 PM to 4 - 45 PM. INTERVAL

Frances Olive Anderson Lea 5 - 00 PM to 5 - 15 PM INTERVAL

As you can see from above we envisage filling in the spaces with hopefully more Schools but are confident we can fill the slots with some form of entertainment, until 6 - 00 PM when the Salvation Army will play for half an hour until 6 - 30 PM, we will then wind the entertainment down to finish at 7 - 00 PM.

5. The Ice Rink will be unveiled at 11 - 00 AM with hopefully the GTC Mayor Pat O'Connor and WLDC Chairman Angela Lawrence jointly opening the Event. The Christmas Lights Switch On Working Group will be in the photo shoot due to their work on the Project.

The Ice Rink and Horse and Carriage ride are Free for people to use and Marshalls Yard are going to put out more information through their media channels, the main Flyers - Poster's - A 3 Sheets are already done so the newer relevant Information will go out predominantly on Social Media.

6. Cllr's Dennett and Plastow had mentioned Cllr Craig and his Connexion's building in town and how he would normally do the PA System (this year being done by Trinity Arts Centre) rick on standby.

Jodie and Mel said they do not know Cllr Craig even though he has been Mayor twice but really want to contact him after hearing good comments about what he does with the Performing Arts of St John and all his other youth work.

7. Jodie went on to tell us that Marshalls Yard have managed to get over £7k in sponsorship's from Businesses, something the Cllr's thanked them for.

We then talked about how we could get a little bit more light in the Town Centre, Lights in the trees that are in the Planters, Possible some type of lantern just to lit up the town a little.

We mentioned our older Christmas Lights that we have stored in the Mushroom Tunnel and how we will want them possibly in two years time, but struggle with storage space.

Jodie expressed that seeing as we work in partnership they have the capacity at Marshalls Yard to store them with theirs at no cost to us, I think this is a no - brainer and something the Council need to discuss sooner rather than later.

8. We are actively seeking to get some sort of Selection box for the kids taking part in the Choirs as a thank you.

We decided to arrange another Meeting on Monday 7th Nov 1 - 00 PM start.

Regards Cllr's Key - Dannatt - Plastow

CHRISTMAS WORKING GROUP MEETING AT MARSHALLS YARD ON
7/11/22 AT 1 - 00 PM.

Attendees Cllr's KEY - PLASTOW - PANTER - DANNATT - Jodie Pacey
Marshalls Yard Centre Manager and Mel.

1. APOLOGIES - NONE

2. Dennis Dannatt left to go into the Town Centre to find the Clerk to
take her some info and tell her what is going on.

3. We asked Jodie Pacey Marshalls Yard Centre Manager to give us
the update on where we are at the moment.

She said they have got a slight problem with the staging which was
promised from Trinity Arts Centre, but comes under W L D C and
after they done a wet weather assessment it became apparent that
there was going to be too much work to do, so they have had to revert
to the Trailer that we used to use, with proper steps.

Schools will have to be informed of that change, as they had been
informed of a low level stage.

The Salvation Army will not play on the stage they will hopefully sing
around the tree some will probably need chairs, ask Rick at
connections for chairs.

4. Next we talked about what Schools are confirmed for the night
we have 3 schools confirmed Hillcrest - Benjamin Adlard and Francis
Olive Anderson Lea all have allocated slots, we have other things in
place to fill the other slots.

5. Jodie brought up that if the budget permits she is looking at getting Hats and Scarfs from Pep and Co, as well as the selection boxes and fruit bags if the kids have chocolate Allergies.

6. It was brought up by Cllr Key that at the last meeting we talked about some older Christmas Lights stored at Richmond Park, and the offer from Marshalls Yard to store them for us at no cost. A Motion from Cllr Key has gone in to GTC.

7. Next we talked about if lights are going on the trees in the Town Centre and about any lanterns which we talked about last meeting, this is still to be done. It is hoped that because of Covid 19 and people not having much to look forward to over the last couple of years a good community feeling may be possible, the knockers are already on the prowl and look for every bit of negativity.

8. Lastly it was raised that could we get the Town Crier to open the events over the three days, this was given a good response by the meeting, so if money permits we will try and get him.

Cllr Dannatt came back to the meeting at 1 - 50 PM, we carried on for a couple of minutes then took some posters and flyer's to put in notice boxes.

MEETING FINISHED 1 - 57 PM

YOURS

CLLR'S Key - Plastow - Panter - and Dannatt

PAPER J

King Charles III Coronation Working Group

Terms of Reference

Introduction

A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

Membership will be a minimum of three Members of the Town Council and a maximum of five Members of the Town Council. Two ex-officio positions for the Chairman of the Town Council and the Leader of the Town Council.

The working group shall have express authority to increase its membership to nine but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.

The quorum of the meeting shall be a minimum of three members present, two of which must be Members of the Town Council or one third of the membership of the working group.

A chairperson will be appointed by the working group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim chair will be appointed from the members who are present.

Report structure

The King Charles III Coronation Working Group shall report to either the Property and Services Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.

Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

The working group shall meet as often as is deemed necessary. All members of the working group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

The working group will have no officer support. The group will produce its own agendas and minute notes for each meeting and any reports to go to committee or council.

The Admin Support Officer will provide administrative and project support - such as but not limited to marketing of the event - in agreement with their line manager.

Principle objective

Consider if a King Charles III Coronation event will be held by the Council on 5 June 2023, having due regard to other events being held by other authorities and organisations, the venue, financial budgets and constraints, availability of staff resources to organise and deliver the event both on and before the event itself.

Budgetary matters

The working group will prepare a detailed budget proposal for the King Charles III Coronation for recommendation to the Property and Services Committee as necessary. Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda.

The Town Clerk, Deputy Town Clerk/RFO and Operations Manager and Admin Support Officer will have delegated powers to spend within the agreed budget.

Decisions

Decisions of the working group shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

Delegated roles and functions

The working group are to organise **all** aspects of delivery of a King Charles III Coronation event and support delivery of the event on the day including risk assessments, highways applications etc as appropriate to the event in question. Relevant information must be obtained from [Lincolnshire Event Safety Partnership – Lincolnshire County Council](#).

PAPER K

Officer Report to Council

Report Author: Belina Boyer
Report Date: 01/12/2022



Gainsborough
TOWN COUNCIL

Motion Cllr Key

Summary

The Council needs to consider the date and format of the Annual Town Meeting or less equivocal the Annual Assembly of the Town Meeting.

Background

Cllr Key provided this information with his motion:

I meet with 4 veterans and a W L D C Councillor Bob Whaller on thursday night, due to a mix up on conformation of the meeting I was the only GTC Councillor there.

I went because they were waiting for us to attend and had to apologise for the other Councillors, not there fault by the way.

Anyway we had a 50 minute informal meeting with Questions being asked by all present, Cllr Whaller was there as W L D C Veterans Champion and he confirmed that WLDC have signed that Covenant on behalf of all the parish's within West Lindsey.

Further discussion took place and we agreed to ask the Council for a decision on a venue, as without the conformation we need to look afresh at the event.

For Full Council Meeting 7/12/22

I wish to put in a Motion

The Armed Forces Working Group would like to ask the Council for Marshalls Sports Field on 24th June 2023, hopefully without having to pay for the field.

It was felt that by keeping the Event in one place it gives us a better chance to control the event and with time not on our side deliver what we want to. We may need some assistance from the Admin Officer later down the line but will keep this to a minimum.

I so move

By June it will be cricket season and the cricket club will be using the field every Saturday. Our regular user might object to being asked to move their regular slot mid season.

Recommendation

To offer free use of Marshall's Sports Ground on Sunday 25 June.

PAPER L

CONFIDENTIAL

PAPER M

CONFIDENTIAL

PAPER N

APPLICATION FORM FOR THE ROLE OF TOWN COUNCILLOR ON GAINSBOROUGH TOWN COUNCIL

Full name	
Home address Inc. Postcode	
Telephone number	
Mobile number	
Email	

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?	Yes / No
--	----------

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR QUALIFICATIONS

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

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

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

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

DISQUALIFICATIONS

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

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No
Are you employed by Gainsborough Town Council, a joint committee or hold a paid office?	Yes / No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes / No

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

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

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

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

Signed.....

Date:

PAPER O

December 2022

- 7000 acre group- Proposed meeting with local Parish Council members Tuesday 22nd November 2022 at 1930 Glentworth village hall
- Bearded Fishermen Charity
- LALC - Civility & Respect Newsletter - November 2022
- LALC - E-news 07/11/22
- LALC - E-news 21/11/22
- LALC - E-news 28/11/22
- LALC conference handouts (appended)
- LCC - Notification of Policy Consultation 2024/25 - Kirkby La Thorpe Primary School
- LCC - Notification of Policy Consultation 2024/25 - Spilsby - Spilsby King Edward VI Academy, Corby Glen - Charles Read Academy, Skegness Junior Academy
- NALC - WHITE RIBBON DAY
- NALC NEWSLETTER
- Rural/Market Town Group - Gainsborough , Lincolnshire
- Website Christmas Lights Festival Comment

Glossary:

LALC:	Lincolnshire Association of Local Councils
NALC:	National Association of Local Councils
WLDC:	West Lindsey District Council
LCC:	Lincolnshire County Council

Do you have news to share?

[Get in touch](#) via our website.

LALC will provide links but is not responsible for the content of external websites.

As we approach the end of the year, this is a time when many Councils conduct their Appraisals. It is also a time when Councils who do not do them, start wondering how they could start an Appraisal process.

The following is not a step-by-step guide on conducting an Appraisal interview, but a set of points that a Town or Parish Council may want to consider when carrying out the process.

1. Why are you doing Appraisals?

We hear many different reasons why a Council feels it needs to carry out this process. These include:

- Pay Awards.
- Starting the Disciplinary process.
- Because the NALC template contract states we have to do them.

An Appraisal has a much more constructive purpose. It is a once-a-year opportunity for an Employee to discuss:

- How they feel about their job.
- Let you know what they are doing well and how the Council can help them do it better.
- Inform you of areas of concern and what support they may need.
- To plan how they can achieve their ambitions and aspirations.

However, there is no right or wrong reason to hold Appraisals. It is up to the Council to decide why it wants to invest time in the process. However, the Council needs to be united on this reason. It can be damaging and counterproductive if some Members think that it is about putting Employees back in line, while staff are worried about the effects on their pay. The Council needs to agree to do Appraisals and set out the purpose of doing them.

2. Who does them?

If you have more than one Employee, it would be normal for the Clerk to carry out the Appraisal of their subordinates on a one-to-one basis. Some Councils prefer to have Elected Members carry out the Appraisals instead of the Clerk, and there is no reason why this cannot happen.

The big question is who Appraises the Clerk? The Full Council is the default management body, and therefore responsible for the Clerk. However, many formally resolve to delegate employment issues such as Appraisals to a separate Employment Committee.

If that is done by clear resolution, and the Committee has clear terms of reference to enable it to carry out the process, it can take responsibility for Appraisals. At the same time Members of the Full Council who are not on the Committee would not have a legitimate aim in being involved in the Appraisal process and would not be able to justify seeing any of the Appraisal details. A lot of what goes into an Appraisal form is sensitive personal data, such as performance data and personal information. Consequently, the Council GDPR obligations require it to ensure that only those Councillors who have a legitimate aim in managing employment affairs can be justified in seeing this information.

The Employment Committee may have responsibility for appraising the Clerk, but it may be impractical for all of its Members to squeeze into a meeting room to do it. Instead, they may prefer to delegate conducting the meeting to a subcommittee.

Do you have news to share?

[Get in touch](#) via our website.

LALC will provide links but is not responsible for the content of external websites.

No one individual Councillor can do it. Conducting an Appraisal involves exercising management responsibility, such as giving feedback on performance, producing improvement plans and agreeing an Action Plan. According to case law (Hillingdon) no individual Councillor can exercise management responsibility. It has to be a Committee of at least two Members.

Therefore, the Clerk's Appraisal would be conducted by two or three Members with appropriate authorisation and terms of reference.

3. What Appraisal Forms are you using?

There are no hard and fast rules on the type of Appraisal form used. Some are based on the Employee putting a tick against a number to state how strongly or otherwise they agree with a statement or question. Others require the Employee to provide a written response to a range of open questions about their employment.

There is no saying which format is best for your Council. However, it is fair to say that senior staff prefer to give a balanced explanation for their answers, rather than just tick a box. Our advice is for Councils to get some examples of Appraisal forms and ask both Employees, and Councillors who are involved in the process, to review a number of template Appraisal forms and pick out the bits they like. The Council can then produce its own customized Appraisal form which has input from all concerned. This can help to develop ownership of the process by Employees who have been directly involved in producing the form.

4. What are you measuring?

The Appraisal process is aimed at measuring the Employees performance against the Job Description, which should be work oriented, objective and clear. By using this as a benchmark of performance, the Council will hopefully help the Employee to develop their contribution to the Council, as well as avoid discriminatory assessment criteria.

However, a lot of Job Descriptions are out of date. In which case the first meeting with an Employee could simply entail a joint discussion on the list of activities on the document. Out of date tasks that are no longer relevant can be removed, or more recent activities such as updating the Website and managing the Councils Social Media presence can be added. This conversation can also include discussion about what the Employee does well, what they need help with and what the Council can do to support them. This can be a good way of easing the Employee into an Appraisal process, as this conversation is basically what an Appraisal is.

The resultant Job Description also needs to be approved by the HR Committee to ensure it delivers what the Council needs, and not simply cherry picked the best bits.

5. How do you do the Appraisal?

Once an Appraisal form is agreed, it can be issued to Employees a week before the Appraisal meeting, and they can be asked to complete it and bring it with them on the day.

This should help to break the ice and get the ball rolling.

The meeting needs to start by focusing on what the Employee has done well during the year. Most people like to talk about their successes, and this is an ideal opportunity.



Chief executive's bulletin

Autumn Statement

The new chancellor of the exchequer, Jeremy Hunt MP, presented his [Autumn Statement](#) to Parliament on 17 November 2022, outlining the government's spending plans by setting budgets for each central government department. The chancellor stated that the government will deliver a plan to tackle the cost-of-living crisis and rebuild the UK economy, with priorities of stability, growth, and public services.

Measures of interest to local government include:

- Increasing the core referendum limit for principal councils on increases in council tax to 3% and social care to 2%, with further details in the provisional local government finance settlement (PLGFS) in December.
- The statement did not refer to council tax referendums for local (parish and town) councils, which is also expected to be set out in the PLGFS.
- Additional funding of £2.8 billion for social care.
- Raising the national living wage to £10.40 an hour.
- A second round of the Levelling Up Fund allocating at least £1.7 billion to priority local infrastructure projects.
- A further mayoral devolution deal with Suffolk County Council and advanced discussions on mayoral devolution deals with local authorities in Cornwall, Norfolk, and the Northeast of England.

Do you have news to share?

[Get in touch](#) via our website.

LALC will provide links but is not responsible for the content of external websites.

In [NALC's response to the Autumn Statement](#), we highlight the role of local councils in communities and their funding, call for the exemption from council tax referendums to continue along with direct access to government funds, devolution must extend beyond mayors to communities and local councils, and the levelling up white paper commitment to review neighbourhood governance should start as a matter of urgency. NALC's chair, Cllr Keith Stevens, will shortly be meeting with the new local government minister, Lee Rowley MP, where he will be directly pressing these and other issues.

November's Civility and Respect Project newsletter

The [November edition of the Civility and Respect newsletter](#) is out now! There has been significant progress over the last few months. I'm delighted we have made available many new resources specifically developed to address the issues of civility and respect across our sector. The November newsletter includes articles on respectful social media and staying safe online, updates on the legislation workstream and the pledge, new guides on councillors' responsibilities as employers and recruitment, a new series of podcasts, new model documents including a councillor/officer protocol and roles and responsibilities, and the training workshops.

Book now for NALC's upcoming online events!

NALC's regular monthly online events programme continues to be extremely popular, with dynamic, hard-hitting topics up the street of local councils, with most events selling out! NALC has recently confirmed two new online events on 'Local councils and community outreach' on 14 December 2022 and 'Local councils and community engagement' on 25 January 2023). Join us at the December event to learn more about how local councils can engage in meaningful community outreach and improve local service delivery. And come to the January event to hear how to engage residents, which methods to use, and how to involve people in local council decisions. You can find out more about these events and register your place [here](#).

Fortnightly meeting with county officers

At this week's meeting between NALC and county officers, we discussed national and county conferences and annual general meetings, their format, and how they work. I am particularly keen for NALC to attend and support as many as possible; I know many of our [partners](#) do too, so we are working together on how to do this more effectively. There were also updates on our engagement with the government and forthcoming meeting with the new local government minister, the Levelling Up, Housing and Communities select committee inquiry on levelling up funding, and our review of NALC publications, including advice and guidance.

Improvement and Development Board

I was pleased to chair the latest Improvement and Development Board meeting on 17 November, which brings together colleagues from NALC, the Society of Local Council Clerks (SLCC) and several county associations. The board discussed plans to recruit a new independent chair, proposals for developing an intervention workstream for councils who face severe financial or performance challenges, as well as receiving updates on a range of improvement initiatives such as the Certificate in Local Council Administration, the community governance qualifications, the Local Council Award Scheme, and e-learning.

National Employment Strategy Advisory Group

The second meeting of the National Employment Advisory Group, made up of representatives from NALC,

Do you have news to share?

[Get in touch](#) via our website.

LALC will provide links but is not responsible for the content of external websites.

SLCC and county associations, took place on 16 November. The group reviewed plans for an update to the Good Councillors Guide to Employment which will be completed in early 2023, received an update on the development of a template contract of employment for local councils, and the Local Government Association presented a proposal for a sector-wide workforce survey to help inform the development of a new national employment strategy. I am particularly excited about this survey which will be the first in many years that aims to get robust national data on the nature of the workforce employed by local councils – more news to come on that in the new year!

Out and about

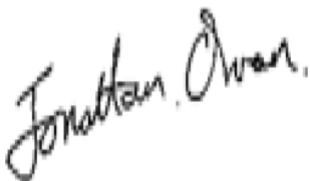
Over the last few years, I've been pleased to develop NALC's relationship with the Association of Democratic Services Officers (ADSO) and work with them and other sector bodies on remote meetings. This is why it was great for NALC's chair, Cllr Keith Stevens, to be invited to attend their [annual conference and awards](#) this week as their guest. As well as taking the chance to promote the sector to attendees, Keith also participated in a question time panel session covering issues such as standards, democratic engagement, and training. Do check out [ADSO's Twitter](#) for more highlights from the event. And our head of policy and communications, Justin Griggs, was at the sixth [annual power, reputation and influence lecture](#) hosted by NALC's partner [CCLA](#).

NALC National Network: Coastal Communities

This is a reminder that the next meeting of NALC's National Network: Coastal Communities will take place on 24 November. You can sign up to join the network [here](#).

And finally...

Congratulations to the latest local councils to be accredited under the Local Council Award Scheme (LCAS). As you know, LCAS celebrates the best of local councils, helps them develop their potential, and recognises that they are well-run and meet the required standards. The latest councils to be accredited are Hungerford Town Council in Berkshire for the Quality Award and Lickey and Blackwell Parish Council in Worcestershire for the Foundation Award. A huge well done to everyone involved. You can find out more about [the scheme and how to apply on the NALC website](#). And we're also holding a [free online event on how to prepare an award-winning application](#) on 23 November. This will provide insights into submitting an award-winning application for each award level and help increase chances of achieving the award level hoped for. The event is open to clerks, councillors and council staff interested in the scheme.





Engaging with your community ahead of the 2023 local elections

Training session handout produced
by Breakthrough Communications

Community engagement and communication – why does it matter so much?

It's more important than ever to build conversations with your community. Parish and town councils are increasingly seen as the go-to council in the community: residents will often want to engage with you first.

The benefits of community engagement:

- Better decision making
- Understanding of what matters
- Impacts how the council is seen and heard
- Improves council's standing
- Builds trust



The barriers to standing

- Lack of: awareness, understanding, confidence
- Lack of time

Campaign plan

Too often, councillor recruitment is seen as something to do once every four years. This is a significant factor in the council's struggles for applicants. Recruitment campaigns should be ongoing, and everyone should be considered as a potential candidate. What to include in a campaign?

- Council's achievements
- Its ideas
- Areas of operation
- Showcase existing diversity
- Demonstrate different benefits of being a council member

Ask and encourage at every opportunity

- Attend community events
- Post on social media
- Print materials and distribute them to shops

Your target audience

Think about existing groups in which people are already involved in a community role. Here are some examples:

- School governors
- Sports clubs
- Local charities

Find out more about how we support parish and town councils across the country

The power of social media

Using social media is an excellent opportunity to showcase your councillors through short videos explaining what they do. Talk about the council's plans and achievements. Try to use a range of voices to attract a larger diverse audience.

Things you can do now

- Set up a dedicated page on your council website to signpost people who are thinking of standing
- Provide specific, named contacts for more information (an officer or a councillor)
- Signpost to information elsewhere, such as your County Association, NALC.

Councillor Recruitment Resource Pack

Councils that subscribe to Council Hive have access to our resource pack, which includes:

- Banners
- Social media graphics
- Website content
- Press releases
- Information Packs
- Recruitment Pack
- Access to expert advice and support to get the most from the pack



Strategic conversations

One-to-many conversations are when we ask the same set of questions to many people at the same time. Mostly always pre-planned, one-off or infrequent.

Tactical conversations

These are more often informal. Usually, the one-to-one conversations are not initiated by the councils but by the residents.

Find out more about how we support parish and town councils across the country

Different ways how councils communicate with their communities

- Printed newsletters
- e-Newsletters
- Website
- Annual Reports
- Surveys
- Virtual Events
- Press releases
- Banners
- Notice boards
- Events
- Social Media



Ideas to try out

- Develop a resource-appropriate strategic plan
- Seek feedback on how you currently promote your council's messages
- Explore producing an annual printed and digital residents survey
- Hold regular virtual and in person meetings
- Create council's eNewsletter

Community Engagement training, resources, advice and support

Council that subscribe to Council Hive get access to our growing library of bitesize training and resource packs designed to make it easier to communicate with your community. Chat with us today about how Council Hive can save your council time, effort and money when it comes to effective and compliant communication and community engagement.

CouncilHive

Find out more about how we support parish and town councils across the country

Notes

Find out more about how we support parish and town councils across the country



**BREAKTHROUGH
COMMUNICATIONS**
SPECIALISTS IN CONNECTING TOWN & PARISH
COUNCILS WITH THEIR COMMUNITIES

01273 282 111 | www.breakthroughcomms.co.uk
Mocatta House, Trafalgar Place, Brighton, BN1 4DU



BREAKTHROUGH COMMUNICATIONS

Find out more about how we can help your council at

www.breakthroughcomms.co.uk

or why not send an email to

hello@breakthroughcomms.co.uk



Local Council Elections

4 May 2023

LALC Conference – 12 October 2022



Welcome and Introductions

Intended Outcomes



Greater understanding of election process



Confidence in supporting your Council



Awareness of Other Key Considerations



Initial information about Voter Photo ID

Some Acronyms & Terminology

Returning Officer (RO) – Person responsible for delivering election

Electoral Registration Officer (ERO) – responsible for elector registration activities

Electoral Commission (EC) – independent body responsible for overseeing electoral process, provides guidance to all involved in elections and regulates political party funding framework

Statement of Persons Nominated (SoPN) – names of those who stood for election

First Past the Post Voting System - Voters cast their vote for a candidate of choice or candidates where more than one seat is up for election on the same ballot paper - and candidate/s with the most votes is/are declared elected

Uncontested Seats – some may not have enough candidates stand for election . Need to ensure parish is quorate. Can proceed to co-opt **but only** after 4 May 2023

Parish & Wards

Term 'parish council' refers to both town and parish councils

Some are subdivided into wards for purposes of administering elections.

Some can be 'grouped parish councils' to form one Council.

For parish that is unwarded; any references to 'ward' should be read as 'parish'

The 6 month rule – From 8 November 2022

- Where a casual vacancy occurs within six months before the day on which councillor whose office is vacant (8 May 2023), would normally have retired, then an election to fill the vacancy shall not be held
- From 8 November 2022 **may** co-opt if wish and any co-option will still cease as part of ordinary parish elections in May 2023
- Otherwise vacancy is filled at next ordinary election (from 4 May 2023)
- If a vacancy occurred **prior** to 8 November and subsequently receive an election request, would have to hold the by-election within the normal timescales. This is because the six-month rule only applies when the vacancy itself occurs within the six-month window.

Retirement From and Taking Up Office

Retire	<p>All Parish Councillors in office will retire from office on Monday 8 May 2023.</p> <p>Includes those who did not stand or those not re-elected except Chairman of Council who may continue in office until a successor is appointed at Annual Meeting but may not vote unless using casting vote.</p>
Take up	<p>All newly elected Parish Councillors (whether an election is held or not) will take up office on Monday 8 May 2023</p>
Reference	<p>Section 7, Local Government Act 1972</p>

Dates – With Some Council Date Variations

Publication of Notice of Election	No later than 27 March 2023 but most will be earlier in March
Delivery By Hand of: <ul style="list-style-type: none">▪ Nomination Papers▪ Consent to nomination▪ Home address form	Start date will vary for each District area but between 10am and 4pm on any working day
Close of Nominations - Papers must be delivered	4pm Tuesday 4 April. No exceptions!
Deadline for Withdrawal of Nomination	4pm Tuesday 4 April.
Publication of Statement of Persons Nominated	4pm Wednesday 5 April See each Principal Council website

Other Related Dates - TBC

Deadline to apply to register to vote	5pm Monday 17 April
Deadline to receiving new postal vote and proxy postal applications, and for changes to existing postal or proxy votes	5pm Tuesday 18 April
Publication of Notice of Poll	Not later than Tuesday 25 April
Deadline for notification of appointment of polling and counting agents	Wednesday 26 April Midnight
Polling Day	7am -10pm Thursday 4 May
Deadline for Submission of Election Expenses (responsibility of candidate)	Friday 2 June 2023

Early Council Engagement



Precept Information Letters/Requests from Finance Teams late Autumn 2022



Candidate and Parish Clerk Briefings to take place from February-March



Information on Council websites including nomination packs

Pre Election Period

Period of time immediately before elections or referendums when specific restrictions on communications activity are in place

Will commence on date when your principal council publishes Notice of Election and ends at close of poll on 4 May 2023

Although normal council business continues through this period, councils are required to pay attention to legislation governing heightened sensitivity during this time such as sensitive or controversial matters

Prohibits a council from publishing any material at any time “which, in whole or in part, appears to be designed to affect public support for a political party”

Pre Election Period – Cont'd

National Code of Practice published under the Local Government Act 1986 (“Code of Recommended Practice on Local Authority Publicity” published by the Department for Communities and Local Government in March 2011)

Good practice to issue Guidance to all your councillors

Council business continues, so all sitting councillors, whether seeking re-election or not, should have regard for the Publicity Code

Councils are required to publicise details of the election and how to register to vote – so please continue to do that

Material relating to wider political issues should not be posted on official Notice Boards which may be seen by members of the public

Standing for Election

Qualifications/Disqualifications

- Responsibility with candidate to ensure they know and understand qualifications and disqualifications
- Candidate when completing and signing forms is making a declaration that information is accurate
- Criminal offence to make false statement and failure to follow rules
- Electoral Commission provides general guidance to candidates

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

- Returning Officer cannot provide advice as to whether qualified or disqualified

Qualifications

- ✓ Be at least 18 years of age
- ✓ Be a British citizen, a qualifying Commonwealth citizen, or national of an EU member state

Also at least **one** of the following:

1. Registered local government elector for and continue to be registered for the parish in which they wish to stand from day of nomination onwards
2. Occupied as owner or tenant any land or premises in parish during the whole 12 months preceding nomination and day of election
3. Principal or only place of work (including unpaid) during last 12 months in the parish
4. Lived in parish or within 3 miles/4.8 kilometres of it during the whole of last 12 months before day of being nominated and day of election

Disqualifications

A person cannot be a candidate if:

- employed by the Parish Council or holds a paid office for the Parish
- subject of a Bankruptcy Restrictions Order (or interim order) in England or Wales
- have been sentenced to a term of **imprisonment** of 3 months or more (incl. suspended sentence) during the 5 years before polling day
- have been disqualified under Audit Commission Act 1998
- are serving a disqualification due to being found guilty of a **corrupt or illegal practice** by an election court

List is not exhaustive

- *If in doubt candidate is advised to take own independent legal advice, consult legislation or check with employer.*

The Local Government Disqualification Act 2022

- Changes to the eligibility to hold office take effect 28 June 2022
- Disqualifies registered sex offenders who do not receive a custodial sentence long enough to trigger the current disqualification criteria.
- Individuals made subject to the notification requirements set out in the Sexual Offences Act 2003 or to Sexual Risk Orders will be disqualified from holding elected office or standing for election as councillors, mayors, members of the London Assembly or Mayor of London.

Nominations & Some Paperwork

Nominations - outline

- Usually offer informal checks of completed nomination papers before official submission to identify anything that could potentially cause the nomination to be rejected.
- Responsibility with current councillors/candidates for their own nominations and all related paperwork/processes
- Once nomination papers are submitted, Returning Officer will confirm if accepted or not and separately send formal notice only to candidate.
- If candidate changes their mind about standing for election after their valid nomination has been accepted, they can withdraw but **must do this by 4pm Tuesday 4 April**.
- After close of withdrawals, if there are more validly nominated candidates than there are seats there will be a poll on 4 May 2023.
- If there are fewer than, or the same number, of candidates to seats, they will be declared elected unopposed or uncontested.

Nominations Process

Nomination papers, consent to nominations and home address forms **must be delivered by hand*** to:

- a) Exact address and location provided **and**
- b) Only on the specific working day dates and times, up to 4pm on Tuesday 4 April
- c) As set by your principal council on Notice of Election
- d) Any certificate of authorisation and request for a political party emblem can be delivered by hand or by post but usually better to bring with other paperwork

*Cannot be submitted by post, fax, email or other electronic means

Nomination Form

- **Nomination form** must be signed by 2 subscribers on electoral register and live within parish (parish ward where applicable) and include their elector number
- Ensure the Nomination form is filled with candidate name, address (and description if needed) **before** asking anyone to sign
- Must include full name (forenames and surname)
- Commonly used name – only need to use if commonly known by a name other than full name. But cannot use first name as commonly used name so that only first name and surname appear, thus excluding the middle name
- Example: Can use ‘Andy’ as commonly used if full name is Andrew
- Hyphenated surname – may choose to use one part of surname if how commonly known. Andrew Smith-Roberts – could use Andrew Roberts or Andrew Smith (if either was name by which commonly known)
- Description - 3 options:
 - leave blank;
 - Independent or a description using no more than six words;
 - Party candidates can use party name or description authorised by a certificate issued by or on behalf of the Nominating Officer of the party

Other Nomination Forms

- **Consent to Nomination Form**

The person to sign the witness section has to be the same person as the witness on the Home Address Form. It can be a relative.

- **Home Address Form**

Must complete the form. However, if a candidate does not want their home address to appear on the 'Statement of Persons Nominated' or the 'Ballot Paper' they must complete **Part 2** of the form with the relevant principal council name.

For example – an address could then appear as 'North Kesteven' or 'West Lindsey'

Nominations Summary

1. Complete paperwork carefully as mistakes may invalidate nominations
2. That includes dates but can't do everything in advance
3. Ensure that where signatures are required, **original signed version** of each completed paper is provided as documents without original signatures cannot be accepted
4. Appointments system in place to submit nomination papers – important to book ahead or you could be left waiting
5. Deadline rules will apply!

Vacant Seats – What happens?

Where quorate but still some vacancies

1. Any validly nominated are declared elected at 'close of withdrawals'
2. Proceed to co-opt from 4 May
3. Parish responsibility to advertise and promote expressions of interest
4. Follow your co-option process
5. Candidates must ensure they are **qualified to be co-opted and not disqualified** – just as they must for elections

Inquorate Council

1. Any validly nominated are declared elected at 'close of withdrawals'
2. Needs another Election to fill remaining vacant seats!
3. Liaise with Electoral Services as election must be re-run with 35 computed days from 4 May

Verification & Count (where applicable)

Timings will vary for each principal authority and election candidates invited to observe:

- Verification: counting of number of ballot papers only to ensure all papers are accounted.
- Count: votes are counted per candidate and checked for any 'rejected' ballot papers



Parish Council Matters

Engagement with Clerks

Our communication in lead up and during the election period is very important:

- Essential that we know about any changes or likely changes to absence or non-availability of clerk around this time
- Provide alternative point of contact
- Parish Clerk may be able to provide nomination packs to existing Members and others who might enquire (will be available on principal council and Electoral Commission websites to download)
- Publish various statutory election notices on parish notice boards and also on website to help promote awareness and accessibility
- Because of election timetable and requirements – some will be at short notice!
- Could check that nomination forms are being made by existing councillors planning to stand for re-election

Election Costs for Local Councils

Consider budget provision for contested election in 2023 plus and any future By-Elections between 2023-2027

2023 Costs depends on size of electorate/whether combined with District – prepare to be from £3k

Uncontested Elections –still have an administrative charge

Invoices could take up to six months to issue after next year's elections

By-Elections will always cost more as usually held alone!



Encouraging Candidates and Residents

- Ways to encourage candidates to stand for election
- Do not need any formal qualifications to stand as a parish councillor
- Current councillors can stand for re-election
- Promote any offer of training or councillor induction support

- Reminders to residents to ensure they are registered to vote
- Online is easier but can apply by paper or in person
- Consider whether they might need a postal or proxy vote
- Again, deadlines apply!

**ARE YOU
REGISTERED
TO VOTE?**



Post Election Actions

New Councillors from 8 May 2023

Declaration of Acceptance of Office by Councillors

- Clerk as Proper Officer to manage and keep declarations

Register of Interest form

- Complete and return to your Monitoring Officer within 28 days of election
- Clerk to keep original and Councillor to keep a copy
- Helpful to quickly scan form for completeness only (e.g. land as this includes home or any property in parish)

Annual Council Meeting

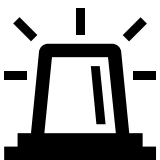
- To be held on or within 14 calendar days after the day on which the councillors elected take office

Declaration of 'Acceptance of Office' by Chairman upon election

Candidate Expenses – Where an election is held

- Defined as certain expenses or spending ‘used for the purposes of the candidate’s election’ after date they officially become a candidate

- Responsibility of candidate/councillor to complete and return by Friday 2 June (to be confirmed)
- Limit on expenses: – £806 + 7pence (to be confirmed) per elector in parish on register by specific date
- Must get and keep receipts (over £10)
- Election expense forms available from Electoral Services and Electoral Commission with some information but cannot provide advice
- Must be completed even if no money has been spent - enter nil in appropriate boxes
- Failure to submit an expenses return is a criminal offence



Other Matters and Some FAQs

Some other questions?

Can a candidate stand for both Parish and District Election?

Yes - provided qualifications for both elections are met.

If parish is warded, can they stand for election in more than one ward?

Some parishes will be sub-divided into wards.

They may submit nomination papers for more than one ward **but** cannot stand for election in more than one ward within the same parish **after** the deadline for withdrawals.

So if all nominations are accepted as valid, they must withdraw from all wards **but one** by 4pm on Tues 4 April or will be deemed to have withdrawn from all of wards.

Some other questions?

Is the Clerk required to submit nominations on behalf of Councillors?

No. It is the responsibility of the person standing for election either to bring their own or someone they trust.

A Clerk may help and bring in nomination forms for their prospective councillors – if they wish.

What happens if there are not enough candidates standing for election for a parish council after the deadline has passed to submit nomination papers?

If the Parish Council is **quorate** then can proceed to co-opt for remaining vacant seats from 4 May.

If a Parish Council is **inquorate**, then the election must be re-run for the remaining vacant seats within 35 computed days – will need to liaise with Electoral Services.

Other queries?

Who returns the Election Expenses?

It is the responsibility of the person standing for election.

A Clerk may help collate and submit to the Returning Officer but checking the content is not their responsibility nor that of the Returning Officer.

Failure to return these becomes a matter for Lincolnshire Police and criminal offence.

If there is an election – how will I know who is elected?

Your principal council will publish results on their corporate website.

Will also email the Parish Clerk as quickly as possible from the count.

Other queries?

Can a candidate subscribe their own nomination?

There is nothing to preventing them from subscribing their own nomination providing they are registered in the parish, or if the parish is warded, in the parish ward.

How many forms can an elector sign?

Each elector may not subscribe more nomination forms than there are vacancies for example, if there are three vacancies in a parish ward, an elector may subscribe up to three candidates' nomination forms in that ward; if four candidates submit nomination forms subscribed by the same person, the three that were submitted first will be accepted, but the fourth will be invalid. Candidates should always enquire, before asking a subscriber to sign the form, if they have already signed someone else's.

Changing Number of Councillors

- Number of Parish Councillors shall not be less than five – some will have more
- No legal provision or calculation for numbers – some guidance from NALC and research by Aston Business School
- Community Governance Review – decreases or increases numbers
- Formal written request to Principal Authority (District Council)
- Local consultation is required
- 12 month process plus desk top preparation
- Cannot take effect until next scheduled set of elections or councils holds a separate set of elections but then must return to the usual electoral cycle

Looking
Ahead:

General Vacancies/ Co-Option Information

- Keep your principal council informed of any vacancies
- Electoral Services usually help with a Notice of Vacancy
- Parish responsibility to publish and promote
- Requirement to ensure that candidates are **qualified to be co-opted** – just as they must for elections
- Following co-option then Declaration of Office required.
- Ensure Register of Interest forms is completed and returned
- If unable to co-opt then continue to advertise
- If concerns about being inquorate then important to contact your principal council

Voter Photo ID and Elections Act 2022



Voter Photo ID

Voter Identification is designed to strengthen the integrity of the electoral process to ensure the electoral system remains secure.

Photo Voter Identification May 2023

- Electors to show Photo ID before ballot paper issued
- Privacy areas/screens available
- Electors without Photo ID to apply for Voter Authority Certificate
- National promotion campaign by Electoral Commission
- Local awareness and parishes can help
- Training for polling station staff
- Evaluation expected from next years elections

Passport

Driver's Licence

PASS proof of age card

Concessionary Travel Pass (Bus Pass)

Blue Badge photo pass

Ministry of Defence Form 90 (MOD 90)

EEA State national identity card

Northern Ireland Electoral Identity Document

Biometric Immigration Document

Voter Authority Certificate – electors without photo ID

Expected
Types of
Photo
ID –
awaiting
secondary
legislation

Voter Authority Certificate – awaiting secondary legislation

Issued free of charge

National design & security features on A4 size Certificate

National application system on GOV.UK called 'Get ready to vote in person'

Or apply by post or in person to principal authority

Application system expects to launch January 2023

Applications close 5pm six working days ahead of poll

Remains valid so long as photograph remains a good likeness but may recommend renewal after ten years

Accessibility in Polling Stations from May 2023

RO has general responsibility to take all reasonable steps to support voters with disabilities

Voter companion extended to allow anyone over 18 years to assist

Additional elector equipment and measures required

Additional training required for elections colleagues

Electoral Commission guidance expected around January 2023

If using a Parish Hall or Building, help with any measures to support

**Just for
North Kesteven District**

North Kesteven Boundary Review Changes

New NKDC ward structure

Current NKDC structure	New NKDC structure (2023)
43 District Councillors	43 District Councillors
26 District wards	24 District wards
12 x single Member wards	9 x single Member wards
11 x two Member wards	11 x two Member wards
3 x three Member wards	4 x three Member wards

North Kesteven Boundary Review Changes

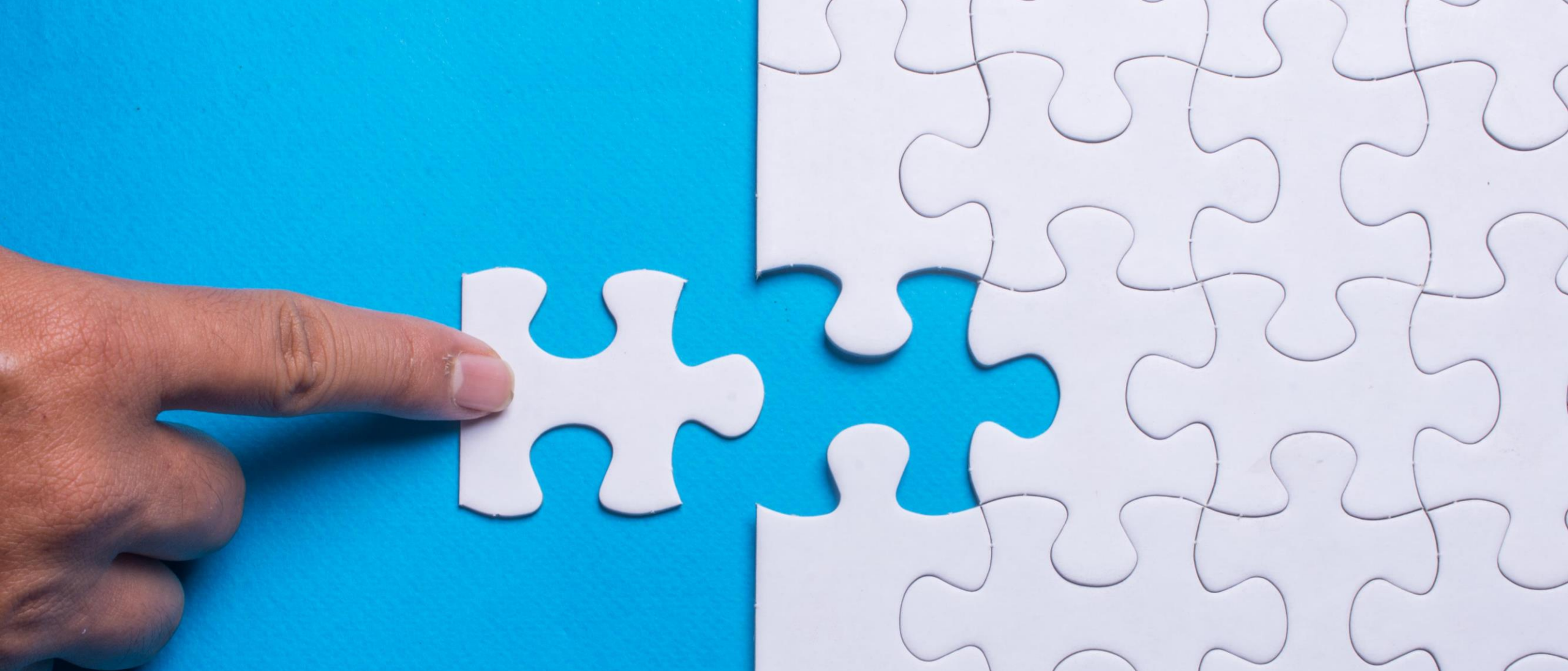


- New boundaries for 16 District wards
- New ward names for 18 District wards
- All Parish Council boundaries remain the same
- ‘Parish Ward’ boundaries within Sleaford and North Hykeham will change in sync with new district wards

Key Messages



Ensure	Adhere to election timetable and promote within your parish area and requests from Electoral Services please
Engage	With various correspondence, requests, parish clerk/councillor election briefing events .
Contact	Respective Electoral Services Team if unsure about process but please also understand it is a very busy time Also check information on Principal Council Websites



Working Together To Deliver



Any Questions or
Discussion Points?

Thank you for your time

SCRUTINY PANEL - REVIEW OF TOWN CENTRES

TOWN AND PARISH COUNCILS

Review of Town Centres

Lincolnshire County Council has established a Scrutiny Panel of eight county councillors to undertake a review of town and parish centres. The Panel wants to find out if there are examples of good practice that promote activity in these centres. This would support the scope of the Panel's review, which is seeking ways to maximise existing opportunities and to develop a set of principles that would support retail and other activities in town and parish centres. The scope of the review also includes finding ways of supporting town centre economies, including stimulating visitors, and retaining and creating jobs.

The Panel has selected a number of town and parish centres, where it would like to gather more information and evidence. As one of those selected, this survey provides you with an opportunity to contribute information and evidence, which would assist the Scrutiny Panel. Depending on your response and if time allows, the Panel may wish to request further information from you. The Panel is also involving district councils in this review and has excluded the City of Lincoln from the scope of its work.

Scrutiny Review Process

The Scrutiny Panel is at the evidence gathering stage of its review. Once the Panel has completed this during the autumn of 2022, the Panel will begin to compile a report. The Panel's final report will be considered by the County Council's Executive, its principal decision making body in 2023. **You are requested to complete and return the survey by 30 September 2022.**

Contacts for Further Information on Town Centre Review

If you require any further information on the review or this survey, please contact:

Kiara Chatziioannou, Scrutiny Officer, Lincolnshire County Council
Kiara.Chatziioannou@lincolnshire.gov.uk – 07500 571868

or

Simon Evans, Health Scrutiny Officer, Lincolnshire County Council
Simon.Evans@lincolnshire.gov.uk – 07717 868930

Thank you for your time completing the survey and supporting the scrutiny review.

Town and Parish Council Information Gathering Exercise

Name of Town / Parish	
-----------------------	--

Name of Contact	
-----------------	--

Do you wish to be kept up to date with this review?	Yes / No
---	----------

You are requested to email completed forms by 23 December 2022 to:
scrutiny@lincolnshire.gov.uk

- (1) Does the Council have any evidence or information on your town centre that you would wish to share? For example, this could cover:
- changes over the last five years, including the effects of the pandemic;
 - any information you have on the number and percentage of vacant town centre units; and
 - in addition to retail, topics such as education, leisure, entertainment, tourism or any other services.

--

- (2) Are there any initiatives or events that your council has promoted or has planned to stimulate activity or increase the footfall in your town or parish centre? Please provide brief details or any link or references to further information.

--

- (3) In addition to anything in (2) above, are there any examples of good practice or other activities or events that have stimulated activity in your town centre?

- (4) Is there anything else you would wish to highlight?

Please email completed surveys by 23 December 2022 to:

scrutiny@lincolnshire.gov.uk

If you require any further information on the review or this survey, please contact:

Kiara Chatziioannou, Scrutiny Officer, Lincolnshire County Council
Kiara.Chatziioannou@lincolnshire.gov.uk – 07500 571868

or

Simon Evans, Health Scrutiny Officer, Lincolnshire County Council
Simon.Evans@lincolnshire.gov.uk – 07717 868930