

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



Dear Councillor,

Friday, 24 February 2023

You are hereby summoned to attend a meeting of **Full Council** which will be held on **Wednesday 01 March 2023** commencing at **19.00** in the function room, **Marshalls Sports Ground, Middlefield Lane, Gainsborough.**

The business of the meeting is set out in the agenda below.

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 <b>MUST</b> 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>
FC23/162	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>

Agenda no	Agenda item title	Power/Regulation
FC23/163	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
FC23/164	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>
FC23/165	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>
FC23/166	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). <b>Paper A</b> – Full Council 01 February 2023	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FC23/167	To note the draft minutes of the committee meetings and the decisions contained therein. <b>Paper B</b> – Property and Services Committee 08 February 2023 <b>Paper C</b> – Personnel Committee 08 February 2023 <b>Paper D</b> – Property and Services Committee 14 February 2023 <b>Paper E</b> – Finance and Strategy Committee 21 February 2023	<i>Local Government Act 1972, s 112</i>
FC23/168	To receive and note the Town Clerk’s report (for information only) <b>Paper F</b>	N/A
FC23/169	To <b>consider</b> the following recommendation from Property and Services Committee held 14 February 2023 (PS23/166): The Committee <b>resolved</b> to <b>recommend to Full Council</b> to make amendments to the Structure and Functions Appendix 1 – Allotment management and administration. <b>Paper G</b>	
FC23/170	To <b>consider</b> the following recommendation from Property and Services Committee held 14 February 2023 (PS23/175): The Committee <b>resolved</b> to <b>recommend to Full Council</b> to accept the quotation from Contractor A for the 2023-24 grass cutting season. <b>Paper H</b>	
FC23/171	To <b>consider</b> the following recommendation from Property and Services Committee held 14 February 2023 (PS23/176):	

Agenda no	Agenda item title	Power/Regulation
	<p>The Committee <b>resolved</b> to note the discussion paper and put to Full Council for further consideration.</p> <p><b>Paper I</b>  <b>Exclusion of Public and Press recommended.</b></p>	
FC23/172	<p>To <b>consider</b> the Ancillary Report to the Organisational Review and the consider the recommended actions of both reports. <b>Deferred from FC23/158</b></p> <p><b>Exclusion of Public and press recommended due to the confidential nature of the report.</b></p> <p><b>Paper J</b></p>	
FC23/173	<p>To <b>consider</b> approving the reduced meetings schedule in line with the recommendations of the organisational review.</p> <p><b>Paper K</b></p>	
FC23/174	<p>To <b>consider</b> and <b>approve</b> training calendar for councillors in May and June.</p> <p><b>Paper L</b></p>	
FC23/175	<p>To <b>consider</b> promoting local elections through a variety of means and <b>approve</b> associated expenditure.</p> <p><b>Paper M</b></p>	
FC23/176	<p>To <b>note</b> the correspondence previously circulated by email – for information only.</p> <p><b>Paper N</b></p>	N/A
FC23/177	<p>To <b>note</b> the date and time of the next Full Council Meeting scheduled for 05 April 2023 at 19.00.</p>	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

# PAPER A



# DRAFT Minutes of the Full Council meeting 01 February 2023

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

**Councillors Present**

	Tim Davies		Keith Panter	Kenneth Woolley
	David Dobbie - arrived at 7:05pm	Liam Muggridge – arrived at 7:05pm	James Plastow	
	Paul Key			
Caz Davies		Pat O'Connor	Baptiste Velan	

**Councillors Absent**

Matt Boles		Sally Loates		
Richard Craig			Aaron Taylor	
Dennis Dannatt	Chris Lambie	Julie Musonda		

**In attendance:**

Belina Boyer (TC)	Rachel Allbones (DC&RFO)		
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Also present: Four members of the public

Agenda no	Agenda item title	Decision	Action	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 Council's Public	A member of the public questioned if there was funding budgeted for by the Council for an Armed Forces Day. They was advised there is £2,500 in the budget but the working group would need to be a constituted group with a bank account.	N/A	Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3

Initialled:

Agenda no	Agenda item title	Decision	Action	Power/Regulation
	<p>Participation at Meetings Policy and Standing Orders 3 f-l for details.</p> <p>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 Filming and Recordings of Meetings Policy.</p>	A member of the public requested a reply to the question asked at the last full Council in January. They also spoke about the alleged asbestos on Love Lane allotments.	<b>TC</b> to respond to question from the last meeting.	
FC23/150	To note apologies for absence.	The Council noted apologies for absence from Cllrs Boles, Craig, Dannatt, Lambie and Loates.	N/A	Local Government Act 1972, s85 (1) & Sch 12, p40.
FC23/151	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none.	N/A	Localism Act 2011, s31.
FC23/152	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none.	N/A	Localism Act 2011, s33.
FC23/153	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act	The Committee <b>resolved</b> to exclude the public and press from items FC23/158 & FC23/159.	N/A	Public Bodies (Admissions to Meetings) Act 1960 1 (2)

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	1960 1 (2) and resolve to exclude public and press for these items.			
FC23/154	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). <b>Paper A</b> – Full Council 04 January 2023	The Council <b>resolved</b> to sign the minutes of the meeting 04 January 2023 as a true record of that meeting.  Cllrs Dobbie, Key, Muggridge and Velan abstained.	<b>ASO</b> to publish	Local Government Act 1972, Sch 12, p41 (1).
FC23/155	To note the draft minutes of the committee meetings and the decisions contained therein. <b>Paper B</b> – Property and Services Committee 10 January 2023 <b>Paper C</b> – Personnel Committee 11 January 2023 <b>Paper D</b> – Finance and Strategy Committee 17 January 2023 <b>Paper E</b> – Planning Committee 24 January 2023	The Council <b>resolved</b> to note the committee minutes from Property and Services Committee, Finance and Strategy Committee and Planning Committee as presented.  The Council <b>resolved</b> to defer Personnel Committee until in closed session.	N/A	Local Government Act 1972, s 112
FC23/156	To receive and note the Town Clerk's report (for information only) <b>Paper F</b>	The Council <b>resolved</b> to note the Town Clerk's Report.	N/A	N/A
FC23/157	To <b>appoint</b> members of the tender panel in line with Council policy. <b>Paper G</b>	The Council <b>resolved</b> to: - <ul style="list-style-type: none"> <li>• appoint a tender panel consisting of the Town Clerk, Operations Manager, Cllrs Craig and Key. The tender panel will score the received proposals in accordance with the published scoring matrix.</li> </ul>	<b>TC</b> to timetable meeting of the tender scoring panel.	

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
		<ul style="list-style-type: none"> <li>time-table the meeting of the tender scoring panel no later than 03 March 2023 in order for the contract to be formally awarded by 27 March 2023.</li> <li>formally delegate the power to appoint the chosen contractor to the Finance and Strategy Committee in order for the tender to be awarded to the chosen contractor.</li> </ul> <p>Cllr Davies abstained from voting.</p>		
FC23/158	To <b>consider</b> the Ancillary Report to the Organisational Review and the consider the recommended actions of the both reports. <b>Exclusion of Public and press recommended due to the confidential nature of the report. Paper H</b>	The Council <b>resolved</b> to defer until the next meeting for the Deputy Clerk to produce a condensed report of the recommendations with proposals and timelines.	<b>DC</b> to produce report of recommendations.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FC23/159	To receive correspondence from a member of the public and <b>consider</b> what action – if any – to take. <b>Exclusion of Public and press recommended due to the confidential nature of the report. Paper I</b>	The Council <b>resolved</b> to uphold the Clerk’s findings as any re-investigation by a third party – external to the Town Council – would be disproportionate to the allegations made.	<b>TC</b> to write to complainant.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FC23/155	To note the draft minutes of the committee meetings and the decisions contained therein.	Cllr Key questioned the salary amount as it contradicted a report previously produced by the Town Clerk. To be	N/A	

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	<b>Paper C</b> – Personnel Committee 11 January 2023	picked up at the next Committee meeting. The Council <b>resolved</b> to note the committee minutes from Personnel as presented.  Cllr Key voted against.		
FC23/160	To <b>note</b> the correspondence previously circulated by email – for information only. <b>Paper J</b>	The Council <b>resolved</b> to note the correspondence previously circulated.	N/A	N/A
FC23/161	To note the date and time of the next Full Council Meeting scheduled for 01 March 2023 at 19.00.	The Council <b>noted</b> the date and time of the next Full Council Meeting as scheduled for 01 March 2023 at 19.00.	N/A	Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 20.17

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

Initialed:

# PAPER B



# DRAFT Minutes of the Property & Services Committee Meeting

## 8 February 2023 at 18.30.

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)	Julie Musonda	Baptiste Velan

**Councillors Absent**

Matt Boles		Pat O'Connor
	Chris Lambie	

**In attendance:**

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	
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Also present: One member of public present.

Agenda no	Agenda item title	Resolution	Action	Power
PS23/159	To <b>note</b> apologies for absence.	Apologies had been received for Cllrs Boles, Lambie and O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PS23/160	To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/161	To <b>consider</b> 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>
PS23/162	To <b>determine</b> 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.	There were none.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS23/163	To receive and <b>note</b> the minute notes of the King Charles III Coronation Working Group. <b>Paper A</b>	The Committee <b>resolved</b> to note the draft minutes of the King Charles III Coronation Working Group.	N/A	
PS23/164	To <b>consider</b> approving the use of Marshal's Sports Field to hold the event assessing and evaluating the requirements of regular users. <b>Verbal Report</b>	The Committee <b>resolved</b> to approve the use of Marshal's Sports Field to hold the King Charles III Coronation event following assessment of regular users.	<b>Coronation Working Group</b> to liaise with Grounds Maintenance Team Leader over use of cricket field.	
PS23/165	To <b>consider</b> the budget proposal for the King Charles III Coronation Event as prepared by the Working Group and if approved, authorise expenditure against the group's budget in the current as well as the coming financial year. <b>Paper B</b>	It was noted that no budget was set for the advertising banners. It was agreed they were required and budget was available to be allocated to it.  The Committee <b>resolved</b> to approve the budget proposal for the King Charles III Coronation event as prepared by the Working Group and authorise expenditure against the group's budget in		

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Agenda no	Agenda item title	Resolution	Action	Power
		the current as well as the coming financial year.  Cllr Davies abstained from voting.		
PS23/166	To <b>receive</b> any items for notification to be included on a future agenda – for information only	None	N/A	N/A
PS23/167	To <b>note</b> the date and time of the next Property and Services committee scheduled 14 February 2023 at 19.00	The committee <b>noted</b> the date and time of the next Property and Services committee scheduled 14 February 2023 at 19.00.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 18.55

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

Initialed:

# PAPER C

# DRAFT Minutes of the Personnel Committee meeting

## 8 February 2023 at 19:06



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

**Councillors Present**

	Tim Davies	
	Paul Key	
Dennis Dannatt (Vice Chairman)	Sally Loates	Kenneth Woolley

**Councillors Absent**

Matt Boles		Pat O'Connor
Richard Craig (Chairman)		James Plastow

**In attendance:**

Belina Boyer (TC)	Rachel Allbones (DC & RFO)	
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Also present: There was no public present.

Agenda no	Agenda item title	Decision	Action	Power
PC23/111	To <b>note</b> apologies for absence.	Apologies for absence had been received from Cllrs Boles, Craig, O'Connor and Plastow. These were duly <b>noted</b> .	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC23/112	To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
PC23/113	To <b>consider</b> 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>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power
PC23/114	To <b>determine</b> 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 <b>resolved</b> to exclude the public and press from items PC23/116, PC23/117, PC23/119 & PC23/120.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/115	To receive the minutes of the previous Personnel Committee meeting(s) and <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A – Personnel Committee 11 January 2023</b>	The Committee <b>resolved</b> to NOT sign the minutes of the meeting 11 January 2023 as a true record of that meeting due to incorrect information being provided on Paper D.	<b>TC</b> to resubmit report to next meeting.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/116	To receive and note an update on the recruitment for the Allotments Officer and probation review for the Operations Manager and Ground Maintenance Team Leader. <b>Exclusion of Public and Press recommended due to personal nature of report.</b> <b>Paper B</b>	Members raised concerns that only the line managers were present at the probation review meetings. They felt it good practice for a Cllr to be present to support the process and be an independent person.  The Committee <b>resolved</b> to note the report and Policy Review WG look at who is to be present as part of the Staff Handbook review.	<b>DC</b> to ensure Policy Review WG review this.	
PC23/117	To receive the sickness absence and holiday report and consider any potential action required. <b>Exclusion of Public and Press recommended due to personal nature of report.</b> <b>Paper C</b>	The Committee <b>resolved</b> to note the report.	N/A	

Initialled:

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Agenda no	Agenda item title	Decision	Action	Power
PC23/118	To <b>consider</b> paying a casual car user allowance for travel between places of work within Gainsborough to the Operations Manager. <b>Paper D</b>	The Committee <b>resolved</b> for it to be form part of the Staff Handbook Review.	<b>DC</b> to ensure Policy Review WG review this.	
PC23/119	To <b>consider</b> a report on staff performance management matters. <b>Exclusion of Public and Press recommended due to personal nature of report.</b> <b>Paper E</b>	The Committee <b>resolved</b> : - a) To support the employee financially to pass their full car driving theory test within six (6) months of being formally advised of the need to obtain a full driving licence – subject to appointments being available at the test centre. b) To support the employee financially to pass their full car driving test within six (6) months of passing the theory test – subject to appointments being available at the test centre. c) To support the employee financially to a maximum of 50% of the cost of one (1) car driving theory test at the DVSA site in Lincoln (currently £23) as contained in paragraph a) above - £11.50. d) To support the employee financially to a maximum of 50% of the cost of one (1) car driving test at Lincoln or Scunthorpe (currently £62) as contained in paragraph b) above - £31. e) To support the employee financially to a maximum 50% of the invoices raised by a suitably qualified driving instructor (current average £35 per hour), agreed and approved in advance by the	<b>OM</b> to formally advise employee regarding committee decision.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

Agenda no	Agenda item title	Decision	Action	Power
		<p>Council. A maximum of ten (10) hours of driving lessons may be claimed for - £175.</p> <p>f) That the foregoing shall only apply if the employee signs a two (2) year training cost agreement.</p> <p>g) The Council budget be adjusted accordingly – maximum £217.50.</p> <p>h) Should the employee fail to obtain a full car driving licence, without just cause, within twelve (12) months of being formally requested to do so, and with Council financial support, as detailed above, that further advice be sought from the Council’s HR Consultants as to the future employment of the employee at the Council.</p> <p>Cllr Davies abstained from voting.</p>		
PC23/120	<p>To <b>consider</b> a report on remuneration for acting up for the grounds maintenance team.</p> <p><b>Exclusion of Public and Press recommended due to personal nature of report.</b></p> <p><b>Paper F</b></p>	<p>The Committee <b>resolved</b>: -</p> <p>a) To adopt an acting up’ rota as detailed.</p> <p>b) To pay the employee ‘acting up’ no more than scp. 11.</p> <p>c) To monitor, receive report following 6 months and Committee to review following 12months of the ‘acting up’ rota in order to evaluate its effectiveness and the actual cost.</p> <p>d) To adjust the budget accordingly.</p>	<p><b>OM</b> to begin process to establish an acting up rota.</p> <p><b>OM</b> to report back to the Personnel Committee in 6 months and review in 12 months.</p>	<p><i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i></p>
PC23/121	<p><b>Items of notification</b></p>	<ul style="list-style-type: none"> <li>Report from Policy Review Working Group</li> </ul>	<p><b>TC</b> to include on future agenda.</p>	<p>N/A</p>

Initialled:

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Agenda no	Agenda item title	Decision	Action	Power
	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>Appraisal reviews</li> </ul>		
PC23/122	<b>Time and date of next meeting</b> To note the date and time of the next Personnel Committee meeting scheduled for 8 March 2023 at 19.00.	The Committee <b>noted</b> the date and time of the next Personnel Committee meeting scheduled for 8 March 2023 at 19.00	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.33.

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

DRAFT

# PAPER D



# DRAFT Minutes of the Property & Services Committee Meeting

## 14 February 2023 at 19.00.

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)	Julie Musonda	

**Councillors Absent**

Matt Boles		Pat O'Connor
	Chris Lambie	
		Baptiste Velan

**In attendance:**

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	Stephen Coulman (OM)
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Also present: No public or press present.

Agenda no	Agenda item title	Resolution	Action	Power
PS23/158	To <b>note</b> apologies for absence.	Apologies had been received for Cllrs Boles, Lambie and O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PS23/159	To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/160	To <b>consider</b> 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>
PS23/161	To <b>determine</b> 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 <b>resolved</b> to exclude the public and press from items PS23/167, PS23/172, PS23/173, PS23/174 on the grounds stated on the agenda.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS23/162	To receive the minutes of the previous Property and Services Committee meeting(s) and <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A</b> – Property and Services Tuesday 10 January 2023 <b>Paper B</b> - Property and Services Wednesday 8 February 2023	The Committee <b>resolved</b> to sign the minutes of the Property and Services Committee meeting of Tuesday 10 January 2023 as a true record of the meeting.  Cllr Musonda abstained from voting.  The Committee <b>resolved</b> to sign the minutes of the Property and Services Committee meeting of Wednesday 8 February 2023 as a true record of the meeting.	<b>ASO</b> to Publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS23/163	<b>Hickman Bacon Memorial Park (The Levellings) development.</b> To <b>note</b> a verbal update on progress of the project. (Deferred from January’s meeting - PS23/155)	The Committee <b>resolved</b> to <b>note</b> a verbal update on progress of the project from the Town Clerk.	N/A	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/164	To <b>note</b> the signing of the engrossment of the licence of alteration for the Hickman Bacon Memorial Park (The Levellings) development. (Deferred from January's meeting - PS23/156)	The Committee <b>resolved</b> to <b>note</b> the signing of the engrossment of the licence of alteration for the Hickman Bacon Memorial Park (The Levellings) development.	N/A	
PS23/165	To consider the proposed changes to the allotment tenancy agreement to come into force 25 March 2023. <b>Paper C</b>	The Committee <b>resolved</b> to approve the proposed amendments of the Allotment Tenancy Agreement to come into force from 25 <sup>th</sup> March 2023.  Cllr Key voted against.	<b>DC</b> to make changes.	
PS23/166	To <b>consider</b> changes to election of allotment site secretaries process and frequency as laid out in Structures and Functions. <b>Paper D</b>	The Committee <b>resolved</b> : <ul style="list-style-type: none"> <li>to retain the role of site secretary.</li> <li>to continue with annual elections of site secretaries</li> <li>to draw up a Volunteer Code of Conduct based on the Seven Nolan Principles</li> <li>to <b>recommend</b> to <b>Full Council</b> to approve the amendments to the Structure and Functions Appendix 1 – Allotment management and administration</li> </ul> Cllrs Dannatt and Davies abstained.	<b>DC/RFO</b> to add site secretary election information to tenancy agreement letter.  <b>ASO and AO</b> to publicise elections on site noticeboards.  <b>TC</b> to make amendments to Structures and Functions and add to FC agenda for approval.  <b>TC</b> to draw up volunteer Code of Conduct.	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/167	To <b>note</b> a report on Love Lane Allotments Pond and confirm the action proposed therein. <b>Exclusion of public and press recommended due to time sensitive commercial sensitivity.</b> <b>Paper E</b>	The Committee <b>resolved</b> to a) to note and acknowledge the consent to retain the pond from Thonock and Somerby Estates and formally thank them. b) to consult Love Lane allotment holders on the proposed retention. c) to hold an additional Property and Services Committee meeting 01/03/2023 at 18.30. d) to apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council.	<b>TC</b> to draft question in time for 01/03/2023 meeting. <b>OM</b> to draft retrospective planning application. <b>TC</b> add additional meeting to public calendar.	
PS23/168	To <b>consider</b> assessment report of Christmas Lights (as stored at Richmond Park) by an electrician and consider accepting Marshalls Yard offer to store the lights on their premises. <b>Paper F</b>	The Committee noted the electrician's report and <b>resolved</b> to delegate to the Christmas Event Working Group, working with the Operations Manager, to determine the future use and storage arrangements for the lights and report back to a future Property and Services Committee Meeting for decision.	<b>OM</b> to meet with the Christmas Event Working Group ( <b>CEWG</b> ) to discuss Christmas lights.	
PS23/169	To <b>consider</b> negotiating changes to the Christmas lights scheme for the coming Christmas season. (PS23/096) <b>Paper G</b>	The Committee <b>resolved</b> to delegate discussing changes to the Christmas lights scheme with the contractor to the Christmas Event Working Group and report back to a future Property and Services Committee Meeting for decision.	<b>CEWG</b> Group to discuss Christmas lights scheme for 2023 and report to committee.	
PS23/170	To <b>note</b> an update report on Section 106 Agreement 138733 – Middlefield Lane and consider approving the	The Committee noted the update report and <b>resolved</b> : - a) to report the progression to the Planning Committee but for P&S	<b>OM</b> to proceed with consultation process.	

Initialled:

Property and Services Committee Minutes 2022-23

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Agenda no	Agenda item title	Resolution	Action	Power
	actions proposed therein. <b>Paper H</b>	<p>to lead on the project as moneys can only be spent on play equipment at Aisby Walk..</p> <p>b) to undertake the redevelopment of the Aisby Walk play area at the earliest opportunity.</p> <p>c) To create a user panel as per 2(g) of paper H.</p> <p>d) To include a minimum of three (3), if not all, contractors who submit valid bids for the redevelopment of Levellings play area and invite them to present to the panel.</p>		
PS23/171	To <b>consider</b> the continuation of the current vehicle lease arrangements and if approved, arrange for the budget to be amended accordingly. <b>Paper I</b>	The Committee <b>resolved</b> : - <ul style="list-style-type: none"> <li>a) To extend the lease to the existing three vehicles by 12 months at the earliest opportunity.</li> <li>b) To adjust the budget accordingly.</li> <li>c) to commit to installing electric vehicle charging points at Richmond House as part of the Strategic Plan.</li> <li>d) to monitor the commercial vehicle market to inform further decisions.</li> </ul>	<b>OM</b> to extend the lease to the existing three vehicles by 12 months.  <b>OM</b> to monitor the commercial vehicle market and report back to committee.	
PS23/172	To <b>consider</b> waiving the interment fee in a cremated remains plot. <b>Paper J</b> <b>Exclusion of public and press recommended due personal and sensitive nature of this item.</b>	The Committee <b>resolved</b> to waive the interment fee in a cremated remains plot.	<b>DC</b> to inform the Funeral Director and family.	
PS23/173	To consider authorising the expenditure for Richmond Park play area remedial works.	The Committee <b>resolved</b> to approve the quotation received from HAGS of £7,748.40 using the available credit of	<b>GMTL</b> to instruct HAGS to carry out the repairs.	

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
	<b>Paper K</b> <b>Exclusion of public and press recommended due to time sensitive commercial sensitivity.</b>	£1,687.80 against the final invoice.  Cllr Key abstained.		
PS23/174	To consider authorising the expenditure for sports ground aeration, herbicides and goal mouth renovation works <b>Paper L</b> <b>Exclusion of public and press recommended due to time sensitive commercial sensitivity</b>	The Committee <b>resolved</b>  a) to accept the quotation from FineTurf to carry out deep tine aeration all over the site, supply and apply selective herbicides to the entire site and sow and seed goal mouths at Marshalls and to carry out tine aeration on single pitch, spray selected herbicide and sow and seed goal mouths at Levellings.  b) To ear mark £2,000 at year end to cover remaining costs.	<b>GMTL</b> to liaise with FineTurf to diarise work.  <b>DC</b> to earmark funds at year end.	
<i>Cllr Key left the meeting at 8.36pm.</i>				
PS23/175	To <b>consider</b> appointing a contractor for the 2023-24 grass cutting season. <b>Paper M</b>	The Committee <b>resolved</b> to <b>recommend to Full Council</b> to accept the quotation from Contractor A for the 2023-24 grass cutting season.	<b>DC</b> to put on March FC agenda.	
PS23/176	To <b>note</b> a Burial Authority discussion paper and consider any action required. <b>Paper N</b>	The Committee <b>resolved</b> to note the discussion paper and put to Full Council for further consideration.	<b>DC</b> to put on March FC agenda.	
PS23/177	To <b>receive</b> any items for notification to be included on a future agenda – for information only		N/A	N/A

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
PS23/178	To <b>note</b> the date and time of the next Property and Services committee scheduled 14 March 2023 at 19.00	The committee <b>noted</b> the date and time of the next Property and Services committee scheduled 14 March 2023 at 19.00 and the additional meeting agreed under PS23/167 above on 01 March 2023 at 18.30 at Marshalls Sports Ground.	N/A	<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

DRAFT

Initialed:

PAPER E



# DRAFT Minutes of the Finance & Strategy Committee Meeting

## 21 February 2023 at 19.00

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

### Councillors Present

Matt Boles (Chairman)	Paul Key (Vice Chairman)	
		Keith Panter
David Dobbie		James Plastow

### Councillors Absent

Richard Craig	Chris Lambie	Pat O'Connor
	Julie Musonda	

### In attendance:

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	
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Agenda no	Agenda item title	Resolution	Action	Power
FS23/105	To <b>note</b> apologies for absence.	The committee <b>noted</b> apologies for absence from Cllrs Lambie and O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
FS23/106	To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
FS23/107	To <b>consider</b> any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	disclosable pecuniary interests, not previously recorded.			
FS23/108	To receive the minutes of the previous Finance and Strategy Committee meeting(s) and <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A</b> Finance and Strategy Committee 17 January 2023	The Committee <b>resolved</b> to sign the minutes of the meeting 17 January 2023 as a true record of that meeting.  Cllrs Boles, Dobbie and Key abstained from voting.	<b>ASO</b> to publish on the website.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FS23/109	To receive and <b>consider for approval</b> the following financial reports: <b>Paper B</b> Unpaid Expenditure Transactions for 16 February 2023 <b>Paper C</b> Cashbook Summary (including due and unpaid transactions) for 16 February 2023 <b>Paper D</b> Budget Comparison Report (including due and unpaid transactions) for 16 February 2023	A concern was raised regarding the charge for face to face IOSH training and asked to look into reducing the cost.  The Committee <b>resolved</b> to note and approve the following reports: <ul style="list-style-type: none"> <li>• Unpaid Expenditure Transactions for 16 February 2023</li> <li>• Cashbook Summary (including due and unpaid transactions) 16 February 2023</li> <li>• Budget Comparison Report (including due and unpaid transactions) for 16 February 2023</li> </ul>	<b>DC&amp;RFO</b> to make bank transfer payments once signed off by signatories.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS23/110	To approve and <b>resolve</b> to sign the monthly bank reconciliations for 31 January 2023 as per the paragraph 2.2 in Financial Regulations.	The Committee <b>resolved</b> to approve and sign the monthly bank reconciliation for 31 January 2023.	<b>DC&amp;RFO</b> to file.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>

Initialed:

Finance and Strategy Committee Minutes 2022-23

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Agenda no	Agenda item title	Resolution	Action	Power
	<b>Paper E</b>			
FS23/111	To <b>note</b> interim internal audit report and <b>consider</b> any action necessary resulting from the report. <b>Paper F</b>	The committee <b>noted</b> a verbal update on the internal audit report stating that outdated policies had since the IA report had been written been re-adopted by council and brought up to date.  The committee <b>noted</b> that the Policy Working Group would be reviewing other policies and report back to this committee. The clerk would clarify any actions to be taken regarding the mayoral allowance to mitigate risk and report back to this committee.	<b>Cllr Dobbie</b> to make appointment with <b>DC/RFO</b> for internal control meeting.  <b>Policy Working Group</b> to systematically review the Council's policies  <b>TC</b> to discuss mayoral allowance and payments to mitigate risk.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS23/112	To <b>confirm</b> by resolution that all documentation and information is in place for the Local Council Award Scheme – Foundation Level, and where appropriate, published on the Council's website. <b>Paper G</b>	Cllr Key requested to see a copy of the email sent to LCAS.  The Committee <b>resolved</b> to confirm that all documentation and information for the Local Council Award Scheme – Foundation Level is in place, and where appropriate, published on the Council's website.  Cllr Key voted against.	<b>TC</b> to issue Cllr Key with requested email.  <b>TC</b> to send draft minutes to LCAS board	
FS23/113	To <b>receive</b> any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>• EMR Project plans</li> <li>• Cemetery Extension – cost implications</li> </ul>	To include on future agendas.	N/A

Initialed:

Finance and Strategy Committee Minutes 2022-23

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Agenda no	Agenda item title	Resolution	Action	Power
FS23/114	To <b>note</b> the date and time of the next Finance and Strategy committee  scheduled for Tuesday 21 March 2023 at 7:00pm.	The committee <b>noted</b> the date and time of the next Finance and Strategy committee Tuesday 21 March 2023 at 7:00pm at Richmond House.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting concluded at 7.48pm

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

Initialed:



# PAPER F

## Officer Report to Council

Report Author: Belina Boyer

Report Date: 23/02/2023



**Gainsborough**  
TOWN COUNCIL

## Clerk's Report

### Summary

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

### Matters to note

#### Staffing.

The newly appointed Allotments Officer is due to take up their post 01 March 2023..

#### Elections

Councillors may pick up a printed nomination pack from the office.  
The pre-election period will begin 13 March 2023.

#### Levellings

The tender period for the Levellings project closed 27 February. The members of the tender scoring panel have been contacted and invited to a tender scoring meeting 02 March 2023. More information will be available verbally at the Full Council Meeting.

#### AWP Roses and Sinking Fund

Negotiations re ongoing with West Lindsey's legal department with regards to the Addendum to the Sinking Fund Agreement.

#### Local Council Awards Scheme

The application for the foundation reward of the Local Council Awards Scheme has been submitted following comments from the triage service. The draft minutes of the Finance and Strategy Committee 21 February 2023 have also been submitted. The panel will meet in March. The Council will be informed by 11 April whether or not the application has been successful.

Preparations are already underway for the submission for the Quality Award.

### Annual Assembly of the Town Meeting

Councillors who are electors in the parish of Gainsborough are invited to attend the Annual Assembly of the Town Meeting. 09 March 2023 at Marshall's Sportsground, commencing at 18.00.

## Incidents

Incidents since October 2022

Date Identified	Location	Incident details	Reported to Police (and date)	Notes
22/01/2023	Richmond House	Double external doors on conservatory to the right of building appear to have been forced open. Top and bottom bolts have been torn off the left door. Doors found open with blinds thrown on floor. Wooden boards discarded on opposite field. No one found inside. No further access gained. Police and council informed. A board of team will be sent, door temporarily tied shut.	Yes	Most likely an act of vandalism rather than burglary attempt.
23/02/2023	Richmond Park	Arson. Hedges set on fire	Yes	

CCTV footage has been requested for each incident and both have been reported to police.

West Lindsey's Communities manager wrote:

*We have reviewed CCTV and it has captured images of 3 people around the time of the fire being started. It happened at around 20:00 and fire service attending shortly after.*

*The 3 people were not on site very long. They entered the grounds, fire was lit and they ran away. The CCTV images we have show them quite clearly including descriptions of clothing etc.*

*I will liaise with police to push for progress asap.*

*We will add-in additional patrols of the site following this incident.*

The Watch Manager (Control) – Green Watch wrote:

*Following our conversation today, the incident you mentioned that occurred yesterday is our incident number 2447 22.02.23 Richmond Park off, Morton Terrace, Gainsborough. I apologise but after looking further into the incident log I have now confirmed that the cause was to be recorded as deliberate, the Police were informed, their incident is 407 of 22.02.23. Evidence to support the cause is recorded as known area for deliberate ignition incidents (no mention of accelerants used).*

*As mentioned I have forwarded your email to the divisional office in Gainsborough and requested they contact you about working on finding a solution to the issues you mentioned.*

# PAPER G

**Officer Report to  
the Full Council**

Report Author: Belina Boyer

Report Date: 24/02/2023



**Gainsborough**  
TOWN COUNCIL

## Allotment site secretaries

### 1. Summary

The Council should consider the recommendation of the Property and Services Committee 14 March 2023 to adopt the revised appendix 1 of Structures and Functions.

### 2. Background

The Property and Services Committee resolved to retain site secretaries and continue with annual election rather than appointing site secretaries or electing them for a longer term of office.

However, due to the appointment of an allotments officer some changes to Appendix 1 of structures and functions are required.

Please note that the formatting of Appendix 1 may change to be incorporated into the wider document's formatting and will be adjusted to provide maximum accessibility and readability.

### 3. Recommendation

- To approve Appendix 1 of Structures and Functions as presented.

The below is taken from the Structures and Functions Document which can be found in full at: <https://gainsborough-tc.gov.uk/council-business/policies-and-procedures/>

## **11. Appendix 1 – Allotment management and administration**

### **Introduction**

- 11.1 This appendix sets out the specific arrangements that are in place for the management and administration of allotments.
- 11.2 The Property and Services Committee has overall responsibility for the administration and management of allotments.

### **Powers and functions delegated to Officers**

- 11.3 The following functions are delegated to the Town Clerk who could further delegate to other officers as appropriate:
- Issuing of tenancy agreements and the letting of plots
  - Maintenance of the Allotment Register
  - Management of waiting lists
  - Inspections
  - Enforcement in relation to non-cultivation, illegal activity and serious breaches of the terms and conditions
  - Correspondence relating to allotments
  - Issuing of notices (both statutory and non-statutory)
  - Rent and charge collection
  - Approval of expenditure of less than £500 relating to skip hire and miscellaneous expenditure within the agreed budget.
  - Issuing written permission for structures that conform to the rules as set out in the Terms and Conditions. For the sake of clarity this does not include retrospective applications.
- 11.4 A report will be provided to the Property and Services Committee on a quarterly basis setting out the use of the above functions.

### **Site Secretary**

- 11.5 Site Secretaries shall be a voluntary role of the council and must be guided by officers of the council.
- 11.6 Site Secretaries for each allotment garden site will be elected annually and be appointed at a meeting of the Town Council following the election.
- 11.7 All plot holders shall be eligible for election unless they have previously been removed from office as site secretary, failed to pay their rent on time or are under notice for other breaches of their tenancy agreement.
- 11.8 The elected and appointed Site Secretary must:

- Sign a declaration of office.
- Adhere to any standards set out by the Town Council in the Declaration of acceptance of Office and
- Abide by the Allotment Terms and Conditions and all associated policies and procedures.
- Agree to carry out the functions below set out in the 'The role of the Site Secretary'.

11.9 Failure to do so may result in the Site Secretary's removal from the position.

11.10 The Town Council will then arrange for an election or appoint someone else for the remainder of the term. In either case any person removed from the office of Site Secretary will not be eligible for election.

11.11 The elected Site Secretary for each site will not be required to pay rent for one plot that they have a tenancy agreement in place for while they occupy the position.

11.12 There will be only one Site Secretary per site.

#### The role of the Site Secretary

11.13 Any matter that is not explicitly set out below will be retained by the Town Council.

11.14 The Site Secretary is elected by the plot holders of the site to represent them and to play a part in the general administration and management of the site.

11.15 They shall be elected annually.

11.16 All nominated candidates will be vetted as to their eligibility before the election takes place.

11.17 Where there is only one eligible candidate, this candidate shall be returned as elected unopposed.

11.18 Provide a report to the allotment officer about the site on a quarterly basis. It should detail any issues, concerns, or proposals the Site Secretary or plot holders have in relation to the site.

11.19 Be the first point of contact for plot holders and to pass information to plot holders from the Town Council.

11.20 Work with the allotment officer to carry out introductory sessions for new and prospective plot holders.

11.21 Monitor the site infrastructure and utilities and to inform the Town Council about any issues.

11.22 Inform the Town Council about non-cultivation or other breaches of the Terms of Conditions. These should be passed to the Town Council who will compile a list to check when the next inspection is taking place.

- 11.23 Provide advice and support to plot holders on the site.
- 11.24 Build a sense of community on the site and play a positive role in helping to resolve disputes.
- 11.25 Attend training offered by the Town Council.
- 11.26 Gain or have a good general knowledge of the Town Council's Terms and Conditions, policies and procedures which relate to the allotments.



# PAPER H

## Belina Boyer

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**From:** BSPlaceNorth <BSPlaceNorth@lincolnshire.gov.uk>  
**Sent:** 08 February 2023 13:53  
**To:** Belina Boyer  
**Cc:** Stephen Coulman  
**Subject:** Gainsborough TC: Parish Agreement Grass Verge Cutting 2023 - 2024  
**Attachments:** Gainsborough 26.pdf

Dear Mrs. Boyer,

Further to our recent conversation, I can confirm that Thorndyke Way and Corringham Road roundabouts are both being sponsored through LCC's arrangement with CP Media, with the arrangements in place until March 2024 and July 2024, respectively. Therefore, these roundabouts cannot be included within the Parish Agreement for 2023-24 and the plans previously supplied, nos. 11 and 25, remained unaltered.

I have been informed that LCC's roundabout sponsorship arrangement includes grass cutting and a 'tidy up', once a month from March to October, but it does not include any landscape maintenance such as shrubs or flowerbeds. As you raised the specific query regarding the train topiary on Thorndyke Way roundabout, I asked the team that manages the sponsorship programme for further information and they stated that they would enquire as to whether the scope of the agreements could be extended to include maintenance of existing planting, and I am currently still awaiting a response. I will, of course, update you as soon as I am advised of the situation, which I appreciate is a pressing concern for the Town Council.

I can also confirm that Ravendale Road has been adopted into the Highway and therefore we have added 462m<sup>2</sup> to the Parish Agreement and I attach the amended plan 26, for your records.

Therefore, for 2023-24, the revised figures are 57261m<sup>2</sup> shown in red and to be cut by the Town Council, and 14254m<sup>2</sup> being cut by Others and shown in orange, with the overall total area of 71515m<sup>2</sup>.

The contribution rate for 2023-24 has now been set at £0.0271 per square metre, per cut, per annum and therefore I am pleased to confirm that the final contribution rate for 2023-24, is **£5814.17**.

I will update you as soon as I have the information regarding the sponsorship enquiry to hand, but please do not hesitate to contact me should you have any queries in the meantime.

Yours sincerely,

**Fiona Baxter**  
**Highway Maintenance Engineer**  
**MMT & Cyclical Highways**  
Lincolnshire County Council  
Horncastle Highways Depot  
Hemingby Lane Horncastle Lincoln LN9 5PN

Tel: CSC 01522 782070

Email: [CSCHighways@lincolnshire.gov.uk](mailto:CSCHighways@lincolnshire.gov.uk)

Website: [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)

# PAPER I

# PAPER J

# PAPER K

# GAINSBOROUGH TOWN COUNCIL COMMITTEE TIMETABLE

2023

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

2024

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



# Notice of Meetings

**FOR THE MONTHS: May 2023 - May 2024**

<b>COUNCIL</b>	<b>Wed, 17 May</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>PLANNING</b>	<b>Tue, 23 May</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 07 Jun</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>FINANCE &amp; STRATEGY</b>	<b>Tue, 13 Jun</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 20 Jun</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 05 Jul</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>PROPERTY &amp; SERVICES</b>	<b>Tue, 11 Jul</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 18 Jul</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PERSONNEL</b>	<b>Tue, 25 Jul</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>FINANCE &amp; STRATEGY</b>	<b>Tue, 08 Aug</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 15 Aug</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 06 Sep</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>PROPERTY &amp; SERVICES</b>	<b>Tue, 12 Sep</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 19 Sep</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 04 Oct</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>FINANCE &amp; STRATEGY</b>	<b>Tue, 10 Oct</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 17 Oct</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PERSONNEL</b>	<b>Tue, 24 Oct</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 01 Nov</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>PROPERTY &amp; SERVICES</b>	<b>Tue, 14 Nov</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 21 Nov</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 06 Dec</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>FINANCE &amp; STRATEGY</b>	<b>Tue, 12 Dec</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 19 Dec</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 03 Jan</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>PROPERTY &amp; SERVICES</b>	<b>Tue, 09 Jan</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 16 Jan</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>

<b>PERSONNEL</b>	<b>Tue, 23 Jan</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 07 Feb</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>FINANCE &amp; STRATEGY</b>	<b>Tue, 13 Feb</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 20 Feb</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 06 Mar</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>PROPERTY &amp; SERVICES</b>	<b>Tue, 12 Mar</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 19 Mar</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 03 Apr</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>FINANCE &amp; STRATEGY</b>	<b>Tue, 09 Apr</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 16 Apr</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PERSONNEL</b>	<b>Tue, 23 Apr</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>COUNCIL</b>	<b>Wed, 01 May</b>	<b>7:00PM</b>	<b>MARSHALLS SPORTS GROUND</b>
<b>PROPERTY &amp; SERVICES</b>	<b>Tue, 14 May</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>
<b>PLANNING</b>	<b>Tue, 21 May</b>	<b>7:00PM</b>	<b>RICHMOND HOUSE</b>

**A COPY OF THE AGENDA AND OTHER RELEVANT NON-EXEMPT PAPERS WILL BE AVAILABLE FOR COLLECTION DURING NORMAL OFFICE HOURS 3 WORKING DAYS PRIOR TO THE MEETING BY CONTACTING: -**

**GAINSBOROUGH TOWN COUNCIL, RICHMOND HOUSE, RICHMOND PARK, MORTON TERRACE,  
GAINSBOROUGH, LINCOLNSHIRE DN21 2RJ**

**TELEPHONE: (01427 811573)**

**EMAIL: [townclerk@gainsborough-tc.gov.uk](mailto:townclerk@gainsborough-tc.gov.uk)**

**ALTERNATIVELY DOWNLOAD FROM OUR WEBSITE: [www.gainsborough-tc.gov.uk](http://www.gainsborough-tc.gov.uk)**



# PAPER L

# PAPER M

# PAPER N

# Correspondence Previously Circulated

March 2023

- LALC: WLDC Elections Presentation - Monday 13th February 2023 at 6:00pm
- LALC - E-news 06/02/23
- LALC - E-news 13/02/23
- LALC - E-news 20/02/23
- WLDC - Parish Candidate & Agent Briefing - Monday 13 February 2023
- LCC - Town and parish council newsletter February 2023

## Glossary:

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