

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: gainsborough-tc.gov.uk



Dear Councillor,

Friday, 31 March 2023

You are hereby summoned to attend a meeting of **Full Council** which will be held on **Wednesday 05 April 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.

Belina Boyer
Town Clerk

Agenda no	Agenda item title	Power/Regulation
Open Forum	<p>(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.</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 <u>Filming and Recordings of Meetings Policy</u>.</p>	<p><i>Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3</i></p>
FC23/178	To note apologies for absence.	<p><i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i></p>

Agenda no	Agenda item title	Power/Regulation
FC23/179	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
FC23/180	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>
FC23/181	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>
FC23/182	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 01 March 2023	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FC23/183	To note the draft minutes of the committee meetings and the decisions contained therein. Planning Committee 28 February 2023 - <i>inquire</i> Paper B – Property and Services Committee 1 March 2023 Paper C - Personnel Committee 08 March 2023 Paper D – Property and Services Committee 14 March 2023 Paper E – Finance and Strategy Committee 21 March 2023 Paper F - Personnel Committee 22 March 2023 Paper G – Planning Committee 28 March 2023 Paper H - Personnel Committee 29 March 2023	<i>Local Government Act 1972, s 112</i>
FC23/184	To receive and note the Town Clerk’s report (for information only) Paper I to be tabled on the day	N/A
FC23/185	To consider the following recommendation from Property and Services Committee held 14 March 2023 (PS23/199): The Committee resolved to recommend to Full Council to make further amendments to the Structure and Functions Appendix 1 – Allotment management and administration. Paper J	
FC23/186	To consider the following recommendation from Property and Services Committee held 14 March 2023 (PS23/205):	

Agenda no	Agenda item title	Power/Regulation
	The Committee resolved to recommend to Full Council to earmark £5,510 to undertake the works for clearance of brash and leaf storage at Richmond Park and General Cemetery.	
FC23/187	<p>To consider the recommendation from Personnel Committee held 29 March 2023 (PC23/148): The Committee resolved to recommended to Full Council to: -</p> <ul style="list-style-type: none"> • Offer the Deputy Clerk & RFO the role of Interim Town Clerk (whilst continuing current duties) for 6 months from 10th June 2023 with a 3-month review and 1 month notice period from either party • Following 6 months an external recruitment process to take place • Request the Admin Support Officer to increase weekly hours from 30 to 37 from 1st June 2023 until further notice. • If the above is approved to delegate to the Personnel Committee to set the SCP for the Interim Town Clerk on 12th April 2023 and formally offer the Interim Town Clerk position 	
FC23/188	<p>To consider a motion to rescind by Cllr Dannatt. We, the undersigned, being responsible Councillors, would propose to challenge the F&S Committee resolution of 17th January 2023 (FS23/102) concerning an increase in annual rents of 100% for out of parish tenants. We feel that increase cannot be considered fair and reasonable. We do however feel that the principle behind this increase is fair and to this end would propose an increase proportionate to the amount parish by parish residents towards allotments from council tax. Signed by Cllrs C Davies, T Davies, B Velan, A Taylor, J Musonda. Paper K</p>	
FC23/189	<p>To approve the nine individual statements of the AGAR: Section 1 – Annual Governance Statement 2022/23 preceded by the following assertion:</p> <p><i>“We acknowledge as the members of Gainsborough Town Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023.”</i></p> <p>Paper L</p>	
FC23/190	<p>To consider contributing to WLDC Summer event in time for press release. Paper M</p>	

Agenda no	Agenda item title	Power/Regulation
FC23/191	To note advice received from the Lincolnshire Association of Local Councils. Paper N	
FC23/192	To note Member attendance at Full Council and Committee meetings. Paper O	
FC23/193	To note correspondence received from Gainsborough Trinity Foundation and consider further steps. Exclusion of Public and Press recommended due to ongoing legal considerations. Paper P	
FC23/194	To note the correspondence previously circulated by email – for information only. Paper Q	N/A
FC23/195	To note the date and time of the next Full Council Meeting scheduled for 17 May 2023 at 19.00.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A

Gainsborough Town Council



DRAFT Minutes of the Full Council meeting 01 March 2023 at 19.10pm

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

Councillors Present

		Sally Loates	Keith Panter	Kenneth Woolley
			James Plastow	
	Paul Key	Julie Musonda	Aaron Taylor	

Councillors Absent

Matt Boles	Tim Davies			
Richard Craig	David Dobbie	Liam Muggridge		
Dennis Dannatt				
Caz Davies	Chris Lambie	Pat O'Connor	Baptiste Velan	

In attendance:

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

Prior to the meeting commencing Cllr Panter (former Mayor 2019/2021) present his charity cheque to St Barnabas Hospice.

Due to the absence of the Chairman and Vice Chairman Members **resolved** to appoint Cllr Plastow as Chairman for the meeting.

Initialled:

Agenda no	Agenda item title	Decision	Action	Power/Regulation
Open Forum	<p>(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 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 made reference to the pond at Love Lane allotments and advised if plot holders are consulted about the pond they would be voting to fill the pond in.	N/A	<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.	The Council noted apologies for absence from Cllrs Boles, Craig, Dannatt, C Davies, T Davies, Dobbie, Lambie and O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FC23/163	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>

Initialled:

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC23/164	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	<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.	The Committee resolved to exclude the public and press from items FC23/170, FC23/171 & FC23/172.	N/A	<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). Paper A – Full Council 01 February 2023	The Council resolved to sign the minutes of the meeting 01 February 2023 as a true record of that meeting. Cllrs Loates, Muggridge and Taylor abstained.	ASO to publish	<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. Paper B – Property and Services Committee 08 February 2023 Paper C – Personnel Committee 08 February 2023 Paper D – Property and Services Committee 14 February 2023 Paper E – Finance and Strategy Committee 21 February 2023	The Council noted the draft minutes of the committees.	N/A	<i>Local Government Act 1972, s 112</i>

Initialled:

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC23/168	To receive and note the Town Clerk's report (for information only) Paper F	The Council resolved to note the Town Clerk's Report.	N/A	N/A
FC23/169	To consider the following recommendation from Property and Services Committee held 14 February 2023 (PS23/166): The Committee resolved to recommend to Full Council to make amendments to the Structure and Functions Appendix 1 – Allotment management and administration. Paper G	The Council resolved to adopt the amendments to the Structure and Functions Appendix 1 – Allotment management and administration.	DC to make amendments to the document.	
FC23/170	To consider the following recommendation from Property and Services Committee held 14 February 2023 (PS23/175): The Committee resolved to recommend to Full Council to accept the quotation from Contractor A for the 2023-24 grass cutting season. Paper H	The Council resolved to accept the quotation from Contractor A for the 2023-24 grass cutting season. Cllr Key voted against. It was requested that company names and official quotations are included within Officer reports until potentially advised otherwise.	OM to inform successful and unsuccessful contractors.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
FC23/171	To consider the following recommendation from Property and Services Committee held 14 February 2023 (PS23/176): The Committee resolved to note the discussion paper and put to Full	The Council resolved to take the paper away and digest it, but felt it was a matter for elected members following the election to take forward. Cllr Key abstained from voting.	DC to include on May meeting.	

Initialled:

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	Council for further consideration. Paper I Exclusion of Public and Press recommended.			
FC23/172	To consider the Ancillary Report to the Organisational Review and the consider the recommended actions of both reports. Deferred from FC23/158 Exclusion of Public and press recommended due to the confidential nature of the report. Paper J	The Council resolved to defer decisions as it was a matter for elected members following the election to take forward.	DC to include on May meeting.	
FC23/173	To consider approving the reduced meetings schedule in line with the recommendations of the organisational review. Paper K	The Council resolved to defer decision until Full Council in May.	DC to include on May meeting.	
FC23/174	To consider and approve training calendar for councillors in May and June. Paper L	The Council resolved to defer decision until Full Council in May.	DC to include on May meeting.	
FC23/175	To consider promoting local elections through a variety of means and approve associated expenditure. Paper M	The Council resolved to make the £1,500 available and contribute to the efforts to promote the Council, local elections and standing for election to a wide range of target audiences currently underrepresented on the Council. Cllr Key abstained from voting.	TC to promote elections.	

Initialled:

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC23/176	To note the correspondence previously circulated by email – for information only. Paper N	The Council resolved to note the correspondence previously circulated.	N/A	N/A
FC23/177	To note the date and time of the next Full Council Meeting scheduled for 05 April 2023 at 19.00.	The Council noted the date and time of the next Full Council Meeting as scheduled for 05 April 2023 at 19.00.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.48

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

1 March 2023 at 18.30.

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

Councillors Present

	Paul Key	
		James Plastow (Vice-Chairman)
	Julie Musonda	

Councillors Absent

Matt Boles		Pat O'Connor
Dennis Dannatt	Chris Lambie	
Tim Davies (Chairman)		Baptiste Velan

In attendance:

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

Agenda no	Agenda item title	Resolution	Action	Power
PS23/179	To note apologies for absence.	Apologies had been received for Cllrs Boles, Dannatt, Davies, Lambie and O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS23/180	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>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/181	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>
PS23/182	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 items PS23/184.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS23/183	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 14 February 2023	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Tuesday 14 February 2023 as a true record of the meeting.	ASO to Publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS23/184	To consider and approve. the Love Lane allotments pond consultation question and methodology. Exclusion of public and press recommended. Paper B	A full discussion ensued. The Committee resolved : - <ul style="list-style-type: none"> • To approve the survey questionnaire as presented • To test the skip link and other features of the online survey on with staff members and volunteer councillors. • To conduct the survey in two random groups of approximately equal size 	TC to test and conduct survey.	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
		<ul style="list-style-type: none"> To swap the order of the question between the two groups for a second randomisation thus minimising bias. Cllr Key voted against.		
PS23/185	To receive any items for notification to be included on a future agenda – for information only	Results of the consultation in April	TC to include on April agenda.	N/A
PS23/186	To note the date and time of the next Property and Services committee scheduled 14 March 2023 at 19.00	The committee noted the date and time of the next Property and Services committee scheduled 14 March 2023 at 19.00.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 18.59

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 March 2023 at 19:00



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

Councillors Present

Richard Craig (Chairman)	Paul Key	
Dennis Dannatt (Vice Chairman)	Sally Loates	Kenneth Woolley

Councillors Absent

Matt Boles	Tim Davies	Pat O'Connor
		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
PC23/123	To note apologies for absence.	Apologies for absence had been received from Cllrs Davies, O'Connor and Plastow. These were duly noted .	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/124	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>
PC23/125	To consider any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC23/126	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 items PC23/116, PC23/127 & PC23/130. The Committee resolved to take item PC23/130 next.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/130	To consider a motion by Cllr Key. Exclusion of Public and Press recommended due to personal nature this item. Paper E	The Committee resolved that Cllr Boles (Leader) and Cllr Craig (Chair of Personnel) investigate these Issues raised in the motion and report back to the Committee.	Cllr Boles (Leader) and Cllr Craig (Chair of Personnel) to investigate.	
PC23/127	To consider a corrected report amending a staff contract and enter into formal consultation with the member of staff affected. (from PC23/108). Exclusion of Public and Press recommended due to personal nature this item. Paper A	The Deputy Clerk advised the salary stated in the report was as per 2022/23 Local Government Services Pay Agreement and not 2021/22 as stated. The Committee resolved to approve the staff contract with the amendments as outlined and enter into consultation with the member of staff as to the changed terms and conditions. Following consultation to obtain a signed copy of the contract or re-present the contract for approval.	TC to enter into consultation with the member of staff as to the changed terms and conditions and obtain a signed copy of the contract.	
PC23/128	To receive the minutes of the previous Personnel Committee	The Committee resolved to sign the minutes of the meetings 11 January	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>

Initialled:

Personnel Committee Minutes 2022-23

Agenda no	Agenda item title	Decision	Action	Power
	meeting(s) and resolve to sign these as a true record of the meeting(s). Paper B – Personnel Committee 11 January 2023 Paper C – Personnel Committee 8 February 2023	2023 & 8 February 2023 as a true record of that meeting.		
PC23/129	To consider an HR compliance report from the Council’s HR consultant and any necessary action resulting from it and note the certification gained. Paper D	The Committee noted the HR compliance report and certification gained. The Committee resolved to favourably consider a Flexible Working policy once presented at a future meeting and to support regular driving licence checks in line with the HR consultant’s recommendation.	N/A TC to draft Flexible Working policy. OM to carry out annual driving licence checks.	
PC23/130	To consider a motion by Cllr Key. Exclusion of Public and Press recommended due to personal nature this item. Paper E	Dealt with above.		
PC23/131	To note a letter from National Employers for local government services for the 2023 Local Government Pay Round. Paper F	The Committee noted the letter from National Employers.	N/A	
PC23/132	To receive any items for notification to be included on a	<ul style="list-style-type: none"> Staff Handbook - report from Policy Review Working Group 	TC to include on future agenda.	N/A

Initialled:

Personnel Committee Minutes 2022-23

Agenda no	Agenda item title	Decision	Action	Power
	future agenda – for information only	<ul style="list-style-type: none"> Appraisal review report. 		
PC23/133	To note the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00.	The Committee noted the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.12.

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 March 2023 at 19.00.

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

Councillors Present

	Paul Key	Pat O'Connor
Dennis Dannatt		James Plastow (Vice-Chairman)
Tim Davies (Chairman)	Julie Musonda	

Councillors Absent

Matt Boles		
	Chris Lambie	
		Baptiste Velan

In attendance:

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	Mandy Clarke (AO)
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Also present: Two member of the public and two members of the Rotary Club present.

Agenda no	Agenda item title	Resolution	Action	Power
PS23/187	To note apologies for absence.	Apologies had been received for Cllrs Boles, Lambie and Velan.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS23/188	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>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/189	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>
PS23/190	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 items PS23/193, PS23/200, PS23/201, PS23/203 on the grounds stated on the agenda, and to defer the items until the end of the agenda.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS23/191	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 Wednesday 1 March 2023	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Wednesday 1 March 2023 as a true record of the meeting. Cllrs Dannatt, Davies and O'Connor abstained from voting.	ASO to Publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS23/192	Hickman Bacon Memorial Park (The Levellings) development. To note a verbal update on progress of the project.	The Committee resolved to note a verbal update on progress of the project from the Town Clerk.	N/A	
PS23/193	To note minor changes to legal paperwork as approved by the council's solicitor, authorise the clerk to sign said paperwork and note correspondence received from the council's solicitor.	Deferred to the end of the meeting.		

Initialled:

Property and Services Committee Minutes 2022-23

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Agenda no	Agenda item title	Resolution	Action	Power
	Exclusion of public and press recommended due to ongoing legal process. Paper B			
PS23/194	To consider an application by the Gainsborough Rotary Club to use Marshall's Playing Fields for a Rotary Fireworks Event and determine the fee to be charged. Paper C	The Committee resolved to approve the application subject to provision of a final event plan, proof of PLI, RAMS etc to officers and evidence of consultation with the Safety Advisory Group. To waiver the fees for the 2023 Fireworks event due to charitable contributions going to support Gainsborough.	ASO to book event in the diary. TC to ensure final event plan, proof of PLI, RAMS are received.	
<i>Two members of the Rotary club left the meeting.</i>				
PS23/195	To consider a request to move rugby to Marshalls Sports ground. Paper D	The Committee resolved not to currently change the layout of pitches at Marshall's to accommodate Rugby but to invite the rugby club officials to put forward a proposal of what they would like to see.	TC to contact the Rugby Club.	
PS23/196	To consider authorising the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations Approval and any other action to move this project on. Paper E	Cllr Key questioned if WLDC and LCC are still funding a third of the project each. The Committee resolved to authorise the expenditure for the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations	TC to instruct the architects and enter into negotiations with both WLDC and LCC.	

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
		approval and to authorise the Clerk to enter into negotiations with both WLDC and LCC. Cllr Key voted against.		
PS23/197	To consider authorising the removal of the aviary and disposing of it with permission of WLDC. Paper F	The Committee resolved to remove the aviary at the earliest opportunity and seek a buyer. Cllr Key voted against.	TC to seek buyer for the aviary.	
PS23/198	To consider the proposals of the Coronation Working Group for approval. Paper G – to follow	A brief verbal report was noted from Cllr T Davies.	Coronation Working Group to submit written report to the next meeting.	
PS23/199	To receive a verbal update on allotments and consider an amendment to appendix 1 delegating additional functions to officers. Paper H	The Committee resolved to recommend to Full Council to make further amendments to the Structure and Functions Appendix 1 – Allotment management and administration. Cllr Key voted against.	DC to include on Full Council agenda.	
PS23/200	To consider an application to keep chickens at Love Lane allotment. Paper I Exclusion of public and press recommended to protect personal data.	Deferred to the end of the meeting.		

Agenda no	Agenda item title	Resolution	Action	Power
PS23/201	To consider a request to retain a standpipe and grant retrospective permission. Paper J Exclusion of public and press recommended to protect personal data.	Deferred to the end of the meeting.		
PS23/202	To consider complaints regarding trees in the general cemetery with regards to arborist's report and recommendations. Paper K	The Deputy Clerk advised that the Operations Manager had met with both complainants and agreed inhouse works to be carried out. The Committee resolved to defer to receive a report from the Operations Manager.	OM to report to the next meeting.	
PS23/203	To consider action to be taken to on General Cemetery Chapel and authorise relevant expenditure. Paper L Exclusion of public and press recommended due to time sensitive commercial sensitivity.	Deferred to the end of the meeting.		
PS23/204	To consider a grant request from 1 st Gainsborough Cup Scouts for £1,000. Paper M	Cllr Davies declared a non-pecuniary interest as his wife is a cub leader. Cllr Plastow declared a non-pecuniary interest as a member of the scouting organisation. The Committee resolved to award the 1 st Gainsborough Cub Scouts £1,000 towards the hire of a marquee, tables	ASO to send out relevant paperwork to the organisation.	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
		and chairs for the LinCub weekend. Cllrs Davies and Plastow abstained.		
PS23/205	To consider authorising expenditure for brushwood and leave pile removal. Paper N	The Committee resolved to appoint contractor A to undertake the works as soon as the weather and their work schedule permits and to recommend to Full Council to earmark £5,510 to undertake the works. Cllr Key voted against.	DC to include on Full Council agenda.	
PS23/206	To note a complaint regarding speeding cars on Cox's Hill and Heapham Road and consider supporting the complaint and forwarding it to the highways Authority. Paper O	The Deputy Clerk advised this is dealt with by the Planning Committee	DC to include on Planning Committee agenda.	
PS23/207	To note a verbal report on Christmas lights by the Operations Manager.	Defer until the next meeting.	OM to report to the next meeting.	
PS23/208	To receive any items for notification to be included on a future agenda – for information only	None	N/A	N/A
<i>Two members of the public left the meeting.</i>				
PS23/193	To note minor changes to legal paperwork as approved by the council's solicitor, authorise the clerk to sign said paperwork and	The Committee resolved to <ul style="list-style-type: none"> note the correspondence received from the Council's solicitor's 	TC to sign the addendum document on behalf of the Council.	

Initialed:

Property and Services Committee Minutes 2022-23

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Agenda no	Agenda item title	Resolution	Action	Power
	<p>note correspondence received from the council's solicitor. Exclusion of public and press recommended due to ongoing legal process. Paper B</p>	<ul style="list-style-type: none"> • approve the changes to the addendum requested by the WLDC solicitor's • authorise the Town Clerk to sign the addendum document on behalf of the Council. 		
PS23/200	<p>To consider an application to keep chickens at Love Lane allotment. Paper I Exclusion of public and press recommended to protect personal data.</p>	<p>The Committee resolved that the</p> <ul style="list-style-type: none"> • plot holder be given written permission for the Livestock House with a condition of no more than six chickens to be in line with the recommendations set out by the National Allotment Society. • Allotment Officer to monitor the Allotment Garden to ensure the correct Livestock House meterage as outlined above is adhered to and that a further 25% of Allotment Garden is under cultivation of crops after 3 months from the start of tenure and at least 75% of the Allotment Garden is under cultivation of crops after 12 months and thereafter as set out in in the Tenancy Agreement 5.5 	<p>AO to provide written permission and monitor.</p>	
PS23/201	<p>To consider a request to retain a standpipe and grant retrospective permission. Paper J</p>	<p>The Committee resolved that</p> <p>a) That the plot holder be given retrospective written permission to retain the stand pipe on the</p>	<p>AO to write to advise the lot holder and reissue invoice for plot 47.</p>	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	Exclusion of public and press recommended to protect personal data.	<p>condition it is a communal standpipe for all holders.</p> <p>b) The plot holder be granted a maximum of twelve (12) months only – to 25th March 2024 – rent free access to plot 47 (water to be paid for) providing they continue to make progress regarding its cultivation. The Allotment Officer to monitor progress.</p> <p>Cllrs Key and O'Connor abstained.</p>		
<i>Cllr O'Connor and the Allotments Officer left the meeting at 8:40pm.</i>				
PS23/203	To consider action to be taken to on General Cemetery Chapel and authorise relevant expenditure. Paper L Exclusion of public and press recommended due to time sensitive commercial sensitivity.	The Committee resolved to approach WLDC to see if they have any local architects that can also provide quotations.	TC to contact WLDC.	
PS23/209	To note the date and time of the next Property and Services committee scheduled 14 March 2023 at 19.00	The committee noted the date and time of the next Property and Services committee scheduled 11 April 2023 at 19.00.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.51

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

Initialed:

PAPER E



DRAFT Minutes of the Finance & Strategy Committee meeting

21 March 2023 at 19.00

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

Councillors Present

	Paul Key (Vice Chairman)	Pat O'Connor
Richard Craig		Keith Panter
David Dobbie	Julie Musonda	James Plastow

Councillors Absent

Matt Boles (Chairman)	Chris Lambie	

In attendance:

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	
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Agenda no	Agenda item title	Resolution	Action	Power
FS23/115	To note apologies for absence.	The committee noted apologies for absence from Cllrs Boles and Lambie.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FS23/116	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>
FS23/117	To consider 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.			
FS23/118	To receive the minutes of the previous Finance and Strategy Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A Finance and Strategy Committee 21 February 2023	The Committee resolved to sign the minutes of the meeting 21 February 2023 as a true record of that meeting subject to it being noted that Cllr Boles questioned on item FS23/108 why the allotment rents were not increased for 2024/25 in line with other fees being increased on item FS23/102. Cllrs Craig, Musonda and O'Connor abstained from voting.	ASO to publish on the website.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FS23/119	To receive and consider for approval the following financial reports: Paper B Unpaid Expenditure Transactions for 16 March 2023 Paper C Cashbook Summary (including due and unpaid transactions) for 16 March 2023 Paper D Budget Comparison Report (including due and unpaid transactions) for 16 March 2023	The Committee resolved to note and approve the following reports: <ul style="list-style-type: none"> • Unpaid Expenditure Transactions for 16 March 2023 • Cashbook Summary (including due and unpaid transactions) 16 March 2023 • Budget Comparison Report (including due and unpaid transactions) for 16 March 2023 	DC&RFO to make bank transfer payments once signed off by signatories.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS23/120	To approve and resolve to sign the monthly bank reconciliations for 28 February 2023 as per the paragraph 2.2 in Financial Regulations.	The Committee resolved to approve and sign the monthly bank reconciliation for 28 February 2023.	DC&RFO to file.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
	Paper E			
FS23/121	To consider proposed ear marked reserves for YE 31 st March 2023. Paper F	The Committee resolved to proposed ear marked reserves for YE 31 st March 2023.	DC to work into the yearend accounts.	
FS23/122	To receive report of outstanding debtors and consider any action necessary. Paper G	The Committee resolved to exclude the public and press for this item. The Committee resolved to note the outstanding debtors and for payments to continue to be pursued.	DC to continue to pursue one payment and for the TC to continue working with solicitors to pursue the remaining two.	
<i>Cllr Panter left the meeting at 8.04pm</i>				
FS23/123	To review the Council's risk register and Risk Management Policy. Paper H	The Committee resolved to re-adopt the Council's risk register and Risk Management Policy.	DC to update records.	
FS23/124	To review the internal controls in place and consider changes. Paper I	The Committee resolved to review the controls in place as evidenced. It resolved to instruct the RFO to research suitable investment accounts for the Council.	DC to research suitable investment accounts.	
FS23/125	To consider the results of the tender scoring process and determine a contractor to carry out the development work on the Levellings, instruct the clerk to complete all relevant paperwork for work to commence and to draw down the relevant grants for the project.	The Committee resolved to: - <ul style="list-style-type: none"> • appoint Proludic as the contractor to carry out the development work on the Levellings; • instruct the Clerk to complete all relevant paperwork for work to commence; • instruct the Clerk to complete all relevant paperwork to draw down the 	TC to contact Proludic and complete paperwork and unsuccessful applicants. TC to contact FCC and WLDC and complete relevant	

Initialed:

Finance and Strategy Committee Minutes 2022-23

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Agenda no	Agenda item title	Resolution	Action	Power
	Paper K	relevant grants for the project.	paperwork to draw down grants.	
FS23/126	To consider action from the interim internal audit report with regards to the mayoral allowance (deferred from FS23/111) Paper L	The Committee resolved that: - <ul style="list-style-type: none"> • The Council should change the way the mayoral allowance is paid. • The current mayor should receive a refund of any deductions within the current financial year. • Previous mayors should be informed that they may be entitled to a refund and confirm in writing whether or not they wish to claim it. • The RFO needs to investigate how to refund previous mayors in a cost effective and efficient way should this become necessary. • Going forward the Mayor is paid the £500 at the beginning of their Mayoral term. 	DC to speak with payroll provider to find out how former Mayors may be refunded for the tax deducted.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS23/127	To note the VAT Audit review and consider any action required resulting from it Paper M	The Committee resolved : - <ul style="list-style-type: none"> • That the Council should review the last four years using the methods described and exemplified in the report to ensure that it was correct in reclaiming VAT on costs relating to its VAT-exempt business activities. • To continue to undertake the apportioning exercises to ensure that all VAT is reclaimed correctly. • Depending on the outcome of these calculations, the Council may need to 	DC to perform a partial exemption calculation for the last 4 years and consider outcome.	<i>The Accounts and Audit Regulations 2015, s. 3</i>

Initialed:

Finance and Strategy Committee Minutes 2022-23

Agenda no	Agenda item title	Resolution	Action	Power
		<p>seek further advice with regards to partial registration for VAT particularly if the council is looking at income generating activities in the future or major building works.</p> <p>Cllr Key voted against.</p>		
FS23/128	To note an update on VAT on sports fees and consider any action required resulting from it. Paper N	The Committee resolved to note the update.	N/A	
<i>Cllrs Dobbie and O'Connor left the meeting at 8.52pm</i>				
FS23/129	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Strategic Plan • Cemetery Extension – cost implications • Council's assets register 	To include on future agendas.	N/A
FS23/130	To note the date and time of the next Finance and Strategy committee scheduled for Tuesday 18 April 2023 at 7:00pm.	<p>The committee noted the date and time of the next Finance and Strategy committee Tuesday 18 April 2023 at 7:00pm at Richmond House.</p> <p>It was further noted that the Deputy Clerk requested an extraordinary meeting on Tuesday 2 May 2023 to consider the year end accounts and recommend them to Full Council.</p>	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting concluded at 8.57pm

Initialed:

Finance and Strategy Committee Minutes 2022-23

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

DRAFT

Initialed:

PAPER F

DRAFT Minutes of the Personnel Committee meeting

22 March 2023 at 19:00



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

Councillors Present

	Tim Davies	
Richard Craig (Chairman)	Paul Key	James Plastow
Dennis Dannatt (Vice Chairman)	Sally Loates	Kenneth Woolley

Councillors Absent

Matt Boles		Pat O'Connor

In attendance:

	Rachel Allbones (DC & RFO)	Stephen Coulman (OM)
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Also present: One member of the public.

Agenda no	Agenda item title	Decision	Action	Power
PC23/134	To note apologies for absence.	Apologies for absence had been received from Cllr O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/135	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>
PC23/136	To consider any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC23/137	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 PC23/140.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
<i>Member of the public left the meeting.</i>				
PC23/138	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 8 March 2023	The Committee resolved to sign the minutes of the meeting 8 March 2023 as a true record of that meeting. Cllrs Davies and Plastow abstained.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/139	To formally accept the resignation of the Town Clerk dated 10 March 2023.	The Committee resolved to formally accept the resignation of the Town Clerk.	DC to issue the TC with acceptance letter.	
PC23/140	To consider quotation from Council HR and Governance Support to undertake the recruitment of the Town Clerk Paper B Exclusion of public and press recommended due to time sensitive commercial sensitivity.	The Committee resolved to note the quotation received, but to hold an extraordinary meeting to discuss all options available to the Council in recruiting a Town Clerk.	DC to schedule and organise extraordinary meeting.	

Initialled:

Personnel Committee Minutes 2022-23

Agenda no	Agenda item title	Decision	Action	Power
	<i>Council HR and Governance Support will be available to Teams into the meeting if Committee so wish.</i>			
PC23/141	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Staff Handbook - report from Policy Review Working Group • Appraisal review report. 	TC to include on future agenda.	N/A
PC23/142	To note the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00.	The Committee resolved to call an extraordinary Personnel Committee meeting for Wednesday 29 March 2023.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 19.38.

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

Initialed: _____

PAPER G



DRAFT Minutes of the Planning Committee meeting

28 March 2023 at 19:00

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

Councillors Present

		James Plastow (Chairman)
David Dobbie	Keith Panter	

Councillors Absent

Matt Boles	Chris Lambie	Pat O'Connor
Richard Craig (Vice Chairman)	Liam Muggridge	Aaron Taylor

In attendance:

	Rachel Allbones (DC&RFO)	
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Agenda no	Agenda item title	Resolution	Action	Power
PL23/212	To note apologies for absence.	The committee received apologies from Cllrs Boles, Craig, Lambie and O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PL23/213	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>
PL23/214	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>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PL23/215	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 24 January 2023	The committee received the minutes of the meeting 24 January 2023 and resolve to sign these as a true record of the meeting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
Planning Applications				
PL23/216	To consider planning application received. Application Ref No: 146273 (24/02/23, 28 days) Proposal: Planning Application for alterations to shop front and proposed change of use from (E use class) to a betting shop (sui generis use class). Location: 11 Market Place, Gainsborough	The committee resolved to not comment on 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>
PL23/217	To consider planning application received. Application Ref No: 146338 (07/03/23, 28 days) Proposal: Planning application for single storey extension	The committee resolved to support the application.	DC to send response to WLDC.	

Initialled:

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Agenda no	Agenda item title	Resolution	Action	Power
	Location: 4 Ropery Road, Gainsborough			
PL23/218	To consider planning application received. Application Ref No: 146315 (10/03/23, 28 days) Proposal: Listed building consent to remove, repair roof on the 2no. single storey extensions. Location: Richmond House, Morton Terrace, Gainsborough	The committee resolved to support the application.	DC to send response to WLDC.	
PL23/219	To consider planning application received. Application Ref No: 146254 (10/03/23, 28 days) Proposal: Planning application for conversion and alterations of a commercial unit into 5no. flats. Location: 7 Lord Street, Gainsborough	The Committee resolved to support the application referencing NPP 19 Improving the Vitality of the Town Centre.	DC to send response to WLDC.	
PL23/220	To consider planning application received. Application Ref No: 146356 (13/03/23, 28 days) Proposal: Planning application for change of use and alterations to existing commercial office building to provide retail and office units. Location: 26-30 Lord Street, Gainsborough	The Committee resolved to support the application referencing NPP 19 Improving the Vitality of the Town Centre.	DC to send response to WLDC.	

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
PL23/221	To consider planning application received. Application Ref No: 146373 (14/03/23, 28 days) Proposal: Planning application for single storey rear extension and boundary wall. Location: 15 Heron Drive, Gainsborough	The Committee resolved to support the application.	DC to send response to WLDC.	
PL23/222	To consider planning application received. Application Ref No: 146395 (17/03/23, 28 days) Proposal: Planning application for proposed single storey rear extension Location: 14 Ludford Crescent, Gainsborough	The Committee resolved to support the application.	DC to send response to WLDC.	
Decision notices				
PL23/223	To note decision notice received. Application Ref No: 145817 GRANTED (delegated) Proposal: Planning application to provide 1no. additional apartment and change the use of 1no. apartment on the ground floor to an office. Location: 29 Lord Street, Gainsborough	The Committee resolved to note the decision.	N/A	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	Paper B			
PL23/224	<p>To note decision notice received. Application Ref No: 145967 GRANTED</p> <p>Proposal: Planning application to demolish an existing timber framed conservatory structure, provide a new external door and screen, external terrace with external steps, repairs to brickwork, replacement of external doors to the Mess Room, Tool Store, lobby, WC and demolition of an existing Aviary structure. Location: Richmond House, Morton Terrace, Gainsborough</p> Paper C	The Committee resolved to note the decision.	N/A	
PL23/225	<p>To note decision notice received. Application Ref No: 145968 GRANTED</p> <p>Proposal: Listed building consent to demolish an existing timber framed conservatory structure, provide a new external door and screen, external terrace with external steps, repairs to brickwork, replacement of external doors to the Mess Room, Tool Store, lobby, WC and demolition of an existing Aviary structure. Location: Richmond House, Morton Terrace, Gainsborough</p>	The Committee resolved to note the decision.	N/A	

Initialled:

Agenda no	Agenda item title	Resolution	Action	Power
	Paper D			
PL23/226	To note decision notice received. Application Ref No: 146016 GRANTED Proposal: Planning application for a small methane stripping plant and a 40ft storage and workshop container Location: Gainsborough Landfill Site, Lea Road, Gainsborough Paper E	The Committee resolved to note the decision.	N/A	
PL23/227	To note decision notice received. Application Ref No: 146071 GRANTED (delegated) Proposal: Planning application for first floor extension. Location: 64 Old Showfields, Gainsborough Paper F	The Committee resolved to note the decision.	N/A	
PL23/228	To note decision notice received. Application Ref No: 145951 GRANTED (delegated) Proposal: Reserved matters application for Phase 1 to erect 454no. dwellings, considering appearance, landscaping, layout and scale, following outline planning permission 138921 granted 29 August 2019 - being variation of condition 1 of planning	The Committee resolved to note the decision.	N/A	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	<p>permission 145397 granted 12 December 2022 - addition of detached single garage for plot 384.</p> <p>Location: Land at, Foxby Lane, Gainsborough</p> <p>Paper G</p>			
PL23/229	<p>To note decision notice received.</p> <p>Application Ref No: 146152 GRANTED (delegated)</p> <p>Proposal: Planning for change of use of the ground floor of no. 140 from residential to office space including internal alterations to link first floor of no. 140 to the first floor of no. 142 and removal of chimney.</p> <p>Location: 138/142 Trinity Street Gainsborough</p> <p>Paper H</p>	The Committee resolved to note the decision.	N/A	
PL23/230	<p>To note decision notice received.</p> <p>Application Ref No: 146156 GRANTED (delegated)</p> <p>Proposal: Planning application for the installation of 25no. roof mounted solar panels.</p> <p>Location: Horse And Jockey Inn, 42, Church Street, Gainsborough</p> <p>Paper I</p>	The Committee resolved to note the decision.	N/A	
PL23/231	<p>Street naming requests</p> <p>To consider street naming</p>	There were none.	N/A	

Initialled:

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Agenda no	Agenda item title	Resolution	Action	Power
	requests received (if there are any).			
PL23/232	Tree preservation orders To consider tree preservation orders received (if there are any).	There were none.	N/A	
PL23/233	Community Infrastructure Levy (CIL) To consider the following recommendation from Property and Services Committee held 10 January 2023 (PS23/151): The Committee resolved to recommend to Planning Committee to spend a proportion of the CIL funds on North Warren Allotments, clearing vacant plots, access road and boundary security. Paper J	The Committee resolved to decline the recommendation refer it back to Property and Services Committee as the committee were not in agreement to using all the CIL money generated up hills being spent down hills. Also to write to Vistry Group who a building the development at Bowling Green Road and ask if they would like to contribute to the community plan to improve the North Warren Allotments.	DC to include on P&S agenda.	
PL23/234	Aisby Walk S106 Funds To note report regarding S106 funds to be used at Aisby Walk. Paper K	The Committee noted the update report, and that P&S will lead on the project as moneys can only be spent on play equipment at Aisby Walk.	N/A	
PL23/235	Lea Road Traffic Calming To consider correspondence received regarding speeding traffic on Lea Road and consider supporting the complaint and forwarding it to the highways	The Committee resolved to write to the local Lincolnshire County Councillor advising the Town Council support the complaint and to request that LCC look	DC to write to the County Councillor.	

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
	Authority. Paper L	into implementing traffic calming measures.		
PL23/236	Pingle Hill Cycling Issue To consider concern raised regarding cyclists using Pingle Hill and no chicane fencing.	The Committee resolved to write to the local Lincolnshire County Councillor advising the Town Council support the complaint to request that LCC look into traffic calming measures.	DC to write to the County Councillor.	
PL23/237	Heapham Road Traffic Calming To note a complaint regarding speeding cars on Cox's Hill and Heapham Road and consider supporting the complaint and forwarding it to the highways Authority. Paper M	The Committee resolved to write to the local Lincolnshire County Councillor advising the Town Council support the complaint and to request that LCC look into implementing traffic calming measures.	DC to write to the County Councillor.	
PL23/238	Mobile Infrastructure Upgrade To note consultation on proposed base station installation upgrade at Cornerstone 10681128, Whites Wood Lane, Gainsborough Paper N	The Committee resolved to note the consultation.	N/A	
PL23/239	Items for notification To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Response regarding Willow tree on Bridge Street from WLDC • Response regarding The Gap from WLDC 	TC to report. TC to report.	N/A
PL23/240	Time and date of next meeting To note the date and time of the next Planning committee is	The committee noted the date and time for the next scheduled meeting as 25 April 2023 at 7.00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Initialed:

Planning Committee Minutes 2022-23

Agenda no	Agenda item title	Resolution	Action	Power
	scheduled for 25 April 2023 at 7.00pm.			

The meeting closed at 19.50.

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

DRAFT

Initialed:

PAPER H

DRAFT Minutes of the Personnel Committee meeting

29 March 2023 at 19:00



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

Councillors Present

	Tim Davies	
Richard Craig (Chairman)	Paul Key	
Dennis Dannatt (Vice Chairman)		Kenneth Woolley

Councillors Absent

Matt Boles		Pat O'Connor
	Sally Loates	James Plastow

In attendance:

	Rachel Allbones (DC & RFO)	
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Also present:

Agenda no	Agenda item title	Decision	Action	Power
PC23/143	To note apologies for absence.	Apologies for absence had been received from Cllrs Loates, O'Connor and Plastow.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/144	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>
PC23/145	To consider 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	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC23/146	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 PC23/148.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC23/147	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 22 March 2023	The Committee resolved to sign the minutes of the meeting 22 March 2023 as a true record of that meeting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC23/148	To consider all options available to the Council in the recruitment of a new Town Clerk following the resignation of the current Town Clerk. Paper B Exclusion of public and press recommended due potential personal nature of report and time sensitive commercial sensitivity.	Members thoroughly discussed all options available to the Council. The Committee resolved to recommended to Full Council to: - <ul style="list-style-type: none"> • Offer the Deputy Clerk & RFO the role of Interim Town Clerk (whilst continuing current duties) for 6 months from 10th June 2023 with a 3-month review and 1 month notice period from either party • Following 6 months an external recruitment process to take place • Request the Admin Support Officer to increase weekly hours from 30 to 37 	DC to include on Full Council agenda.	

Initialled:

Personnel Committee Minutes 2022-23

Agenda no	Agenda item title	Decision	Action	Power
		<p>from 1st June 2023 until further notice.</p> <ul style="list-style-type: none"> If the above is approved to delegate to the Personnel Committee to set the SCP for the Interim Town Clerk on 12th April 2023 and formally offer the Interim Town Clerk position <p>And resolved: -</p> <ol style="list-style-type: none"> That an exit strategy meeting be agreed with the Town Clerk as soon as possible to ensure continuity, probity and stability is observed in all matters. It is suggested this is best undertaken by the Town Clerk, Deputy Clerk, Operations Manager, and a Councillor. For the Chair of Personnel Committee to establish the current level of annual leave and TOIL the Town Clerk holds, and any annual leave / TOIL booked prior to 9 June. <p>Cllr Key voted against.</p>		
PC23/149	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> Staff Handbook - report from Policy Review Working Group Appraisal review report. 	TC to include on future agenda.	N/A
PC23/150	To note the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00.	The Committee noted the date and time of the next Personnel Committee meeting scheduled for 12 April 2023 at 19.00	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.34.

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

DRAFT

PAPER I

PAPER J

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 permissions ~~for structures~~ that conform to the rules as set out in the Terms and Conditions [at Schedule 1 – 1.1, 1.2, 2.4, 8.1, 8.2, 9.2, 9.3, 12.1.](#)
~~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 K

Special motion full council April 2023

Proposed by Cllr D Dannatt

We, the undersigned, being responsible councillors, would propose to challenge the F&S committee resolution of 17th January 2023 (FS23/102) concerning an increase in annual rents of 100% for out of parish tenants. We feel that this increase cannot be considered fair and reasonable.

We do however feel that the principle behind this increase is fair and to this end would propose an increase proportionate to the amount paid by parish residents towards allotments from council tax.

- 1 [REDACTED] Cllr D. DANNATT 13.03.23
- [REDACTED] Cllr T Davies 13.03.23
- 3 [REDACTED] Cllr C Davies 13.03.2023
- 4 [REDACTED] Cllr B. Veban 13.03.2023
- [REDACTED] Cllr A.D. Turner 14/03/2023
- [REDACTED] Cllr J Musonda 14/3/23

7

8

PAPER L

Annual Governance and Accountability Return 2022/23 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

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

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

Publication Requirements

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

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

PAPER M

Belina Boyer

From: Cara Markham <cara.markham@west-lindsey.gov.uk>
Sent: 10 March 2023 17:42
To: Belina Boyer
Cc: Nicola Marshall; Daisy Fields
Subject: RE: Festivals and GTC Support

Hi Belina

Thanks for the quick response, I understand that this is a tricky one.

Should the councillors feel it's best to spend the £3k on other events rather than Revive, I completely understand and we will move forward at speed, however I need to highlight that this is the headline Summer event that WLDC will be providing so if GTC choose to run a separate or smaller events they will be solely organised and funded by the Town Council as WLDC have committed to the Revive festival.

Additionally, should the councillors decide not to support Revive, please make it very clear to them (in the nicest way possible) that WLDC will run this event by our agenda, timelines and against the priorities set out to us by the UK Shared Prosperity Fund and the corporate plan, without the Town Councillors input.

I appreciate its difficult with staff, thankfully Acis will help us with this.

Nevertheless, great to hear there's funding for Christmas and we can work collaboratively on that event and deliver another amazing event for our residents. We'll have outlines plan for this in July and set up a project team for delivery.

We'll await the outcome of your committee in April and in the meantime please don't hesitate to get in touch to discuss further if needed.

Have a lovely weekend.

Best
Cara

Cara Markham
Commercial Development Manager


Guildhall | Marshall's Yard | Gainsborough | Lincolnshire | DN21 2NA



[Sign up](#) to our digital newsletter

From: Belina Boyer <belina.boyer@gainsborough-tc.gov.uk>
Sent: 10 March 2023 17:00
To: Cara Markham <cara.markham@west-lindsey.gov.uk>
Cc: Nicola Marshall <Nicola.Marshall@west-lindsey.gov.uk>; Daisy Fields <Daisy.Fields@west-lindsey.gov.uk>
Subject: RE: Festivals and GTC Support

CAUTION:External email, think before you click!

Hi Cara,

Thank you for getting in touch.

The council currently has £3000 budgeted for “Local Town Events Support” and a total of £5000 for the switch on event.

However, how much of each budget code the Council would be willing to hand over to WLDC, I am unable to predict. Likewise, I feel unable to predict any personnel support – particularly in the summer months. The staff you would be looking at are ground staff, who will be incredibly busy in June. Councillors have on previous occasions refused to release staff to help out in activities that are not strictly town council activities, and that was in the winter months. Support for a summer event is unlikely – but who knows.

You are more likely to get feet on the ground from GTC for a winter event. I will take your request to committee in April in the hope that they feel like making a decision before the elections.

Kind Regards

Belina Boyer BA (Hons) FSLCC

Town Clerk

Pronouns: she/her/hers

Direct line between 09.00-15.00 01427-671310
Mobile 07749736119



Gainsborough
TOWN COUNCIL

Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ
Tel: 01427 811573 Ext. 302

INVEST | GAINSBOROUGH
LOCATION | LIFESTYLE | ENTERPRISE

From: Cara Markham <cara.markham@west-lindsey.gov.uk>
Sent: 10 March 2023 11:40
To: Belina Boyer <belina.boyer@gainsborough-tc.gov.uk>
Cc: Nicola Marshall <Nicola.Marshall@west-lindsey.gov.uk>; Daisy Fields <Daisy.Fields@west-lindsey.gov.uk>
Subject: RE: Festivals and GTC Support

Good Morning Belina

We have met briefly at a few events but never formally.

As you will be aware, the contract with Marshall's Yard will end on 31st March 2023, the events and farmers markets will now be delivered by my teams.

I believe, in previous years, Gainsborough Town Council have contributed £3k for the Food and Drink Festival and £5k for the Christmas Festival. In order for us to plan the event and budget correctly I would like to know if the Town Council are willing to do this for 2023/24 financial year.

Moving forward the Food and Drink Festival will be replaced with the Revive Festival.

This year the event will take place on the 17 June in the Market Place, Silver Street, Lord Street and the grassed area by Elswitha Hall (old guildhall site)

This is a one day event which will include a community stage for local groups and a programme of international artists, the general markets plus additional food and drink traders.

The international programme is supported by the SO Festival which is organised by Magna Vitae in Skegness and Mablethorpe. Working with Magna allows us to provide international culture at a reduced rate and bring some amazing acts to our residents.

Here's a sample of what we are looking at – these acts have not been confirmed as yet, but it gives you a good idea.

- Farmyard Circus - <https://www.farmyardcircus.com/shows> (the performance I asked for).
- This Mag – This is the summit - <https://www.this-maaq.de/Strassenkunst>
- Cie Tripotes – Encore un fois - <https://tripotes.be/encore-une-fois/>
- Vero Cendoya – We must talk - , it's a trio about 20 min, it's very fresh and funny. Teaser: <https://vimeo.com/761793129> Full version 20 min: <https://vimeo.com/747663317/c8c34154e9>.
- Chris Lynam – <https://chrislynam.net/beast-of-theatre/> (I saw this at Out There Festival).

Additionally, I have attached our stage 1 event plan – can I ask that you do not share this wider as it our working document that is in development for stage 2.

Please let me know your thoughts and in what capacity the Town Council would like to be involved in this event. As Nicola has already mentioned to you, any operational staff would be appreciated for lifting and shifting equipment at the beginning and end of the event.

Acis have offered some operational support and an events office, it would be great for Town Council to match this contribution with staff or financial support.

I look forward to hearing from you.

Best
Cara

Cara Markham
Commercial Development Manager

██████████
Guildhall | Marshall's Yard | Gainsborough | Lincolnshire | DN21 2NA



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From: Belina Boyer <belina.boyer@gainsborough-tc.gov.uk>
Sent: 09 March 2023 13:56
To: Nicola Marshall <Nicola.Marshall@west-lindsey.gov.uk>
Cc: Cara Markham <cara.markham@west-lindsey.gov.uk>
Subject: RE: Festivals and GTC Support

CAUTION: External email, think before you click!

Dear Nicola,

Thank you.

We have missed the deadline for next week's Property and Services committee to consider any funding. All the more important that we hit the April meeting. I will need all relevant information by 3rd April due to the bank holidays. There will be no P&S in May.

Kind Regards

Belina Boyer BA(Hons) FSLCC

Town Clerk

Pronouns: she/her/hers



Gainsborough
TOWN COUNCIL

Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ
Tel: 01427 811573

INVEST | GAINSBOROUGH
LOCATION | LIFESTYLE | ENTERPRISE

From: Nicola Marshall <Nicola.Marshall@west-lindsey.gov.uk>
Sent: 09 March 2023 11:53
To: Belina Boyer <belina.boyer@gainsborough-tc.gov.uk>
Cc: Cara Markham <cara.markham@west-lindsey.gov.uk>
Subject: Festivals and GTC Support

Hello Belina

Please e-meet my manager Cara Markham. I briefed Cara on our positive discussion about the Revive and Christmas events this year. Cara will send you a summary of the Revive Festival so that the Town Council can consider their financial support for this new and exciting event.

Kind Regards

Nicola.

Nicola Marshall
Towns Manager

██████████
Guildhall | Marshall's Yard | Gainsborough | Lincolnshire | DN21 2NA

PAPER N

Belina Boyer

From: Katrina Evans <katrina.evans@lalc.co.uk>
Sent: 02 March 2023 15:31
To: Belina Boyer
Subject: RE: Declaration of interest and blind tenders/quotes

Hi Belina

We recently did an FAQ on this subject in one of our e-news articles as it is something that occurs regularly.

Our stance is that the members should know who the quotations are from so that they are given the opportunity to declare an interest and then refrain from voting. However, when they are presented they should only know who has quoted and then take a, b or c with the amount next to it so that they are not aware of who submitted quote a etc ... I hope that makes sense.

It is almost a two stage process. It not only informs the councillors if they have an interest, but they may have knowledge of particular contractors whether it be good or bad, if they are made aware of who has submitted quotes. Then they vote on quote a, b, c

Kind regards

KEvans

Katrina Evans
Chief Executive



Dunholme Old School, 8 Market Rasen Road, Dunholme, Lincoln LN2 3QR

Tel: 01673866596 / 07422963475

www.lalc.co.uk

This message may contain confidential and privileged information. If you are not the intended recipient please accept our apologies. Please do not disclose, copy or distribute information in this e-mail or take any action in reliance on its contents. To do so is strictly prohibited and may be unlawful. Please inform us that this message has gone astray before deleting it. Thank you for your co-operation.

From: Belina Boyer <belina.boyer@gainsborough-tc.gov.uk>
Sent: Thursday, March 2, 2023 2:02 PM
To: Katrina Evans <katrina.evans@lalc.co.uk>
Subject: Declaration of interest and blind tenders/quotes

Dear Katrina,

We have had one of our members challenge the Ops Managers decision to present the quotations received for gras cutting in an anonymised format (company a, b, c etc) The member in question claimed that he could be held liable for not declaring an interest if company a, for instance, was run by his drinking buddy or a relative. He feels that he could be accused of breaking the law under LA 2011 for not declaring an interest. He feels that by not providing him with the quote documents l/the Ops manager remove his legal right.

There is an undercurrent in the local population that councillors are taking bribes for all sorts of things. It is my belief that if they do not know who the company is, they cannot be accused of wrongdoing. In fact, it protects them from such accusations. The quotes, by the way, had been invited to a council approved specification.

What is your take?

Kind Regards

Belina Boyer BA(Hons) FSLCC

Town Clerk

Pronouns: she/her/hers



Gainsborough
TOWN COUNCIL

Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573



PAPER O

Meeting attendance

from 01/05/22 to 31/03/23

Councillor M Boles

Finance and Strategy Committee

Number of meetings attended	4
Potential number of meetings attended	12
Percentage of meetings attended	33.33%

Full Council

Number of meetings attended	1
Potential number of meetings attended	12
Percentage of meetings attended	8.33%

Personnel Committee

Number of meetings attended	1
Potential number of meetings attended	14
Percentage of meetings attended	7.14%

Planning Committee

Number of meetings attended	0
Potential number of meetings attended	12
Percentage of meetings attended	0.00%

Property and Services Committee

Number of meetings attended	1
Potential number of meetings attended	11
Percentage of meetings attended	9.09%

Councillor R Craig

Finance and Strategy Committee

Number of meetings attended	3
Potential number of meetings attended	12
Percentage of meetings attended	25.00%

Full Council

Number of meetings attended	5
Potential number of meetings attended	12
Percentage of meetings attended	41.67%

Personnel Committee

Number of meetings attended	7
Potential number of meetings attended	14
Percentage of meetings attended	50.00%

Planning Committee

Number of meetings attended	4
Potential number of meetings attended	12
Percentage of meetings attended	33.33%

Councillor D Dannatt

Full Council

Number of meetings attended	8
Potential number of meetings attended	12
Percentage of meetings attended	66.67%

Personnel Committee

Number of meetings attended	8
Potential number of meetings attended	8
Percentage of meetings attended	100.00%

Property and Services Committee

Number of meetings attended	9
Potential number of meetings attended	11
Percentage of meetings attended	81.82%

Councillor C Davies

Full Council

Number of meetings attended	7
Potential number of meetings attended	12
Percentage of meetings attended	58.33%

Councillor T Davies

Full Council

Number of meetings attended	9
Potential number of meetings attended	12
Percentage of meetings attended	75.00%

Personnel Committee

Number of meetings attended	11
Potential number of meetings attended	14
Percentage of meetings attended	78.57%

Property and Services Committee

Number of meetings attended	10
Potential number of meetings attended	11
Percentage of meetings attended	90.91%

Councillor D Dobbie

Finance and Strategy Committee

Number of meetings attended	8
Potential number of meetings attended	12
Percentage of meetings attended	66.67%

Full Council

Number of meetings attended	4
-----------------------------	---

Potential number of meetings attended	12
Percentage of meetings attended	33.33%

Planning Committee

Number of meetings attended	10
Potential number of meetings attended	12
Percentage of meetings attended	83.33%

Councillor P Key

Finance and Strategy Committee

Number of meetings attended	7
Potential number of meetings attended	12
Percentage of meetings attended	58.33%

Full Council

Number of meetings attended	9
Potential number of meetings attended	12
Percentage of meetings attended	75.00%

Personnel Committee

Number of meetings attended	10
Potential number of meetings attended	14
Percentage of meetings attended	71.43%

Property and Services Committee

Number of meetings attended	9
Potential number of meetings attended	11
Percentage of meetings attended	81.82%

Councillor C Lambie

Finance and Strategy Committee

Number of meetings attended	0
Potential number of meetings attended	12
Percentage of meetings attended	0.00%

Full Council

Number of meetings attended	1
Potential number of meetings attended	12
Percentage of meetings attended	8.33%

Planning Committee

Number of meetings attended	0
Potential number of meetings attended	12
Percentage of meetings attended	0.00%

Property and Services Committee

Number of meetings attended	0
Potential number of meetings attended	11
Percentage of meetings attended	0.00%

Councillor S Loates

Full Council

Number of meetings attended	7
Potential number of meetings attended	12
Percentage of meetings attended	58.33%

Personnel Committee

Number of meetings attended	6
Potential number of meetings attended	14
Percentage of meetings attended	42.86%

Councillor L Muggridge

Full Council

Number of meetings attended	3
Potential number of meetings attended	12
Percentage of meetings attended	25.00%

Planning Committee

Number of meetings attended	0
Potential number of meetings attended	6
Percentage of meetings attended	0.00%

Councillor J Musonda

Finance and Strategy Committee

Number of meetings attended	2
Potential number of meetings attended	12
Percentage of meetings attended	16.67%

Full Council

Number of meetings attended	6
Potential number of meetings attended	12
Percentage of meetings attended	50.00%

Property and Services Committee

Number of meetings attended	5
Potential number of meetings attended	11
Percentage of meetings attended	45.45%

Councillor P O'Connor

Finance and Strategy Committee

Number of meetings attended	6
Potential number of meetings attended	12
Percentage of meetings attended	50.00%

Full Council

Number of meetings attended	9
-----------------------------	---

Potential number of meetings attended	12
Percentage of meetings attended	75.00%

Personnel Committee

Number of meetings attended	5
Potential number of meetings attended	14
Percentage of meetings attended	35.71%

Planning Committee

Number of meetings attended	3
Potential number of meetings attended	12
Percentage of meetings attended	25.00%

Property and Services Committee

Number of meetings attended	3
Potential number of meetings attended	11
Percentage of meetings attended	27.27%

Councillor K Panter

Finance and Strategy Committee

Number of meetings attended	7
Potential number of meetings attended	11
Percentage of meetings attended	63.64%

Full Council

Number of meetings attended	9
Potential number of meetings attended	12
Percentage of meetings attended	75.00%

Planning Committee

Number of meetings attended	7
Potential number of meetings attended	12
Percentage of meetings attended	58.33%

Councillor J Plastow

Finance and Strategy Committee

Number of meetings attended	6
Potential number of meetings attended	12
Percentage of meetings attended	50.00%

Full Council

Number of meetings attended	10
Potential number of meetings attended	12
Percentage of meetings attended	83.33%

Personnel Committee

Number of meetings attended	9
Potential number of meetings attended	14
Percentage of meetings attended	64.29%

Planning Committee

Number of meetings attended	9
Potential number of meetings attended	12
Percentage of meetings attended	75.00%

Property and Services Committee

Number of meetings attended	11
Potential number of meetings attended	11
Percentage of meetings attended	100.00%

Councillor A Taylor**Full Council**

Number of meetings attended	7
Potential number of meetings attended	12
Percentage of meetings attended	58.33%

Planning Committee

Number of meetings attended	5
Potential number of meetings attended	12
Percentage of meetings attended	41.67%

Councillor B Velan**Full Council**

Number of meetings attended	3
Potential number of meetings attended	12
Percentage of meetings attended	25.00%

Property and Services Committee

Number of meetings attended	1
Potential number of meetings attended	11
Percentage of meetings attended	9.09%

Councillor K Woolley**Full Council**

Number of meetings attended	10
Potential number of meetings attended	12
Percentage of meetings attended	83.33%

Personnel Committee

Number of meetings attended	9
Potential number of meetings attended	14
Percentage of meetings attended	64.29%

PAPER P

PAPER Q

Correspondence Previously Circulated

April 2023

- LALC: E-news 27/02/23WLDC
- WLDC: Agenda - Council 6 March 2023
- LALC: Notice of LALC Extra General Meeting THURSDAY 16th MARCH 2023
- GTC: Pre election period letter
- LALC - Civility & Respect March Newsletter
- RHS: Last chance to apply for seeds to schools and community groups
- Stallard Kane: Broadcast March 2023
- LALC: VAT on sporting fees – update
- LALC: E-news 20/03/23
- Central Lincolnshire Local Plan Inspectors Report

Glossary:

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

Tuesday, 14 March 2023

FAO Rachel
Gainsborough Town Council
Richmond House
Richmond Park
Morton Terrace
GAINSBOROUGH
Lincs
DN21 2RJ

“
Your kindness helps
me to spend one-
on-one time with
a patient and help
them with their
complex needs.”



Dear Supporter,

Thank you for giving our patients hope during the most challenging year. Your precious donation will make a huge difference to the lives of our patients and their families, so please know how much it means to everyone at St Barnabas Hospice.

By kindly donating your most generous gift of £2,254.65 raised through the Mayor's Charity Evening, you have given St Barnabas the ability to reach out to more vulnerable people across Lincolnshire in their hour of need. Please don't just take it from me; Carina is a doctor that works on the front line and has described what your support means to her patients.

“I would like to personally thank you for the generous donation you have made to the Hospice. The people I care for often have very complex needs, so this money could help me to spend one-on-one time with a patient to work out a pain relief medication plan tailored to them.”

Thank you so much for your support.

With warmest wishes,

Marie Pattison
Supporter Care Officer

Supporter Care Office, 12 Cardinal Close, Lincoln, LN2 4SY
supporter.care@stbarnabashospice.co.uk
01522 540300