

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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Dear Councillor,

Thursday, 18 May 2023

You are hereby summoned to attend a meeting of **Property and Services Committee** which will be held on **Tuesday 23 May 2023** commencing at **6.00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough.**

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

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

Belina Boyer
Town Clerk

Committee members: Cllr N Bowler, Cllr R Craig - ex officio, Cllr T Davies (C) – ex officio, Cllr P Key, Cllr K Panter, Cllr J Plastow, Cllr J Ward, x2 Vacancies

Agenda no	Agenda item title	Power
PS24/001	Apologies for absence To note apologies for absence	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/002	Vice Chairman To appoint Vice Chairman for this committee.	<i>Local Government Act 1972, s15 (6)</i>
PS24/003	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011	<i>Localism Act 2011, s31.</i>
PS24/004	Dispensation requests To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>

Agenda no	Agenda item title	Power
PS24/005	<p>Items for Exclusion of Public and Press 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.</p>	<p><i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i></p>
PS24/006	<p>Minutes of the previous meeting(s) To receive the minutes of the previous Planning Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Property and Services Tuesday 11 April 2023</p>	<p><i>Local Government Act 1972, Sch 12, p41 (1).</i></p>
PS24/007	<p>Cemetery Issue To consider Officer report on cemetery issue and approve works and contractor quote. Exclusion of public and press recommended due to the personal nature. Paper B</p>	
PS24/008	<p>Items for notification To receive any items for notification to be included on a future agenda – for information only</p>	<p>N/A</p>
PS24/009	<p>Time and date of next meeting To note the date and time of the next Property and Services committee is scheduled for 13 June 2023 at 7.00pm</p>	<p><i>Local Government Act 1972, Sch 12, p10 (2)(a)</i></p>

PAPER A



DRAFT Minutes of the Property & Services Committee Meeting

11 April 2023 at 19.00.

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

Councillors Present

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

Councillors Absent

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

In attendance:

Belina Boyer (TC)		Stephen Coulman (OM)
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No members of public or press present.

Agenda no	Agenda item title	Resolution	Action	Power
PS23/210	To note apologies for absence.	Apologies had been received for Cllrs O'Connor and Lambie.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS23/211	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
PS23/212	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests.	There were none.	N/A	<i>Localism Act 2011, s33.</i>
PS23/213	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 PS23/221, PS23/222, PS23/223, 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>
PS23/214	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 March 2023	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Wednesday 14 March 2023 as a true record of the meeting subject to the words “to this committee” being added to the resolution for item PS23/195. Cllr Key abstained from voting.	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS23/215	Hickman Bacon Memorial Park (The Levellings) development. To note a verbal report on the progression of the scheme.	The Committee resolved to note a verbal update on progress of the project from the Town Clerk. The Council had received the WLDC grant agreement which had been returned signed as an electronic copy. The council are expecting the FCC grant agreement to be received before	TC to continue to progress the project.	

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
		the winning bidder Proludic will be asked to sign the contract agreement.		
PS23/216	To note a verbal update from the Coronation Working Group.	<p>The committee received a verbal update from Cllr T Davies.</p> <ul style="list-style-type: none"> • Safety advisory Group meeting had taken place. Some minor issues need addressing and rectifying. • Banners had gone up, posters were ready to be printed. • Event being promoted in social media. Press release under way. • Terrorism awareness course to be attended by marshals and incorporated into RA. • 21 gun salute – no objection from Lord Lieutenant’s office. 	<p>TC to invite Lord Lieutenant, local MP and WLDC chairman to event.</p> <p>TD/CD to submit final version of Event plan</p>	
PS23/217	To note the to arborist’s report and recommendations and consider any action to be taken resulting from this. Paper B	<p>Cllr Key pointed out that it was a legal requirement under the Localism Act for councillors to declare pecuniary interests. The Operations Manager therefore made the names of the quoting companies available without disclosing which company was which.</p> <p>The committee resolved to appoint contractor C to carry out the tree work as described in the tabled report at a cost of £2,900 +VAT to be met from earmarked reserves.</p>	<p>OM to arrange for tree work to be carried out by contractor and in house for smaller tree.</p> <p>TC to obtain advice from own solicitors re. declaration of pecuniary interests.</p>	<i>Localism Act 2011, s 1-8.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/218	To receive a presentation on Christmas lights.	The committee unanimously resolved <ul style="list-style-type: none"> to extend the existing contract with Blachere by two years. To purchase own 8m real Christmas Tree to be dressed by Blachere To change the motif to the blue and white scheme proposed by Blachere To have a Christmas lights switch on event 17 November 2023. 	OM to contact the Blachere and negotiate costs for tree dressing. OM to source real Christmas tree and arrange for it to be installed in the Market Place in time for Switch-on OM to liaise with Blachere, LCC and other agencies. ASO to add to event calendar.	
PS23/219	To note a verbal update on the allotment consultation and consider results if available.	The committee received the verbal update. The committee asked for the results to be presented at the next Property and Services Committee.	TC to report to June P+S committee.	
PS23/220	To note a verbal report on North Warren Allotments and consider any necessary action.	The Committee noted that the quotes previously were by now out of date and costs were likely to be higher than previously quoted.	OM to obtain fresh quotes and present to future meeting.	
PS23/221	To consider appointing a contractor for Cemetery footpaths' repairs. Paper C	The committee unanimously resolved to appoint contractor A at a cost of £28 +VAT per square metre. The committee resolved to authorise the OM to identify additional areas of	OM to liaise with contractor and identify additional areas.	<i>Localism Act 2011, s 1-8.</i>

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
	Exclusion of Public and press recommended due to time sensitive commercial sensitivities.	footpath in need of repair and add these to the schedule up to a total volume of no more that £20,000 for the works.		
PS23/222	To consider approving the expenditure for the repair to Richmond House roofing. Paper D Exclusion of public and press recommended due to time sensitive commercial sensitivity	The Committee resolved to instruct contractor B to carry out the roof repairs at the cost of £6,000 as soon as possible once listed building consent has been obtained. The committee resolved to make the necessary budgetary adjustments for this urgent repair. The committee acknowledges that there may be an increase in cost due to quotes being obtained some time ago.	OM to liaise with contractor B. DC/RFO to make necessary budgetary adjustments.	<i>Localism Act 2011, s 1-8.</i>
PS23/223	To consider a report on burial processes and administration and consider approving the recommendations therein f Paper E Exclusion of public and press recommended due to time sensitive commercial sensitivity	The committee resolved to accept the officer's recommendations: a) That the Operations Manager and Deputy Clerk give a verbal update at the Committee Meeting on any and all developments. b) That the Operations Manager pursue the ICCM regarding training. c) Due to the urgency and fluidity of the situation that the Committee Chair, Operations Manager and Deputy Clerk be authorised to agree to the appointment of any new contractor and their prices subject to them being able to comply with the Service	OM +DC/RFO to report on standing item. OM to liaise with ICCM to provide training. OM +DC/RFO and committee chairman to appoint a new contactor and sign Service Level Agreement at the earliest opportunity. DC/RFO to adjust relevant budget.	<i>Localism Act 2011, s 1-8.</i>

Agenda no	Agenda item title	Resolution	Action	Power
		Level Agreement and their prices are competitive. d) That when a new contractor is appointed that the budget be adjusted accordingly.		
PS23/224	To consider permitting the use of Gainsborough Town Council open spaces for free family events. Paper F	The committee resolved to permit the use Gainsborough Town Council open spaces for free family events provided that the organisers ensure the parks are left clean and tidy afterwards.	TC to write to applicant.	
PS23/225	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> Grave digging 	DC/RFO to add to agenda as a standing item.	N/A
PS23/226	To note the date and time of the next Property and Services committee scheduled ?? June/July 2023 at 19.00	The date and time for the next scheduled meeting would be determined at the annual meeting of the Town Council.	DC/RFO to add to agenda.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 21:17

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

Initialed:

PAPER B