

# Gainsborough Town Council

## Minutes of the Full Council meeting 17 May 2023 at 7.00pm

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



### Councillors Present

Nigel Bowler	David Dobbie – arrived at 7.14pm	Keith Panter		
Richard Craig	Paul Key	James Plastow		
Caz Davies		James Ward		
Tim Davies	Liam Muggridge	Kenneth Woolley		

### Councillors Absent

	Stuart Morley			

### In attendance:

	Rachel Allbones (DC&RFO)		
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Also present: No members of the public

Agenda no	Agenda item title	Decision	Action	Power/Regulation
<b>Procedural items</b>				
FC24/001	<b>Election of the Chairman of the Town Council for the 2023/24 Civic year</b> To elect a Chairman and Town Mayor for the 2023-24 municipal year and allow for the newly elected Chairman to sign their Declaration of Acceptance of Office.	The Council duly <b>elected</b> Cllr T Davies Chairman and Town Mayor for the 2023-24 municipal year.  Cllr T Davies signed and read out the Declaration of Acceptance of Office	<b>ASO</b> to change entries on the website.	<i>Local Government Act 1972, ss 14 (1) +15</i>

Initialled:

Full Council Minutes 2023-24

Agenda no	Agenda item title	Decision	Action	Power/Regulation
	<b>Paper A</b>	which was also signed before the Proper Officer.		
FC24/002	<b>Election of the Vice-Chairman of the Town Council for the 2023/24 Civic year</b> To elect a Vice Chairman and Deputy Town Mayor for the 2023-24 municipal year and allow for the newly elected Vice Chairman to sign their Declaration of Acceptance of Office. <b>Paper B</b>	The Council duly <b>elected</b> Cllr Plastow Chairman and Deputy Town Mayor for the 2023-24 municipal year.  Cllr Plastow signed and read out the Declaration of Acceptance of Office which was also signed before the Proper Officer.	<b>ASO</b> to change entries on the website.	<i>Local Government Act 1972, s15 (6)</i>
Open Forum	<b>Resolve to close the meeting for the public forum &amp; again to reopen.</b>  (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.  Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is	None present.	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>

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	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.			
FC24/003	<b>Apologies for absence</b> To note apologies for absence.	The Council noted apologies for absence from Cllr Morley, and Cllr Dobbie advised he would be arriving late.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
FC24/004	<b>Declarations of interest</b> 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>
FC24/005	<b>Dispensation requests</b> 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>
FC24/006	<b>Items for Exclusion of Public and Press</b> 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 Council <b>resolved</b> to exclude the public and press from item FC24/009.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

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Cllr Dobbie arrived at the office 7.14pm				
FC24/007	<b>Minutes of the previous meeting(s)</b> To receive the minutes of the previous Gainsborough Town Council meeting and resolve to sign these as a true and accurate record. <b>Paper C</b> - Full Council 05 April 2023	The Council <b>resolved</b> to sign the minutes of the meeting 05 April 2023 as a true record of that meeting.  Cllrs Bowler, Dobbie and Ward abstained. Cllr Key voted against.	<b>ASO</b> to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FC24/008	<b>Committee meeting minutes</b> To note receipt of the draft minutes of the Committee meetings and the decisions contained therein. <b>Paper D</b> – Property and Services Committee 11 April 2023 <b>Paper E</b> – Personnel Committee 12 April 2023 <b>Paper F</b> – Finance and Strategy Committee, 18 April 2023 <b>Paper G</b> - Planning Committee, 25 April 2023 <b>Paper H</b> – Finance and Strategy Committee, 2 May 2023 <b>Paper I</b> – Personnel Committee, 3 May 2023	The Council <b>resolved</b> to note the draft minutes of the committees.	N/A	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
<b>Consideration of the recommendations made by Committees</b>				
FC24/009	To <b>consider</b> the following recommendation from Property and Services Committee held 14 February 2023 (PS23/176):	The Council <b>resolved</b> to defer the burial authority discussion paper until the July Full Council meeting when further Members will have been co-opted.	<b>DC</b> to include in July Full Council agenda.	

Initialled:

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	<p>The Committee <b>resolved</b> to note the discussion paper and put to Full Council for further consideration.  <b>Deferred from FC23/171</b>  <b>Paper J</b>  <b>Exclusion of Public and Press recommended.</b></p>	<p>Members did express that further and more accurate costings would be required in order to make an informed decision.</p>		
FC24/010	<p>To <b>consider</b> the following recommendation from Finance and Strategy Committee held 18 April 2023 (FS23/137) &amp; 2 May 2023 (FS23/149)  The Committee <b>resolved</b> to recommend to Full Council for approval of the following reports: -</p> <ul style="list-style-type: none"> <li>• <b>Paper K</b> Consolidated Balance Sheet</li> <li>• <b>Paper L</b> Income and Expenditure Account Report</li> <li>• <b>Paper M</b> Income and Expenditure Account Analysis Report</li> <li>• <b>Paper N</b> Income and Expenditure by Budget Headings Report</li> <li>• <b>Paper O</b> Trial Balance</li> <li>• <b>Paper P</b> Section 2 - Accounting Statements of the AGAR</li> </ul>	<p>The Council <b>resolved</b> to approval of the following reports: -</p> <ul style="list-style-type: none"> <li>• Consolidated Balance Sheet</li> <li>• Income and Expenditure Account Report</li> <li>• Income and Expenditure Account Analysis Report</li> <li>• Income and Expenditure by Budget Headings Report</li> <li>• Trial Balance</li> <li>• Section 2 - Accounting Statements of the AGAR</li> </ul> <p>Cllr Woolley abstained from voting.</p>	<p><b>DC</b> to move forward with the submission of the AGAR.</p>	
FC24/011	<p>To <b>consider</b> the following recommendation from Planning Committee held 25 April 2023 (PL23/263)</p>	<p>The Council <b>resolved</b>: -</p> <ul style="list-style-type: none"> <li>• to employ £19,410.05 CIL monies to fund the majority of the cost of the works at North Warren</li> </ul>	<p><b>OM / AO</b> to contact the contractor.</p>	

Initialled:

Agenda no	Agenda item title	Decision	Action	Power/Regulation
	<p>The Committee <b>resolved to recommend to Full Council:</b> -</p> <ul style="list-style-type: none"> <li>• to employ £19,410.05 CIL monies to fund the majority of the cost of the works at North Warren Allotments.</li> <li>• to set aside an additional £2,500 for unforeseen works / contingencies etc. The expenditure of the additional £2,500 to be at the discretion of the Operations Manager in consultation with the Clerk and / or Deputy Clerk / RFO.</li> <li>• to appoint contractor B to undertake the necessary clearance works on NWAS. the Allotment Officer, in collaboration with the Operations Manager, to monitor and direct the contractor to ensure costs are kept to the minimum and all recyclables are reused.</li> </ul> <p><b>Paper Q</b></p>	<p>Allotments.</p> <ul style="list-style-type: none"> <li>• to set aside an additional £2,500 for unforeseen works / contingencies etc. The expenditure of the additional £2,500 to be at the discretion of the Operations Manager in consultation with the Clerk and / or Deputy Clerk / RFO.</li> <li>• to appoint contractor B to undertake the necessary clearance works on NWAS. the Allotment Officer, in collaboration with the Operations Manager, to monitor and direct the contractor to ensure costs are kept to the minimum and all recyclables are reused.</li> </ul> <p>Cllr Key voted against.</p> <p>Cllrs Craig, Panter, Ward and Woolley abstained.</p> <p>Cllr Dobbie is to liaise with WLDC regarding a S106 agreement for green spaces and report back.</p>	<p><b>DC</b> to report spend of CIL monies at year end.</p> <p><b>Cllr Dobbie</b> to report findings of the S106 agreement.</p>	
FC24/012	<p>To <b>consider</b> the following recommendation from Finance and Strategy Committee held 2 May 2023 (FS23/150)</p> <p>The Committee <b>resolved to recommend to Full Council for</b></p>	<p>The Council <b>resolved</b> to approve of the Council's insurance renewal under a 3 - year scheme (year 3).</p> <p>Cllr Woolley abstained.</p>	<p><b>DC</b> to contact Zurich.</p>	

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	approval of the Council's insurance renewal under a 3 -year scheme (year 3) <b>Paper R</b>			
<b>Appointment of Leader &amp; members to existing Committees / Working Groups</b>				
FC24/013	<b>Structure and Functions</b> To review and approve updates of the structure and functions for Committees - Updated (2.27) Council Officers - Updated (3) Policies - Addition of (10) Neighbourhood Plan Working Group Terms of Reference - Addition of (11) Policy Review Working Group Terms of Reference <b>Paper S</b>	The Council <b>resolved</b> to approve updates of the structure and functions for Committees, those being: - - Updated (2.27) Council Officers - Updated (3) Policies - Addition of (10) Neighbourhood Plan Working Group Terms of Reference - Addition of (11) Policy Review Working Group Terms of Reference	<b>ASO</b> to update the website.	
FC24/014	<b>Council Leader</b> To appoint a Leader of the Council.	The Council <b>appointed</b> Cllr Craig as the Leader of the Council.	<b>ASO</b> to update the website.	<i>Structures and Functions</i>
FC24/015	<b>Finance and Strategy Committee</b> To appoint 7 Members to the Finance and Strategy Committee and appoint a committee Chairman.	The Council <b>appointed</b> Cllrs Bowler, Dobbie, Key, Muggridge, and Plastow to the Finance and Strategy Committee, with Cllrs Craig and T Davies ex-officio members. There would remain two vacancies. Cllr Key was <b>elected</b> Chairman of the Finance and Strategy Committee.	<b>ASO</b> to update the website.	<i>Standing Orders, s4</i>
FC24/016	<b>Property and Services Committee</b>	The Council <b>appointed</b> Cllrs Bowler, Key, Panter, Plastow and Ward to the	<b>ASO</b> to update the website.	<i>Standing Orders, s4</i>

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	To appoint 7 Members to the Property and Services Committee and appoint a committee Chairman.	Property and Services Committee, with Cllrs Craig and T Davies ex-officio members. There would remain two vacancies. Cllr T Davies was <b>elected</b> Chairman of the Property and Services Committee.		
FC24/017	<b>Personnel Committee</b> To appoint 7 Members to the Personnel Committee and appoint a committee Chairman.	The Council <b>appointed</b> Cllrs Key, Morley, Plastow and Woolley to the Personnel Committee, with Cllrs Craig and T Davies ex-officio members. There would remain three vacancies. Cllr Craig was <b>elected</b> Chairman of the Personnel Committee.	<b>ASO</b> to update the website.	<i>Standing Orders, s4</i>
FC24/018	<b>Planning Committee</b> To appoint 7 Members to the Planning Committee and appoint a committee Chairman.	The Council <b>appointed</b> Cllrs Dobbie, Morley, Muggridge, Panter, Plastow and Ward to the Planning Committee, with Cllrs Craig and T Davies ex-officio members. There would remain one vacancy. Cllr Plastow was <b>elected</b> Chairman of the Planning Committee.	<b>ASO</b> to update the website.	<i>Standing Orders, s4</i>
FC24/019	<b>Neighbourhood Plan Working Group</b> To appoint 3-5 Members to the Neighbourhood Plan Working Group.	The Council <b>appointed</b> Cllrs Dobbie, Plastow and Ward to the Neighbourhood Plan Working Group, with Cllrs Craig and T Davies ex-officio members. There would remain two vacancies.	<b>ASO</b> to update the website.	
FC24/020	<b>Policy Review Working Group</b> To appoint 3 Members to the Policy Review Working Group.	The Council <b>appointed</b> Cllrs C Davies, and Key to the Policy Review Working Group, with Cllrs Craig and T Davies ex-	<b>ASO</b> to update the website.	

Initialled:



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		officio members. There would remain one vacancy.		
FC24/021	<p><b>Appointment of representatives to external bodies</b> To appoint representatives to outside bodies</p> <ul style="list-style-type: none"> <li>i. West Lindsey Citizens Advice Bureau</li> <li>ii. Gainsborough Adventure Playground Association</li> <li>iii. Friends of Richmond Park</li> <li>iv. North Notts and Lincs Community Rail Partnership CIC</li> <li>v. Bassetlaw Area Group of North Notts &amp; Lincs Community Rail Partnership</li> <li>vi. Gainsborough Crisis Action Team</li> <li>vii. Rural Market Towns Group</li> <li>viii. Safeguarding Champion</li> <li>ix. First Aid Champion</li> </ul>	<p>The Council appointed the following representatives to outside bodies:</p> <ul style="list-style-type: none"> <li>i. West Lindsey Citizens Advice Bureau - Cllr Dobbie</li> <li>ii. Gainsborough Adventure Playground Association – Cllr C Davies</li> <li>iii. Friends of Richmond Park – Cllr T Davies</li> <li>iv. North Notts and Lincs Community Rail Partnership CIC – Cllr Panter</li> <li>v. Bassetlaw Area Group of North Notts &amp; Lincs Community Rail Partnership – Cllr Dobbie</li> <li>vi. Gainsborough Crisis Action Team – Cllr Muggridge</li> <li>vii. Rural Market Towns Group – Cllr T Davies</li> <li>viii. Safeguarding Champion – Cllr Craig</li> <li>ix. First Aid Champion – Cllr Woolley</li> </ul>	<b>ASO</b> to write to the external bodies.	<i>Standing Orders, s. 5j</i>
<b>Town Council business items</b>				
FC24/022	<p><b>Town Clerk's Report</b> To receive and note the Town Clerk's report (for information only) <b>Verbal</b></p>	<p>The Deputy Clerk informed Members of the Cllr Induction and refresher training at Marshalls Sports Ground on Wednesday 14 June 6pm – 9pm and requested Members to contact the office if they would like booking onto the training. Members were advised that the Deputy Clerk would be on leave from 19<sup>th</sup> – 30<sup>th</sup></p>	N/A	N/A

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		May, and the Town Clerk's last official day with the Council is 9 <sup>th</sup> June but would be in leave / lieu until then.		
FC24/023	<b>Authorised signatories – Payments</b> To approve authorised payment signatories for 2023/24 (5 authorised of which 2 sign). Current signatories are Cllrs Craig, Panter & Plastow, plus 2 former Cllrs.	The Council <b>resolved</b> to appoint Cllrs Craig, Key, Panter and Plastow as authorised payment signatories.	<b>RFO</b> to update bank mandate.	<i>Local Government Act 1972, s111</i>
FC24/024	<b>Authorised signatories - Legal documents</b> To review the current authorised persons to sign legal documents for 2023/24. Current authorised persons are Town Clerk (currently Belina Boyer), the Deputy Clerk and RFO (currently Rachel Allbones) and those members on the Town Council's bank mandate, which currently are Cllrs Craig, Panter & Plastow, plus 2 former Cllrs.	The Council <b>resolved</b> to appoint Cllrs Craig, Key, Panter and Plastow as authorised persons to sign legal documents alongside the Town Clerk (currently Belina Boyer), the Deputy Clerk and RFO (currently Rachel Allbones).	N/A	<i>Local Government Act 1972, s.111</i>
Cllr Craig left the meeting at 8.25pm				
FC24/025	<b>General power of competence</b> Part 1 of the Localism Act 2011 provides for local authorities in England to have a General Power of Competence. To review and confirm by resolution that the conditions to declare the General Power of Competence	The Council <b>resolved</b> to confirm that the conditions to declare the General Power of Competence pursuant of the Localism Act 2011 are being met.  Cllr Key voted against.	N/A	<i>Localism Act 2011</i>

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	<p>pursuant of the Localism Act 2011 are being met. that being: -</p> <ul style="list-style-type: none"> <li>the number of Councillors elected at the last ordinary election, or at a subsequent by-election, equals or exceed two thirds (12) of its total number of Councillors.</li> <li>The Town Clerk holds at least one of the sector-specific qualifications.</li> </ul> <p><b>PAPER T</b> (Further information)</p>			
FC24/026	<p><b>Organisational Review Report</b> To <b>consider</b> the Organisational Review, Ancillary Report to the Organisational Review and the consider the recommended actions of both reports. <b>Deferred from FC23/158 &amp; FC23/172</b> <b>Exclusion of Public and press recommended due to the confidential nature of the report.</b> <b>Paper U</b></p>	<p>The Council <b>resolved</b> to defer the Organisational Review, Ancillary Report to the Organisational Review and the consideration of the recommended actions of both reports until the July Full Council meeting when further Members will have been co-opted.</p>	<p><b>DC</b> to include in July Full Council agenda.</p>	
FC24/027	<p><b>Meeting calendar for 2023 / 2024</b> To consider and approve a meeting schedule for 2023/24. <b>Paper V</b></p>	<p>The Council <b>resolved</b> to set the meeting schedule for May, June, July and August as per Structure and Functions, keeping Full Council at Marshalls on the first Wednesday and to discuss further at July's Full</p>	<p><b>DC</b> to include in July Full Council agenda. <b>OM</b> to liaise with LCC.</p>	

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		<p>Council meeting in order to set the schedule from September to May.</p> <p>Cllr Key voted against.</p> <p>Cllr Woolley abstained.</p> <p>The Council requested LCC be contacted to see if using the Ceremony room for Full Council meetings was a possibility.</p>		
FC24/028	<p><b>Co-option of vacancies</b> To note that there are currently six vacancies on the Council and resolve to start the co-option process by advertising the vacancies so co-options can be considered at the June meeting.</p>	<p>The Council <b>noted</b> that there are currently six vacancies on the Council and <b>resolved</b> to start the co-option process by advertising the vacancies so co-options can be considered at the June meeting.</p>	<p><b>ASO</b> to advertise co-options.</p> <p><b>DC</b> to include in June Full Council agenda.</p>	
FC24/029	<p><b>Correspondence</b> To note the correspondence previously circulated by email – for information only. <b>Paper W</b></p>	<p>No correspondence circulated.</p>	<p>N/A</p>	<p>N/A</p>
FC24/030	<p><b>Time and date of next meeting</b> To note the date and time of the next Full Council meeting scheduled for <b>Wednesday 7 June 2023 at 7.00pm at Marshalls Sports Ground, Middlefield Lane.</b></p>	<p>The Council <b>noted</b> the date and time of the next Full Council meeting scheduled for Wednesday 7 June 2023 at 7.00pm at Marshalls Sports Ground, Middlefield Lane.</p>		<p><i>Local Government Act 1972, Sch 12, p10 (2)(a)</i></p>

The meeting closed at 8.43pm

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

Initialed: