

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: gainsborough-tc.gov.uk



Thursday, 29 June 2023

Dear Councillor,

You are hereby summoned to attend a meeting of **Council** which will be held on **Wednesday 5 July 2023** commencing at **7.00pm** in the function room, **Marshalls Sports Ground, Middlefield Lane, Gainsborough.**

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

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

P.p Deputy Clerk

Cllr T Davies
Acting Town Clerk

Agenda no	Agenda item title	Power
Procedural items		
Open Forum	Public participation (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-i for details. Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is permitted at council meetings which are open to the public. Anyone wishing to do so MUST adhere to the protocol laid out in the council's <u>Filming and Recordings of Meetings Policy</u> .	<i>Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3</i>

Agenda no	Agenda item title	Power
FC24/053	Apologies for absence To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FC24/054	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>
FC24/055	Dispensation requests 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>
FC24/056	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.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
FC24/057	Minutes of the previous meeting(s) To receive the minutes of the previous Gainsborough Town Council meeting and resolve to sign these as a true and accurate record. Paper A - Full Council 7 June 2023	<i>Local Government Act 1972, Sch 12, p41</i>
FC24/058	Committee meeting minutes To note receipt of the draft minutes of the Committee meetings and the decisions contained therein. Paper B - Planning Committee, 23 May 2023 Paper C – Personnel Committee, 13 June 2023 Paper D – Property and Services Committee, 13 June 2023 Paper E – Finance and Strategy Committee, 20 June 2023 Paper F - Planning Committee, 27 June 2023	<i>Local Government Act 1972, Sch 12, p41</i>
Appointment of Vacancies on Committees / Working Groups		
FC24/059	Finance and Strategy Committee To appoint 1 Member to the Finance and Strategy Committee.	<i>Standing Orders, s4</i>
FC24/060	Personnel Committee To appoint 1 Member to the Personnel Committee.	<i>Standing Orders, s4</i>
FC24/061	Planning Committee	<i>Standing Orders, s4</i>

Agenda no	Agenda item title	Power
	To appoint 1 Member1 to the Planning Committee.	
FC24/062	Policy Review Working Group To appoint 1 Member to the Policy Review Working Group	
Consideration of the recommendations made by Committees		
FC24/063	Burial authority discussion paper 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 Council for further consideration. Deferred from FC23/171 and FC24/009 Paper G Exclusion of Public and Press recommended.	
FC24/064	Finance Regulation Amendments To consider the following recommendation from Finance and Strategy Committee held 20 June 2023 (FS24/009): The Committee resolved to recommend to Full Council to amend section 4.1 of the Financial Regulations (and subsequently Structure and Functions 4.7, 4.8 & 4.9) to read as follows: - 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: a) the Council for all items over £10,000; b) a duly delegated committee of the Council for items over £3,000 £5,000; c) the Clerk and or RFO , Deputy Clerk (RFO) and / or Operations Manager in consultation with Chairman of Council or Chairman of the appropriate committee, for any items below £3,000 £5,000; or d) the Clerk, and or Deputy Clerk (RFO) and / or Operations Manager for items below £500 £1,500. Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by verbal authorisation by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.	

Agenda no	Agenda item title	Power
Town Council business items		
FC24/065	Town Clerk's Report To receive and note the Town Clerk's report (for information only) Paper H	N/A
FC24/066	Organisational Review Report To consider the Organisational Review, Ancillary Report to the Organisational Review and the consider the recommended actions of both reports. Deferred from FC23/158 & FC23/172 & FC24/026 Exclusion of Public and press recommended due to the confidential nature of the report. Paper I	
FC24/067	Meeting calendar for 2023 / 2024 To consider and approve a meeting schedule for 2023/24 (September – May). Paper J	
FC24/068	Correspondence To note the correspondence previously circulated by email – for information only. Paper K	N/A
FC24/069	Time and date of next meeting To note the date and time of the next Full Council meeting.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A

Gainsborough Town Council



DRAFT Minutes of the Full Council meeting 7 June 2023 at 7.00pm

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

Councillors Present

Nigel Bowler	David Dobbie	Keith Panter		
	Paul Key	James Plastow		
Caz Davies	Stuart Morley	James Ward		
Tim Davies	Liam Muggridge	Kenneth Woolley		

Councillors Absent

Richard Craig				

In attendance:

	Rachel Allbones (DC&RFO)		
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Also present: Five members of the public (Four of which were Co-option candidates)

Agenda no	Agenda item title	Decision	Action	Power/Regulation
Open Forum	Public participation (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	None.	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>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power/Regulation
	<p>Participation at Meetings Policy and Standing Orders 3 f-i 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>			
FC24/031	<p>Apologies for absence To note apologies for absence.</p>	The Council noted apologies for absence from Cllr Craig.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FC24/032	<p>Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.</p>	There were none.	N/A	<i>Localism Act 2011, s31.</i>
FC24/033	<p>Dispensation requests To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.</p>	There were none.	N/A	<i>Localism Act 2011, s33.</i>

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC24/034	<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>	The Council resolved to exclude the public and press from items FC24/037, FC24/039, FC24/041, FC24/042, FC24/043.	N/A	<i>Public Bodies Admissions to Meetings) Act 1960 1 (2)</i>
FC24/035	<p>Minutes of the previous meeting(s) To receive the minutes of the previous Gainsborough Town Council meeting and resolve to sign these as a true and accurate record. Paper C - Full Council 17 May 2023</p>	<p>The Council resolved to sign the minutes of the meeting 17 May 2023 as a true record of that meeting.</p> <p>Cllrs Dobbie and Morley abstained.</p>	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FC24/036	<p>Committee meeting minutes To note receipt of the draft minutes of the Committee meetings and the decisions contained therein. Paper B – Property and Services Committee - 23 May 2023 Paper C - Planning Committee - 23 May 2023</p>	The Council resolved to note the draft minutes of the Property and Services Committee - 23 May 2023 and noted the draft minutes of Planning Committee - 23 May 2023 would follow at the next ordinary Full Council meeting.	N/A	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FC24/037	<p>Co-option of vacancies To consider applications received for the co-option of six vacancies (x3 Hill, x2 Northwest, x1 Trent) Paper D – Sean Brennan Paper E – Dennis Dannatt Paper F – Michael Devine Paper G - Richard Doy</p>	<p>Members posed questions to the attending candidates and vice versa.</p> <p>Members of the press and public were requested to leave the meeting during discussions on each candidate's suitability for the role and voting.</p>	<p>ASO to update website.</p> <p>DC to update documents and request email accounts.</p>	

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	<p>Paper H - Paul Hooton Paper I – Aaron Taylor Paper J – Harry Warriner Exclusion of Public and Press recommended due to personal nature of discussion. https://gainsborough-tc.gov.uk/policy/councillor-vacancy-co-option-policy/</p>	<p>Trent Ward (1 vacant seat) Dennis Dannatt and Paul Hooton were both proposed and seconded. Following the vote Dennis Dannatt was appointed to the Trent Ward.</p> <p>North West Ward (2 vacant seats) Paul Hooton, Aaron Taylor and Harry Warriner were proposed and seconded. Following the vote Paul Hooton and Harry Warriner were appointed to the North West Ward.</p> <p>Hill Ward (3 vacant seats) Sean Brennan, Michael Devine, Richard Doy and Aaron Taylor were proposed and seconded. At the request of Cllr Dobbie a recorded vote was taken as follows: -</p> <p>Sean Brennan For: - Cllrs Bowler, Dobbie, Muggridge, Panter, Ward, Woolley Against: - Cllrs Key, Morley, Plastow Abstained: - Cllrs C Davies, T Davies</p> <p>Michael Devine For: - Cllrs Bowler, C Davies, T Davies, Morley, Panter, Woolley Against: - Cllrs Dobbie, Key, Muggridge Abstained: - Plastow, Ward</p>		

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
		<p>Richard Doy For: - Cllrs Bowler, C Davies, T Davies, Dobbie, Key, Morley, Muggridge, Panter, Plastow, Ward, Woolley</p> <p>Aaron Taylor For: - Cllrs Dobbie, Key, Muggridge Against: - Cllrs C Davies, T Davies, Morley, Panter, Woolley Abstained: - Bowler, Plastow, Ward</p> <p>Following the vote Sean Brennan, Michael Devine and v were appointed to the Hill Ward.</p> <p>The Council resolved for attending candidates to sign their declarations of office and join the meeting.</p>		
FC24/038	<p>Town Clerk's Report To receive and note the Town Clerk's report (for information only) Verbal</p>	<p>The Council noted the Deputy Clerk's report. Cllr Key raised an issue with graffiti on Levellings changing room.</p>	N/A	
FC24/039	<p>Cllr Key Motion regarding ideas for Strategy Issues of the Council To consider a motion from Cllr Key. Paper K</p>	<p>The Council noted the ideas for Strategy Issues of the Council from Cllr Key and agreed it would form part of the discussion next month with the Organisational Review report.</p>	N/A	
FC24/040	<p>Finance Regulation Amendments To consider report from the Operations Manager seeking approval for amendments of section 4</p>	<p>The Council referred the item to Finance and Strategy Committee for discussion.</p>	DC to include on the next F&S agenda.	

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	of Financial Regulations - Budgetary Control and Authority to Spend Paper L			
FC24/041	Levellings Park Redevelopment – Self Closing Gates To consider approving additional spend for new / refurbishment of self-closing play area gates. Paper M	The Council referred the item to Property and Services Committee for discussion and delegated authority to use budget from General Reserves if the Committee agree to the purchase. The Operations Manager to look into the tenders received and proposals for the gates prior to the meeting.	DC to include on the next P&S agenda. OM to review tenders received.	
FC24/042	Grass Cutting Equipment To consider report from the Operations Manager seeking approval for the purchase of towed grass cutting equipment. Paper N	The Council referred the item to Property and Services Committee for discussion and delegated authority to use budget from General Reserves if the Committee agree to the purchase.	DC to include on the next P&S agenda.	
FC24/043	Allotment Site Secretaries To approve the appointment of the Site Secretaries for Foxby Hill, Love Lane and Showfield Allotments. Paper O Exclusion of Public and Press recommended due to personal nature of discussion.	The Council approved the appointment of the Site Secretaries for Foxby Hill, Love Lane and Showfield Allotments. Cllr Key abstained.	N/A	
FC24/044	Appointment of Town Clerk To note the current Town Clerk's last day of employment is 9 th June 2023 with the Council.	The Council resolved the following: - 1) to appoint Cllr T Davies as Acting Town Clerk (in name only) from 10 th June 2023	DC to organise agendas.	

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	To receive update report form Cllr Craig regarding a Locum Town Clerk. To consider options available and approve Town Clerk to be in post from 10 th June 2023.	2) to rearrange the Personnel Committee from Wednesday 14 th June to Tuesday 13 th June at 6pm, resubmitting a revised paper from 29 th March 2023. 3) to call an extraordinary Full Council meeting for Monday 19 th June at 7pm at Marshalls Sport Ground.		
Appointment of Vacancies on Committees / Working Groups				
FC24/045	Finance and Strategy Committee To appoint 2 Members to the Finance and Strategy Committee.	The Council appointed Cllr Doy to the Finance and Strategy Committee. There would remain one vacancy.	ASO to update the website.	<i>Standing Orders, s4</i>
FC24/046	Property and Services Committee To appoint 2 Members to the Property and Services Committee.	The Council appointed Cllrs Dannatt and Warriner to the Property and Services Committee. Cllr Plastow abstained.	ASO to update the website.	<i>Standing Orders, s4</i>
FC24/047	Personnel Committee To appoint 3 Members to the Personnel Committee.	The Council appointed Cllrs Dannatt and Doy to the Personnel Committee. There would remain one vacancy. Cllr C Davies abstained.	ASO to update the website.	<i>Standing Orders, s4</i>
FC24/048	Planning Committee To appoint 1 Member to the Planning Committee.	The Council deferred until the next meeting.	DC to include on the next agenda.	<i>Standing Orders, s4</i>
FC24/049	Policy Review Working Group To appoint 1 Member to the Policy Review Working Group.	The Council deferred until the next meeting.	DC to include on the next agenda.	

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC24/050	<p>Councillor Induction & Refresher Training – 14 June 2023 To note LALC Councillor Induction & Refresher training to be held on Wednesday 14 June 2023 6pm – 9pm at Marshalls Sports Ground and to consider rearranging the Personnel Committee meeting scheduled for the same evening in order for Members to attend.</p>	<p>The Council noted the LALC Councillor Induction & Refresher training to be held on Wednesday 14 June 2023 and to advise the Deputy Clerk of attendance.</p> <p>As per previous resolution the Personnel Committee meeting is now scheduled for Tuesday 13 June 2023 at 6pm.</p>	DC to register attendance of Cllrs for the training.	
FC24/051	<p>Correspondence To note the correspondence previously circulated by email – for information only. Paper P</p>	The Council noted the correspondence circulated.	N/A	N/A
FC24/052	<p>Time and date of next meeting To note the date and time of the next Full Council meeting scheduled for Wednesday 5 July 2023 at 7.00pm at Marshalls Sports Ground, Middlefield Lane.</p>	The Council noted an extraordinary meeting had been called for Monday 19 June 2023 at 7.00pm at Marshalls Sports Ground, Middlefield Lane.		<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 8.40pm

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

Initialled:

PAPER B



DRAFT Minutes of the Planning Committee meeting

23 May 2023 at 7:00pm

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

Councillors Present

	Stuart Morley	James Plastow (Chairman)
	Liam Muggridge	James Ward
David Dobbie	Keith Panter	

Councillors Absent

Richard Craig		
Tim Davies		

In attendance:

Belina Boyer (TC)		Stephen Coulman (OM)
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Agenda no	Agenda item title	Resolution	Action	Power
PL24/001	Apologies for absence To note apologies for absence.	The Committee noted apologies for absence from Cllrs Craig and Davies.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PL24/002	Vice Chairman To appoint Vice Chairman for this committee.	The Committee elected Cllr Ward to the office of Vice Chairman to this committee.	N/A	<i>Local Government Act 1972, s15 (6)</i>
PL24/003	Declarations of interest To receive any declarations of interest in accordance with the	The were none.	N/A	<i>Localism Act 2011, s31.</i>

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Agenda no	Agenda item title	Resolution	Action	Power
	requirements of the Localism Act 2011.			
PL24/004	Dispensation requests 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>
PL24/005	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 – Planning Committee 25 April 2023	The Committee resolved to sign the minutes of the Planning Committee 25 April 2023 as a true record of that meeting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PL24/006	Proposed Waiting Restrictions - North Marsh Road, Gainsborough To note response from LCC regarding resolution for item PL23/262 at the meeting of 25 April 2023 Paper B	Noted	N/A	
Planning Applications				

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Agenda no	Agenda item title	Resolution	Action	Power
PL24/007	To consider planning application received. Application Ref No: 146516 (28/04/23, 28 days) Proposal: Application for approval of reserved matters for the erection of 1no. dwelling considering appearance, landscaping, layout and scale, following outline planning permission 141440 granted 6 October 2020. Location: Land to south of Warren House, 4 Foxby Warren, Gainsborough	The Committee resolved to support the application subject to a tree impact assessment being a condition for the application.	TC to submit 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>
PL24/008	To consider planning application received. Application Ref No: 146654 (11/05/23, 28 days) Proposal: Planning application for minor internal & external works including removal of ATM and external signage. Location: 21 Market Place, Gainsborough	The Committee resolved to support the application.	TC to submit to WLDC.	
PL24/009	To consider planning application received. Application Ref No: 146655 (11/05/23, 28 days) Proposal: Listed building consent for minor internal & external works	The Committee resolved to support the application.	TC to submit to WLDC.	

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Agenda no	Agenda item title	Resolution	Action	Power
	including removal of ATM and external signage. Location: 21 Market Place, Gainsborough			
PL24/010	To consider planning application received. Application Ref No: 146662 (15/05/23, 28 days) Proposal: Planning application for proposed rear and first floor extension. Location: 21 Claythorne Drive, Gainsborough	The Committee resolved to support the application.	TC to submit to WLDC.	
PL24/011	To consider planning application received. Application Ref No: 146660 (15/05/23, 28 days) Proposal: Planning application for single storey rear extension. Location: 49 The Pines, Gainsborough	Cllr Plastow declared a personal interest and refrained from voting. The Committee resolved to support the application.	TC to submit to WLDC.	
Decision notices				
PL24/012	To note decision notice received. Application Ref No: 146315 GRANTED (delegated) Proposal: Listed building consent to remove and repair roof on the 2no. single storey extensions.	The Committee resolved to note the decision notice.	N/A	

Initialled:

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Agenda no	Agenda item title	Resolution	Action	Power
	Location: Richmond House, Morton Terrace, Gainsborough Paper C			
PL24/013	To note decision notice received. Application Ref No: 146338 GRANTED (delegated) Proposal: Planning application for single storey extension. Location: 4 Ropery Road, Gainsborough. Paper D	The Committee resolved to note the decision notice.	N/A	
PL24/014	To note decision notice received. Application Ref No: 146373 GRANTED (delegated) Proposal: Planning application for single storey rear extension and boundary wall. Location: 15 Heron Drive, Gainsborough Paper E	The Committee resolved to note the decision notice.	N/A	
PL24/015	To note decision notice received. Application Ref No: 146457 GRANTED (delegated) Proposal: Outline planning application to erect 1no. dwelling with all matters reserved. Location: Land at 2 Ash Grove, Gainsborough Paper F	The Committee resolved to note the decision notice.	N/A	

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Agenda no	Agenda item title	Resolution	Action	Power
PL24/016	Street naming requests To consider street naming requests received (if there are any).	There were none.	N/A	
PL24/017	Tree preservation orders To consider tree preservation orders received (if there are any).	There were none.	N/A	
PL24/018	Willow tree on Bridge Street To consider response from WLDC regarding tree maintenance Paper G	The committee resolved to request for the willow tree to be added to this year's TPO inspection schedule and work to be carried out if required.	DC to write to WLDC.	
PL24/019	Proposed Waiting Restrictions - Northolme, Gainsborough To consider consultation from LCC regarding proposed waiting restrictions on Northolme Paper H	Cllr Plastow declared a personal interest and refrained from voting. The Committee resolved to support the proposed waiting restrictions.	DC to reply to consultation.	
PL24/020	Items for notification To receive any items for notification to be included on a future agenda – for information only	To note Planning Training available through LALC on 25 September 2023 at 18.30 in Lincoln.	All members to confirm availability to DC. DC to book places for all available members.	N/A
PL24/021	Time and date of next meeting To note the date and time of the next Planning committee is scheduled for 27 June 2023 at 7.00pm.	The committee noted the date and time of the next Planning Committee as scheduled for 27 June 2023 at 7:00pm.		<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

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The meeting closed at 7.54pm.

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

DRAFT

Initialed:

PAPER C

DRAFT Minutes of the Personnel Committee meeting

Tuesday 13 June 2023 at 6:00pm



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

Councillors Present

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

Councillors Absent

	Richard Doy	James Plastow

In attendance:

	Rachel Allbones (DC & RFO)	Stephen Coulman (OM)
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Agenda no	Agenda item title	Decision	Action	Power
PC24/001	Apologies for absence To note apologies for absence.	Apologies had been received for Cllrs Doy and Plastow	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC24/002	Vice Chairman To appoint Vice Chairman for this committee.	The Committee resolved to appoint Cllr Dannatt as Vice Chairman of the Committee.	ASO to update records.	<i>Local Government Act 1972, s15 (6)</i>
PC24/003	Declarations of interest 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>
PC24/004	Dispensation requests	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power
	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.			
PC24/005	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.	The Committee resolved to exclude the public and press from items PC24/008, PC24/009, PC24/010 & PC24/011.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC24/006	Minutes of the previous meeting(s) 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 3 May 2023	The Committee resolved to sign the minutes of the meeting 3 May 2023 as a true record of that meeting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC24/007	Cllr Key Motion regarding amendment to Structure and Functions To consider a motion requesting the following amendment from Cllr Key.	Following clarification of item 7.13 of Structure and Functions from the Deputy Clerk Cllr Key withdrew his motion.	N/A	

Agenda no	Agenda item title	Decision	Action	Power
	<p>4.26 The Leader of the Council will:</p> <ul style="list-style-type: none"> • Be an ex-officio member of all Council committees, Sub-committees, and Working Groups; • act as the immediate point of contact for the Town Clerk and approve requests for annual leave and lieu time. • appraise and evaluate the performance of the Town Clerk, along with the Chairman of the Personnel Committee, and; • regularly liaise with the Town Clerk and Chairman of the Town Council about routine matters. <p>Paper B</p>			
PC24/008	<p>Probation Review To receive and note an update on the probation review for the Allotments Officer. Exclusion of Public and Press recommended due to personal nature of report. Paper C</p>	The Committee resolved to note the probation review for the Allotments Officer.	N/A	
PC24/009	<p>Acting Up Rota To approve addition of a further Grounds Maintenance Operative</p>	The Committee resolved to note the addition of a further Grounds	OM to add to the rota.	

Agenda no	Agenda item title	Decision	Action	Power
	to the 'Acting Up' rota following successful completion of their probation and passing a simple interview to establish they understand the role and responsibilities and are suitable for the role. Exclusion of Public and Press recommended due to personal nature of report.	Maintenance Operative to the 'Acting Up' rota.		
PC24/010	Personal Injury Claim To note defence of a claim. Exclusion of Public and Press recommended due to the confidential nature of the business. Paper D	The Committee resolved to note the item.	N/A	
PC24/011	Town Clerk Recruitment To consider all options available to the Council in the recruitment of a new Town Clerk. Exclusion of Public and Press recommended due to personal nature of discussion and time sensitive commercial sensitivity. Paper E	The Committee resolved to leave until the next Personnel Committee in July. Chairman to approach WLDC and wait to see if a locum becomes available through SLCC. Cllr Davies voted against.	DC to include on next agenda.	
PC24/012	Items for notification To receive any items for notification to be included on a	<ul style="list-style-type: none"> • Town Clerk recruitment • Staff Handbook - report from Policy Review Working Group • Policy Review 	DC to include on future agenda.	N/A

Initialled:

Personnel Committee Minutes 2023-24

Agenda no	Agenda item title	Decision	Action	Power
	future agenda – for information only.			
PC24/013	Time and date of next meeting To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 July 2023 at 7.00pm.	The Committee noted the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 July 2023 at 7.00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 6.36pm.

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

Tuesday 13 June 2023 at 7.00pm.

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

Councillors Present

Nigel Bowler	Tim Davies (Chairman)	
Richard Craig	Paul Key	James Ward
Dennis Dannatt	Keith Panter	Harry Warriner

Councillors Absent

		James Plastow

In attendance:

Rachel Allbones (DC & RFO)	Stephen Coulman (OM)	Amanda Clarke (AO)
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Cllr Morley and John Lydon was in attendance.

Agenda no	Agenda item title	Resolution	Action	Power
PS24/010	Apologies for absence To note apologies for absence	Apologies had been received for Cllr Plastow.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/011	Vice Chairman To appoint Vice Chairman for this committee.	The Committee resolved to appoint Cllr Plastow as Vice Chairman of the Committee.	ASO to update records.	<i>Local Government Act 1972, s15 (6)</i>
PS24/012	Declarations of interest To receive any declarations of interest in accordance with the	Cllr Craig declared a pecuniary interest in agenda items PS24/020 1) & 2) as he supports the work.	N/A	<i>Localism Act 2011, s31.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	requirements of the Localism Act 2011.			
PS24/013	Dispensation requests To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>
PS24/014	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.	The Committee resolved to exclude the public and press from item PS24/022 & PS24/023.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/015	Minutes of the previous meeting(s) 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 23 May 2023	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Tuesday 23 May 2023 as a true record of the meeting. Cllrs Bowler, Craig, Dannatt and Ward abstained.	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS24/016	Greener Gainsborough To receive a presentation from John Lydon regarding an introductory of Greener Gainsborough,	The Committee noted the presentation about Greener Gainsborough and Gainsborough Men Shed and the work	AO to continue to work with the Greener	

Initialed:

Property and Services Committee Minutes 2023-24

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Agenda no	Agenda item title	Resolution	Action	Power
	Gainsborough Men Shed and his charity. How GG, GMS and his charity can interlink with GTC and the AO, for example, community gardens for mental health and wellbeing, accessible plots for people with physical disabilities and sensory gardens.	being undertaken alongside the Allotment Officer.	Gainsborough charity.	
PS24/017	<p>Love Lane Allotment pond consultation</p> <p>To note the Love Lane allotment pond consultation results and consider recommendations contained in the report.</p> <p>Paper B</p>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> a) To note the survey result. b) To inform allotment holders and Thonock and Somerby estates of the survey results. c) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June. d) To inform the WLDC planning enforcement officer that planning consent has been sought. e) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought. f) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted 	<p>AO to inform allotment holders results.</p> <p>AO to apply for retrospective planning consent to retain the pond.</p> <p>AO to inform the WLDC planning enforcement officer and Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</p> <p>AO & OM to produce a pond management plan.</p>	
PS24/018	<p>Allotment Officers Report</p> <p>To note the report from the</p>	The Committee resolved to note the Allotment Officers report.	N/A	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	Allotments Officer and the use of the delegated functions. Paper C			
PS24/019	Grave Digging To consider a verbal report from the Operations Manager on burial processes and administration.	The Committee noted the update from the Operations Manager that a test dig with a potential contractor was taking place tomorrow (14/6/23) with a view to working together with the Council and both Council employees and the contractor undertaking COTS training in November 2023.	OM to report to the next meeting.	
The Allotments Officer left the meeting.				
PS24/020	Grant Applications To consider grant applications received. 1) Connexions 4 Youth - £1,000 Paper D 2) North Notts and Lincs Community Rail Partnership - £1,000 Paper E 3) 2 nd Gainsborough Guides - £1,000 Paper F 4) Salvation Army - £ Paper G (to follow) To note that the following Community Grant funds are available: <ul style="list-style-type: none"> £4,840 in earmarked reserves £2,000 remaining from the 2023/2024 budget 	Cllr Craig left the meeting. The Committee resolved : - 1) Connexions 4 Youth – to request updated application as outdated. 2) North Notts and Lincs Community Rail Partnership - to request updated application as outdated. 3) 2 nd Gainsborough Guides – to award £1,000 4) Salvation Army – had already been informed they do not qualify due to it being a National bank account rather than a local one. Cllr Craig returned to the meeting.	ASO to respond to applicants.	

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Agenda no	Agenda item title	Resolution	Action	Power
	https://gainsborough-tc.gov.uk/policy/community-grants-policy/			
PS24/021	Childrens Cricket Sessions To consider request from Gainsborough Cricket Club to use the cricket field free of charge. Paper H	The Committee resolved to allow the children's cricket sessions (5-11yo) to be held at Marshalls again in 2023 and provide use of the ground for this venture free of charge.	DC to respond to Gainsborough Cricket Club.	
PS24/022	Levellings Park Redevelopment – Self Closing Gates To consider approving additional spend for new / refurbishment of self-closing play area gates. Paper I Referred from FC24/041	The Committee was informed that following extensive reading of all tenders Cllr Key had identified the gates should have been included in the tender by all contractors. The Operations Manager had been in touch with Proludic who was looking into it. The Committee resolved : - a) That Proludic pick up the cost of the gates and GTC pay £200 for the posts; or b) To agree to proceed with the project without the gates whilst seeking advice. Cllrs Dannatt and Ward abstained.	OM to continue communications with Proludic.	
PS24/023	Grass Cutting Equipment To consider report from the Operations Manager seeking approval for the purchase of towed	The Committee resolved : - a) To purchase the Wessex AR150-R G2 12.5HP recoil start towed mower for	OM to make the purchase.	

Initialed:

Property and Services Committee Minutes 2023-24

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Agenda no	Agenda item title	Resolution	Action	Power
	grass cutting equipment. Paper J Referred from FC24/042	£3,949 + VAT and it is put into operation at the earliest opportunity. b) That the cost of the purchase of the Wessex AR150-R G2 12.5HP recoil start towed mower is funded from Council general reserves as it is a long-term investment and Council asset. c) That the budget be adjusted accordingly. Cllrs Key, Ward and Warriner abstained.		
PS24/024	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"> • Purchase of Stander mowers 	DC to include on next agenda.	N/A
PS24/025	Time and date of next meeting To note the date and time of the next Property and Services committee is scheduled for Tuesday 11 July 2023 at 7.00pm	The Committee noted the date and time of the next Property and Services committee scheduled Tuesday 11 July 2023 at 7:00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 8:38pm.

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

Tuesday 20 June 2023 at 7.00pm

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

Councillors Present

Nigel Bowler	David Dobbie	
	Richard Doy	James Plastow
	Paul Key (Chairman)	

Councillors Absent

Richard Craig - ex officio		Liam Muggridge
Tim Davies - ex officio		

In attendance:

	Rachel Allbones (DC&RFO)	Stephen Coulman (OM)
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Also present: Cllrs Devine and Hooton.

Agenda no	Agenda item title	Resolution	Action	Power
FS24/001	Apologies for absence To note apologies for absence	The Committee noted apologies for absence from Cllr Davies.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FS24/002	Vice Chairman To appoint Vice Chairman for this committee.	The Committee resolved to appoint Cllr Bowler as Vice Chairman. Cllr Plastow abstained.	ASO to update records.	<i>Local Government Act 1972, s15 (6)</i>
FS24/003	Declarations of interest To receive any declarations of interest in accordance with the	None received.	N/A	<i>Localism Act 2011, s31.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	requirements of the Localism Act 2011.			
FS24/004	Dispensation requests To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>
FS24/005	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.	None.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
FS24/006	Minutes of the previous meeting(s) 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 2 May 2023	The Committee resolved to sign the minutes of the meeting 2 May 2023 as a true record of that meeting. Cllrs Bowler and Doy abstained.	ASO to publish on the website.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>

Agenda no	Agenda item title	Resolution	Action	Power
FS24/007	<p>Finance Reports To receive and consider for approval the following financial reports:</p> <p>Paper B Unpaid Expenditure Transactions for 15 June 2023 Paper C Cashbook Summary (including due and unpaid transactions) for 15 June 2023 Paper D Budget Comparison Report (including due and unpaid transactions) for 15 June 2023</p>	<p>The Committee resolved to note and approve the following reports:</p> <ul style="list-style-type: none"> • Unpaid Expenditure Transactions for 15 June 2023 • Cashbook Summary (including due and unpaid transactions) for 15 June 2023 • Budget Comparison Report (including due and unpaid transactions) for 15 June 2023 	DC&RFO to make bank transfer payments once signed off by signatories.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS24/008	<p>Bank Reconciliation To approve and resolve to sign the monthly bank reconciliations for 30 April & 31 May 2023 per paragraph 2.2 of Financial Regulations.</p> <p>Paper E - 30 April 2023 Paper F - 31 May 2023</p>	The Committee resolved to approve and sign the monthly bank reconciliations for 30 April 2023 & 31 May 2023.	DC&RFO to file.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS24/009	<p>Finance Regulation Amendments To consider report from the Operations Manager seeking approval for amendments of section 4 of Financial Regulations - Budgetary Control and Authority to Spend</p> <p>Paper G</p>	<p>The Committee resolved to recommend to Full Council to amend section 4.1 of the Financial Regulations (and subsequently Structure and Functions 4.7, 4.8 & 4.9) to read as follows: -</p> <p>4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved</p>	DC to include on next FC agenda.	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
		<p>budget. This authority is to be determined by:</p> <ul style="list-style-type: none"> a) the Council for all items over £10,000; b) a duly delegated committee of the Council for items over £3,000 £5,000; c) the Clerk and / or RFO, Deputy Clerk (RFO) and / or Operations Manager in consultation with Chairman of Council or Chairman of the appropriate committee, for any items below £3,000 £5,000; or d) the Clerk, and / or Deputy Clerk (RFO) and / or Operations Manager for items below £500 £1,500. <p>Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by verbal authorisation by the appropriate Chairman.</p> <p>Contracts may not be disaggregated to avoid controls imposed by these regulations.</p> <p>Cllr Key voted against.</p>		

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
FS24/010	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"> • Strategic Plan • Cemetery Extension – cost implications • Investments • Additional Bank Account • Communications Strategy • LCAS Quality Standard 	To include on future agendas.	N/A
FS24/011	Time and date of next meeting To note the date and time of the next Finance and Strategy committee is scheduled for Tuesday 18 July 2023 at 7:00pm.	The Committee noted the date and time of the next Finance and Strategy Committee is Tuesday 18 July 2023 at 7:00pm at Richmond House.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting concluded at 8.30pm

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

Initialed:

PAPER F



DRAFT Minutes of the Planning Committee meeting

27 June 2023 at 7:00pm

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

Councillors Present

Richard Craig - ex officio	Stuart Morley	James Plastow (Chairman)
Tim Davies - ex officio		James Ward
David Dobbie	Keith Panter	

Councillors Absent

	Liam Muggidge	

In attendance:

	Rachel Allbones (DC/RFO)	
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Also Present: Cllr Devine

Agenda no	Agenda item title	Resolution	Action	Power
PL24/022	Apologies for absence To note apologies for absence.	There were none received.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PL24/023	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Morley declared a pecuniary interest in agenda item PL24/027 as the proposed development is behind his house and has made an objection direct on WLDC web page.	N/A	<i>Localism Act 2011, s31.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PL24/024	Dispensation requests 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>
PL24/025	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 – Planning Committee 23 May 2023	The Committee resolved to sign the minutes of the Planning Committee 23 May 2023 as a true record of that meeting. Cllrs Craig and Davies abstained.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
Planning Applications				
PL24/026	To consider planning application received. Application Ref No: 146652 (22/05/23, 28 days) Proposal: Application for advertisement consent to display 1no. illuminated fascia sign, 10no. non-illuminated fascia signs and 1no. totem. Location: B&Q Lea Road, Gainsborough	The Committee resolved to support the application but request that consideration be given for remedial landscaping to replace the vegetation removed.	DC to submit 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>

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Agenda no	Agenda item title	Resolution	Action	Power
PL24/027	To consider planning application received. Application Ref No: 146669 (24/05/23, 28 days) Proposal: Planning application for 2no. drive-thru commercial units and a car rental facility with associated access, parking, servicing, landscaping and infrastructure. Location: Land at Carr Lane, Gainsborough	The Committee resolved to raise concerns regarding the increased traffic generation and highway safety on the roundabout.	DC to submit to WLDC.	
PL24/028	To consider planning application received. Application Ref No: 146166 (26/05/23, 14 days) Proposal: Planning application for the change of use of land for open storage B8 use class including siting of storage containers with associated parking. Location: Land off Lea Road, Gainsborough AMENDED PLANS AND AMENDED PROPOSAL DESCRIPTION	The Committee noted the application was already determined.	N/A	
PL24/029	To consider planning application received. Application Ref No: 146725 (26/05/23, 28 days)	The Committee resolved to support the application.	DC to submit to WLDC.	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	Proposal: Planning application for the erection of fibre exchange telecommunications infrastructure. Location: Land off North Street, Gainsborough			
PL24/030	To consider planning application received. Application Ref No: 146697 (30/05/23, 28 days) Proposal: Planning application to site 1 no. metal shipping container. Location: Environment Agency, Corringham Road, Gainsborough	The Committee resolved to support the application.	DC to submit to WLDC.	
PL24/031	To consider planning application received. Application Ref No: 146749 (01/06/23, 28 days) Proposal: Planning application for external alterations to the Shopfront. Location: 17-19 Silver Street, Gainsborough	The Committee resolved to support the application. Cllr Morley abstained from voting.	DC to submit to WLDC.	
PL24/032	To consider planning application received. Application Ref No: 146759 (06/06/23, 28 days) Proposal: Planning application to install four rapid electric vehicle charging stations.	The Committee resolved to support the application.	DC to submit to WLDC.	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	Location: Units 1-6 Bob Rainsforth Way, Off Corringham Road, Gainsborough			
PL24/033	To consider planning application received. Application Ref No: 146802 (13/06/23, 28 days) Proposal: Planning application for single storey side extension, replace flat roof with pitched roof to form storage area above the garage including dormer window to the rear. Location: 3 Hawton Close, Gainsborough	The Committee resolved to support the application.	DC to submit to WLDC.	
PL24/034	To consider planning application received. Application Ref No: 146815 (14/06/23, 28 days) Proposal: Planning application for the refurbishment of the front façade, replacement roof covering and conversion of upper floor into 1no. residential unit. Location: 1-5 Lord Street, Gainsborough	The Committee resolved to support the application.	DC to submit to WLDC.	
PL24/035	To consider planning application received. Application Ref No: 146816 (14/06/23, 28 days)	Cllr Dobbie declared a personal interest in knowing the applicants and left the meeting.	DC to submit to WLDC.	

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
	Proposal: Planning application for two storey side extension and single storey rear extension Location: 16 Turpin Close, Gainsborough	The Committee resolved to object the proposal on the grounds of the designed and appearance being out of keeping, and the shear density of the building. Cllr Dobbie returned to the meeting.		
PL24/036	To consider planning application received. Application Ref No: 146891 (22/05/23) Proposal: Local authority consultation for a pavement cafe and stalls licence Location: Ropery House, 2a, Ropery Road, Gainsborough	The Committee noted the application was already determined.	N/A	
Decision notices				
PL24/037	To note decision notice received. Application Ref No: 146166 GRANTED (delegated) Proposal: Planning application for the change of use of land for open storage B8 use class including siting of storage containers with associated parking Location: Land off Lea Road, Gainsborough Paper B	The Committee resolved to note the decision notice.	N/A	
PL24/038	To note decision notice received.	The Committee resolved to note the decision notice.	N/A	

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
	<p>Application Ref No: 146654 GRANTED (delegated) Proposal: Planning application for minor internal & external works including removal of ATM and external signage. Location: 21 Market Place, Gainsborough Paper C</p>			
PL24/039	<p>To note decision notice received. Application Ref No: 146655 GRANTED (delegated) Proposal: Listed building consent for minor internal & external works including removal of ATM and external signage. Location: 21 Market Place, Gainsborough Paper D</p>	The Committee resolved to note the decision notice.	N/A	
PL24/040	<p>To note decision notice received. Application Ref No: 146516 GRANTED (delegated) Proposal: Application for approval of reserved matters for the erection of 1no. dwelling considering appearance, landscaping, layout and scale, following outline planning permission 141440 granted 6 October 2020. Location: Land to south of Warren House, 4 Foxby Warren, Gainsborough</p>	The Committee resolved to note the decision notice.	N/A	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	Paper E			
PL24/041	To note decision notice received. Application Ref No: 142208 GRANTED (delegated) Proposal: Planning application for variation of condition 16 of planning permission 138921 granted 29 August 2019 re: completion of roundabout. Location: Land at Foxby Lane, Gainsborough Paper F	The Committee resolved to note the decision notice.	N/A	
PL24/042	To note decision notice received. Application Ref No: 146891 GRANTED (delegated) Proposal: Local authority consultation for a pavement cafe and stalls licence Location: Ropery House, 2a, Ropery Road, Gainsborough Paper G	The Committee resolved to note the decision notice.	N/A	
PL24/043	Street naming requests To consider street naming requests received (if there are any).	There were none.	N/A	
PL24/044	Tree preservation orders To consider tree preservation orders received (if there are any).	There were none.	N/A	

Initialed:

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Agenda no	Agenda item title	Resolution	Action	Power
PL24/045	<p>Anglian Water Smart Water Metering Network To consider pre-consultation letter and associated drawing regarding proposed communications installation for Arqiva’s smart meter network for Anglian Water at Marshall Way, Sandars Road, Heapham Road Industrial Estate, Gainsborough Paper H</p>	<p>The Committee resolved to note the pre-consultation and advised they were supportive of the forthcoming application.</p> <p>Cllr Morley abstained from voting.</p>	N/A	
PL24/046	<p>Planning Training To confirm Member attendance at the below training: - Monday 25 September 2023 - 18:30 - 21:00 at Mulsanne Park Pavilion, 5 Field Close, Nettleham, Lincoln, Lincolnshire, LN2 2RX This course covers:</p> <ul style="list-style-type: none"> • Overall context for the planning system; • What needs planning permission and what doesn’t; • Making the decision (taking into account the policy framework and material considerations); • Who takes decisions; • Planning authority choices; • Appeals; 	<p>Members were informed that Cllr Brennan had already booked onto the training.</p> <p>Cllrs Craig, Morley and Plastow requested to be booked on.</p> <p>Cllr Dobbie had previously advised he would be working.</p> <p>Cllrs Davies and Ward advised they would not know until nearer the time if they would be able to attend.</p>	DC too book Cllrs on the training.	

Agenda no	Agenda item title	Resolution	Action	Power
	Neighbourhood Plans—status, scope, process, relationship with Local Plan.			
PL24/047	Items for notification To receive any items for notification to be included on a future agenda – for information only	None.	N/A	N/A
PL24/048	Time and date of next meeting To note the date and time of the next Planning committee is scheduled for 25 July 2023 at 7.00pm.	The committee noted the date and time of the next Planning Committee as scheduled for 25 July 2023 at 7:00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 7.55pm.

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

Initialed:

PAPER G

PAPER H

Officer Report to Council

Report Author: Rachel Allbones

Report Date: Thursday, 29 June 2023



Gainsborough
TOWN COUNCIL

Deputy Clerk's Report

Summary

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

External Audit

The documents for the annual external audit were submitted on Thursday 29 June 2023.

Levellings Development

The redevelopment of the Levellings began on 26 June and last approx. 6 weeks.

Incidents

We have no recent acts of ASB to report on the park.

PAPER I

PAPER J

Officer Report to the Full Council

Report Author: Rachel Allbones

Report Date: 11 May 2023 (updated 27 June 2023)



Gainsborough
TOWN COUNCIL

2023/24 Meeting schedule

Summary

This report will briefly summarise previous years meeting schedule and external recommendations received.

Background

Meeting schedule approved on 17 May 2023 Full Council meeting is at appendix A.

LCC have advised they have no objections to GTC using the ceremony room for Full Council meetings as long as it is put back to their set up.

Previous years schedules and current policy listed below.

Full Council - One meeting every calendar month (with the exception of August). The meeting will take place on the first Wednesday of each month at Marshalls Sports Ground at 7pm.

The Council Structure and Functions currently states: -

6.1 Finance and Strategy - One meeting every calendar month. The meeting will take place on the third Tuesday of every month at 7pm.

7.3 Personnel - One meeting every calendar month (with the exception of August). The meeting will take place on the second Wednesday of the month at 7pm.

8.4 Planning - One meeting every calendar month. The meeting will take place on the fourth Tuesday of every month at 7pm.

9.3 Property and Services - One meeting every calendar month (with the exception of August). The meeting will take place on the second Tuesday of every month at 7pm.

Organisational Review Recommendations

5.4 Frequency of Meetings and Number of Committees

The Council has four standing Committees namely Finance & Strategy, Personnel, Planning and Property & Services. In addition, there is a Monthly Town Council meeting. It is noted that all four Committees meet 12 times per annum a total of 60 meetings per annum as a minimum as there have been extra-ordinary meetings also.

The time required (and therefore the use of tax-payers money) to services these meetings is significant and cannot be justified. On average to draft reports, agenda and carry out the physical organising of a meeting as well as the publicity will take anywhere between 2 and 6 hours of officer's time, to attend the meeting will take anywhere between 1.5 and 4 hours of officer's time, to draft minutes and "clear up" a meeting will take anywhere between 1.5 and 4 hours of officer's time. So, for one meeting the officers time utilised is anywhere between 5 and 14 hours per meeting. For 60 meetings this is a total of between 300 and 840 hours or anywhere between 8.1 weeks work or 22.7 weeks work. This of course is presuming that only one officer attends the meeting, which is not always the case where more than one attends the

meeting an additional 1.5 to 4 hours for the extra officer per meeting. On average allowing for two officers three times per month at meetings this equates to between 54 hours and 144 hours, or 1.5 and 3.9 weeks work time. Accordingly in total the average number of hours expended by the Council on servicing various meetings is between 9.7 weeks and 22.7 weeks work. The financial cost is of course therefore substantial, especially taking into account that the officers attending meetings are those on the highest hourly rate.

The purpose of meetings is to make decisions on policy for the Council, this can be as simple as a response to a planning application to adopting a strategic plan. For the size of Gainsborough Town Council, the number of meetings being held is excessive. The main reason for this is the lack of clear Strategic Plan and service policies and consequential delegated authority for officers to deliver services as they are employed to do. The various meetings are dealing with operational matters and matters that officers should be empowered to do without redress to meetings. This sort of empowerment motivates staff and retains good quality staff. It is no surprise that some staff have left citing lack of ability to get and do the job as a reason for departure.

As a comparator Seaford Town Council which has a budget of almost £3 million and over 30 employees but only has one committee covering all services which meets four times per annum, a Finance and General Purposes Committee which meets four times per annum and a Town Council meeting which meets 21 seven times per annum. The planning Committee as with Gainsborough meets 12 times per annum to enable responses to be submitted to the Planning Authority in good time. By having clear policies, scheme of delegation and strategic Plan officers can deliver far more than they would otherwise. For example, the Council has developed into the highest commercial income generating Council in the Country, approximately £1.7 million per annum.

It is accepted that to enable Gainsborough Town Council to secure timely representations on planning applications that 12 Planning Committee meetings per annum are needed. However, beyond that there is only the need for 4 Finance and Strategy meetings, 4 Property and Services and once HR matters are resolved 2 Personnel Meetings per annum. In addition, 7 Town Council meetings, including the Annual Meeting, should suffice. This can be achieved by having clear service policies, increased delegation, and robust communication. The total hours utilised by the new system would reduce the administration dedicated to serving meetings by approximately 50% a saving of between be approximately 5 to 11 weeks of work which could instead be dedicated towards supporting the delivery of services by the Town Council to the public.

Recommendation 13 - That the number of scheduled meetings is reduced to save on administrative costs and improve the effectiveness of the Council.

3.5 Ancillary Report

The number of meetings as highlighted in the original report is far too excessive. Meetings do not deliver services, the whole point of having a Council. The more meetings a Council has the fewer services it delivers; this is especially the case in Town and Parish Councils where the staff resource is finite. Currently the Council has in excess of 60 meetings per annum.

The approximate number of meetings currently and the appropriate levels are shown below:

MEETING	Number of meetings 2021-22 municipal year	Efficient number
Annual Council meeting	1	1
Full Council	15	6
Planning Committee	12	12
Finance and Strategy Committee	14	4

Property Services Committee	12	4
Personnel Committee	11	2
TOTAL	65	29

3.6 By reducing the number of meetings from last years 65 to a more appropriate 29, between 550 and 750 hours of officers' time per annum will be saved to deliver services or approximately 15 to 20 weeks work for no additional cost to 4 the Council. The current financial values of this time spent preparing attending and tidying up superfluous meetings is significant.

The common concern to this change is that the meetings are needed for the Council to function. It is no coincidence that the higher performing Councils in terms of quality service delivery have far fewer meetings than Gainsborough, similar to those proposed above. Issues are overcome by Council meetings doing as they should and devise policy and not manage operations, that is the remit of Officers. Officers need to have the appropriate delegated powers such as being able to spend a budget without redress to Councillors or committees so long as within budget. The current practices of Councillors "approving payments" are illegal in any event. Also, that a sound performance management system is put in place and monthly informal meeting for one hour per month is put in place to enable the Town Clerk to report back to the Council Chairman (A Chairmans Group Meeting) on progress against objectives.

Having a streamlined system in place will ensure that reports when presented are fully researched (due to the extra time to do so) and detailed thus enabling Councillors to make decisions at the first time of asking rather than matters being deferred or put off as is often the case now. Perpetuating the waste of officer's time and therefore taxpayers money.

Recommendation 3 of the Ancillary Report - That the number of meetings is reduced to a total of approximately 29 per annum and the Town Clerk is authorised to devise a meeting schedule for 2023/24 accordingly.

Recommendation

1) That Council complete the below table to produce a meeting schedule for 2023/24: -

Meeting	Frequency	Day	Week of the month	Start time
Full Council	Monthly (with the exception of August)			
Planning	Monthly			
Property & Services				
Finance & Strategy				
Personnel				

2) Approve amendments to Structure and Functions if necessary.

GAINSBOROUGH TOWN COUNCIL COMMITTEE TIMETABLE

2023

Some meetings may be subject to change.

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
MAY	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED ACL	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED
JUN	THU	FRI	SAT	SUN	MON	TUE	WED CL	THU	FRI	SAT	SUN	MON	PE PS	WED	THU	FRI	SAT	SUN	MON CL	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	
JUL	SAT	SUN	MON	TUE	WED CL	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON
AUG	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED	THU
SEP	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
OCT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE
NOV	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	
DEC	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON BH	TUE BH	WED	THU	FRI	SAT	SUN

2024

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
FEB	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU		
MAR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI BH	SAT	SUN
APR	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	
MAY	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED	THU	WED

KEY

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

OC	Offices Closed
BH	Bank Holiday

PAPER K

Correspondence Previously Circulated

July 2023

- WLDC: Abandoned Shopping Trolley Survey – 21 June 2023
- WLDC: Business E-brief – 13 June 2023
- VCS: Latest News – 13 June 2023
- VCS: Latest News – 20 June 2023
- VCS: Latest News – 27 June 2023
- Lincolnshire Police and Crime Commissioner: Lincolnshire Serious and Violent Crime Survey 2023 – 13 June 2023
- NALC: Chief Executive's Bulletin – 14 June 2023
- NALC: Newsletter – 14 June 2023
- The Royal Horticultural Society: Growing Together Award 2023 for Community Gardening – 27 June 2023
- WLDC: Notice of Meetings - extra meetings – 27 June 2023
- LCC: Northolme, Gainsborough - Proposed No Waiting – 28 June 2023

Glossary:

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