

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: gainsborough-tc.gov.uk



Friday, 02 June 2023

Dear Councillor,

You are hereby summoned to attend a meeting of **Council** which will be held on **Wednesday 7 June 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.

P.p Deputy Clerk

A handwritten signature in black ink, appearing to be 'Belina Boyer'.

Belina Boyer
Town Clerk

Agenda no	Agenda item title	Power
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>
FC24/031	Apologies for absence To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FC24/032	Declarations of interest	<i>Localism Act 2011, s31.</i>

Agenda no	Agenda item title	Power
	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	
FC24/033	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>
FC24/034	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>
FC24/035	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 - 17 May 2023	<i>Local Government Act 1972, Sch 12, p41</i>
FC24/036	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	<i>Local Government Act 1972, Sch 12, p41</i>
FC24/037	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 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/	
FC24/038	Town Clerk's Report To receive and note the Town Clerk's report (for information only) Verbal	N/A

Agenda no	Agenda item title	Power
FC24/039	Cllr Key Motion regarding ideas for Strategy Issues of the Council To consider a motion from Cllr Key. Paper K	
FC24/040	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 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	
FC24/042	Grass Cutting Equipment To consider report from the Operations Manager seeking approval for the purchase of towed grass cutting equipment. Paper N	
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.	
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. 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.	
Appointment of Vacancies on Committees / Working Groups		
FC24/045	Finance and Strategy Committee To appoint 2 Members to the Finance and Strategy Committee.	<i>Standing Orders, s4</i>
FC24/046	Property and Services Committee To appoint 2 Members to the Property and Services Committee.	<i>Standing Orders, s4</i>

Agenda no	Agenda item title	Power
FC24/047	Personnel Committee To appoint 3 Members to the Personnel Committee.	<i>Standing Orders, s4</i>
FC24/048	Planning Committee To appoint 1 Member to the Planning Committee.	<i>Standing Orders, s4</i>
FC24/049	Policy Review Working Group To appoint 1 Member to the Policy Review Working Group	
FC24/050	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.	
FC24/051	Correspondence To note the correspondence previously circulated by email – for information only. Paper P	N/A
FC24/052	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.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A

Gainsborough Town Council



DRAFT 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
Procedural items				
FC24/001	<p>Election of the Chairman of the Town Council for the 2023/24 Civic year</p> <p>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.</p>	<p>The Council duly elected Cllr T Davies Chairman and Town Mayor for the 2023-24 municipal year.</p> <p>Cllr T Davies signed and read out the Declaration of Acceptance of Office</p>	<p>ASO to change entries on the website.</p>	<p><i>Local Government Act 1972, ss 14 (1) +15</i></p>

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	Paper A	which was also signed before the Proper Officer.		
FC24/002	<p>Election of the Vice-Chairman of the Town Council for the 2023/24 Civic year 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.</p> <p>Paper B</p>	<p>The Council duly elected Cllr Plastow Chairman and Deputy Town Mayor for the 2023-24 municipal year.</p> <p>Cllr Plastow signed and read out the Declaration of Acceptance of Office which was also signed before the Proper Officer.</p>	ASO to change entries on the website.	<i>Local Government Act 1972, s15 (6)</i>
Open Forum	<p>Resolve to close the meeting for the public forum & again to reopen.</p> <p>(Members of the public are welcome to present any matter relevant to the wellbeing of Gainsborough Town and each president will receive the attention of the council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please see the Council's Public Participation at Meetings Policy and Standing Orders 3 f-l for details.</p> <p>Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is</p>	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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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	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	Apologies for absence 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) & Sch 12, p40.</i>
FC24/004	Declarations of interest 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	Dispensation requests 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	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 Council resolved 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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Agenda no	Agenda item title	Decision	Action	Power/Regulation
Cllr Dobbie arrived at the office 7.14pm				
FC24/007	<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 05 April 2023</p>	<p>The Council resolved to sign the minutes of the meeting 05 April 2023 as a true record of that meeting.</p> <p>Cllrs Bowler, Dobbie and Ward abstained. Cllr Key voted against.</p>	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FC24/008	<p>Committee meeting minutes To note receipt of the draft minutes of the Committee meetings and the decisions contained therein. Paper D – Property and Services Committee 11 April 2023 Paper E – Personnel Committee 12 April 2023 Paper F – Finance and Strategy Committee, 18 April 2023 Paper G - Planning Committee, 25 April 2023 Paper H – Finance and Strategy Committee, 2 May 2023 Paper I – Personnel Committee, 3 May 2023</p>	The Council resolved to note the draft minutes of the committees.	N/A	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
Consideration of the recommendations made by Committees				
FC24/009	To consider the following recommendation from Property and Services Committee held 14 February 2023 (PS23/176):	The Council resolved to defer the burial authority discussion paper until the July Full Council meeting when further Members will have been co-opted.	DC to include in July Full Council agenda.	

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	The Committee resolved to note the discussion paper and put to Full Council for further consideration. Deferred from FC23/171 Paper J Exclusion of Public and Press recommended.	Members did express that further and more accurate costings would be required in order to make an informed decision.		
FC24/010	To consider the following recommendation from Finance and Strategy Committee held 18 April 2023 (FS23/137) & 2 May 2023 (FS23/149) The Committee resolved to recommend to Full Council for approval of the following reports: - <ul style="list-style-type: none"> • Paper K Consolidated Balance Sheet • Paper L Income and Expenditure Account Report • Paper M Income and Expenditure Account Analysis Report • Paper N Income and Expenditure by Budget Headings Report • Paper O Trial Balance • Paper P Section 2 - Accounting Statements of the AGAR 	The Council resolved to approval of the following reports: - <ul style="list-style-type: none"> • Consolidated Balance Sheet • Income and Expenditure Account Report • Income and Expenditure Account Analysis Report • Income and Expenditure by Budget Headings Report • Trial Balance • Section 2 - Accounting Statements of the AGAR Cllr Woolley abstained from voting.	DC to move forward with the submission of the AGAR.	
FC24/011	To consider the following recommendation from Planning Committee held 25 April 2023 (PL23/263)	The Council resolved : - <ul style="list-style-type: none"> • to employ £19,410.05 CIL monies to fund the majority of the cost of the works at North Warren 	OM / AO to contact the contractor.	

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	<p>The Committee resolved to recommend to Full Council: -</p> <ul style="list-style-type: none"> to employ £19,410.05 CIL monies to fund the majority of the cost of the works at North Warren Allotments. 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. 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. <p>Paper Q</p>	<p>Allotments.</p> <ul style="list-style-type: none"> 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. 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. <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>DC to report spend of CIL monies at year end.</p> <p>Cllr Dobbie to report findings of the S106 agreement.</p>	
FC24/012	<p>To consider the following recommendation from Finance and Strategy Committee held 2 May 2023 (FS23/150)</p> <p>The Committee resolved to recommend to Full Council for</p>	<p>The Council resolved to approve of the Council's insurance renewal under a 3 - year scheme (year 3).</p> <p>Cllr Woolley abstained.</p>	<p>DC to contact Zurich.</p>	

Agenda no	Agenda item title	Decision	Action	Power/Regulation
	approval of the Council's insurance renewal under a 3 -year scheme (year 3) Paper R			
Appointment of Leader & members to existing Committees / Working Groups				
FC24/013	Structure and Functions 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 Paper S	The Council resolved 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	ASO to update the website.	
FC24/014	Council Leader To appoint a Leader of the Council.	The Council appointed Cllr Craig as the Leader of the Council.	ASO to update the website.	<i>Structures and Functions</i>
FC24/015	Finance and Strategy Committee To appoint 7 Members to the Finance and Strategy Committee and appoint a committee Chairman.	The Council appointed 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 elected Chairman of the Finance and Strategy Committee.	ASO to update the website.	<i>Standing Orders, s4</i>
FC24/016	Property and Services Committee	The Council appointed Cllrs Bowler, Key, Panter, Plastow and Ward to the	ASO to update the website.	<i>Standing Orders, s4</i>

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	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 elected Chairman of the Property and Services Committee.		
FC24/017	Personnel Committee To appoint 7 Members to the Personnel Committee and appoint a committee Chairman.	The Council appointed 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 elected Chairman of the Personnel Committee.	ASO to update the website.	<i>Standing Orders, s4</i>
FC24/018	Planning Committee To appoint 7 Members to the Planning Committee and appoint a committee Chairman.	The Council appointed 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 elected Chairman of the Planning Committee.	ASO to update the website.	<i>Standing Orders, s4</i>
FC24/019	Neighbourhood Plan Working Group To appoint 3-5 Members to the Neighbourhood Plan Working Group.	The Council appointed 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.	ASO to update the website.	
FC24/020	Policy Review Working Group To appoint 3 Members to the Policy Review Working Group.	The Council appointed Cllrs C Davies, and Key to the Policy Review Working Group, with Cllrs Craig and T Davies ex-	ASO to update the website.	

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
		officio members. There would remain one vacancy.		
FC24/021	<p>Appointment of representatives to external bodies To appoint representatives to outside bodies</p> <ul style="list-style-type: none"> i. West Lindsey Citizens Advice Bureau ii. Gainsborough Adventure Playground Association iii. Friends of Richmond Park iv. North Notts and Lincs Community Rail Partnership CIC v. Bassetlaw Area Group of North Notts & Lincs Community Rail Partnership vi. Gainsborough Crisis Action Team vii. Rural Market Towns Group viii. Safeguarding Champion ix. First Aid Champion 	<p>The Council appointed the following representatives to outside bodies:</p> <ul style="list-style-type: none"> i. West Lindsey Citizens Advice Bureau - Cllr Dobbie ii. Gainsborough Adventure Playground Association – Cllr C Davies iii. Friends of Richmond Park – Cllr T Davies iv. North Notts and Lincs Community Rail Partnership CIC – Cllr Panter v. Bassetlaw Area Group of North Notts & Lincs Community Rail Partnership – Cllr Dobbie vi. Gainsborough Crisis Action Team – Cllr Muggridge vii. Rural Market Towns Group – Cllr T Davies viii. Safeguarding Champion – Cllr Craig ix. First Aid Champion – Cllr Woolley 	ASO to write to the external bodies.	<i>Standing Orders, s. 5j</i>
Town Council business items				
FC24/022	<p>Town Clerk's Report To receive and note the Town Clerk's report (for information only) Verbal</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 19th – 30th</p>	N/A	N/A

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
		May, and the Town Clerk's last official day with the Council is 9 th June but would be in leave / lieu until then.		
FC24/023	Authorised signatories – Payments 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 resolved to appoint Cllrs Craig, Key, Panter and Plastow as authorised payment signatories.	RFO to update bank mandate.	<i>Local Government Act 1972, s111</i>
FC24/024	Authorised signatories - Legal documents 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 resolved 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	General power of competence 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 resolved 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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Agenda no	Agenda item title	Decision	Action	Power/Regulation
	<p>pursuant of the Localism Act 2011 are being met. that being: -</p> <ul style="list-style-type: none"> 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. The Town Clerk holds at least one of the sector-specific qualifications. <p>PAPER T (Further information)</p>			
FC24/026	<p>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 Exclusion of Public and press recommended due to the confidential nature of the report. Paper U</p>	<p>The Council resolved 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>DC to include in July Full Council agenda.</p>	
FC24/027	<p>Meeting calendar for 2023 / 2024 To consider and approve a meeting schedule for 2023/24. Paper V</p>	<p>The Council resolved 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>DC to include in July Full Council agenda. OM to liaise with LCC.</p>	

Agenda no	Agenda item title	Decision	Action	Power/Regulation
		<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>Co-option of vacancies 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 noted that there are currently six vacancies on the Council and resolved to start the co-option process by advertising the vacancies so co-options can be considered at the June meeting.</p>	<p>ASO to advertise co-options.</p> <p>DC to include in June Full Council agenda.</p>	
FC24/029	<p>Correspondence To note the correspondence previously circulated by email – for information only. Paper W</p>	<p>No correspondence circulated.</p>	<p>N/A</p>	<p>N/A</p>
FC24/030	<p>Time and date of next meeting To note 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>The Council noted 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>

Initialled:

The meeting closed at 8.43pm

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

DRAFT

Initialed:

PAPER B



DRAFT Minutes of the Property & Services Committee meeting

23 May 2023 at 6.00pm.

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

Councillors Present

	Paul Key	James Ward
	Keith Panter	
Tim Davies (Chairman)	James Plastow	

Councillors Absent

Nigel Bowler		
Richard Craig		

In attendance:

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

Members agreed for Cllr Key to take the minutes of the meeting.

Agenda no	Agenda item title	Resolution	Action	Power
PS24/001	Apologies for absence To note apologies for absence	Apologies had been received for Cllrs Bowler and Craig.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/002	Vice Chairman To appoint Vice Chairman for this committee.	The Committee resolved to differ until the next meeting.	DC to include on the next agenda.	<i>Local Government Act 1972, s15 (6)</i>
PS24/003	Declarations of interest	None received.	N/A	<i>Localism Act 2011, s31.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.			
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.	None received.	N/A	<i>Localism Act 2011, s33.</i>
PS24/005	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 item PS24/007 on the grounds stated on the agenda.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/006	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	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Tuesday 11 April 2023 as a true record of the meeting.	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS24/007	Cemetery Issue To consider Officer report on cemetery issue and approve works	Cllrs Key, Plastow and Davies declared non-pecuniary interest of knowing the individual.	OM to write to WLDC to ask if there is a	

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Agenda no	Agenda item title	Resolution	Action	Power
	and contractor quote. Exclusion of public and press recommended due to the personal nature. Paper B	The Committee resolved that the recommendation contained in Paper B to the Property and Services on 23/05/2023 be passed and the monies of £4,210 + VAT, with a 10% contingency for an unforeseen circumstance (money to be taken from general reserves). Discussion about how GTC are responsible for the Cemetery but were not the burial authority in the 1980s when the issues had arisen, requested Operations Manager write to WLDC to ask if there is a possibility of any recompense.	possibility of any recompense.	
PS24/008	Items for notification To receive any items for notification to be included on a future agenda – for information only	None	N/A	N/A
PS24/009	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	The Committee noted the date and time of the next Property and Services committee scheduled 13 June 2023 at 7:00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 6:30pm.

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

Initialed:

Property and Services Committee Minutes 2023-24

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PAPER C

PAPER D



**APPLICATION FORM FOR THE ROLE OF TOWN COUNCILLOR
ON GAINSBOROUGH TOWN COUNCIL**

Full name	Sean Alexander Brennan
Home address Inc. Postcode	Gainsborough, Lincolnshire, DN21 1
Telephone number	
Mobile number	
Email	

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?	Yes
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**LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR
QUALIFICATIONS**

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes
Are you 18 or over?	Yes

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Gainsborough Town Council ?	Yes
Have you lived either in the parish of Gainsborough, or within three miles of its boundary, for at least a year?	Yes
Have you been the owner or tenant of land in the parish of Gainsborough for at least a year?	Yes
Have you had your only or main place of work in the parish of Gainsborough for at least a year?	Yes



DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	No
Are you disqualified by order of a court from being a member of a local authority?	No
Are you employed by Gainsborough Town Council, a joint committee or hold a paid office?	No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	No

Please briefly outline of why you are interested in being a Town Councillor.

[Redacted]

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

[Redacted]



Gainsborough

TOWN COUNCIL

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

**Email: townclerk@gainsborough-tc.gov.uk
Web: www.gainsborough-tc.gov.uk**

[Redacted text block]

[Redacted text block]

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

Are there any questions you would like to ask the council?

Signed.....Sean Brennan

Date:

PAPER E



**APPLICATION FORM FOR THE ROLE OF TOWN COUNCILLOR
ON GAINSBOROUGH TOWN COUNCIL**

Full name	DENNIS ROBERT DANWAT
Home address	[REDACTED]
Inc. Postcode	GAINSBOROUGH DN21 1 [REDACTED]
Telephone number	N/A
Mobile number	[REDACTED]
Email	[REDACTED]

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?	Yes / <input checked="" type="checkbox"/> No
--	--

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / <input checked="" type="checkbox"/> No
Are you 18 or over?	Yes / <input checked="" type="checkbox"/> No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Gainsborough Town Council ?	Yes / <input checked="" type="checkbox"/> No
Have you lived either in the parish of Gainsborough, or within three miles of its boundary, for at least a year?	Yes / <input checked="" type="checkbox"/> No
Have you been the owner or tenant of land in the parish of Gainsborough for at least a year?	Yes / <input checked="" type="checkbox"/> No
Have you had your only or main place of work in the parish of Gainsborough for at least a year?	Yes / <input checked="" type="checkbox"/> No



DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No
Are you employed by Gainsborough Town Council, a joint committee or hold a paid office?	Yes / No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes / No

Please briefly outline of why you are interested in being a Town Councillor.

TO WORK FOR THE POPULATION OF GAINSBOROUGH

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

PREVIOUS EXPERIENCE.
COMMUNITY VOLUNTEER
SHOP STEWARD IN PREVIOUS EMPLOYMENT



Gainsborough

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Lincolnshire DN21 2RJ
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Email: townclerk@gainsborough-tc.gov.uk
Web: www.gainsborough-tc.gov.uk

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

LISTENING AND ORGANISATIONAL SKILLS

Are there any questions you would like to ask the council?

No.

Signed.....



Date: 26.05.23.....

PAPER F



**APPLICATION FORM FOR THE ROLE OF TOWN COUNCILLOR
ON GAINSBOROUGH TOWN COUNCIL**

Full name	MICHAEL DEVINE
Home address Inc. Postcode	[REDACTED] GAINSBOROUGH DN21 1 [REDACTED]
Telephone number	[REDACTED]
Mobile number	[REDACTED] - office use only.
Email	[REDACTED]

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?	Yes / No
--	---------------------

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Gainsborough Town Council ?	Yes / No
Have you lived either in the parish of Gainsborough, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the parish of Gainsborough for at least a year?	Yes / No
Have you had your only or main place of work in the parish of Gainsborough for at least a year?	Yes / No



DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No
Are you employed by Gainsborough Town Council, a joint committee or hold a paid office?	Yes / No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes / No

Please briefly outline of why you are interested in being a Town Councillor.

To serve the local community and help to improve the local area and town.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.


Previous WDC council



Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

7 to 8 years experience on Planning
Corporate Policy and Proposals Committees at
WDC.

Are there any questions you would like to ask the council?

Signed.....

Date: 30th May 2023

PAPER G



**APPLICATION FORM FOR THE ROLE OF TOWN COUNCILLOR
ON GAINSBOROUGH TOWN COUNCIL**

Full name	Richard Doy
Home address Inc. Postcode	Gainsborough Lincs DN21 1
Telephone number	
Mobile number	
Email	

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--	-------

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes /
Are you 18 or over?	Yes /

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Gainsborough Town Council ?	Yes /
Have you lived either in the parish of Gainsborough, or within three miles of its boundary, for at least a year?	Yes /
Have you been the owner or tenant of land in the parish of Gainsborough for at least a year?	Yes /
Have you had your only or main place of work in the parish of Gainsborough for at least a year?	Yes /



DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	/ No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	/ No
Are you disqualified by order of a court from being a member of a local authority?	/ No
Are you employed by Gainsborough Town Council, a joint committee or hold a paid office?	/ No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	No

Please briefly outline of why you are interested in being a Town Councillor.

I am interested in the Town Council as its at the grassroots level and the first face local accountability to all the residents Of Gainsborough, At this level of Town council its important that the council works in the best interest of our town, And is a champion of the Gainsborough community much is good in our town and we are lucky to live in such an historic place, But also we all know the many areas in which the town needs improvement.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I have had previous experience as a Town Councillor while living in another area in the south east of England were I served for some 8 years, So have a good understanding of how the Council system works in terms of Parish, District and County functions.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

I Have good organisational, listening, and tasking skills and have in My former Employment been both a Court Clerk and Crime statistics mapper for the police.



Are there any questions you would like to ask the council?

How does the Council feel in can help improve the town?

Signed Richard Doy.....

Date:16/05/23.....

PAPER H



**APPLICATION FORM FOR THE ROLE OF TOWN COUNCILLOR
ON GAINSBOROUGH TOWN COUNCIL**

Full name	PAUL MICHAEL HOSTON
Home address Inc. Postcode	[REDACTED] GAINSBOROUGH LINCS DN21 2 [REDACTED]
Telephone number	[REDACTED]
Mobile number	[REDACTED]
Email	[REDACTED]

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?	Yes / No
--	----------

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Gainsborough Town Council ?	Yes / No
Have you lived either in the parish of Gainsborough, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the parish of Gainsborough for at least a year?	Yes / No
Have you had your only or main place of work in the parish of Gainsborough for at least a year?	Yes / No



DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No
Are you employed by Gainsborough Town Council, a joint committee or hold a paid office?	Yes / No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes / No

Please briefly outline of why you are interested in being a Town Councillor.

I'VE LIVED ALL MY LIFE IN GAINSBOROUGH AND HAVE NEVER REALLY PUT ANYTHING BACK INTO IT DUE TO WORK COMMITMENTS, ETC BUT I NOW SEEM TO HAVE MY FREE TIME BETTER ORGANISED AND WOULD LIKE TO SEE IF I CAN PUT IT TO USE FOR THE GOOD OF GAINSBOROUGH AND TO TRY AND MAKE IT A MORE ENJOYABLE & VIBRANT PLACE TO LIVE, WORK & RELAX.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

HAVING TRAVELLED A LOT FOR WORK IN PREVIOUS EMPLOYMENTS I HAVE VISITED MANY COUNCILS AREA'S AND BELIEVE I CAN USE SOME OF THESE EXPERIENCES TO FURTHER OUR TOWN COUNCIL I AM A VOLUNTARY SAFEGUARDING OFFICER WITH GAINSBOROUGH RUFC AND WOULD LIKE TO HELP DEVELOP ALL SPORTS AT ALL LEVELS



Gainsborough

TOWN COUNCIL

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Lincolnshire DN21 2RJ
Tel: 01427 811573

Email: townclerk@gainsborough-tc.gov.uk
Web: www.gainsborough-tc.gov.uk

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

IN PREVIOUS EMPLOYMENT I WAS A SITE/PROJECT MANAGER FOR ONE COMPANY WORKING ON POWER STATIONS & WATER TREATMENT PLANTS SO WAS USED TO ORGANISING & OVERSEEING PROJECTS. QUALIFIED ELECTRICIAN/FITTER FIRST AIDER (VOLUNTEERING WITH ST JOHN AMBULANCE) & LEVEL 2 MENTAL HEALTH FIRST AIDER.

I AM ~~AM~~ A VERY GOOD LISTENER AND ALWAYS WILLING TO HELP OTHERS WHERE I CAN. HOPEFULLY CAN BRING FRESH IDEAS & ENTHUSIASM TO HELP ORGANISE EVENTS THAT HAVE FALLEN OFF THE RADAR. I.E RIVERSIDE FESTIVAL / LEVELLINGS GAINSBOROUGH SHOW ETC.

Are there any questions you would like to ask the council?

NOT AT THE MOMENT.

Signed. 

Date: 21/5/2023

PAPER I



**APPLICATION FORM FOR THE ROLE OF TOWN COUNCILLOR
ON GAINSBOROUGH TOWN COUNCIL**

Full name	Aaron Daniel Taylor
Home address Inc. Postcode	Gainsborough, Lincolnshire, DN21 1
Telephone number	
Mobile number	
Email	

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?	Yes
--	-----

**LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR
QUALIFICATIONS**

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes
Are you 18 or over?	Yes

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Gainsborough Town Council ?	Yes
Have you lived either in the parish of Gainsborough, or within three miles of its boundary, for at least a year?	Yes
Have you been the owner or tenant of land in the parish of Gainsborough for at least a year?	Yes
Have you had your only or main place of work in the parish of Gainsborough for at least a year?	/ No



DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	/ No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	No
Are you disqualified by order of a court from being a member of a local authority?	No
Are you employed by Gainsborough Town Council, a joint committee or hold a paid office?	No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	No

Please briefly outline of why you are interested in being a Town Councillor.

I would like to help make a difference to the place I live.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I have previously served on the Gainsborough Parish Town Council

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

I have previously been part of the organisation and execution of successful events such as local beer festivals and charitable music gigs

Are there any questions you would like to ask the council?

No

Signed..... Aaron Daniel Taylor

Date: 17/04/23

PAPER J



**APPLICATION FORM FOR THE ROLE OF TOWN COUNCILLOR
ON GAINSBOROUGH TOWN COUNCIL**

Full name	Mary Joseph Warriner
Home address	[REDACTED]
Inc. Postcode	Gainsborough Lincs DN21 2 [REDACTED]
Telephone number	[REDACTED]
Mobile number	[REDACTED]
Email	[REDACTED]

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this? Yes / No

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Are you 18 or over?	<input checked="" type="radio"/> Yes / <input type="radio"/> No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Gainsborough Town Council?	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Have you lived either in the parish of Gainsborough, or within three miles of its boundary, for at least a year?	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Have you been the owner or tenant of land in the parish of Gainsborough for at least a year?	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Have you had your only or main place of work in the parish of Gainsborough for at least a year?	Yes / <input checked="" type="radio"/> No

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / <input checked="" type="radio"/> No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / <input checked="" type="radio"/> No
Are you disqualified by order of a court from being a member of a local authority?	Yes / <input checked="" type="radio"/> No
Are you employed by Gainsborough Town Council, a joint committee or hold a paid office?	Yes / <input checked="" type="radio"/> No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes / <input checked="" type="radio"/> No

Please briefly outline of why you are interested in being a Town Councillor.

I have previous experience of the town council as my father and housemate was a town councillor.

I would like to see the Gainsborough Show back and up and running, at the Hickman Bacon Memorial Park.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I have done tech work for the local event group and for the old nick theatre and also some in the Carity Shops in town.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

I have tech work from running events

Are there any questions you would like to ask the council?

Being a tenant on a allotment and garage

Signed: 

Date: 25/05/23

Town Clerk – Belina Boyer
Office Hours: Monday to Friday 9.00am – 3.00pm

PAPER K

Idea's for Strategy Issues of the Council 18/05/23

Councillor Paul Key Revisions to Structure and Functions

Fellow Councillors what I put forward is idea's for us as an Authority to try and move this Council into a new era, were Officer's and Councillors work together on a Strategic Plan for either 3 or 5 years.

It is very apparent that what has happened over the last 15 years or so does not work effectively, Officer's often say they feel undervalued and overworked sometimes to the point of Exhaustion.

Some Councillors on the other hand feel they are not kept up to date with issue's, often having to prize information from previous Senior Officer's, also having undergone a HR Organisational Review which did not put Councillors in a good light and alienated other Councillors who believe that what was asked for, through the previous Clerk was not what we got or expected to get.

I feel that we have to create a way of working together on Strategy Issues (Councillors will have different priorities on this) but we must try to work together for the people of Gainsborough yes Gainsborough the town we represent.

Also I believe that we have to hold other partners or consultee's to account over issues that have happened in the past or at least publish the fact.

I know that we cannot change everything straight away, but if we do not try something I believe we will just carry on drifting along, we will hopefully get a new clerk in place soon and he or she will steer us in the right direction.

As to new Councillors and the six soon to be Councillors after being Co - Opted to the Council will probably think what's all this about I

think if they take the time to look at minutes of meetings from the last 3 years or so, they might get a better idea of issues.

Thank you Councillor Key

PROPOSED STRATEGY OVERVIEW COMMITTEE

Strategic Plan/Vision

Strategic overview

1.1 Members of committee - Chairs of Full Council, Finance and Strategy, Property and Services and Personnel (Vice Chairs being able to sub if the Chair cannot make it).

1.2 Responsible for Meeting with the 3 Senior Officers - the Clerk, Deputy Clerk and Operations Manager, to contribute to matters of Strategy for major decisions.

1.3 The joint meetings above being 60 to 90 minutes once a week, time to be put aside to suit the majority of members. With all decisions not rushed and debating a single item if necessary.

1.4 The quorum of the Meeting shall be 3 Councillor's and 2 Officers.

1.5 The Committee to consider matters relating to Strategy and Major Infrastructure

1.6 The Committee has extensive delegated powers in relation to budget monitoring and management.

1.7 The following specific budgetary areas are considered as part of the committee's remit

1.8 Receive documentation relating to -

Cemetery's - General Cemetery Proposed Extension - North Warren Road Cemetery.

Richmond House and outbuildings - also Richmond Park.

New Office accommodation if needed.

Marshalls Sports Ground - (Roses as regards finance)

Meetings - cutting down number of Meetings.

Aisby Walk skate park - plus 6 other smaller sites with Equipment on.

Staffing Issue's Long Term.

Grants for improvements.

This list is not exhaustive or should be taken as everything, any Issue that relates to Strategy should be properly examined.

1.9 Responsibility for recommending a budget to Full Council, which should include

- * The Budget (Income and Expenditure)

- * Five year Estimate

- * Investments

1.10 Establish, Monitor and Review a Long Term Strategy for the Town Council.

1.11 Consider and review Policies relating to Strategy.

Regards CLLR Key

Dated 28/05/23

PAPER L

**Officer Report to
The Full Council**

Report Author: Stephen Coulman
Report Date: 31.05.23



Gainsborough
TOWN COUNCIL

Operations Manager - Budget

1. Summary

To seek approval for the Operations Manager to be given authority to spend for the day to day running of the Council's facilities, plant, equipment, and materials purchase.

2. Background

The Council's Financial Regulations make no reference to the Operations Manager with regard to authority to spend. Refer to Appendix One which details the relevant part of the current Financial Regulations.

The Operations Manager is required to consult the Clerk and / or Deputy Clerk / RFO whenever a purchase is required to be made. This could be for a £1 nut and bolt or a £999 self-closing gate for a children's play area.

Whilst the Operations Team are building up a store of frequently used items and equipment there are regular occasions when items required at short notice are unable to be purchased. This is due to vacancy, annual leave / time off in lieu of officers authorised to spend. The impact on the service is that the Council provides is that immediate operational decisions cannot be made 'on the ground' for the purchase of day-to-day consumables as the need arises thereby delaying works / actions that need to be undertaken.

If the Operations Manager was authorised to spend as per the Clerk and Deputy Clerk / RFO efficiencies of service would be achieved.

Due to the increase in the cost of living and the supply chain it would be prudent to increase the levels of spend as follows:

- a) the Council for all items over £10,000 (no change)
- b) a duly delegated committee of the Council for items over £5,000 (increase of £2,000).
- c) the Clerk, Deputy Clerk (RFO) or Operations Manager, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £5,000 (increase of £2,000).
- d) the Clerk, Deputy Clerk (RFO) or Operations Manager for items below £2,500 (increase of £2,000).

3. Cost

There are no additional costs to the Council as expenditure will be within the budgets set by the Council.

4. Recommendation

- a) That a duly delegated committee of the Council is authorised to purchase items and services over £5,000 (increase of £2,000).

- b) That the Clerk, Deputy Clerk (RFO) or Operations Manager, in consultation with the Chair of Council or Chair of the appropriate committee, is authorised to purchase items and services below £5,000 (increase of £2,000).
- c) That the Clerk, Deputy Clerk (RFO) or Operations Manager is authorised to purchase items and services below £2,500 (increase of £2,000).
- d) That the financial Regulations be changed accordingly.

4. Budgetary Control and Authority to Spend

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:

- e) the Council for all items over £10,000;
- f) a duly delegated committee of the Council for items over £3,000;
- g) the Clerk and / or RFO, in consultation with Chairman of Council or Chairman of the appropriate committee, for any items below £3,000; or
- h) the Clerk and / or Deputy Clerk (RFO) for items below £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.

4.2. No expenditure may be authorised that will exceed the amount provided in the budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the capital budget for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Clerk and / or RFO may authorise revenue expenditure on behalf of the Council which in the Clerk's, or Deputy in the absence of the Clerk, judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk and / or RFO shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

PAPER M

PAPER N

PAPER O

PAPER P

Correspondence Previously Circulated

June 2023

- Lincolnshire Police Inspector: Communication from Superintendent Coates – 22 May 2023
- Tillbridge Solar: Publication of Statement of Community Consultation and wider information – 25 May 2023
- WLDC: Parish Newsletter – 26 May 2023
- East Midlands Railway: Important Update from EMR: Strike Action Information for Wednesday 31 May to Saturday 3 June – 26 May 2023
- Tillbridge Solar: Statutory pre-application consultation: 30 May 2023 to 11 July 2023 – 30 May 2023
- WLDC: Parish Newsletter - extra edition – 30 May 2023
- WLDC: Special Edition Business Brief – 1 June 2023
- NALC: Chief Executive's Bulletin – 1 June 2023
- WLDC: Newsletter May 2023 – 1 June 2023
- Better Housing Better Health: Free Home Energy Advice – 1 June 2023

Glossary:

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