

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: gainsborough-tc.gov.uk



Thursday, 13 July 2023

Dear Councillor,

You are hereby summoned to attend an extraordinary meeting of **Council** which will be held on **Wednesday 19 July 2023** commencing at **7.00pm** in the ceremony room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough.**

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

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

P.p Deputy Clerk

Cllr T Davies
Acting Town Clerk

Agenda no	Agenda item title	Power
FC24/070	Apologies for absence To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FC24/071	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>
FC24/072	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>
FC24/073	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	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

Agenda no	Agenda item title	Power
	Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	
FC24/074	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, Wednesday 5 July 2023	<i>Local Government Act 1972, Sch 12, p41</i>
FC24/075	Town Clerk Recruitment To receive recommendation from Personnel Committee. Exclusion of Public and Press recommended due to personal nature of discussion Paper B	N/A
FC24/076	Time and date of next meeting To note the date and time of the next Full Council meeting is scheduled for Tuesday 5 September 2023 at 7.00pm	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

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Gainsborough Town Council

DRAFT Minutes of the Full Council meeting

Wednesday 5 July 2023 at 7:00pm



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

Councillors Present

Nigel Bowler		Richard Doy		
Sean Brennan			Keith Panter	Kenneth Woolley
	Michael Devine	Paul Key	James Plastow	
Dennis Dannatt	David Dobbie (arrived at 8:08pm)	Stuart Morley		

Councillors Absent

	Caz Davies	Paul Hooton	Liam Muggridge	Harry Warriner
Richard Craig	Tim Davies			
			James Ward	

In attendance:

	Rachel Allbones (DC&RFO)		
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Also present: One member of the public

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.	A member of the public questioned why a plot on Love Lane allotments was able to have 9 sheds on a plot, one allegedly containing excrement. They also requested if the Operations Manager and any interested Members would meet them at the Love Lane allotment pond to measure the depth.	AO & OM to form a response to the question/request.	<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
	<p>Please see the Council's Public 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>	They advised they would be objecting the retrospective planning permission being submitted by the Town Council.		
FC24/053	<p>Apologies for absence To note apologies for absence.</p>	The Council noted apologies for absence from Cllr Craig, C Davies, T Davies, Hooton and Ward.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FC24/054	<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>
FC24/055	<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>

Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC24/056	<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 FC24/063, FC24/066.	N/A	<i>Public Bodies Admissions to Meetings) Act 1960 1 (2)</i>
FC24/057	<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 7 June 2023</p>	<p>The Council resolved to sign the minutes of the meeting 7 June 2023 as a true record of that meeting.</p> <p>Cllrs Dannatt and Devine abstained.</p>	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FC24/058	<p>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</p>	The Council resolved to note the draft minutes of the Committees.	N/A	<i>Local Government Act 1972, Sch 12, p41 (1).</i>

Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC24/059	Finance and Strategy Committee To appoint 1 Member to the Finance and Strategy Committee.	The Council appointed Cllr Devine to the Finance and Strategy Committee.	ASO to update the website.	<i>Standing Orders, s4</i>
FC24/060	Personnel Committee To appoint 1 Member to the Personnel Committee.	The Council appointed Cllr Brennan to the Personnel Committee.	ASO to update the website.	<i>Standing Orders, s4</i>
FC24/061	Planning Committee To appoint 1 Member to the Planning Committee.	The Council appointed Cllr Devine to the Planning Committee.	ASO to update the website.	<i>Standing Orders, s4</i>
FC24/062	Policy Review Working Group To appoint 1 Member to the Policy Review Working Group.	The Council appointed Cllr Brennan to the Policy Review Working Group.	ASO to update the website.	
Council resolved to alter the order of business and take items FC24/064 and FC24/065 next.				
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	The Council resolved 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 £5,000;	DC to update documents. ASO to update the website.	

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	<p>in the approved budget. This authority is to be determined by:</p> <p>a) the Council for all items over £10,000;</p> <p>b) a duly delegated committee of the Council for items over £3,000 £5,000;</p> <p>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</p> <p>d) the Clerk, and / or Deputy Clerk (RFO) and / or Operations Manager for items below £500 £1,500.</p> <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. Contracts may not be disaggregated to avoid controls imposed by these regulations.</p>	<p>c) the Clerk, Deputy Clerk (RFO) and / or Operations Manager in consultation with Chairman of Council or Chairman of the appropriate committee, for any items below £5,000; or</p> <p>d) the Clerk, Deputy Clerk (RFO) and / or Operations Manager for items below £1,500.</p> <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. Contracts may not be disaggregated to avoid controls imposed by these regulations.</p> <p>Cllr Key voted against. Cllr Woolley abstained from voting.</p>		
FC24/065	<p>Town Clerk's Report To receive and note the Town Clerk's report (for information only)</p>	The Council noted the Deputy Clerk's report.	N/A	

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	Paper H	The Deputy Clerk updated Members of the weekends ASO at Richmond Park.		
The member of the public left the meeting.				
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.	A thorough discussion ensued, and Members were of the view that the Town Council is unable to carry burden the full cost of a new cemetery extension and discussions need to be held with WLDC. The Council resolved that a Task Group comprising of the Town Clerk and/or Deputy Clerk, the Operations Manager, the Mayor, the Leader and Cllr Key be appointed to work together to investigate further form a plan to move forward, the group will update Full Council in October.	DC to arrange a meeting of the Task Group.	
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	Cllr Dobbie arrived at the meeting at 8:08pm. A thorough discussion ensued. Cllr Woolley proposed that an informal member meeting was needed to thoroughly discuss all recommendations before voting on them, seconded by Cllr Dannatt. Cllr Bowler proposed accepting all recommendations, seconded by Cllr Brennan.	DC to contact the Leader to arrange an informal member meeting.	

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Agenda no	Agenda item title	Decision	Action	Power/Regulation
		<p>At the request of Cllr Dobbie a recorded vote was taken as follows: -</p> <p>Cllr Woolleys proposal: - For: - Cllrs Dannatt, Key, Morley, Panter, Plastow, Woolley Against: - Cllrs Bowler, Brennan, Devine, Doy Abstained: - Cllr Dobbie</p> <p>Proposal carried.</p>		
FC24/067	<p>Meeting calendar for 2023 / 2024 To consider and approve a meeting schedule for 2023/24 (September – May). Paper J</p>	<p>The Council resolved to set the meeting schedule from September 2023 – April 2024 as follows, with all meetings be held at Richmond House: -</p> <p>Full Council - One meeting every calendar month. The meeting will take place on the first Tuesday of every month at 7pm.</p> <p>Committee meetings as per Structure and Functions: -</p> <p>6.1 Finance and Strategy - One meeting every calendar month. The meeting will take place on the third Tuesday of every month at 7pm.</p> <p>7.3 Personnel - One meeting every calendar month (with the exception of August). The meeting will take</p>	<p>DC to update meeting calendar and website.</p>	

Agenda no	Agenda item title	Decision	Action	Power/Regulation
		<p>place on the second Wednesday of the month at 7pm.</p> <p>8.4 Planning - One meeting every calendar month. The meeting will take place on the fourth Tuesday of every month at 7pm.</p> <p>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.</p> <p>Clr Bowler voted against.</p> <p>Clr Brennan abstained from voting.</p>		
FC24/068	<p>Correspondence To note the correspondence previously circulated by email – for information only. Paper K</p>	The Council noted the correspondence circulated.	N/A	N/A
FC24/069	<p>Time and date of next meeting To note the date and time of the next Full Council meeting.</p>	The Council noted the date and time of the next Full Council meeting scheduled for Tuesday 5 September 2023 at 7.00pm at Richmond House, Morton Terrace.		<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 8.40pm

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

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