

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



Dear Councillor,

Thursday, 06 July 2023

You are hereby summoned to attend a meeting of **Property and Services Committee** which will be held on **Tuesday 11 July 2023** commencing at **7.00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough.**

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

**Cllr T Davies**  
**Acting Town Clerk**

**Committee members: Cllr N Bowler, Cllr R Craig – ex officio, Cllr D Dannatt, Cllr T Davies (C) - ex officio, Cllr P Key, Cllr K Panter, Cllr J Plastow (VC), Cllr J Ward, Cllr H Warriner**

Agenda no	Agenda item title	Power
PS24/026	<b>Apologies for absence</b> To note apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PS24/027	<b>Declarations of interest</b> To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PS24/028	<b>Dispensation requests</b> To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>
PS24/029	<b>Items for Exclusion of Public and Press</b> To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

Agenda no	Agenda item title	Power
PS24/030	<p><b>Minutes of the previous meeting(s)</b>            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).  <b>Paper A – Property and Services - Tuesday 13 June 2023</b></p>	<p><i>Local Government Act 1972, Sch 12, p41 (1).</i></p>
PS24/031	<p><b>Grant Applications</b>            To consider grant applications received.            1) Connexions 4 Youth - £1,000 <b>Paper B</b>            2) North Notts and Lincs Community Rail Partnership - £1,000 <b>Paper C</b></p> <p>To note that the following Community Grant funds are available:</p> <ul style="list-style-type: none"> <li>• £4,840 in earmarked reserves</li> <li>• £1,000 remaining from the 2023/2024 budget</li> </ul> <p><a href="https://gainsborough-tc.gov.uk/policy/community-grants-policy/">https://gainsborough-tc.gov.uk/policy/community-grants-policy/</a></p>	
PS24/032	<p><b>Laybo Fest 2024</b>            To consider a booking request for Marshalls Sports Ground for 24 – 27 May 2024 and decide on an appropriate fee to be levied.  <b>Paper D</b></p>	
PS24/033	<p><b>Christmas Lights switch on</b>            To note verbal report from the Deputy Clerk.</p>	
PS24/034	<p><b>Grave Digging</b>            To consider a verbal report from the Operations Manager on burial processes and administration.</p>	
PS24/035	<p><b>Love Lane Pond</b>            To consider a verbal report from the Operations Manager regarding the retrospective planning application.</p>	
PS24/036	<p><b>Allotment rent</b>            To note and agree to the rent increase from Thonock and Somerby Estates for Middlefield Lane and Love Lane Allotments  <b>Paper E</b></p>	
PS24/037	<p><b>Allotment Officer Report</b>            To receive report from the Allotment Officer and decide on any action to be taken.</p>	

Agenda no	Agenda item title	Power
	<b>Exclusion of Public and press recommended.</b> <b>Paper F</b>	
PS24/038	<b>Richmond Park Footpaths</b> To consider appointing a contractor for Richmond Park footpaths' repairs. <b>Exclusion of Public and press recommended due to time sensitive commercial sensitivities.</b> <b>Paper G</b>	
PS24/039	<b>Zero Turn Mower</b> To consider report from the Operations Manager seeking approval for the purchase of a replacement zero turn stand up grass cutting mower <b>Exclusion of Public and press recommended due to time sensitive commercial sensitivities.</b> <b>Paper H</b>	
PS24/040	<b>Items for notification</b> To receive any items for notification to be included on a future agendas – for information only <ul style="list-style-type: none"> <li>➤ General Cemetery Chapel condition report quotes</li> <li>➤ General Cemetery extension</li> <li>➤ Richmond House conservatory replacement</li> <li>➤ Sandsfield Lane North play area</li> </ul>	N/A
PS24/041	<b>Time and date of next meeting</b> To note the date and time of the next Property and Services committee is scheduled for Tuesday 12 September 2023 at 7.00pm	<i>Local Government Act            1972, Sch 12, p10 (2)(a)</i>

# PAPER A



# 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	<b>Apologies for absence</b> To note apologies for absence	Apologies had been received for Cllr Plastow.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PS24/011	<b>Vice Chairman</b> To appoint Vice Chairman for this committee.	The Committee <b>resolved</b> to appoint Cllr Plastow as Vice Chairman of the Committee.	<b>ASO</b> to update records.	<i>Local Government Act 1972, s15 (6)</i>
PS24/012	<b>Declarations of interest</b> 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	<b>Dispensation requests</b> 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	<b>Items for Exclusion of Public and Press</b> To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The Committee <b>resolved</b> 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	<b>Minutes of the previous meeting(s)</b> 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). <b>Paper A – Property and Services Tuesday 23 May 2023</b>	The Committee <b>resolved</b> 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.	<b>ASO</b> to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS24/016	<b>Greener Gainsborough</b> 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	<b>AO</b> 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><b>Love Lane Allotment pond consultation</b></p> <p>To note the Love Lane allotment pond consultation results and consider recommendations contained in the report.</p> <p><b>Paper B</b></p>	<p>The Committee <b>resolved</b>: -</p> <ul style="list-style-type: none"> <li>a) To note the survey result.</li> <li>b) To inform allotment holders and Thonock and Somerby estates of the survey results.</li> <li>c) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June.</li> <li>d) To inform the WLDC planning enforcement officer that planning consent has been sought.</li> <li>e) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</li> <li>f) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted</li> </ul>	<p><b>AO</b> to inform allotment holders results.</p> <p><b>AO</b> to apply for retrospective planning consent to retain the pond.</p> <p><b>AO</b> to inform the WLDC planning enforcement officer and Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</p> <p><b>AO &amp; OM</b> to produce a pond management plan.</p>	
PS24/018	<p><b>Allotment Officers Report</b></p> <p>To note the report from the</p>	The Committee <b>resolved</b> 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. <b>Paper C</b>			
PS24/019	<b>Grave Digging</b> 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.	<b>OM</b> to report to the next meeting.	
The Allotments Officer left the meeting.				
PS24/020	<b>Grant Applications</b> To consider grant applications received. 1) Connexions 4 Youth - £1,000 <b>Paper D</b> 2) North Notts and Lincs Community Rail Partnership - £1,000 <b>Paper E</b> 3) 2 <sup>nd</sup> Gainsborough Guides - £1,000 <b>Paper F</b> 4) Salvation Army - £ <b>Paper G</b> (to follow) To note that the following Community Grant funds are available: <ul style="list-style-type: none"> <li>• £4,840 in earmarked reserves</li> <li>• £2,000 remaining from the 2023/2024 budget</li> </ul>	Cllr Craig left the meeting.  The Committee <b>resolved</b> : - 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 <sup>nd</sup> 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.	<b>ASO</b> to respond to applicants.	

Initialed:



Agenda no	Agenda item title	Resolution	Action	Power
	<a href="https://gainsborough-tc.gov.uk/policy/community-grants-policy/">https://gainsborough-tc.gov.uk/policy/community-grants-policy/</a>			
PS24/021	<b>Childrens Cricket Sessions</b> To consider request from Gainsborough Cricket Club to use the cricket field free of charge. <b>Paper H</b>	The Committee <b>resolved</b> 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.	<b>DC</b> to respond to Gainsborough Cricket Club.	
PS24/022	<b>Levellings Park Redevelopment – Self Closing Gates</b> To consider approving additional spend for new / refurbishment of self-closing play area gates. <b>Paper I</b> <b>Referred from FC24/041</b>	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 <b>resolved</b> : - 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.	<b>OM</b> to continue communications with Proludic.	
PS24/023	<b>Grass Cutting Equipment</b> To consider report from the Operations Manager seeking approval for the purchase of towed	The Committee <b>resolved</b> : - a) To purchase the Wessex AR150-R G2 12.5HP recoil start towed mower for	<b>OM</b> to make the purchase.	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	grass cutting equipment. <b>Paper J</b> <b>Referred from FC24/042</b>	£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	<b>Items for notification</b> To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>• Purchase of Stander mowers</li> </ul>	<b>DC</b> to include on next agenda.	N/A
PS24/025	<b>Time and date of next meeting</b> 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 <b>noted</b> 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:

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# PAPER B



## Grant Application Form

### 1. Name and Contact Details

Applicant Name: Connexions 4 Youth

Address: C/o: Connexions Community Hub, 6-8 Church Street, Gainsborough

Telephone Number: Casey (Committee Chair) [REDACTED]

Email: [REDACTED] or mylincs@outlook.com

Type of Organisation:

School/College	<input type="checkbox"/>
Sports Club	<input type="checkbox"/>
<b>Youth Group</b>	<input type="checkbox"/>
Educational Organisation	<input type="checkbox"/>
Other (Please specify below)	<input type="checkbox"/>

### 2. Project Details

Please give a brief outline of the project for which you are seeking funding.

Towards Community Easter Arts and Craft Activities and a Spring Community Event at St Georges Hall.

Each year we offer Easter Arts and Crafts to young people and their families across the Half term break. These are always well attended and reach out to many vulnerable families in our town. At these events we offer refreshments, snacks and sometime food also.

The community event at St Georges will be to support the most vulnerable adults we work with in association with the Disability Social Network, whilst also being an event with food, games, events and activities for all the community to enjoy.

Our young people just want to do something special for our community over the coming months.

Will your project benefit people from outside of your organisation? **Yes** No

If yes, please explain how below.

The whole community.

The Disability Social Network and Mental Health Partnership.

Our own young people will also find it a rewarding and positive experience.

How many people do you expect to benefit from your project?

1 – 10

61 – 100

11 – 30

101 - 200

31 – 60

200 + (please give estimate) \_\_200 to 400

### 3. Project Costs.

What is the total cost of your project: **1050.00**

How much are you seeking as a grant from Gainsborough Town Council: 1000.00

Please provide a breakdown of your project costs in the table below.  
(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
Printing and publicity	£250.00
Outdoor play equipment and games	£300.00
Food and refreshments	£200.00
Hire fees	£150.00
Arts and Craft Equipment and resources	£150.00
	£
	£
	£
	£
	£
<b>TOTAL COST</b>	<b>£1050.00</b>

Have you applied for funding for this project from any other funders? Yes  No

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
Connexions 4 Youth		£50.00
		£
		£
		£
		£

#### 4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

Increased numbers accessing the Fun Club at St Georges Hall and Warm Space Initiative

Easter Arts and Craft Sessions have been run year on year, and each year these numbers increase, and as it is open to whole families now also, rather than younger ones, the footfall will increase.

#### 5. Schedule

When will your project start? July and August July to October  
 2023

For how long will your project continue? \_\_\_\_\_

#### 6. Supporting Documents. (Connexions have previously applied)

##### First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference
2. Your most recent set of accounts
3. Most recent bank statement.

##### All Applicants

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

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### **What Happens Next**

The Council will consider your application at the next appropriate meeting (typically held every quarter).

The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

### **After Your Project**

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project.

### **Declaration**

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed Casey Aelberry

Date 9<sup>th</sup> March 2023

Name Casey Aelberry

Position in Organisation - Chair of C4Y

### **THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:**

Town Clerk  
Richmond House  
Richmond Park  
Morton Terrace  
Gainsborough  
Lincolnshire  
DN21 2RJ

# PAPER C





**Grant Application Form**

**1. Name and Contact Details**

Applicant Name: North Notts and Lincs Community Rail Partnership.

Address: C/o: Retford Train Station, Station Road, Retford

Telephone Number: Kate Myers: [REDACTED]

Email: \_\_\_\_\_ kate@nnlcrp.org.uk

- Type of Organisation:
- School/College
  - Sports Club
  - Youth Group
  - Educational Organisation
  - Other (Please specify below)
  - Community Interest Organisation

**2. Project Details**

Please give a brief outline of the project for which you are seeking funding.

Volunteer Day and Publicity linked to encouraging local people to become station adopters of Gainsborough’s Central Station. To look after the site, towards new planter installation, and a Community Artwork Project, to brighten up the station.

This will encourage increased footfall to the station, encourage people to take care of the environment, whilst also encouraging the community to take advantage of the Monday to Friday Train service being offered. Traveling to Grimsby and Cleethorpes.

The more footfall to the station, and use of this train service will help support the case for more train services to be offered longer term from the station.

Will your project benefit people from outside of your organisation? **Yes** No

If yes, please explain how below.

Yes the project will benefit many more people outside of our organisation, including the whole community, rail passengers, not only from Gainsborough but from all stations on this line, which includes Worksop and Brigg.

Bringing many more people into our town, to explore what we have to offer locally. Including Marshalls Yard, Town Centre, our History and Heritage and Public Park Areas. Without having to use their cars, and promoting the use of public transport. Therefore Increasing the numbers visiting our town on a regular basis.

How many people do you expect to benefit from your project?

- |         |                          |   |                          |
|---------|--------------------------|---|--------------------------|
| 1 – 10  | <input type="checkbox"/> | 61 – 100                                | <input type="checkbox"/> |
| 11 – 30 | <input type="checkbox"/> | 101 - 200                               | <input type="checkbox"/> |
| 31 – 60 | <input type="checkbox"/> | 200 + (please give estimate) 200 to 400 |                          |

### 3. Project Costs.

What is the total cost of your project: **£1800**

How much are you seeking as a grant from Gainsborough Town Council: £1000.00

Please provide a breakdown of your project costs in the table below. (Please continue on a separate page and attach the page to this form if there is insufficient room below)	
Item	Cost
Gravel & weed membrane.	£560.00
Planters	£380.00
Plants	£300.00
Soil	£200.00
Publicity Materials/Printing	£360.00
	£
<b>These figures are all based around our existing project at</b>	£
<b>Lincoln Station, where we have regular Volunteer Days.</b>	£
	£
	£
<b>TOTAL COST</b>	£

Have you applied for funding for this project from any other funders? **Yes**  No

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
Our Rail Partnership will fund part		£800.00
		£
		£
		£
		£

#### 4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

Full feasibility study for re-opening the Grimsby/Cleethorpes line was completed with the train operating company, which included public consultation. Handed to the Government; Department for Transport in 2021.

The Central Station has been an ongoing project, backed by council and promoted by council across a number of years now, which has helped secure this line re-opening. Money has also been held in reserve for the partnership also.

#### 5. Schedule

When will your project start? During July and August 2023

For how long will your project continue? The initial project will take around three months, in the first instance, to gain momentum, with long term and sustainable outcomes.

With a team of station adopters regularly taking care of the station, the planters being cared for and Art Work being looked after also. This will ensure week on week, month on month and year on year that Central is looked after.

#### 6. Supporting Documents

##### First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference
2. Your most recent set of accounts
3. Most recent bank statement.

### **All Applicants**

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

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### **What Happens Next**

The Council will consider your application at the next appropriate meeting (typically held every quarter).

The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

### **After Your Project**

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project

### **Declaration**

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed *Kate Myers*

Date 9/03/23

Name Kate Myers

Position in Organisation Community Rail Officer

**THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:**

Town Clerk

Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ

# PAPER D

**Officer Report to the  
Property & Services Committee**

Report Author: Rachel Allbones

Report Date: 5 July 2023



**Gainsborough**  
TOWN COUNCIL

## Laybo Fest event request

### Summary

This report will briefly summarise a review of the 2023 event and request for a 2024 event.

### 2023 Event Feedback from Organisers

The Council contacted Matt Hill to request the following: -

- 1) Feedback from this year's festival including attendance, car parking etc
- 2) Anything they would change for next year.

A response is outstanding.

### Complaints Received from GTC

The Council received 3 complaints, all from one individual.

*1) Suffered all weekend from the rhythmic booming of the music festival you gave permission for in a residential area. 33 years living next to Marshall sportfield this is the first time such an event has been staged.*

*2) It's been a beautiful weekend on Middlefield Lane, the sun has shone and the garden is in full bloom. However all weekend we have had all the windows shut and stayed inside due to the incessant boom booming of a music festival that you gave permission for in the centre of a residential area.*

*Having lived on this lane 33 years this is the first time our council have imposed on the residence in such a way.*

*I believe the council have been totally irresponsible in giving permission for such an event. At least WLDC did their bit and prevented the car parking problems.*

*3) Just in case your under the impression that the music festival was a great success I would like to let you know that at least one resident on the other side of the hedge was very unimpressed by the noise. All weekend having to keep windows closed while the floor rhythmically vibrates.*

*I feel the council were irresponsible in giving permission for such an event in the middle of a residential area. 33 years living here have never seen the like before.*

### West Lindsey Environmental Health Review

The Council contacted WLDC to request the following: -

- 1) Did you attend the event
- 2) Do you have any concerns regarding the event
- 3) Did you receive any complaints about the event.

A response is outstanding.

## **Recommendation**

The Committee is recommended to accept the booking to hold Laybo Fest 2024 at Marshalls Sports Ground from Friday 24 May – Monday 27 May 2024 subject to satisfactory feedback from WLDC, provision of a final event plan, proof of PLI, RAMS etc to Officers and evidence of consultation with the Safety Advisory Group.



## MARSHALLS / LEVELLINGS SPORTS GROUND / RICHMOND HOUSE and AISBY WALK BOOKING FORM

### Organiser Information

Name	MATTHEW HILL
Address	██████████
Town	GAINSBOROUGH
Postcode	DN21 █████
Telephone	██████████
Email	████████████████████

### Event

Site	<b><u>MARSHALLS SPORTS FIELD AND CLUB HOUSE</u></b>
Date of Event	<b><u>SAT 25<sup>TH</sup> AND SUN 26<sup>TH</sup> MAY 2024</u></b>
Type of Event <i>(please provide additional details if appropriate on a separate sheet)</i>	<b><u>LAYBO FEST 2024</u></b>
Date and Time In <i>(including set up)</i>	<b><u>FRI 24<sup>TH</sup> MAY AM</u></b>
Date and Time Out <i>(including clean up)</i>	<b><u>MON 27<sup>TH</sup> MAY 2024</u></b>
Estimated Number of Guests	<b><u>800 PER DAY</u></b>

### Facilities required (

*please tick all that apply)*

Kitchen	X	Toilets	X	Changing rooms (details, please)	X
Function Room	X	Car Park	X	Showers	X
Pitches (details, please)	X	Park (define area)	X		

I agree to the Terms and Conditions of hire set out by Gainsborough Town Council (Attached)

Name (print) MATT HILL\_\_\_\_\_

Signature \_\_\_\_\_

Date 29.6.23

**By signing this form you confirm that you consent to Gainsborough Town Council retaining and processing your personal data, please visit our [website](#) for our [Data Protection and Privacy Policy](#)**

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





# Gainsborough

TOWN COUNCIL

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

Email: [townclerk@gainsborough-tc.gov.uk](mailto:townclerk@gainsborough-tc.gov.uk)  
Web: [www.gainsborough-tc.gov.uk](http://www.gainsborough-tc.gov.uk)

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Left blank so you can add further details of your event or any pictures and drawings.



## Terms and Conditions of Hire

**Please retain a copy.**

### **Alcohol**

No alcohol may be sold or consumed on the premises unless you have obtained a Temporary Event Notice (TENS) licence or other appropriate licence from West Lindsey District Council.

### **Use**

The buildings and grounds must not be used for any purpose other than that stated on your booking form.

### **Cleaning**

You must leave the site in a clean and tidy condition. This will include ensuring litter is placed in bins provided. Your booking times are inclusive of setting up and taking down. Please ensure that you include any time needed for setting up and cleaning up before and after your event – please include this time within your requested booking. You will not be able to access the premises before your booked time and you must leave by the end of your booked time.

### **Electrical Equipment**

If you bring any electrical equipment onto the site which will be connected to our power supplies you must ensure it has a current PAT test certificate and supply relevant proof at time of booking or at least two weeks prior to the event..

### **Damage and Breakages**

Any damage or breakages must be reported to the Town Council Office as soon as possible.

You will be responsible for the cost of all damage and breakages caused to the site or items within it during your booking. This will not apply to damage or breakages arising from fair wear and tear.

### **Safety**

You must conduct a risk assessment which includes fire-evacuation and first aid. Please supply these at least two full weeks before your event.

### **First Aid**

You are responsible for obtaining and providing appropriate first aid support and supplies to suit your event needs.



There is a Defibrillator on site located at the outdoor toilets (rear of Richmond House), the access code is available by ringing the emergency services on 999.

### **Permittable activities**

Please see the included premises license for permitted activities, please read thoroughly.

### **Music**

There is **no** music premises licence in place. If you want to play music at your event, please ensure that you have the correct PPL PRS licence for your event. You can find more information on this government website: [Get a licence to play live or recorded music - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **Noise**

Please respect our neighbours.

The premises licences, as mentioned above, do not permit loud noise after 11.30pm, therefore all noise/music/dancing etc must cease at 11.30pm at the latest and a further 1 hour maximum is allowed for cleaning up.

The booking organiser is responsible for ensuring the rules set out in the Premises License are followed and that their guests leave site promptly and in a considerate manner.

Please always show consideration to the neighbouring properties.

### **Insurance**

It is your responsibility to ensure your insurance covers your event and all activities and includes public liability. For all events except private parties you will need to provide proof of public liability insurance.

If the hall is being used operate a group and charge participants, please provide proof of public liability insurance for the club's activity. Additionally, if teaching is involved, please provide evidence of proof of qualification as well as any relevant licenses needed.

Please sign here if your organisation has its own Public Liability Insurance:

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### **Emergencies**

**In an Emergency, please call the emergency services by dialling 999.**

If you have any queries whilst onsite, please ring our caretaker on 01427 671419 or office staff during office hours.

**In the event of an emergency please call the appropriate emergency services.**



Any problems or queries should be emailed to [bookings@gainsborough-tc.gov.uk](mailto:bookings@gainsborough-tc.gov.uk) but these may not be picked up outside of working hours.

## Booking Confirmation

**For Office completion only:**

Booking confirmed date:	
Booking confirmed by:	
Total hire charge payable:	
Hire charge due date:	
Key collection date or caretaker service: <i>(collection between 9am and 3pm, £50 deposit required)</i>	
Key return by date: <i>(between 9am and 3pm)</i>	
Keys returned	
Deposit returned	

PAPER E

# THONOCK AND SOMERBY ESTATES

The Estate Office  
94 Morton Terrace  
Gainsborough  
Lincolnshire  
DN21 2SS  
Telephone: 01427 612898  
Email: [estate@thonockestates.co.uk](mailto:estate@thonockestates.co.uk)

Ref: 51RESR031  
24<sup>th</sup> May 2023

Gainsborough Town Council  
Richmond House  
Richmond Park  
Morton Terrace  
GAINSBOROUGH  
Lincs  
DN21 2RJ

Dear Gainsborough Town Council

**Re: Middlefield and Love Lane Rent Review**

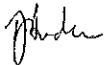
I write to let you know that your rent is due for review with effect from 6th April 2023.

I would like to suggest that it should rise to £2000.00 per annum with effect from 6<sup>th</sup> April 2023, and that the rent would fall due to next be reviewed on 6<sup>th</sup> April 2025.

I would be grateful if you would please sign below and return one copy of this letter to me to confirm your acceptance of this increase. Should you have any queries then please do get in touch.

Many thanks.

Yours sincerely



Tom Anderson  
Agent

.....  
Gainsborough Town Council, agree to the increase in rent to £.2000.00 per annum to take effect from the 6th April, 2023.

Signed .....,  
Gainsborough Town Council

Date .....

Yours sincerely

Tom Anderson  
Agent

# PAPER F

# PAPER G



# PAPER H