

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: gainsborough-tc.gov.uk



Wednesday, 30 August 2023

Dear Councillor,

You are hereby summoned to attend a meeting of **Council** which will be held on **Tuesday 5 September 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 read 'Rachel Allbones'.

Rachel Allbones
Interim Town Clerk

Agenda no	Agenda item title	Power
Procedural items		
Open Forum	Public participation (Members of the public are welcome to present any matter relevant to the wellbeing of Gainsborough Town and each president will receive the attention of the council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please see the <u>Council's Public Participation at Meetings Policy</u> and <u>Standing Orders</u> 3 f-i for details. Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is permitted at council meetings which are open to the public. Anyone wishing to do so MUST adhere to the protocol laid out in the council's <u>Filming and Recordings of Meetings Policy</u> .	<i>Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3</i>
FC24/077	Apologies for absence To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>

Agenda no	Agenda item title	Power
FC24/078	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>
FC24/079	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>
FC24/080	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>
FC24/081	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>
FC24/082	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, Tuesday 11 July 2023 Paper C – Personnel Committee, Wednesday 12 July 2023 Paper D – Property and Services Committee, Tuesday 18 July 2023 Paper E – Finance and Strategy Committee, Tuesday 18 July 2023 Paper F - Planning Committee, Tuesday 25 July 2023 Paper G - Personnel Committee, Tuesday 8 August 2023 Paper H – Finance and Strategy Committee, Tuesday 15 August 2023 Paper I - Planning Committee, Tuesday 22 August 2023	<i>Local Government Act 1972, Sch 12, p41</i>
Consideration of the recommendations made by Committees		
FC24/083	Zero Turn Mower To consider the following recommendation from Property and Services Committee held 11 July 2023 (PS24/039): The Committee resolved to recommend to Full Council: - a) That approval is given to purchase a new zero turn stand up grass cutting mower and the two remaining Wrightstander mowers to be employed to supplement the new mower until they are no	

Agenda no	Agenda item title	Power
	<p>longer serviceable – after which they may be sold for spares or repair.</p> <p>b) That the maximum budget to purchase the new zero turn stand up grass cutting mower is set at £10,750 + VAT. The lowest price will be obtained; however, this figure gives the Operations Manager additional scope should there be any unforeseen costs.</p> <p>c) That the Operations Manager set up a demonstration for the Grounds Maintenance Team to view and ‘test drive’ the two mowers selected, as above. Elected members are also welcome to attend the demonstration. The maximum set budget in b) above will allow the Grounds Maintenance Team the opportunity to choose the mower they find best suited to the job. They will not be advised of the price.</p> <p>Paper J</p>	
FC24/084	<p>Flexible Working Policy To consider the following recommendation from Personnel Committee held 12 July 2023 (PC24/020):</p> <p>The Committee resolved to recommend to Full Council to adopt a Flexible Working Policy.</p> <p>Paper K</p>	
FC24/085	<p>Expenses Policy To consider the following recommendation from Personnel Committee held 8 August 2023 (PC24/035):</p> <p>The Committee resolved to recommend to Full Council to adopt an Expenses Policy.</p> <p>Paper L</p>	
FC24/086	<p>Acting Up / Additional Duties Policy To consider the following recommendation from Personnel Committee held 8 August 2023 (PC24/036):</p> <p>The Committee resolved to recommend to Full Council to adopt an Acting Up / Additional Duties Policy.</p> <p>Paper M</p>	

Agenda no	Agenda item title	Power
Town Council business items		
FC24/087	Town Clerk's Report To receive and note the Town Clerk's report (for information only) Paper N	N/A
FC24/088	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 & FC24/066 Exclusion of Public and press recommended due to the confidential nature of the report. Paper O (Please bring previous hard copy papers)	
FC24/089	Correspondence To note the correspondence previously circulated by email – for information only. Paper P	N/A
FC24/090	Time and date of next meeting To note the date and time of the next Full Council meeting is scheduled for Tuesday 3 October 2023 at 7:00pm.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A

Gainsborough Town Council

DRAFT Minutes of the Full Council meeting

Wednesday 19 July 2023 at 7:00pm



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

Councillors Present

Nigel Bowler	Caz Davies	Richard Doy	Liam Muggridge	Harry Warriner
Sean Brennan	Tim Davies (Chairman)		Keith Panter	Kenneth Woolley
	Michael Devine	Paul Key	James Plastow	
Dennis Dannatt	David Dobbie – arrived at 7.24pm	Stuart Morley		

Councillors Absent

		Paul Hooton		
Richard Craig				
			James Ward	

In attendance:

	Rachel Allbones (DC&RFO)		
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Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC24/070	Apologies for absence To note apologies for absence.	The Council noted apologies for absence from Cllrs Craig, Hooton and Ward. Cllr Dobbie advised he would be late.	N/A	<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.	There were none.	N/A	<i>Localism Act 2011, s31.</i>

Initialled:

Full Council Minutes 2023-24

22 | Page

Agenda no	Agenda item title	Decision	Action	Power/Regulation
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.	There were none.	N/A	<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 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 items FC24/075.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
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 C - Full Council, Wednesday 5 July 2023	The Council resolved to sign the minutes of the meeting Wednesday 5 July 2023 as a true record of that meeting. Cllrs T Davies and C Davies abstained from voting.	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</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	The Council resolved to ask the Deputy Clerk to leave the meeting and Cllr C Davies would take the minutes for the item. The Council resolved to offer the post of Interim Town Clerk to the Deputy Clerk/RFO for a trial period of 6 months commencing on 20 July 2023 and recommendations 1-9 as detailed in appendix A.		

Agenda no	Agenda item title	Decision	Action	Power/Regulation
		<p>Cllrs Dobbie and Woolley voted against.</p> <p>The Deputy Clerk returned to the meeting.</p> <p>The Council resolved to terminate the appointment of Cllr T Davies as Acting Clerk once the Deputy Clerk & RFO begins the Interim Town Clerk role.</p>		
FC24/076	<p>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.</p>	<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.</p>		<p><i>Local Government Act 1972, Sch 12, p10 (2)(a)</i></p>

The meeting closed at 7.31pm

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

Initialed:

PAPER B

Minutes of the Property & Services Committee meeting

Tuesday 11 July 2023 at 7.00pm



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

Councillors Present

Nigel Bowler		James Plastow (Vice Chairman)
	Paul Key	
Dennis Dannatt		

Councillors Absent

	Tim Davies (Chairman)	
Richard Craig		James Ward
	Keith Panter	Harry Warriner

In attendance:

Rachel Allbones (DC & RFO)	Stephen Coulman (OM)	Amanda Clarke (AO)
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Two members of the public were in attendance.

Agenda no	Agenda item title	Resolution	Action	Power
PS24/026	Apologies for absence To note apologies for absence	Apologies had been received from Cllrs Davies and Ward.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/027	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>

Agenda no	Agenda item title	Resolution	Action	Power
PS24/028	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>
PS24/029	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 PS24/037, PS24/038 & PS24/039.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/030	Minutes of the previous meeting(s) To receive the minutes of the previous Property and Services Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Property and Services Tuesday 13 June 2023	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Tuesday 13 June 2023 as a true record of the meeting.	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS24/031	Grant Applications To consider grant applications received. 1) Connexions 4 Youth - £1,000 Paper B 2) North Notts and Lincs Community Rail Partnership - £1,000 Paper C	1) The Committee resolved to refuse the application from Connexions 4 Youth due to the resubmitted version still stating easter and spring events. The Committee advised they would welcome a new application.	ASO to respond to applicants.	

Agenda no	Agenda item title	Resolution	Action	Power
	<p>To note that the following Community Grant funds are available:</p> <ul style="list-style-type: none"> • £4,840 in earmarked reserves • £1,000 remaining from the 2023/2024 budget <p>https://gainsborough-tc.gov.uk/policy/community-grants-policy/</p>	<p>2) The Committee resolved to refuse the application from North Notts and Lincs Community Rail Partnership due to clarity being needed regarding the content of the application and train services being offered. The Committee advised they would welcome a new application.</p>		
PS24/032	<p>Laybo Fest 2024 To consider a booking request for Marshalls Sports Ground for 24 – 27 May 2024 and decide on an appropriate fee to be levied. Paper D</p>	<p>The Committee were advised that a response was received from WLDC as follows: - <i>the food and health & safety team did not attend the event. As such, I am unable to comment on any concerns regarding the event. I can confirm that our team have received no complaints regarding the event.</i></p> <p>Response from Laybo Fest organisers as follows: - <i>the feedback is all positive. Zero issues, zero complaints from residents and everything positive for the future and our mission to create something beautiful for the town. We will be sticking to the same plan we submitted for laybos 23 as parking and traffic management worked perfectly. Attendance was 800 Saturday and 400 Sunday.</i></p>		

Agenda no	Agenda item title	Resolution	Action	Power
		<p>The Committee resolved to accept the booking to hold Laybo Fest 2024 at Marshalls Sports Ground from Friday 24 May – Monday 27 May 2024 subject to provision of a final event plan, proof of PLI, RAMS etc to Officers and evidence of consultation with the Safety Advisory Group, fee to be levied for 2024 is £300.</p> <p>The committee resolved to write to the complainant advising of the 2024 dates stating it is a once a year event, it was the only complaint that was received by GTC and WLDC, but would monitor the event.</p>	<p>ASO to respond to applicant.</p> <p>ASO to write to complainant.</p>	
PS24/033	<p>Christmas Lights switch on To note verbal report from the Deputy Clerk.</p>	<p>The Deputy Clerk informed members she was attending a meeting on Thursday 13th July at WLDC to hear what they are planning to deliver for Christmas 2023. It was advised that Cllrs could be invited to future meetings.</p> <p>The Committee resolved that Cllr Key be the Council representative at any future meetings with WLDC.</p>	<p>DC / Cllr Key to report to the next meeting.</p>	
PS24/034	<p>Grave Digging To consider a verbal report from the</p>	<p>The Committee noted an update Operations Manager on the current grave digging arrangements and</p>	<p>OM to liaise with Members to attend the digging of a grave.</p>	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	Operations Manager on burial processes and administration.	struggles with the ground conditions. Members requested to attend the digging of a grave to understand the issues. The Committee resolved that Members be advised when they can attend, max x2 Cllrs each time.		
PS24/035	Love Lane Pond To consider a verbal report from the Operations Manager regarding the retrospective planning application.	The Committee noted that the application was near complete and would be submitted to WLDC tomorrow. It is expected to be either approved with conditions or refused. WLDC would most likely require a flora and fauna survey and a pond management plan at which time quotations will be sought for the reports to be carried out. A Member of the public highlight the issue of asbestos and informed the Operations Manager where the alleged asbestos is buried.	OM to report once outcome is received from WLDC.	
PS24/036	Allotment rent To note and agree to the rent increase from Thonock and Somerby Estates for Middlefield Lane and Love Lane Allotments Paper E	The Committee resolved to note and agree to the rent increase from Thonock and Somerby Estates for Middlefield Lane and Love Lane Allotments.	DC to respond to Thonock and Somerby Estates.	
Members of the public left the meeting at 7.56pm.				

Agenda no	Agenda item title	Resolution	Action	Power
PS24/037	<p>Allotment Officers Report To receive report from the Allotment Officer and decide on any action to be taken. Paper F</p>	<p>The Committee resolved: - 1) for the Allotments Officer to review all Council allotment policies and put recommendations to the Committee. 2) for the Operations Manager to contact relevant National Associations relating to the keeping of pigeons. 3) that the existing plot holders on North Warren allotments remain in situ to carry on with racing pigeons until a time comes that they surrender their agreement or discontinue keeping pigeons. 4) that cultivation must be carried out on any 'free' land where the lofts are in situ and on any additional plots 75% must be cultivated.</p> <p>Cllr Dannatt abstained.</p>	<p>OM to contact relevant National Associations relating to the keeping of pigeons.</p> <p>AO to review all allotment policies and documents.</p>	
The Allotments Officer left the meeting.				
PS24/038	<p>Richmond Park Footpaths To consider appointing a contractor for Richmond Park footpaths' repairs. Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper G</p>	<p>The Committee resolved to defer the items and requested the Operations Manager to seek further quotations.</p>	<p>OM to source further quotations.</p>	
PS24/039	<p>Zero Turn Mower To consider report from the</p>	<p>The Committee resolved to under Standing Order 3.z to extend the</p>	<p>DC to include on next Full Council agenda.</p>	

Agenda no	Agenda item title	Resolution	Action	Power
	<p>Operations Manager seeking approval for the purchase of a replacement zero turn stand up grass cutting mower.</p> <p>Exclusion of Public and press recommended due to time sensitive commercial sensitivities.</p> <p>Paper H</p>	<p>meeting past 2 hours.</p> <p>The Committee resolved to recommend to Full Council: -</p> <p>a) That approval is given to purchase a new zero turn stand up grass cutting mower and the two remaining Wrightstander mowers to be employed to supplement the new mower until they are no longer serviceable – after which they may be sold for spares or repair.</p> <p>b) That the maximum budget to purchase the new zero turn stand up grass cutting mower is set at £10,750 + Vat. The lowest price will be obtained; however, this figure gives the Operations Manager additional scope should there be any unforeseen costs.</p> <p>c) That the Operations Manager set up a demonstration for the Grounds Maintenance Team to view and ‘test drive’ the two mowers selected, as above. Elected members are also welcome to attend the demonstration. The maximum set budget in b) above will allow the Grounds Maintenance Team the opportunity to choose the mower they find best suited to the job. They will not be advised of the price.</p>		
PS24/040	<p>Items for notification</p> <p>To receive any items for notification</p>	<ul style="list-style-type: none"> General Cemetery Chapel condition report quotes 	<p>DC to include on future agendas.</p>	<p>N/A</p>

Agenda no	Agenda item title	Resolution	Action	Power
	to be included on a future agenda – for information only	<ul style="list-style-type: none"> • General Cemetery extension • Richmond House conservatory replacement • Sandsfield Lane North play area 		
PS24/041	Time and date of next meeting To note the date and time of the next Property and Services committee is scheduled for Tuesday 12 September 2023 at 7.00pm	The Committee noted the date and time of the next Property and Services committee is Tuesday 18 July 2023 at 6:30pm for an extraordinary meeting.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 9:05pm.

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

PAPER C

Minutes of the Personnel Committee meeting

Wednesday 12 July 2023 at 7:00pm



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

Councillors Present

Sean Brennan	Tim Davies - ex officio	Stuart Morley
Richard Craig (Chairman) - ex officio	Richard Doy	James Plastow
Dennis Dannatt	Paul Key	Kenneth Woolley

Councillors Absent

In attendance:

	Rachel Allbones (DC & RFO)	
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Agenda no	Agenda item title	Decision	Action	Power
PC24/014	Apologies for absence To note apologies for absence.	None received.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC24/015	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Brennan declared a personal interest in agenda item PC24/026 as a former colleague of the HR Advisor. Cllr Davies declared a personal interest in agenda item PC24/024 as he has knowledge of the staff member.	N/A	<i>Localism Act 2011, s31.</i>
PC24/016	Dispensation requests To consider any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Personnel Committee Minutes 2023-24

Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC24/017	<p>Items for Exclusion of Public and Press</p> <p>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>	<p>The Committee resolved to exclude the public and press from items PC24/021, PC24/022, PC24/023, PC24/024, PC24/025 & PC24/026.</p> <p>Cllr Key abstained.</p>	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC24/018	<p>Minutes of the previous meeting(s)</p> <p>To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p>Paper A – Personnel Committee Tuesday 13 June 2023</p>	<p>The Committee resolved to sign the minutes of the meeting Tuesday 13 June 2023 as a true record of that meeting.</p> <p>Cllrs Brennan, Doy and Plastow abstained.</p>	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC24/019	<p>Staff Handbook</p> <p>To consider and adopt a reviewed version of the Staff Handbook and resolve the following policies are now redundant: -</p> <p>45 - Internet Usage policy 52 - Use of Work Vehicles by Staff Members 46 - Flexitime policy 50 - Capability policy</p>	<p>The Committee resolved to adopt the reviewed Staff Handbook and resolve the following policies are now redundant: -</p> <p>45 - Internet Usage policy 52 - Use of Work Vehicles by Staff Members 46 - Flexitime policy 50 - Capability policy 32 - Grievance and discipline policy</p>	DC to consult members of staff once outstanding policies are complete.	

Agenda no	Agenda item title	Decision	Action	Power
	32 - Grievance and discipline policy 48 - Gate locking policy Paper B	48 - Gate locking policy		
PC24/020	Flexible Working Policy To consider and adopt a Flexible Working Policy. Paper C	The Committee resolved to recommend to Full Council to adopt the Flexible Working Policy. Cllr Woolley abstained.	DC to include on next Full Council agenda.	
PC24/021	Timesheets To consider report regarding missing timesheets from a former member of staff. Exclusion of Public and Press recommended due to personal nature of discussion Paper D	The Committee resolved to note the report and ensure a better system of management is undertaken with a new Town Clerk.	N/A	
PC24/022	Parking Fine To consider reimbursement of parking fine received when attending a meeting at WLDC. Exclusion of Public and Press recommended due to personal nature of discussion Paper E	The Committee resolved to reject the request to reimburse the parking fine 12.74 of the newly adopted Staff Handbook states: - Employees receiving any form of fine, i.e. speeding fine, parking ticket, toll or congestion charge fine whilst in charge of a Council vehicle shall be responsible for the full costs. A Member advised that when visiting WLDC parking can be sorted with them.	DC to inform member of staff.	

Agenda no	Agenda item title	Decision	Action	Power
PC24/023	Staff Structure To consider report regarding staff structure. Exclusion of Public and Press recommended due to personal nature of discussion Paper F	The Committee resolved to defer until the next meeting and for job descriptions be presented.	DC to include on next agenda.	
PC24/024	Staff Management Matter To consider a report on a staff performance management matter. Exclusion of Public and Press recommended due to personal nature of discussion Paper G	The Committee resolved to note the content of this report.	Cllr Craig to speak to OM .	
PC24/025	Cllr Dannatt Proposal To consider proposal received from Cllr Dannatt. Exclusion of Public and Press recommended due to personal nature of discussion Paper H	The Committee resolved to ask the Deputy Clerk to leave the meeting and Cllr Craig would take the minutes for the item. The Committee resolved to take items PC24/025 & PC 24/026 together.	N/A	
PC24/026	Town Clerk Recruitment To consider all options available to the Council in the recruitment of a new Town Clerk. Exclusion of Public and Press recommended due to personal nature of discussion and time sensitive commercial sensitivity. Paper I	The Committee resolved to recommend to Full Council to as per Appendix A.	DC to include on an extraordinary Full Council agenda.	

Agenda no	Agenda item title	Decision	Action	Power
PC24/027	Items for notification To receive any items for notification to be included on a future agenda – for information only.	<ul style="list-style-type: none"> • Staff sickness, absence and leave report • Expenses Policy • Staff Policy reviews • Sickness Absence Policy • Additional Duties Policy • Electronic Information and Communication Systems Policy 	DC to include on future agendas.	N/A
PC24/028	Time and date of next meeting To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 September 2023 at 7.00pm.	The Committee noted the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 September 2023 at 7.00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 8.34pm.

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

Initialed: _____

Personnel Committee Minutes 2023-24

PAPER D

DRAFT Minutes of the Property & Services Committee meeting

Tuesday 18 July 2023 at 6.30pm



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

Councillors Present

Nigel Bowler		James Plastow (Vice Chairman)
	Paul Key	James Ward
Dennis Dannatt	Keith Panter	

Councillors Absent

	Tim Davies - ex officio (Chairman)	
Richard Craig - ex officio		
		Harry Warriner

In attendance:

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

Agenda no	Agenda item title	Resolution	Action	Power
PS24/042	Apologies for absence To note apologies for absence	Apologies had been received from Cllrs Craig and Davies.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/043	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>

Agenda no	Agenda item title	Resolution	Action	Power
PS24/044	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>
PS24/045	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 PS24/047 & PS24/048.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/046	Minutes of the previous meeting(s) To receive the minutes of the previous Property and Services Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Property and Services Tuesday 11 July 2023	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Tuesday 11 July 2023 as a true record of the meeting. Cllr Ward abstained from voting.	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS24/047	Weed and detritus removal equipment To consider report from the Operations Manager seeking approval for the purchase of pedestrian weed and detritus removal equipment. Exclusion of Public and press	The Committee resolved to purchase a MUG II Pedestrian Weed Ripping machine, Honda GX160 petrol engine, c/w steel four segment rope weed-brush, rear / brush guards and puncture-free foam filled tyres, Adaptor Plate and Fine Metal Brush for £4,554.00 plus VAT and it is put into	OM to purchase equipment.	

Agenda no	Agenda item title	Resolution	Action	Power
	recommended due to time sensitive commercial sensitivities. Paper B	operation at the earliest opportunity. That it be funded from the Footpath / Road Maintenance budget of £5,000 (3010/4).		
PS24/048	Climbing wall & security fence To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park. Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper C	The Committee resolved to defer the item until the next meeting.	DC to include n next agenda.	
PS24/049	Items for notification To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Climbing wall & security fence • General Cemetery Chapel condition report quotes • General Cemetery extension • Richmond House conservatory replacement • Sandsfield Lane North play area 	DC to include on future agendas.	N/A
PS24/050	Time and date of next meeting To note the date and time of the next Property and Services committee is scheduled for Tuesday 12 September 2023 at 7.00pm	The Committee noted the date and time of the next Property and Services committee is Tuesday 12 September 2023 at 7.00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 6:58pm.

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

Initialed:

PAPER E

Gainsborough Town Council

Minutes of the Finance & Strategy Committee meeting

Tuesday 18 July 2023 at 7.00pm



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

Councillors Present

Nigel Bowler (Vice Chairman)	Michael Devine	Paul Key (Chairman)
	David Dobbie	Liam Muggridge
	Richard Doy	

Councillors Absent

Richard Craig - ex officio		
Tim Davies - ex officio		James Plastow

In attendance:

	Rachel Allbones (DC&RFO)	Stephen Coulman (OM)
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Also present: Cllr Morley

Agenda no	Agenda item title	Resolution	Action	Power
FS24/012	Apologies for absence To note apologies for absence	The Committee noted apologies for absence from Cllrs Craig, Davies and Plastow.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FS24/013	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
FS24/014	Dispensation requests To consider any dispensation requests received by the Clerk in	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	relation to personal and/or disclosable pecuniary interests, not previously recorded.			
FS24/015	<p>Items for Exclusion of Public and Press</p> <p>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>	There were none.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
FS24/016	<p>Minutes of the previous meeting(s)</p> <p>To receive the minutes of the previous Finance and Strategy Committee meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p>Paper A - Finance and Strategy Committee, Tuesday 20 June 2023</p>	<p>The Committee resolved to sign the minutes of the meeting Tuesday 20 June 2023 as a true record of that meeting.</p> <p>Cllrs Devine and Muggridge abstained from voting.</p>	ASO to publish on the website.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FS24/017	<p>Finance Reports</p> <p>To receive and consider for approval the following financial reports:</p> <p>Paper B Unpaid Expenditure Transactions for 12 July 2023</p> <p>Paper C Cashbook Summary (including due and unpaid transactions) for 12 July 2023</p>	<p>The Committee resolved to note and approve the following reports:</p> <ul style="list-style-type: none"> Unpaid Expenditure Transactions for 12 July 2023 Cashbook Summary (including due and unpaid transactions) for 12 July 2023 	DC&RFO to make bank transfer payments once signed off by signatories.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>

Agenda no	Agenda item title	Resolution	Action	Power
	Paper D Budget Comparison Report (including due and unpaid transactions) for 12 July 2023	<ul style="list-style-type: none"> Budget Comparison Report (including due and unpaid transactions) for 12 July 2023 		
FS24/018	Bank Reconciliation To approve and resolve to sign the monthly bank reconciliations for 30 April & 31 May 2023 per paragraph 2.2 of Financial Regulations. Paper E - 30 June 2023	The Committee resolved to approve and sign the monthly bank reconciliations for 30 June 2023.	DC&RFO to file.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS24/019	Roses Sports Ground To consider a request from NorthCountry Homes to allow them to lay a pipe and hold an easement across the Roses Sport Field site. Paper F	It was proposed and seconded to agree for NorthCountry Homes the dip the drain at Roses Sports Ground, but object to the location of the proposed easement. To review new proposal once the drain has been dipped. At the request of Cllr Dobbie a recorded vote was taken as follows: - For: - Cllrs Bowler, Dobbie, Doy, Key, Muggridge Against: - Cllr Devine Carried.	DC to include on future agenda once further information is received.	
FS24/020	Items for notification To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> Roses easement request Strategic Plan Investments & Investment Strategy review Additional Bank Account Communications Strategy 	To include on future agendas.	<i>N/A</i>

Agenda no	Agenda item title	Resolution	Action	Power
		<ul style="list-style-type: none"> <li data-bbox="936 209 1317 240">• LCAS Quality Standard 		
FS24/021	Time and date of next meeting To note the date and time of the next Finance and Strategy committee is scheduled for Tuesday 15 August 2023 at 7:00pm.	The Committee noted the date and time of the next Finance and Strategy Committee is Tuesday 15 August 2023 at 7:00pm at Richmond House.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting concluded at 8.10pm

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

PAPER F

Minutes of the Planning Committee meeting

Tuesday 25 July 2023 at 7:00pm



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

Councillors Present

Richard Craig - ex officio	David Dobbie	Keith Panter
	Stuart Morley	James Plastow (Chairman)
Michael Devine		

Councillors Absent

Tim Davies - ex officio		
	Liam Muggridge	James Ward (Vice Chairman)

In attendance:

		Natasha Gardener (ASO)
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Agenda no	Agenda item title	Resolution	Action	Power
PL24/049	Apologies for absence To note apologies for absence.	The Council noted apologies for absence from Cllr Ward.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PL24/050	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Dobbie declared a non-pecuniary interest in agenda item PL24/058 as he would be discussing the application as a WLD Councillor.	N/A	<i>Localism Act 2011, s31.</i>
PL24/051	Dispensation requests	There were none received.	N/A	<i>Localism Act 2011, s33.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.			
PL24/052	<p>Minutes of the previous meeting(s)</p> <p>To receive the minutes of the previous Planning Committee meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p>Paper A – Planning Committee, Tuesday 27 June 2023</p>	The Committee resolved to sign the minutes of the Planning Committee Tuesday 27 June 2023 as a true record of that meeting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
Planning Applications				
PL24/053	<p>To consider planning application received.</p> <p><u>Application Ref No: 146728 (21/06/23, 28 days)</u></p> <p><u>Proposal: Planning application for change of use of existing shop and take away units to a restaurant, erect an additional first floor store room and amend the access to the existing first floor flats.</u></p> <p><u>Location: 82-84 Trinity Street, Gainsborough</u></p>	The Committee resolved to support the application.	ASO to submit to WLDC.	<i>Article 13 of the Town & Country Planning (General Development Procedure) Order 2015 Schedule 1, paragraph 8 to the Town & Country Planning Act 1990 as amended</i>
PL24/054	To consider planning application received.	The Committee resolved to support the application but request that consideration	ASO to submit to WLDC.	

Agenda no	Agenda item title	Resolution	Action	Power
	<p>Application Ref No: 146969 (04/07/23, 28 days) Proposal: Application for approval of reserved matters for 539no. dwellings, considering appearance, landscaping, layout and scale following outline planning permission 138921 granted 29 August 2019. Location: Land at Foxby Lane, Gainsborough</p>	<p>be given to retain the green wedge and two cottages.</p>		
PL24/055	<p>To consider planning application received. Application Ref No: 146991 (26/05/23, 14 days) Proposal: Planning application for new access associated with Phase 2. Location: Land at Foxby Lane, Gainsborough</p>	<p>The Committee resolved to support the application but request the following conditions, roundabout built (Foxby Lane to Heapham Road South) on commencement of occupation, 30 miles an hour along the whole of Foxby Lane and lorries should be coming down from the dual carriageway – away from existing residential areas (Heapham Road South, entrance to Foxby Lane from eastern side).</p>	<p>ASO to submit to WLDC.</p>	
PL24/056	<p>To consider planning application received. Application Ref No: 146960 (13/07/23, 28 days) Proposal: Planning application for removal of existing shopfronts and canopy with installation of replacement lean-to canopy and new hardwood timber shopfronts, replacement of shop windows on</p>	<p>The Committee resolved to support the application.</p>	<p>ASO to submit to WLDC.</p>	

Agenda no	Agenda item title	Resolution	Action	Power
	western elevation to match proposed south elevation shop fronts, and removal of external lighting fixtures from south elevation. Location: The Old Town Hall, 36 Lord Street, Gainsborough			
PL24/057	<p>To consider planning application received.</p> <p>Application Ref No: 146926 (19/07/23, 28 days)</p> <p>Proposal: Planning application to replacement shopfront and façade, introduction of 3no. new shopfronts, renovation and refurbishment of interior spaces to create new shop floor and 3no. flats above.</p> <p>Location: 1 Silver Street, Gainsborough</p>	<p>Cllr Dobbie left the meeting – 7:41pm</p> <p>The Committee resolved to support the application subject to consideration of sufficient fire escape routes at the rear of residential properties/flats.</p>	ASO to submit to WLDC.	
PL24/058	<p>To consider planning application received.</p> <p>Application Ref No: 146927 (019/07/23, 28 days)</p> <p>Proposal: Listed building consent to replacement shopfront and façade, introduction of 3no. new shopfronts, renovation and refurbishment of interior spaces to create new shop floor and 3no. flats above.</p>	<p>The Committee resolved to support the application subject to consideration of sufficient fire escape routes at the rear of residential properties/flats.</p> <p>Cllr Dobbie returned – 7:44pm</p>	ASO to submit to WLDC.	

Agenda no	Agenda item title	Resolution	Action	Power
	Location: 1 Silver Street, Gainsborough			
Decision notices				
PL24/059	To note decision notice received. Application Ref No: 146660 GRANTED (delegated) Proposal: Planning application for single storey rear extension Location: 49 The Pines, Gainsborough Paper B	The Committee resolved to note the decision notice.	N/A	
PL24/060	To note decision notice received. Application Ref No: 146662 GRANTED (delegated) Proposal: Planning application for proposed rear and first floor extension. Location: 21 Claythorne Drive, Gainsborough Paper C	The Committee resolved to note the decision notice.	N/A	
PL24/061	To note decision notice received. Application Ref No: 146455 GRANTED (delegated) Proposal: Planning application for replacement hardwood timber shop-front, new stairwell to upper floors and retractable awning including change of use of upper floors from retail/office to 2no. residential flats with alterations including renewing roof	The Committee resolved to note the decision notice.	N/A	

Agenda no	Agenda item title	Resolution	Action	Power
	structure and internal wall alterations. Location: 5 Silver Street, Gainsborough Paper D			
PL24/062	To note decision notice received. Application Ref No: 146456 GRANTED (delegated) Proposal: Listed building consent for replacement hardwood timber shop-front, new stairwell to upper floors and retractable awning including change of use of upper floors from retail/office to 2no. residential flats with alterations including renewing roof structure and internal wall alterations. Location: 5 Silver Street, Gainsborough Paper E	The Committee resolved to note the decision notice.	N/A	
PL24/063	To note decision notice received. Application Ref No: 146652 GRANTED (delegated) Proposal: Application for advertisement consent to display 1no. illuminated fascia sign, 10no. non-illuminated fascia signs and 1no. totem. Location: B&Q Lea Road, Gainsborough Paper F	The Committee resolved to note the decision notice.	N/A	

Agenda no	Agenda item title	Resolution	Action	Power
PL24/064	To note decision notice received. Application Ref No: 146725 GRANTED (delegated) Proposal: Planning application for the erection of fibre exchange telecommunications infrastructure Location: Land off North Street, Gainsborough Paper G	The Committee resolved to note the decision notice.	N/A	
PL24/065	To note decision notice received. Application Ref No: 146656 REFUSED (delegated) Proposal: Application for a Lawful Development Certificate for proposed demolition of existing industrial building Location: Former AMP Rose site, Heapham Road, Gainsborough Paper H	The Committee resolved to put in a comment – support the officer’s recommendation to refuse and query why it was delegated and granted by an officer.	ASO to put in comment.	
PL24/066	Street naming requests To consider street naming requests received (if there are any).	There were none.	N/A	
PL24/067	Tree preservation orders To consider tree preservation orders received (if there are any). To consider tree preservation orders on the trees at Roses Sports Ground.	There were none. The Committee resolved to ask the officers (OM) to look at the boundary of Roses Sports Ground to see if they’re applicable for tree preservation orders.	OM to inspect trees on Roses Sports Ground. If applicable for a preservation order, contact WLDC tree preservation to put orders on them.	

Agenda no	Agenda item title	Resolution	Action	Power
PL24/068	Items for notification To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> Tree preservations from Roses – results post investigation 	N/A	N/A
PL24/069	Time and date of next meeting To note the date and time of the next Planning committee is scheduled for Tuesday 22 August 2023 at 7.00pm.	The Committee noted the date and time of the next Planning Committee as scheduled for Tuesday 22 August 2023 at 7:00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 8.04pm.

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

PAPER G

DRAFT Minutes of the Personnel Committee meeting

Tuesday 8 August 2023 at 6:30pm



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

Councillors Present

Sean Brennan	Tim Davies - ex officio	Stuart Morley
	Richard Doy	
Dennis Dannatt	Paul Key	

Councillors Absent

Richard Craig (Chairman) - ex officio		James Plastow
		Kenneth Woolley

In attendance:

Rachel Allbones (ITC & RFO)		
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Agenda no	Agenda item title	Decision	Action	Power
PC24/029	Apologies for absence To note apologies for absence.	The Committee noted apologies for absence from Cllrs Craig, Plastow and Woolley.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC24/030	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
PC24/031	Dispensation requests To consider any dispensation requests received by the Clerk in relation to personal and/or	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PC24/032	<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 Committee resolved to exclude the public and press from item PC24/034.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC24/033	<p>Minutes of the previous meeting(s) To receive the minutes of the previous Personnel Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Personnel Committee Wednesday 12 July 2023</p>	The Committee resolved to sign the minutes of the meeting Wednesday 12 July 2023 as a true record of that meeting.	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC24/034	<p>Personal Injury Claim To note report and consider any potential action required. Exclusion of Public and Press recommended due to the confidential nature of the business. Paper B</p>	The Committee resolved to proceed to trial.	ITC to inform solicitors.	

Agenda no	Agenda item title	Decision	Action	Power
PC24/035	Expenses Policy To consider and adopt an Expenses Policy. Paper C	The Committee resolved to recommend to Full Council to adopt an Expenses Policy.	ITC to include on the next Full Council agenda.	
PC24/036	Acting Up / Additional Duties Policy To consider and adopt an Acting Up / Additional Duties Policy. Paper D	The Committee resolved to recommend to Full Council to adopt an Acting Up / Additional Duties Policy.	ITC to include on the next Full Council agenda.	
PC24/037	Items for notification To receive any items for notification to be included on a future agenda – for information only.	<ul style="list-style-type: none"> • Staff sickness, absence and leave report • Staff Structure • Staff Policy reviews • Sickness Absence Policy • Electronic Information and Communication Systems Policy 	ITC to include on future agendas.	N/A
PC24/038	Time and date of next meeting To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 September 2023 at 7.00pm.	The Committee noted the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 September 2023 at 7.00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 6.56pm.

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

Initialed: _____

Personnel Committee Minutes 2023-24

PAPER H

DRAFT Minutes of the Finance & Strategy Committee meeting

Tuesday 15 August 2023 at 7.00pm



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

Councillors Present

Nigel Bowler (Vice Chairman)	Michael Devine	Paul Key (Chairman)
Richard Craig - ex officio	David Dobbie	
	Richard Doy	

Councillors Absent

		Liam Muggridge
Tim Davies - ex officio		James Plastow

In attendance:

Rachel Allbones (ITC&RFO)		Stephen Coulman (OM)
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Also present: Cllr Hooton

Agenda no	Agenda item title	Resolution	Action	Power
FS24/022	Apologies for absence To note apologies for absence	The Committee noted apologies for absence from Cllr Plastow.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
FS24/023	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>
FS24/024	Dispensation requests To consider any dispensation requests received by the Clerk in	None received.	N/A	<i>Localism Act 2011, s33.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	relation to personal and/or disclosable pecuniary interests, not previously recorded.			
FS24/025	<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 Committee resolved to exclude press and public for agenda item FS24/030.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
FS24/026	<p>Minutes of the previous meeting(s) To receive the minutes of the previous Finance and Strategy Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A - Finance and Strategy Committee, Tuesday 18 July 2023</p>	<p>The Committee resolved to sign the minutes of the meeting Tuesday 18 July 2023 as a true record of that meeting.</p> <p>Cllr Craig abstained from voting.</p>	ASO to publish on the website.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FS24/027	<p>Finance Reports To receive and consider for approval the following financial reports: Paper B Unpaid Expenditure Transactions for 10 August 2023 Paper C Cashbook Summary (including due and unpaid transactions) for 10 August 2023</p>	<p>The Committee resolved to note and approve the following reports:</p> <ul style="list-style-type: none"> • Unpaid Expenditure Transactions for 10 August 2023 • Cashbook Summary (including due and unpaid transactions) for 10 August 2023 	ITC&RFO to make bank transfer payments once signed off by signatories.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>

Agenda no	Agenda item title	Resolution	Action	Power
	Paper D Budget Comparison Report (including due and unpaid transactions) for 10 August 2023	<ul style="list-style-type: none"> Budget Comparison Report (including due and unpaid transactions) for 10 August 2023 		
FS24/028	Bank Reconciliation To approve and resolve to sign the monthly bank reconciliations for 31 July 2023 per paragraph 2.2 of Financial Regulations. Paper E	The Committee resolved to approve and sign the monthly bank reconciliations for 31 July 2023.	ITC&RFO to file.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS24/029	Roses Sports Ground To consider a request from NorthCountry Homes to allow them to lay a pipe and hold an easement across the Roses Sport Field site. Paper F	<p>The Committee resolved to continue to pursue WLDC to see if the trees on the northern boundary of Roses Sports Ground are applicable for tree preservation orders. To go through Planning Committee.</p> <p>At the request of Cllr Dobbie a recorded vote was taken on the below resolution as follows: -</p> <p>For: - Cllrs Bowler, Craig, Devine and Key. Abstain: - Dobbie and Doy</p> <p>That the Committee resolved to respond to NorthCountry Homes advising that the Committee do not support their potential revised route for the easement crossing the Trinity playing fields due to ground</p>	<p>ITC to include tree on next Planning agenda.</p> <p>ITC to respond to NorthCountry Homes.</p>	

Agenda no	Agenda item title	Resolution	Action	Power
		damage, access and potential loss or damage of boundary trees.		
FS24/030	<p>Vexatious complaints policy</p> <p>1) To review and readopt Vexatious complaints policy.</p> <p>2) Under 4.1 of the policy confirm complaint has been investigated according to complaints policy.</p> <p>3) Under 4.6 of the policy decide whether to apply the policy.</p> <p>Exclusion of Public and Press recommended due to the confidential nature of the business.</p> <p>Paper G</p>	<p>The Committee resolved to: -</p> <p>1) Review and adopt the Vexatious complaints policy making slight amendments to 4.2, 4.3, 4.8, 5.1, & 6.1 including the Leader of the Council as well.</p> <p>2) Under 4.1 of the policy confirm that the complaint has been investigated according to complaints policy.</p> <p>3) Authorise the Clerk in consultation with the Chairman of the Council and/or the Leader to apply the policy should further complaints be received.</p>	<p>ITC to update the policy.</p> <p>ASO to update the website.</p>	
FS24/031	<p>Items for notification</p> <p>To receive any items for notification to be included on a future agenda – for information only</p>	<ul style="list-style-type: none"> • Trinity Street electric report • Revised Budget • Strategic Plan • Investments & Investment Strategy review • Additional Bank Account • Communications Strategy • LCAS Quality Standard 	ITC to include on future agendas.	N/A
FS24/032	<p>Time and date of next meeting</p> <p>To note the date and time of the next Finance and Strategy committee is scheduled for Tuesday 19 September 2023 at 7:00pm.</p>	The Committee noted the date and time of the next Finance and Strategy Committee is Tuesday 19 September 2023 at 7:00pm at Richmond House.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting concluded at 8.43pm

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

DRAFT

Initialed:

PAPER I

DRAFT Minutes of the Planning Committee meeting

Tuesday 22 August 2023 at 7:00pm



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

Councillors Present

	David Dobbie	
	Stuart Morley	James Plastow (Chairman)
Michael Devine		James Ward (Vice Chairman)

Councillors Absent

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

In attendance:

Rachel Allbones (ITC)		
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Agenda no	Agenda item title	Resolution	Action	Power
PL24/070	Apologies for absence To note apologies for absence.	The Council noted apologies for absence from Cllrs Davies and Craig.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PL24/071	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.	N/A	<i>Localism Act 2011, s31.</i>
PL24/072	Dispensation requests To consider any dispensation requests received by the Clerk in relation to personal and/or	There were none received.	N/A	<i>Localism Act 2011, s33.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	disclosable pecuniary interests, not previously recorded.			
PL24/073	<p>Minutes of the previous meeting(s) To receive the minutes of the previous Planning Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Planning Committee, Tuesday 25 July 2023</p>	<p>The Committee resolved to sign the minutes of the Planning Committee Tuesday 25 July 2023 as a true record of that meeting.</p> <p>Cllr Ward abstained from voting.</p>	ASO to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
Planning Applications				
PL24/074	<p>To consider planning application received. <u>Application Ref No: 146998 (20/07/23, 28 days)</u> <u>Proposal: Listed building consent for temporary propping to rear section of roof, replacement or repair of rotten structural timbers and inclusion of new supporting precast concrete pad stone and joist hanger, installation of reinforcement bars at north-east corner, installation of new restraint straps to brick wall and header plate for rafters, temporary removal of existing roof tiles and re-laying following repair, and removal of existing render to north elevation</u></p>	<p>Cllr Dobbie left the meeting.</p> <p>The Committee resolved to not comment on the application.</p> <p>Cllr Dobbie returned to the meeting.</p>	N/A	<i>Article 13 of the Town & Country Planning (General Development Procedure) Order 2015 Schedule 1, paragraph 8 to the Town & Country Planning Act 1990 as amended</i>

Agenda no	Agenda item title	Resolution	Action	Power
	<p>(high level) and re-rendering following strapping and stabilising of gable wall. Location: 5-7 Market Place, Gainsborough</p>			
PL24/075	<p>To consider planning application received. Application Ref No: 147029 (10/08/23, 21 days) Proposal: Application for prior notification of proposed development by telecommunications code systems operators for installation of 1no. omni at 13.82m mean mounted on propped 12m streetworks pole, 1no. GPS antenna nat 12.4m, 1no. 3G omni antenna at 3.8m, and associated equipment to be installed on a root foundation. Location: Land at Somerby and Marshall Way, Gainsborough</p>	The Committee resolved to support the application.	ITC to submit to WLDC.	
PL24/076	<p>To consider planning application received. Application Ref No: 147181 (10/08/23, 28 days) Proposal: Planning application to remove and replace 4no. bus shelters, street furniture including benches, waste bins, railings & planters, addition of traffic calming</p>	The Committee resolved to support the application.	ITC to submit to WLDC.	

Agenda no	Agenda item title	Resolution	Action	Power
	measures, screening, walling, signage & erect cycle shelter. Location: Gainsborough Bus Station, Heaton Street, Gainsborough			
PL24/077	<p>To consider planning application received.</p> <p>Application Ref No: 147091 (16/08/23, 28 days)</p> <p>Proposal: Planning application to renew the shopfront - retain the existing structure and install a traditional timber shopfront, rebuild the top of the chimney, and replace plastic raniwater goods with cast iron.</p> <p>Location: 37 Lord Street, Gainsborough</p>	<p>Cllr Dobbie left the meeting.</p> <p>The Committee resolved to support the application.</p>	ITC to submit to WLDC.	
PL24/078	<p>To consider planning application received.</p> <p>Application Ref No: 147093 (16/08/23, 28 days)</p> <p>Proposal: Listed building consent to renew the shopfront - retain the existing structure and install a traditional timber shopfront, rebuild the top of the chimney, and replace plastic raniwater goods with cast iron.</p> <p>Location: 37 Lord Street, Gainsborough</p>	<p>The Committee resolved to support the application.</p> <p>Cllr Dobbie returned to the meeting.</p>	ITC to submit to WLDC.	

Agenda no	Agenda item title	Resolution	Action	Power
PL24/079	Decision Notices To consider street naming requests received (if there are any).	There were none.	N/A	
PL24/080	Street naming requests To consider street naming requests received (if there are any).	There were none.	N/A	
PL24/081	Tree preservation orders To consider tree preservation orders received (if there are any). To consider WLDC response to TPO's on trees at Roses Sports Ground. Paper B	There were none. The Committee resolved to ask the officers (OM) to apply for TPO's to be put in the x2 trees on the north western boundary of Roses due to as it would significantly impact the boundary of the site if they are felled, pruned or damaged.	OM to apply for a TRO on trees.	
PL24/082	Proposed Waiting Restrictions – Springthorpe Road, Gainsborough To consider consultation from LCC regarding proposed waiting restrictions on Springthorpe Road. Paper C	The Committee resolved to support the proposed waiting restrictions on Springthorpe Road, also to suggest LCC implement a 'Park and Stride' in the area to help alleviate traffic congestion at school start and finish times.	ITC to respond to consultation.	
PL24/083	Items for notification To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • TPO for Roses • Street naming for Foxby Lane phase 2 • Neighbourhood Plan WG 	N/A	N/A
PL24/084	Time and date of next meeting	The Committee noted the date and time of the next Planning Committee as	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Agenda no	Agenda item title	Resolution	Action	Power
	To note the date and time of the next Planning committee is scheduled for Tuesday 26 September 2023 at 7.00pm.	scheduled for Tuesday 26 September 2023 at 7:00pm.		

The meeting closed at 7.46pm.

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

DRAFT

PAPER J

PAPER K

Flexible Working Policy

Contents

What is flexible working.....	2
Scope.....	2
Policy	2
Making the request.....	2
Responding to your request	3
Timeframe for dealing with requests	3
Handling requests in a fair way	4
Appealing the decision	4
The effect on your contract of employment	4
Data protection.....	4
Notes	5

Document History

Adopted by Council – 5 September 2023

Reviewed & Adopted -

What is flexible working

Every staff member has a contract of employment that sets out the working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

Flexible working can result in benefits to councils, in that such arrangements can help make the most of today's diverse workforce and improve the council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

Scope

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly provided you have been continuously employed with us for at least 26 weeks at the date the application is made, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

Policy

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

Making the request

To apply for flexible working, please provide the following information in writing, and submit this to the Clerk. In the case of the Clerk, the request should be submitted to the Chair of the Council:

- The date of the application,
- A statement that this is a statutory request,
- Details of how you would like to work flexibly and when you want to start,
- An explanation of how you think flexible working might affect the council and how this could be dealt with, e.g. if you're not at work on certain days, and,
- A statement saying if and when you've made a previous application.

You can only make one statutory request in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability. In such a case some of the requirements

of this policy would not apply (i.e. the minimum period of service; one request per annum).

Responding to your request

Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the council and weighing these against any adverse impact of implementing the changes.

Having considered the changes, you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,
- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,
- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn down your request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to the Council
- Detrimental effect on the council's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to the Council

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make a further request for a period of 12 months, although you may still ask without the statutory right.

Timeframe for dealing with requests

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within three months of first receiving

a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

Handling requests in a fair way

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

Appealing the decision

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with a sub-committee of councillors. You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

The effect on your contract of employment

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Clerk or Chair of the Council in the first instance.

Data protection

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.

Notes

The wording of this policy is based on an employee's statutory right to make a request to change their working arrangements. Adopting and applying this policy as it stands will support the council to comply with this right.

1. Scope

The statutory right is limited to employees with 26 weeks' service. Councils can, if they wish, extend the right to all staff.

The statutory right is limited to one request per annum. Councils can, if they wish, consider requests made more frequently.

2. Considering requests

Employers are not compelled to agree to flexible working requests. The policy sets out some reasons that may mean the request cannot be accepted. This list is based on the legislation. Employers must carefully consider the request, but if the proposal is likely to lead to difficulties with the operation of the council, you should discuss the problems, see if they can be reasonably mitigated, but if not, you can decline the request.

With the exception of a request to support an employee with a disability (see below), the reason for the request should not affect whether the council accepts or declines a request.

Important note: If a request has been made to support the health and wellbeing of a staff member, then this may be considered to be a 'reasonable adjustment'. Employers have a legal duty to consider making changes to work arrangements to prevent disadvantage to a disabled worker. If an employer does not consider making such 'reasonable adjustments', or doesn't implement such adjustments, this may lead to unlawful discrimination.

A disability is a physical or mental impairment which has a substantially adverse and long-term effect on their ability to carry out normal day-to-day activities. A 'reasonable adjustment' may be to allow an employee with long-term anxiety to arrive at work 30 minutes late to avoid rush hour.

Please refer to ACAS (www.acas.org.uk/disability) for further information.

3. Fairness

You may receive a flexible working request from one team member, agree to the request and confirm the changes to their contract. You may then receive a similar request from another team member doing the same job. Your agreement to the first request does not mean that you have to agree to the second request. Each request will need to be considered against the contractual arrangements in place.

4. Trial period

If you are not sure whether a proposed working pattern will work, you can agree to a trial period to test it out. If you do so, it will be important to put this in writing and be clear about the duration of the trial and that the working pattern will automatically revert to the previous arrangements unless the council agrees to the contrary.

5. Written outcome

If a request is agreed on a temporary or permanent basis, it will be important to confirm the outcome in writing and ensure this is placed on the HR file. If there is a change to the terms set out in the employment contract (whether temporarily or permanently), it will be important to issue a letter to confirm the changes that have been agreed.

PAPER L

Expenses Policy

Contents

Purpose.....	2
General Procedure.....	2
Homeworkers.....	3
Training.....	3
Travel.....	3
Overnight accommodation	4
Meals	4
Entertainment/gifts	4
Annual events	5
Expenses that will not be reimbursed	5
False claims.....	5

Document History

Adopted by Council – 5 September 2023

Reviewed & Adopted -

Purpose

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors.

General Procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Town Clerk / the RFO / the Chair.

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim form to the Town Clerk / your manager / the Chair for approval. Once approved the claim form should be sent to the RFO for payment.

Expenses claims must be submitted within 30 days of the expense being incurred. If this is not practical, written approval for any extension will be required from the Town Clerk / your manager / the Chair. The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by cheque / petty cash / BACS transfer into the same bank account into which your salary is paid.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Town Clerk / the RFO / the Chair before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the RFO / the Chair.

Homeworkers

If you are a Homeworker, your normal place of work as stated in your contract will be your home. The Council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties upon receipt of satisfactory claims.

The Council will provide the following equipment necessary to enable homeworking employees to do their job.

- Desk with lockable drawer (or separate secure document store)
- Laptop or personal computer
- Printer

Alternatively, the Council will agree with homeworkers a suitable sum to cover use of their own equipment.

The Council should also pay the employee for the costs associated with heating, lighting, etc. HMRC rules allow for some of these expenses to be paid tax-free (see HMRC guidance: www.gov.uk/expenses-and-benefits-homeworking/whats-exempt).

Training

When attending training courses all employees and be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Some training can be very expensive and as a condition for funding training, the Council requires full repayment of all costs incurred for any training course should an employee not complete the training or leave the Council within a year of completion. Repayment of costs reduces to 50% reimbursement in the second year.

A training cost agreement is a written agreement between an employer and employee setting out the conditions of any training the employer pays for. It will detail the cost of the training, the training provider and who is responsible for paying for it in the first instance.

Travel

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from the Town Clerk (or the Chair in the case of the Town Clerk), before using your own car on business. The Council accepts no liability for

any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of [45p] per mile for mileage under 10,000 miles and [25p] per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of [20p] or [24p] per mile respectively. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to [£120] maximum in a major city and [£100] elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

If you are required to be away from home on council business, you may claim up to:

- [£10] for breakfast (if this is not included in the hotel room rate);
- [£15] for lunch;
- [£20] for dinner [; and
- a daily allowance of [£5] per night for general incidental costs such as a newspaper or telephone calls.]

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

Entertainment/gifts

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to [the

Clerk] (or the Chair in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

Annual events

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

Expenses that will not be reimbursed

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

This is a non-contractual procedure which will be reviewed from time to time.

PAPER M

Acting Up / Additional Duties Policy

Contents

Introduction	2
Acting up for the Grounds Maintenance Team Leader.....	2
Who is eligible.....	2
Remuneration	3

Document History

Adopted by Council – 5 September 2023

Reviewed & Adopted -

Introduction

The purpose of this policy is to set out the procedure when the Grounds Maintenance Team Leader is absent from work for annual leave, sickness, jury service etc. of who the day-to-day allocation of work and supervision is given to.

Members of the Grounds Maintenance Team are given the opportunity to 'act up' and undertake the basic functions of supervision and allocating pre-determined tasks when the Team Leader is absent from work under the instructions of the Operations Manager

Acting up for the Grounds Maintenance Team Leader

Who is eligible

Employees that are not on probation, are not subject to any disciplinary proceedings or investigations and hold a full driving licence may apply to be on the 'acting up' rota.

Employees who apply to be on the 'acting up' rota will have a simple interview to establish they understand the role and responsibilities and are suitable for the role.

Employees who pass the interview will be placed upon the 'acting up' rota and will take their 'turn' when the Team Leader is absent from work as follows:

- (a) At the commencement of the 'acting up' rota the employees taking part shall be given their position on the rota list alphabetically. Employees will then take their turn as the rota comes to their name. Any employee joining the rota list after it commences will go to the bottom of the rota list regardless of their alphabetical ranking.
- (b) For unplanned periods of absence, such as sickness, any 'acting up' period will only commence when the Team Leader is absent from work for three (3) consecutive days or more. The 'acting up' period will commence on the third day.
- (c) For planned periods of absence, annual leave, jury service etc., of more than three days (3) the 'acting up' period will commence on the first day of absence.
- (d) The employee 'acting up' will, unless there is unforeseen sickness, be notified of their period in the role and wherever possible there will be liaison between the employee, Team Leader and the Operations Manager of the expected works / functions to be undertaken. There will be regular communications between the employee and the Operations Manager during the period of 'acting up'.
- (e) When a period of unforeseen sickness occurs, the Operations Manager will liaise with the Team Leader when they report sick and attempt to establish what work has already been programmed and what else may need to be undertaken. The 'acting up' period will only commence on the third day of absence unless the Team Leader advises they expect to be off sick for more than three days or has a fit note for a longer period.
- (f) The 'acting up' role will not involve working in the office. The 'acting up' role is to supervise work / activities out on site and in the Council yard.
- (g) The 'acting up' role will not include the monitoring of employees subject to disciplinary or performance reviews. However, the Operations Manager may ask

the 'acting up' employee how an individual is performing etc. in their regular conversations.

Remuneration

To pay the employee 'acting up' no more than scp. 11 (or bottom of the Team Leader payscale).

PAPER N

Officer Report to Council

Report Author: Rachel Allbones

Report Date: Wednesday, 30 August 2023



Gainsborough
TOWN COUNCIL

Interim Town Clerk's Report

Summary

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

Levellings Development

The redevelopment of the Levellings was completed on 9 August 2023 and has been well received by users. The Interim Town Clerk and Operations Manager attended a site meeting with Proludic on Thursday 24 August.

Incidents

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

Meeting with WLDC

The Interim Town Clerk and the Chairman have received an invitation to attend a District Priorities Meeting with WLDC Chief Executive and Leader and Deputy Leader of the Council in early October.

Chairman Group Meetings

The Interim Town Clerk has scheduled Chairman Group meetings for the Chairman of the Council and Committees to meet bi-weekly starting on Monday 11 September.

Cemetery Task Group Meeting

The first meeting of the Cemetery Task Group will take place on Friday 8 September.

Christmas Event

The Interim Town Clerk attended a meeting with WLDC on Thursday 13 July with a further meeting with Cllr Key on Tuesday 8 August to discuss the Christmas Lights event, another meeting is scheduled to take place on Wednesday 6 September.

WLDC Markets and Events

The Interim Town Clerk attended a meeting with WLDC and the Town's Manager on Tuesday 8 August to discuss town centre activity / plans over the next couple of months. Further meetings have been scheduled for September and October.

Gainsborough Trinity Foundation

The Interim Town Clerk attended a meeting with the Leader Youth Worker on Monday 14 August. It was a brief meeting as he was leaving his employment with the Foundation within the next week.

SLCC Finance Summit

The Interim Town Clerk is attending the SLCC Finance Summit on Wednesday 13 September. This is a virtual summit.

Annual Leave

The Interim Town Clerk will be on annual leave on Thursday 14 and Friday 15 September.

Planning Training

Councillors Brennan, Craig, Hooton, Morley and Plastow are attending the Planning Training on Monday 25 September in Nettleham.

PAPER O

PAPER P

Correspondence Previously Circulated

September 2023

- WLDC: Parish Newsletter - June 2023 – 30 June 2023
- WLDC: Upcoming events in West Lindsey this July – 30 June 2023
- VCS: Latest News – 4 July 2023
- RSN: Rural Funding Digest - July 2023 Edition – 5 July 2023
- Tillbridge Solar Ltd: Tillbridge Solar Statutory pre-application consultation: 30 May 2023 to 11 July 2023 – 4 July 2023
- NALC: Newsletter – 5 July 2023
- East Midlands Railway: Important Update from EMR: National ticket office consultation launched – 5 July 2023
- WLDC: Greater Lincolnshire Visitor Economy Workshops – 7 July 2023
- NALC: Chief Executive's Bulletin – 6 July 2023
- Lincolnshire Voluntary Engagement Team [LVET]: Funding for young people's activities – summer – 7 July 2023
- WLDC: Business Brief – 7 July 2023
- East Midlands Railway: Stakeholder Webinar: National ticket office consultation launch – 7 July 2023
- Tillbridge Solar Ltd: Tillbridge Solar Statutory pre-application consultation: Consultation webinar 10 July – 10 July 2023
- NALC: Newsletter – 12 July 2023
- VCS: Invite to Green Networking Forum - Thursday 10th August 2023 – 13 July 2023
- VCS: Latest News – 11 July 2023
- RSN: Rural Bulletin – 11 July 2023
- VCS: Latest News – 18 July 2023
- RSN: Rural Bulletin – 18 July 2023
- LPCF: Latest News for Professionals July 2023 – 9 July 2023
- NALC: Newsletter – 19 July 2023
- NALC: Chief Executive's Bulletin – 13 July 2023
- NALC: Chief Executive's Bulletin – 20 July 2023
- NALC: Chief Executive's Bulletin – 3 August 2023
- WLDC: Summer 2023 West Lindsey News – 3 August 2023
- WLDC: Upcoming events in West Lindsey this August – 3 August 2023
- WLDC: Business Brief – 8 August 2023
- Lincolnshire Community Foundation: Launch Household Support funding in West Lindsey – 11 August 2023
- Lincolnshire Community Health Services: NHS Trust's Annual Public Meeting – 11 August 2023
- NALC: Chief Executive's Bulletin – 10 August 2023
- VCS: Latest News – 8 August 2023
- WLDC: Gainsborough Markets - Events Planned – 9 August 2023
- VCS: Latest News – 15 August 2023
- NALC: Newsletter – 16 August 2023
- Age UK: Warm & Wise – 23 August 2023
- WLDC: Parish Newsletter – 29 August 2023
- NALC: Chief Executive's Bulletin – 24 August 2023

Correspondence Previously Circulated

- NALC: Newsletter – 30 August 2023
- Nottinghamshire County Council: Notice of public consultation on the Nottinghamshire and Nottingham Waste Local Plan – 30 August 2023
- Groundwork: Tesco Stronger Starts Community grants – 21 August 2023

Glossary:

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