

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

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



Wednesday, 27 September 2023

Dear Councillor,

You are hereby summoned to attend a meeting of **Council** which will be held on **Tuesday 3 October 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
<b>Procedural items</b>		
Open Forum	<b>Public participation</b> (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>
FC24/091	<b>Apologies for absence</b> To note apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>

Agenda no	Agenda item title	Power
FC24/092	<b>Declarations of interest</b> To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
FC24/093	<b>Dispensation requests</b> 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>
FC24/094	<b>Items for Exclusion of Public and Press</b> To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
FC24/095	<b>Minutes of the previous meeting</b> To receive the minutes of the previous Gainsborough Town Council meeting and resolve to sign these as a true and accurate record. <b>Paper A</b> - Full Council, Tuesday 5 September 2023	<i>Local Government Act 1972, Sch 12, p41</i>
FC24/096	<b>Committee meeting minutes</b> To note receipt of the draft minutes of the Committee meetings and the decisions contained therein. <b>Paper B</b> - Property and Services Committee, Tuesday 12 September 2023 <b>Paper C</b> – Personnel Committee, Wednesday 13 September 2023 <b>Paper D</b> – Property and Services Committee, Tuesday 19 September 2023 <b>Paper E</b> – Finance and Strategy Committee, Tuesday 19 September 2023 <b>Paper F</b> - Planning Committee, Tuesday 26 September 2023	<i>Local Government Act 1972, Sch 12, p41</i>
<b>Consideration of the recommendations made by Committees</b>		
FC24/097	<b>Aisby Walk Skate Park</b> To consider quotation received for repair to Aisby Walk skate park. <b>Exclusion of Public and press recommended due to time sensitive commercial sensitivities.</b> <b>Paper G</b>	
FC24/098	<b>Communications Strategy</b> To consider the following recommendation from Finance and Strategy Committee held 19 September 2023 (FS24/041):	

Agenda no	Agenda item title	Power
	The Committee <b>resolved to recommend to Full Council</b> to adopt a Communications Strategy. <b>Paper H</b>	
<b>Town Council business items</b>		
FC24/099	<b>Town Clerk's Report</b> To receive and note the Town Clerk's report (for information only) <b>Paper I</b>	N/A
FC24/100	<b>Correspondence</b> To note the correspondence previously circulated by email – for information only. <b>Paper J</b>	N/A
FC24/101	<b>Time and date of next meeting</b> To note the date and time of the next Full Council meeting is scheduled for <b>Tuesday 7 November 2023 at 7:00pm.</b>	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

# PAPER A

# DRAFT Minutes of the Full Council meeting

## Tuesday 5 September 2023 at 7.00pm



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

### Councillors Present

Nigel Bowler		Richard Doy		
Sean Brennan		Paul Hooton	Keith Panter	
Richard Craig	Michael Devine	Paul Key	James Plastow (Vice Chairman)	
	David Dobbie	Stuart Morley		

### Councillors Absent

	Caz Davies		Liam Muggridge	Harry Warriner
	Tim Davies (Chairman)			Kenneth Woolley
Dennis Dannatt			James Ward	

### In attendance:

Rachel Allbones (ITC&RFO)	Stephen Coulman (OM)		
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Agenda no	Agenda item title	Decision	Action	Power/Regulation
Open Forum	<b>Public participation</b> (Members of the public are welcome to present any matter relevant to the wellbeing of Gainsborough Town and each president will receive the attention of the council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please see the Council's Public	None.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3</i>

Initialled:

Agenda no	Agenda item title	Decision	Action	Power/Regulation
	<p>Participation at Meetings Policy and Standing Orders 3 f-i for details.</p> <p>Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is permitted at council meetings which are open to the public. Anyone wishing to do so MUST adhere to the protocol laid out in the Council's Filming and Recordings of Meetings Policy.</p>			
FC24/077	<p><b>Apologies for absence</b> To note apologies for absence.</p>	The Council noted apologies for absence from Cllrs C Davies, T Davies, Dannatt and Ward.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
FC24/078	<p><b>Declarations of interest</b> To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.</p>	There were none.	N/A	<i>Localism Act 2011, s31.</i>
FC24/079	<p><b>Dispensation requests</b> To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.</p>	There were none.	N/A	<i>Localism Act 2011, s33.</i>

Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC24/080	<p><b>Items for Exclusion of Public and Press</b> To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.</p>	The Council <b>resolved</b> to exclude the public and press from items FC24/083, FC24/088.	N/A	<i>Public Bodies Admissions to Meetings) Act 1960 1 (2)</i>
FC24/081	<p><b>Minutes of the previous meeting(s)</b> To receive the minutes of the previous Gainsborough Town Council meeting and resolve to sign these as a true and accurate record. <b>Paper A</b> - Full Council, Wednesday 5 July 2023</p>	<p>The Council <b>resolved</b> to sign the minutes of the meeting Wednesday 5 July 2023 as a true record of that meeting.</p> <p>Cllrs Dobbie and Hooton abstained.</p>	<b>ASO</b> to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FC24/082	<p><b>Committee meeting minutes</b> To note receipt of the draft minutes of the Committee meetings and the decisions contained therein. <b>Paper B</b> - Property and Services Committee, Tuesday 11 July 2023 <b>Paper C</b> – Personnel Committee, Wednesday 12 July 2023 <b>Paper D</b> – Property and Services Committee, Tuesday 18 July 2023 <b>Paper E</b> – Finance and Strategy Committee, Tuesday 18 July 2023 <b>Paper F</b> - Planning Committee, Tuesday 25 July 2023 <b>Paper G</b> - Personnel Committee, Tuesday 8 August 2023 <b>Paper H</b> – Finance and Strategy</p>	<p>The Council <b>resolved</b> to note the draft minutes of the Committees.</p> <p>Cllr Craig abstained.</p>	N/A	<i>Local Government Act 1972, Sch 12, p41 (1).</i>

Agenda no	Agenda item title	Decision	Action	Power/Regulation
	Committee, Tuesday 15 August 2023 <b>Paper I</b> - Planning Committee, Tuesday 22 August 2023			
<b>Consideration of the recommendations made by Committees</b>				
FC24/083	<p><b>Zero Turn Mower</b>            To consider the following recommendation from Property and Services Committee held 11 July 2023 (PS24/039):</p> <p>The Committee <b>resolved</b> to <b>recommend to Full Council</b>: -</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</p>	<p>The Council <b>resolved</b>: -</p> <p>b) To purchase two zero turn mowers to replace the existing mowers - a FERRIS SRS 36” Zero Turn Heavy-Duty Stand-On Commercial Mower at £8,995+VAT fitted with the optional knobby tyres as they will help with ground conditions on slopes in the cemeteries at £295 +VAT AND to purchase a FERRIS SRS 48” Zero Turn Heavy-Duty Stand-On Commercial Mower at £9,400+VAT fitted with the optional knobby tyres at £295 +VAT (total £18,985) and the two existing Wrightstander mowers to be traded in for a value of £1,500+VAT. The total cost being £17,485.</p> <p>c) That the cost of the purchase of new zero turn stand up grass cutting mower, or mowers, is funded from Council reserves as it is a long-term investment and Council asset.</p> <p>d) That the budget be adjusted accordingly.</p> <p>Cllrs Dobbie and Morley abstained from voting.</p>	<p><b>OM</b> to purchase mowers.</p>	



Agenda no	Agenda item title	Decision	Action	Power/Regulation
	<p>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><b>Paper J</b></p>			
FC24/084	<p><b>Flexible Working Policy</b> To consider the following recommendation from Personnel Committee held 12 July 2023 (PC24/020):</p> <p>The Committee <b>resolved to recommend to Full Council</b> to adopt a Flexible Working Policy.</p> <p><b>Paper K</b></p>	<p>The Council <b>resolved</b> to adopt a Flexible Working Policy.</p>	<p><b>ASO</b> to publish.</p>	
FC24/085	<p><b>Expenses Policy</b> To consider the following recommendation from Personnel Committee held 8 August 2023 (PC24/035):</p> <p>The Committee <b>resolved to recommend to Full Council</b> to adopt an Expenses Policy.</p> <p><b>Paper L</b></p>	<p>The Council <b>resolved</b> to adopt an Expenses Policy.</p>	<p><b>ASO</b> to publish.</p>	

Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC24/086	<p><b>Acting Up / Additional Duties Policy</b> To consider the following recommendation from Personnel Committee held 8 August 2023 (PC24/036):</p> <p>The Committee <b>resolved</b> to <b>recommend to Full Council</b> to adopt an Acting Up / Additional Duties Policy. <b>Paper M</b></p>	The Council <b>resolved</b> to adopt an Acting Up / Additional Duties Policy.	<b>ASO</b> to publish.	
<b>Town Council business items</b>				
FC24/087	<p><b>Town Clerk's Report</b> To receive and note the Town Clerk's report (for information only) <b>Paper N</b></p>	The Council <b>noted</b> the Interim Town Clerk's report.	N/A	
FC24/088	<p><b>Organisational Review Report</b> To <b>consider</b> the Organisational Review, Ancillary Report to the Organisational Review and the consider the recommended actions of both reports. <b>Deferred from FC23/158 &amp; FC23/172 &amp; FC24/026 &amp; FC24/066</b> <b>Exclusion of Public and press recommended due to the confidential nature of the report.</b> <b>Paper O</b> (Please bring previous hard copy papers)</p>	The Council considered the recommended actions of both reports and <b>resolved</b> as per Appendix A.		

Agenda no	Agenda item title	Decision	Action	Power/Regulation
FC24/089	<b>Correspondence</b> To note the correspondence previously circulated by email – for information only. <b>Paper P</b>	The Council <b>noted</b> the correspondence circulated.	<b>ASO</b> to invite Groundwork to make a presentation at Full Council.	N/A
FC24/090	<b>Time and date of next meeting</b> To note the date and time of the next Full Council meeting scheduled for <b>Tuesday 3 October at 7.00pm.</b>	The Council <b>noted</b> the date and time of the next Full Council meeting scheduled for Tuesday 3 October 2023 at 7.00pm at Richmond House, Morton Terrace.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 9.00pm

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

## Appendix A

### Organisational Staffing Review report recommendations

- 1) The Council is recommended to develop a Strategic Plan as soon as possible.  
The Council **resolved** to develop a Strategic Plan as soon as possible.
- 2) That the Town Clerk role is made more strategic to move the Council forward.  
The Council **resolved** that the Personnel Committee will consider in more detail as part of a whole staff structure review.
- 3) That the Deputy Town Clerk post is given line management responsibility for the Administration team.  
The Council **resolved** that the Personnel Committee will consider in more detail as part of a whole staff structure review.
- 4) That the Council adds a Projects Assistant (37 hours per week) to undertake the project management within the Council and apply for grants.  
The Council **resolved** that the Personnel Committee will consider in more detail as part of a whole staff structure review.
- 5) That the Council adds a Modern Apprentice role to the Council staff structure.  
The Council **resolved** that the Personnel Committee will consider in more detail as part of a whole staff structure review.
- 6) That the Council employs an Allotments Officer for 17 hours per week on a three-year contract to manage the sites with a view to enabling them to be self-managing again  
The Council **resolved** that the recommendation has already been implemented.
- 7) That the Operations Manager is given a delegated budget and powers to carry out regular maintenance and repairs of the Councils assets.  
The Council **resolved** that the recommendation has already been implemented with Financial Regulation amendments.
- 8) That the Council encourages training in areas such as fine turf management, legionella testing, topple testing, and grave digging to enable operatives to carry out these tasks in house and save funds for the delivery of services elsewhere.  
The Council **resolved** that they acknowledge staff are already trained in topple testing and grave digging training will be carried out in November.
- 9) It is recommended that a Management Team comprising the Town Clerk and posts of Operations Manager and Deputy Town Clerk & RFO is agreed as part of a new staffing structure.  
The Council **resolved** that the Council are satisfied regular staff meetings already take place.

10) It is recommended that the Clerk's Job Description is amended to reflect the more strategic nature of the post and Deputy Town Clerk & RFO Job Description is amended to reflect the greater level of responsibility for staff.

The Council **resolved** that the Personnel Committee will consider in more detail as part of a whole staff structure review.

11) That a bespoke Communications Strategy is adopted and implemented.

The Council **resolved** that this will be referred to Finance and Strategy Committee.

12) That the Council adopts the NALC and SLCC Protocol on Civility and Respect and arranges appropriate training.

The Council **resolved** that this will be put back to Council for discussion later in the year.

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

The Council **resolved** that the 2023/24 meeting schedule is set and meeting frequency will be reviewed for the 2024/25 schedule.

14) That a more comprehensive bespoke scheme of delegation is adopted.

The Council **resolved** that the Policy Review Working Group will take this into account when reviewing Structure and Functions and Financial Regulation in the next few months.

15) A culture of increased internal communication is adopted as soon as possible with regular update reports submitted to Committee and Council meetings. Also, that regular staff meetings take place.

The Council **resolved** that update reports to inform of progress on matters as officers exercise their delegated authority to Committees and progress of resolution reports.

16) That the Council adopts a bespoke Performance Management System.

The Council **resolved** to consider adopting a bespoke Performance Management System.

17) That the Council embraces a lifelong learning culture and provides appropriate training for all staff and Councillors to be detailed in an adopted training policy.

The Council **resolved** to embrace a lifelong learning culture and provides appropriate training for all staff and Councillors to be detailed in an adopted training policy.

18) That the Council looks to take over all grave digging, memorial topple testing, legionnaires testing and annual greens maintenance once the operatives are suitably trained.

The Council **resolved** that the Personnel Committee and Property and Service Committee look into this in greater detail when reviewing the staff structure.

Initialled:

- 19) That the Council looks to create some wildflower / nature areas within its land ownership.  
The Council **resolved** that the property and Services Committee will look to create some wildflower / nature areas within its land ownership.
- 20) That the Council encourages self-management of allotments as soon as possible via the Allotment Officer post.  
The Council **resolved** that the Property and Services Committee explore the potential of self-management of allotments via the Allotment Officer post.
- 21) All policies are reviewed and updated on a periodic time of between one and four years.  
The Council **resolved** that all policies are reviewed and updated on a periodic time of between one and four years.
- 22) That the Council undertakes a full feasibility study on all the options available relating to Richmond House and Gardens.  
The Council **resolved** that the property and Services Committee will look to undertake a full feasibility study on all the options available relating to Richmond House and Gardens.
- 23) That the Council adopts a flexible working culture and policy.  
The Council **resolved** that the recommendation has already been implemented.
- 24) That the front committee room is converted into the reception office.  
The Council **resolved** that it is not suitable to convert the front committee room into the reception office
- 25) That in conjunction with the reduction in meetings an informal Chairmans group meeting is established to meet once per month for a maximum of one hour.  
The Council **resolved** that the recommendation has already been implemented.
- 26) That the Council looks to provide concessions within one or more of its parks.  
The Council **resolved** that Property and Services Committee look into this in 2024/25 following consultation with WLDC and the lease.
- 27) The Council adopts a sponsorship scheme with a clear pricing strategy.  
The Council **resolved** that Property and Services Committee look into this in 2024/25.
- 28) That the availability of the hall at Marshalls is promoted and prices increased.  
The Council **resolved** to wait until the boiler issues are sorted before promotion is increased

29) That the Council looks to register the Marshall Complex as CIC thus saving at least 80% of the Business rates.  
The Council **resolved** that Property and Services Committee look into this in 2024/25 following consultation with WLDC and the lease.

### **Ancillary report recommendations**

1) That a bespoke Performance Management Policy is adopted as soon as possible as per 16 above.

2) That weekly CMT meetings take place for one hour at a regular time and day of the week as per 9 above.

3) That the number of meetings is reduced to a total of approximately 29 per annum and the Town Clerk is authorised to devise a meeting schedule for 2023/24 accordingly.  
as per 13 above.

4) That a Chairmans group is established for the Town Clerk to report back to on progress once per month lasting no more than one hour.  
as per 25 above.

5) That a robust scheme of delegation is put in place and that officers are given delegated power to spend their budgets appropriately.  
as per 14 above.

6) That a comprehensive training programme is developed for the new Council including a site visit of all assets.  
The Council **resolved** that a comprehensive training programme is developed for the new Council including a site visit of all assets.

7) That the Town Clerk is authorised to promote standing for election as a Town Councillor to do good for your community as much as possible.  
The Council **resolved** that the recommendation has already been implemented.

8) That officers be authorised to collate items for consideration in a Strategic Plan.  
The Council **resolved** that the recommendation is in progress.

# PAPER B



# DRAFT Minutes of the Property & Services Committee meeting

## Tuesday 12 September 2023 at 7.00pm



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

### Councillors Present

Nigel Bowler		James Plastow (Vice Chairman)
Richard Craig - ex officio	Paul Key	

### Councillors Absent

	Tim Davies - ex officio (Chairman)	
		James Ward
Dennis Dannatt	Keith Panter	Harry Warriner

### In attendance:

Rachel Allbones (ITC & RFO)	Stephen Coulman (OM)	Amanda Clarke (AO)
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Also Present: Cllr Morley.

Agenda no	Agenda item title	Resolution	Action	Power
PS24/051	<b>Apologies for absence</b> To note apologies for absence	Apologies had been received from Cllrs Dannatt, Davies and Warriner.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PS24/052	<b>Declarations of interest</b> To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Craig declared a personal interest in agenda item 58 1) as knows the Connexions charity, 58 2) as knows the Steppingstone Theatre Company and 59 as he's had a separate meeting with Marshalls Yard. Cllr Plastow declared a personal interest in agenda item 58 2) as his son does theatre there.	N/A	<i>Localism Act 2011, s31.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
		Cllr Bowler declared a personal interest in agenda item 57 as a trustee of Greener Gainsborough.		
PS24/053	<b>Dispensation requests</b> To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>
PS24/054	<b>Items for Exclusion of Public and Press</b> To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The Committee <b>resolved</b> to exclude the public and press from items PS24/062 to PS24/066.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/055	<b>Minutes of the previous meeting(s)</b> To receive the minutes of the previous Property and Services Committee meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A – Property and Services Tuesday 18 July 2023</b>	The Committee <b>resolved</b> to sign the minutes of the Property and Services Committee meeting of Tuesday 18 July 2023 as a true record of the meeting.	<b>ASO</b> to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS24/056	<b>Matters Arising Schedule</b> Setting out current position of previously agreed actions as at 7	The Committee <b>noted</b> the current position of previously agreed actions.	<b>OM</b> to look into how often a Fire Risk Assessment needs carrying out at Richmond House.	

Agenda no	Agenda item title	Resolution	Action	Power
	September 2023. <b>Paper B</b>			
PS24/057	<b>Allotment Officer Report</b> To note the report from the Allotments Officer and the use of the delegated functions. <b>Paper C</b>	The Committee <b>resolved</b> : - 1. To note the contents of the report. 2. That the rent date change commencing 2024 to 30 April each year. 3. Hold an extraordinary P&S Committee meeting at 6.30pm on Tuesday 19 September to discuss the quotations received for an Ecological survey of Love Lane allotment pond.  The Allotment Officer left the meeting at 7.51pm.	<b>AO</b> to inform allotment holders regarding the change to rent collection date.  <b>ITC</b> to send agenda out.	
PS24/058	<b>Grant Applications</b> To consider grant applications received. 1) Connexions 4 Youth - £1,000 <b>Paper D</b> 2) Stepping Stone Theatre for Mental Health - £450.00 <b>Paper E</b> To note that the following Community Grant funds are available: <ul style="list-style-type: none"> <li>£4,840 in earmarked reserves</li> <li>£1,000 remaining from the 2023/2024 budget</li> </ul>	Cllr Craig left the meeting.  The Committee <b>resolved</b> to award Connexions 4 Youth £1,000.  Cllr Craig returned to the meeting.  The Committee <b>resolved</b> to not to award the grant Stepping Stone Theatre for Mental Health as the project had already commenced and grants are not awarded retrospectively, but advise they are welcome to apply for another project in the future.	<b>ASO</b> to contact applicants.	

Agenda no	Agenda item title	Resolution	Action	Power
	<a href="https://gainsborough-tc.gov.uk/policy/community-grants-policy/">https://gainsborough-tc.gov.uk/policy/community-grants-policy/</a>			
PS24/059	<p><b>Christmas Lights Festival</b> To note and agree the proposals for the 2023 Christmas Lights Festival from WLDC. <b>Paper F</b></p>	<p>The Committee <b>resolved</b>: -</p> <ul style="list-style-type: none"> <li>a) To agree to support the Christmas Lights Festival with a £5,000 contribution as budgeted.</li> <li>b) To support the purchase and erection of the festival bunting to the sum of £500 from 11010 budget.</li> </ul> <p>Cllr Craig advised he would be able to source volunteers (Over 18yo) to assist with stewarding the Christmas lights festival event. ITC to inform WLDC.</p>	<b>ITC</b> to inform WLDC.	
PS24/060	<p><b>Remembrance Sunday</b> To note the action timeline and progress made so far for Remembrance Sunday. <b>Paper G</b></p>	The Committee <b>noted</b> the current position.	<b>ASO</b> to continue with organising.	
PS24/061	<p><b>Play Area RoSPA Safety Inspection Reports</b> To receive the annual RoSPA reports and consider any action resulting from these. <b>Paper H</b></p>	The Committee <b>noted</b> the annual RoSPA reports and action resulting.	<b>OM</b> to produce an updated report in December with progress.	
PS24/062	<p><b>Aisby Walk Skate Park</b> To consider quotation received for repair to Aisby Walk skate park. <b>Exclusion of Public and press</b></p>	The Committee <b>resolved</b> to defer the decision to Full Council and to hold a	<b>OM</b> to organise a site visit for all Cllrs prior to the Full Council meeting.	

Agenda no	Agenda item title	Resolution	Action	Power
	<b>recommended due to time sensitive commercial sensitivities. Paper I</b>	site visit for Cllrs in order to make n informed decision.		
PS24/063	<b>Richmond Park Footpaths</b> To consider appointing a contractor for Richmond Park footpaths' repairs. <b>Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper J</b>	The Operations Manager advised the Committee of a second quotation that had been received.  The Committee <b>resolved</b> that Hemswell Surfacing Ltd be appointed as soon as possible to undertake the footpath resurfacing works in Richmond Park as soon as the weather and their work schedule permits – presently late September 2023 at a cost of £4,750, that a 10% discretion (£475) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. That the budget be adjusted accordingly.	<b>OM</b> to advise contractors accordingly.	
PS24/064	<b>Richmond Park Climbing Wall &amp; Compound Security Fence</b> To note verbal report from the Operations Manager following item PS24/048 of 18 July 2023.	The Committee <b>noted</b> a report from the Operations Manager regarding the Listed Building Consent and Planning applications needed. The Listed Building discussions are ongoing with WLDC.	N/A	
PS24/065	<b>General Cemetery Waste Compound</b> To consider authorising expenditure for brushwood and leave pile removal. <b>Exclusion of Public and press</b>	The Committee <b>resolved</b> : - a) to appoint DJ Cleaning Ltd as soon as possible to undertake the works as soon as the weather and their work schedule permits at a cost of £4,250.	<b>OM</b> to advise contractors accordingly.  <b>OM</b> to investigate the	

Agenda no	Agenda item title	Resolution	Action	Power
	<p><b>recommended due to time sensitive commercial sensitivities. Paper K</b></p>	<p>b) That a 10% discretion (£425) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.  c) That the budget be adjusted accordingly.  d) That the Operations Manager investigate the bunding of the compound to allow for suitable separation and management of wood, brash, leaves and other vegetable matter. The foregoing is not waste until the Council decides it requires disposal via the lawful waste management stream, as per recommendation a) above.  e) That the Council considers selling wood, brash, leaves and other vegetable matter to create a modest income.</p>	<p>bunding of the compound</p>	
PS24/066	<p><b>Levellings Footpath Resurfacing</b>  To consider report from the Operations Manager following tripping incident on the dog walk and consider quotations received.  <b>Paper L on the evening</b></p>	<p>The Operations Manager gave a verbal report.</p>	<p><b>ITC</b> to include on extraordinary meeting agenda.</p>	
PS24/067	<p><b>Items for notification</b>  To receive any items for notification to be included on a future agenda – for information only</p>	<ul style="list-style-type: none"> <li>• Richmond House and Park discussion document</li> <li>• General Cemetery Chapel condition report quotes</li> <li>• General Cemetery extension</li> <li>• Richmond House conservatory replacement</li> </ul>	<p><b>ITC</b> to include on future agendas.</p>	N/A

Agenda no	Agenda item title	Resolution	Action	Power
		<ul style="list-style-type: none"> <li>Sandsfield Lane North play area</li> </ul>		
PS24/068	<b>Time and date of next meeting</b> To note the date and time of the next Property and Services committee is scheduled for Tuesday 10 October 2023 at 7.00pm	The Committee <b>noted</b> the date and time of the next Property and Services committee is Tuesday 19 September 2023 at 6.30pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 9:09pm.

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

DRAFT

# PAPER C



# DRAFT Minutes of the Personnel Committee meeting

## Wednesday 13 September 2023 at 7:00pm



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

### Councillors Present

		Stuart Morley
Richard Craig (Chairman) - ex officio	Richard Doy	James Plastow
Dennis Dannatt (Vice Chairman)	Paul Key	

### Councillors Absent

Sean Brennan	Tim Davies - ex officio	
		Kenneth Woolley

### In attendance:

Rachel Allbones (ITC & RFO)		
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Agenda no	Agenda item title	Decision	Action	Power
PC24/039	<b>Apologies for absence</b> To note apologies for absence.	The Committee noted apologies for absence from Cllrs Brennan, Davies and Woolley.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC24/040	<b>Declarations of interest</b> 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>
PC24/041	<b>Dispensation requests</b> 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.			
PC24/042	<p><b>Items for Exclusion of Public and Press</b></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>	The Committee <b>resolved</b> to exclude the public and press from item PC24/044 to PC24/049.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC24/043	<p><b>Minutes of the previous meeting(s)</b></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><b>Paper A – Personnel Committee Tuesday 8 August 2023</b></p>	<p>The Committee <b>resolved</b> to sign the minutes of the meeting Tuesday 8 August 2023 as a true record of that meeting.</p> <p>Cllrs Craig and Plastow abstained.</p>	<b>ASO</b> to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC24/044	<p><b>Staff sickness, absence and leave report</b></p> <p>To receive the sickness absence and holiday report and consider any potential action required.</p> <p><b>Exclusion of Public and Press recommended due to personal nature of discussion</b></p> <p><b>Paper B</b></p>	The Committee <b>resolved</b> to note the sickness absence and holiday report and agree quarterly reports to be presented.	<b>ITC</b> to produce further report in December.	

Agenda no	Agenda item title	Decision	Action	Power
PC24/045	<p><b>Staffing Report</b> To receive and note report on staffing HR. <b>Exclusion of Public and Press recommended due to personal nature of discussion</b> <b>Paper C</b></p>	The Committee <b>resolved</b> to note the report on staffing HR.	N/A	
PC24/046	<p><b>Staff Management Matter</b> To consider a verbal update on a staff performance management matter. <b>Exclusion of Public and Press recommended due to personal nature of discussion</b> <b>Paper D</b> – Report from July 2023 meeting.</p>	The Committee <b>resolved</b> to ask the HR Advisor if they will speak to the staff member on the matter.	<b>ITC</b> to contact the HR Advisor.	
PC24/047	<p><b>Personal Injury Claim</b> To receive update regarding personal injury claim. <b>Exclusion of Public and Press recommended due to personal nature of discussion</b> <b>Paper E</b></p>	The Committee <b>noted</b> the update.	N/A	
PC24/048	<p><b>Staff Structure</b> To consider report regarding staff structure. <b>Exclusion of Public and Press recommended due to personal nature of discussion</b> <b>Paper F</b> deferred from PC24/023</p>	The Committee <b>resolved</b> to not support the request for a restructure at the time.	N/A	

Agenda no	Agenda item title	Decision	Action	Power
PC24/049	<p><b>Temporary Deputy Clerk – Staff structure consideration</b></p> <p>To give consideration to FC24/075 resolution - 9) During the 6-month trial period, the Personnel Committee will also consider recruiting for the role of temporary Deputy Clerk, to support the Interim Town Clerk/RFO and Council.</p> <p><b>Exclusion of Public and Press recommended due to personal nature of discussion</b></p>	<p>The Committee <b>resolved</b> to approach the Operations Manager to see if they will temporarily be the Deputy Clerk in the day-to-day duties in the Town Clerk's absence until the structure is set and any recruitment undertaken.</p> <p>A recoded vote for the above was taken as follows: -  For: Cllrs Craig, Dannatt, Doy, Morley, Plastow  Against: Cllr Key</p>	<p><b>ITC</b> to contact the HR Advisor, subject to advice, speak with the OM.</p>	
PC24/050	<p><b>Items for notification</b></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"> <li>• Staff Policy reviews</li> <li>• Sickness Absence Policy</li> <li>• Electronic Information and Communication Systems Policy</li> </ul>	<p><b>ITC</b> to include on future agendas.</p>	N/A
PC24/051	<p><b>Time and date of next meeting</b></p> <p>To note the date and time of the next Personnel Committee meeting scheduled for Wednesday 11 October 2023 at 7.00pm.</p>	<p>The Committee <b>noted</b> the date and time of the next Personnel Committee meeting scheduled for Wednesday 11 October 2023 at 7.00pm.</p>	N/A	<p><i>Local Government Act 1972, Sch 12, p10 (2)(a)</i></p>

The meeting closed at 8.25pm.

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

Initialed: \_\_\_\_\_

# PAPER D

# DRAFT Minutes of the Property & Services Committee meeting

## Tuesday 19 September 2023 at 6.30pm

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



### Councillors Present

		James Plastow (Vice Chairman)
Richard Craig - ex officio	Paul Key	
Dennis Dannatt		

### Councillors Absent

Nigel Bowler	Tim Davies - ex officio (Chairman)	
		James Ward
	Keith Panter	Harry Warriner

### In attendance:

Rachel Allbones (ITC & RFO)	Stephen Coulman (OM)	Amanda Clarke (AO)
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Also Present: Cllrs Devine, Dobbie and Morley.

Agenda no	Agenda item title	Resolution	Action	Power
PS24/069	<b>Apologies for absence</b> To note apologies for absence	Apologies had been received from Cllrs Bowler, Davies and Ward.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PS24/070	<b>Declarations of interest</b> 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
PS24/071	<b>Dispensation requests</b> To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>
PS24/072	<b>Items for Exclusion of Public and Press</b> To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The Committee <b>resolved</b> to exclude the public and press from item PS24/073 & PS24/074.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/073	<b>Love Lane Allotment Pond</b> To consider quotations received for an Ecological survey of the Love Lane allotment pond area. <b>Exclusion of Public and press recommended due to time sensitive commercial sensitivities.</b> <b>Paper A</b>	<p>Cllrs Dobbie and Devine arrived at the meeting at 6.44pm.</p> <p>The Allotments Officer informed the meeting that a Hydrographic survey, cross section of the pond is required by the planning authority.</p> <p>Members felt the cross section of the pond may change if asbestos is located in the area.</p> <p>The Committee <b>resolved</b> to obtain quotation(s) from a suitably competent and experienced contractor to undertake a site survey to establish the existence of any asbestos and its location in relation to the Love Lane pond 'plot'. The Committee delegated</p>	<b>AO</b> to source competent and experienced contractor.	

Agenda no	Agenda item title	Resolution	Action	Power
		for the ITC / OM authority to spend subject to it being in line with 4.1 of Financial Regulations.		
PS24/074	<p><b>Levellings Footpath Resurfacing</b> To consider quotations received for the resurfacing of Levellings Footpaths.</p> <p><b>Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper B</b></p>	<p>Members raised concerns regarding the damage to the footpath the tree from the tree roots.</p> <p>The Operations Manager reminded Members of the recent tripping incident and the dark nights will soon be upon us, he advised due to the tree roots it would not be possible to lay a flat / level footpath the length of the Dog Walk but one that gently undulates allowing safe access and egress to and within the Dog Walk.</p> <p>The Committee <b>resolved</b> to defer the item and request for an Arborist to inspect the trees and report their findings.</p>	<b>OM</b> to instruct the Arborist to report on the trees aligning the dog walk.	
PS24/075	<p><b>Items for notification</b> To receive any items for notification to be included on a future agenda – for information only</p>	<ul style="list-style-type: none"> <li>• Richmond House and Park discussion document</li> <li>• General Cemetery Chapel condition report quotes</li> <li>• General Cemetery extension</li> <li>• Richmond House conservatory replacement</li> <li>• Sandsfield Lane North play area</li> </ul>	<b>ITC</b> to include on future agendas.	N/A
PS24/076	<p><b>Time and date of next meeting</b> To note the date and time of the next Property and Services committee is</p>	The Committee <b>noted</b> the date and time of the next Property and Services	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>



Agenda no	Agenda item title	Resolution	Action	Power
	scheduled for Tuesday 10 October 2023 at 7.00pm	committee is Tuesday 10 October 2023 at 7.00pm.		

The meeting closed at 7:04pm.

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

DRAFT

PAPER E



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

**Councillors Present**

	Michael Devine	Paul Key (Chairman)
Richard Craig - ex officio	David Dobbie	
	Richard Doy	James Plastow

**Councillors Absent**

Nigel Bowler (Vice Chairman)		Liam Muggridge
Tim Davies - ex officio		

**In attendance:**

Rachel Allbones (ITC&RFO)		
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Agenda no	Agenda item title	Resolution	Action	Power
FS24/032	<b>Apologies for absence</b> To note apologies for absence	The Committee <b>noted</b> apologies for absence from Cllrs Bowler, Davies and Muggridge.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
FS24/033	<b>Declarations of interest</b> 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>
FS24/034	<b>Dispensation requests</b> 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>

Agenda no	Agenda item title	Resolution	Action	Power
	disclosable pecuniary interests, not previously recorded.			
FS24/035	<p><b>Items for Exclusion of Public and Press</b> To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.</p>	The Committee <b>resolved</b> to exclude press and public for agenda item FS24/043.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
FS24/036	<p><b>Minutes of the previous meeting(s)</b> 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). <b>Paper A</b> - Finance and Strategy Committee, Tuesday 15 August 2023</p>	<p>The Committee <b>resolved</b> to sign the minutes of the meeting Tuesday 15 August 2023 as a true record of that meeting.</p> <p>Cllr Plastow abstained from voting.</p>	<b>ASO</b> to publish on the website.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
FS24/037	<p><b>Finance Reports</b> To receive and consider for approval the following financial reports: <b>Paper B</b> Unpaid Expenditure Transactions for 13 September 2023 <b>Paper C</b> Cashbook Summary (including due and unpaid</p>	<p>The Committee <b>resolved</b> to note and approve the following reports:</p> <ul style="list-style-type: none"> <li>• Unpaid Expenditure Transactions for 13 September 2023</li> <li>• Cashbook Summary (including due and unpaid transactions) for 13 September 2023</li> </ul>	<b>ITC&amp;RFO</b> 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
	transactions) for 13 September 2023 <b>Paper D</b> Budget Comparison Report (including due and unpaid transactions) for 13 September 2023	<ul style="list-style-type: none"> <li>Budget Comparison Report (including due and unpaid transactions) for 13 September 2023</li> </ul>		
FS24/038	<b>Bank Reconciliation</b> To approve and <b>resolve</b> to sign the monthly bank reconciliations for 31 August 2023 per paragraph 2.2 of Financial Regulations. <b>Paper E</b>	The Committee <b>resolved</b> to approve and sign the monthly bank reconciliations for 31 August 2023.	<b>ITC&amp;RFO</b> to file.	<i>Joint Panel on Accountability and Governance Practitioners Guide 2022.</i>
FS24/039	<b>Roses Sports Ground</b> To consider response from NorthCountry Homes regarding an easement across the Roses Sport Field site. <b>Paper F</b>	The Committee <b>resolved</b> to contact NorthCountry Homes advising that they do not support any easement across the Roses Sport Field as the integrity of the ground needs to be maintained.	<b>ITC&amp;RFO</b> to contact NorthCountry Homes.	
FS24/040	<b>Internal Auditor 2023/24</b> To consider arrangements for 2023/24 internal audit. <b>Paper G</b>	The Committee <b>resolved</b> to appoint LALC to carry out the Internal Audit for 2023/24.	<b>ITC&amp;RFO</b> to contact LALC.	
FS24/041	<b>Community Engagement Strategy</b> To consider adopting a Community Engagement Strategy. <b>Paper H</b>	The Committee <b>resolved</b> to recommend to Full Council to adopt a Communications Strategy.	<b>ITC&amp;RFO</b> to include on Full Council agenda.	
FS24/042	<b>Reserves Policy Review</b> To review and adopt the Reserves	The Committee <b>resolved</b> to review and adopt the Reserves Policy.	<b>ASO</b> to publish.	

Agenda no	Agenda item title	Resolution	Action	Power
	Policy. <b>Paper I</b>			
FS24/043	<b>Roses AWP Sinking Fund</b> To note correspondence received from Gainsborough Trinity Foundation and consider further steps. <b>Exclusion of Public and Press recommended due to ongoing legal considerations.</b> <b>Paper J</b>	The Committee <b>resolved</b> to instruct the solicitors to write to Gainsborough Trinity Foundation requesting payment of outstanding invoices.  The above resolution was by recorded vote as follows: - For: Cllrs Craig, Devine, Doy, Key Against: Cllr Plastow Abstain: Dobbie	<b>ITC&amp;RFO</b> to contact the solicitors.	
FS24/044	<b>Trinity Street Electric Meters</b> (former Christmas light supply) To receive a verbal report from the Interim Town Clerk regarding the status of the removal of the meters.	The Committee <b>resolved</b> to instruct the solicitors to write to Unicom to stop all charges and recoup compensation.	<b>ITC&amp;RFO</b> to contact the solicitors.	
FS24/045	<b>Items for notification</b> To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>• Revised Budget 2023/24</li> <li>• Strategic Plan</li> <li>• Investments &amp; Investment Strategy review</li> <li>• Additional Bank Account</li> <li>• LCAS Quality Standard</li> </ul>	<b>ITC</b> to include on future agendas.	N/A
FS24/046	<b>Time and date of next meeting</b> To note the date and time of the next Finance and Strategy committee is scheduled for <b>Tuesday 17 October 2023 at 7:00pm.</b>	The Committee <b>noted</b> the date and time of the next Finance and Strategy Committee is Tuesday 17 October 2023 at 7:00pm at Richmond House.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting concluded at 8.35pm

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

DRAFT

# PAPER F



# DRAFT Minutes of the Planning Committee meeting

## Tuesday 26 September 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		

### Councillors Absent

Richard Craig - ex officio		Keith Panter
Tim Davies - ex officio	Liam Muggridge	James Ward (Vice Chairman)

### In attendance:

Rachel Allbones (ITC)		
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Agenda no	Agenda item title	Resolution	Action	Power
PL24/085	<b>Apologies for absence</b> To note apologies for absence.	The Council noted apologies for absence from Cllrs Davies and Muggridge.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PL24/086	<b>Declarations of interest</b> 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>
PL24/087	<b>Dispensation requests</b> 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.			
PL24/088	<p><b>Minutes of the previous meeting(s)</b> To receive the minutes of the previous Planning Committee meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A – Planning Committee, Tuesday 22 August 2023</b></p>	The Committee <b>resolved</b> to sign the minutes of the Planning Committee Tuesday 22 August 2023 as a true record of that meeting.	<b>ASO</b> to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
<b>Planning Applications</b>				
PL24/089	<p>To consider planning application received. <a href="#">Application Ref No: 147104 (30/08/23, 28 days)</a> <a href="#">Proposal: Hybrid planning application comprising: (1) full planning application to erect drive thru Starbucks Coffee Shop with associated car parking and landscaping, and (2) outline planning application for additional drive-thru restaurant - access to be considered and not reserved for subsequent applications.</a> <a href="#">Location: Land off Somerby Way, Somerby Park, Gainsborough</a></p>	The Committee <b>resolved</b> to support the application.	<b>ITC</b> to submit to WLDC.	<i>Article 13 of the Town &amp; Country Planning (General Development Procedure) Order 2015 Schedule 1, paragraph 8 to the Town &amp; Country Planning Act 1990 as amended</i>

Agenda no	Agenda item title	Resolution	Action	Power
PL24/090	To consider planning application received. <a href="#">Application Ref No: 147152 (31/08/23, 28 days)</a> <a href="#">Proposal: Planning application for proposed single storey rear extension and internal alterations</a> <a href="#">Location: 46 Spital Hill, Gainsborough</a>	The Committee <b>resolved</b> to support the application.	<b>ITC</b> to submit to WLDC.	
PL24/091	To consider planning application received. <a href="#">Application Ref No: 147174 (31/08/23, 28 days)</a> <a href="#">Proposal: Outline planning application to demolish all existing industrial structures and erect up to 64no. dwellings with all matters reserved being variation of conditions 2, 4, 5 &amp; 6 of planning permission 143821 granted 11 January 2023 - to seperate the action of demolition from the development.</a> <a href="#">Location: Former AMP Rose site, Heapham Road, Gainsborough</a>	The Committee <b>resolved</b> that due to the history of the site applications and 146656 being refused that it be brought in front of the Planning Committee. Also due to concerns regarding it being an old industrial site and disturbance during demolition.	<b>ITC</b> to submit to WLDC.	
PL24/092	To consider planning application received. <a href="#">Application Ref No: 147129 (31/08/23, 28 days)</a> <a href="#">Proposal: Planning application to retain extensions to the side and front</a>	The Committee <b>resolved</b> to have no comments on the application.	<b>ITC</b> to submit to WLDC.	

Initialled:

Agenda no	Agenda item title	Resolution	Action	Power
	<a href="#">Location: 19 Ravendale Road, Gainsborough</a>			
PL24/093	To consider planning application received. <b>Application Ref No: 147212 (12/9/23, 28 days)</b> Proposal: 90 day consultation for removal of 2no. public payphones Location: Payphones Gainsborough & District	The Committee <b>resolved</b> to note the consultation.	<b>ITC</b> to submit to WLDC.	
PL24/094	To consider planning application received. <b>Application Ref No: 147230 (12/9/23, 28 days)</b> <a href="#">Proposal: Planning application for alterations and single storey extension with attached car port</a> <a href="#">Location: 41 Heaton Street, Gainsborough</a>	The Committee <b>resolved</b> to support the application.	<b>ITC</b> to submit to WLDC.	
PL24/095	To consider planning application received. <b>Application Ref No: 147288 (20/9/23, 28 days)</b> <a href="#">Proposal: Planning application for a single storey side and rear extension.</a> <a href="#">Location: 3 Queen Street, Gainsborough</a>	The Committee <b>resolved</b> to support the application.	<b>ITC</b> to submit to WLDC.	
PL24/096	To consider planning application received.	The Committee <b>resolved</b> to support the application.	<b>ITC</b> to submit to WLDC.	

Initialled:

Agenda no	Agenda item title	Resolution	Action	Power
	<a href="#">Application Ref No: 147202 (20/9/23, 28 days)</a> <a href="#">Proposal: Planning application to change the use from 1no. shop, 2no. flats and a dance hall to 1no. shop, 3no. dwellings and 2no. flats.</a> <a href="#">Location: 80-82 Church Street, Gainsborough</a>			
<b>Decision Notices</b>				
PL24/097	To note decision notice received. <b>Application Ref No: 146273 REFUSED</b> (delegated) Proposal: Planning Application for alterations to shop front and proposed change of use from (E use class) to a betting shop (sui generis use class). Location: 11, Market Place, Gainsborough <b>Paper B</b>	The Committee <b>resolved</b> to note the decision notice.	N/A	
PL24/098	To note decision notice received. <b>Application Ref No: 146998 GRANTED</b> (delegated) 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	The Committee <b>resolved</b> to note the decision notice.	N/A	

Agenda no	Agenda item title	Resolution	Action	Power
	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 (high level) and re-rendering following strapping and stabilising of gable wall Location: 5-7 Market Place, Gainsborough <b>Paper C</b>			
PL24/099	To note decision notice received. <b>Application Ref No: 147029 GRANTED</b> (delegated) Proposal: Application for prior notification of proposed development by telecommunications code systems operators for installation of 1no. omni at 13.82m mean mounted on proposed 12m streetworks pole, 1no. GPS antenna at 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 <b>Paper D</b>	The Committee <b>resolved</b> to note the decision notice.	N/A	
PL24/100	To note decision notice received. <b>Application Ref No: 144913 GRANTED</b> (delegated) Proposal: Planning application for	The Committee <b>resolved</b> to note the decision notice.	N/A	

Initialled:

Agenda no	Agenda item title	Resolution	Action	Power
	change of use to 28no. apartments Location: Former Lea Road School, Lea Road, Gainsborough <b>Paper E</b>			
PL24/101	<b>Street naming requests</b> To consider street naming requests received (if there are any).	There were none.	N/A	
PL24/102	<b>Tree preservation orders</b> To consider tree preservation orders received (if there are any).	There were none.	N/A	
PL24/103	<b>Proposed Removal of Puffin Crossing – Lea Road, Gainsborough</b> To consider consultation from LCC regarding proposed removal of puffin crossing on Lea Road. <b>Paper F</b>	The Committee <b>resolved</b> to request that the removal of the puffin crossing on Lea Road is not until the build of the roundabout begins and that all entrance and exits of the roundabout have refuge island to aid pedestrian safety.	<b>ITC</b> to respond to LCC.	
PL24/104	<b>Whiteswood Lane Traffic Calming</b> To note a complaint regarding speeding cars on Whiteswood Lane and consider supporting the complaint and forwarding it to the Highways Authority. <b>Paper G</b>	The Committee <b>resolved</b> to defer the item until the next meeting. In the mean time the ITC to see if the Council still have any 30mph signs, and Cllr Dobbie to obtain lamppost numbers in order to apply to LCC to erect signs on the lampposts.	ITC to investigate if the Council still have spare signs.  Cllr Dobbie to look at lamppost numbers.	
PL24/105	<b>Items for notification</b> To receive any items for notification to be included on a	<ul style="list-style-type: none"> <li>• TPO for Roses</li> <li>• Whiteswood Lane Traffic Calming</li> <li>• Street naming for Foxby Lane phase 2</li> </ul>	N/A	N/A

Agenda no	Agenda item title	Resolution	Action	Power
	future agenda – for information only	<ul style="list-style-type: none"> <li>Neighbourhood Plan WG</li> </ul>		
PL24/106	<b>Time and date of next meeting</b> To note the date and time of the next Planning committee is scheduled for Tuesday 26 September 2023 at 7.00pm.	The Committee <b>noted</b> the date and time of the next Planning Committee as scheduled for Tuesday 24 October 2023 at 7:00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 8.08pm.

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



# PAPER G



# Safety Inspection Report

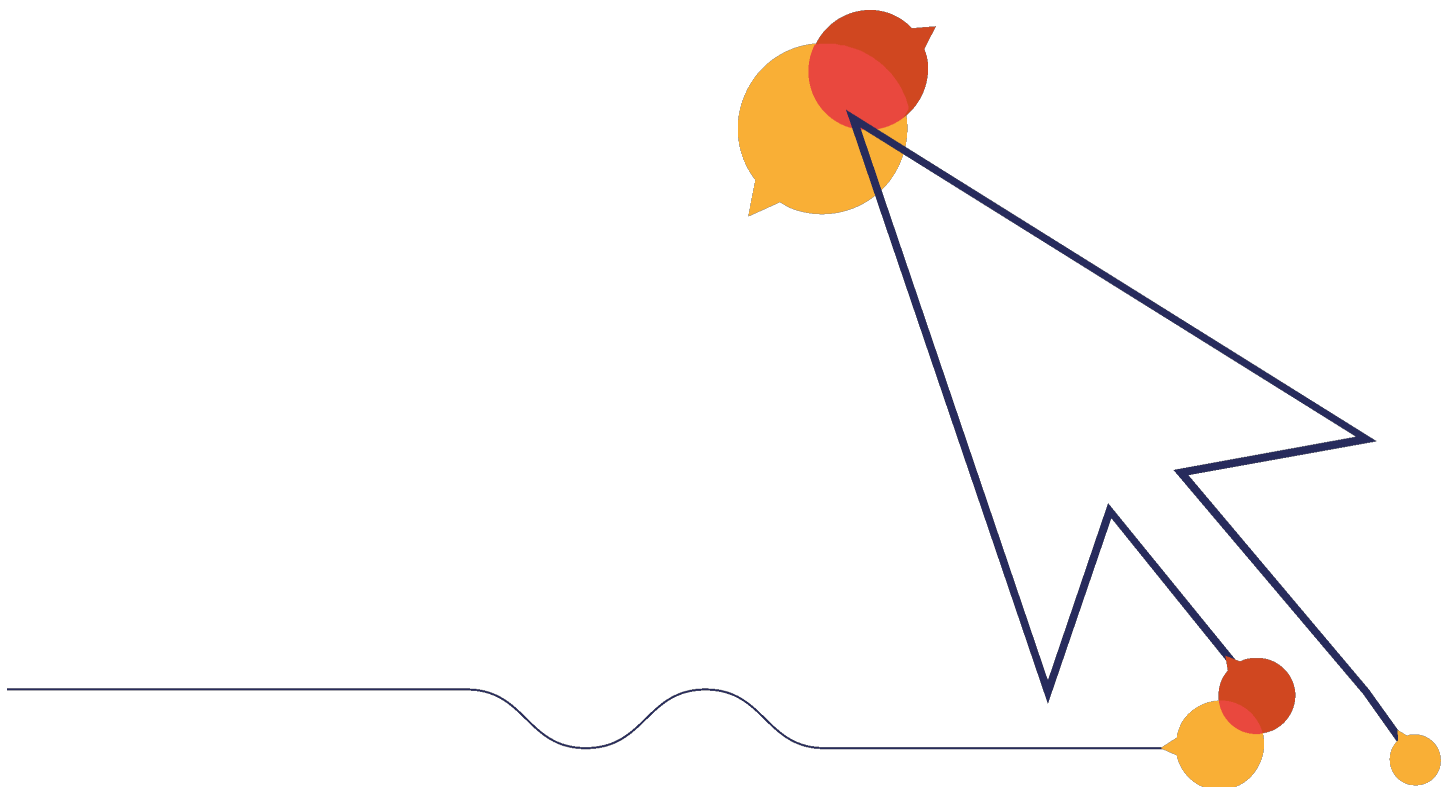
Annual Inspection

## Aisby Walk Skate Park

---

Gainsborough Town Council

09 August 2023



# Safety Inspection Report

## Annual Inspection

Site name: **Aisby Walk Skate Park**  
Date of inspection: **09 August 2023**  
Inspector: **David Owen**



## How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

The image shows a report form for 'Primary Items'. It includes a header, a main asset information section, a standards section, and a findings section. Numbered callouts (1-6) point to specific fields: 1 points to the asset name, 2 to the manufacturer, 3 to the innate risk level, 4 to the actual risk level, 5 to the standards compliance status, and 6 to the findings section.

**Primary Items**

**Sample Asset Name**

Manufactured by Manufacturer Name

asset image here

**Risk level:**  
Low

**Potential risk score reduction:**  
1

**Remedial tasks:**  
1

**Standards:**  
EN 1176-1:2017, EN 1176-2:2017  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

**Finding**

**Description**  
Item is rusting in places.

**Tasks**  
Replace.

**Note**  
Two of the frame washers are rusting.

**Finding Photos**

asset image here      asset image here

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07


# Signage - Info



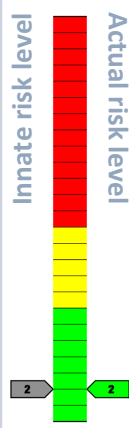
**Innate risk level**

**Actual risk level**

**Risk level:**  
Very low

 Risk score as low as possible

**Remedial tasks:**  
1



## Maintenance Finding

### Description

Item has some parts missing.

### Tasks

Replace the missing parts.

### Note

Sign missing.

**Risk level:**  
Very low

**Risk score:**  
2

### Finding Photos



# Seating x 4



**Innate risk level**

**Actual risk level**

**Risk level:**

- Very low
- Risk score as low as possible
- No remedial tasks

# General Surface - Tarmac



**Innate risk level**

**Actual risk level**

**Risk level:**

- Low

✓ Risk score as low as possible

✓ No remedial tasks

A vertical scale on the left shows 10 colored boxes: 7 red, 2 yellow, and 1 green. A grey arrow points to the 4th box from the bottom (the first green box), and a green arrow points to the 4th box from the top (the first yellow box). To the right, a grey box contains the text 'Risk level: Low', a green checkmark icon, 'Risk score as low as possible', another green checkmark icon, and 'No remedial tasks'.

# Skate - Grind Box - Stepped

Manufactured by Streetscape Products & Services Ltd



**Risk level:**  
High

**Risk score as low as possible**

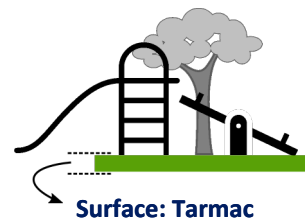
**Remedial tasks:**  
1

## Standards:



EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

### Description

Item is damaged.

### Tasks

Read the notes for further action.

### Note

Slight damage to the top board. Monitor.

**Risk level:**

Low

**Risk score:**

5

### Finding Photos





# Skate - Quarter Pipes x 4 - With Hips

Manufactured by Streetscape Products & Services Ltd



**Risk level:**  
High

**Risk score as low as possible**

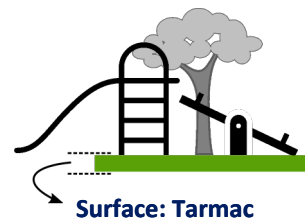
**Remedial tasks:**  
4

## Standards:



EN 14974:2019

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.



## Maintenance Finding

### Description

Fixtures loose or missing.

### Tasks

Tighten/replace.

### Note

Platform boards lifting. Secure.

**Risk level:**

Medium

**Risk score:**

10

### Finding Photos



# Maintenance Finding

## Description

Item is damaged.

## Tasks

Replace.

## Note

Ramp boards damaged. Replace all affected boards.

Risk level:

 High

Risk score:

 14

## Finding Photos



## Maintenance Finding

### Description

Screws or bolts are missing.

### Tasks

Replace.

### Note

Foot plate screws missing creating a lip which could cause trips and falls.

Risk level:

 Medium

Risk score:

 11

### Finding Photos



## Standard Compliance Finding

### Description

The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.

### Tasks

No reasonably practicable action is identified.

Risk level:

 Low

Risk score:

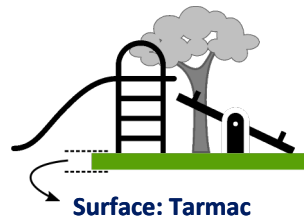
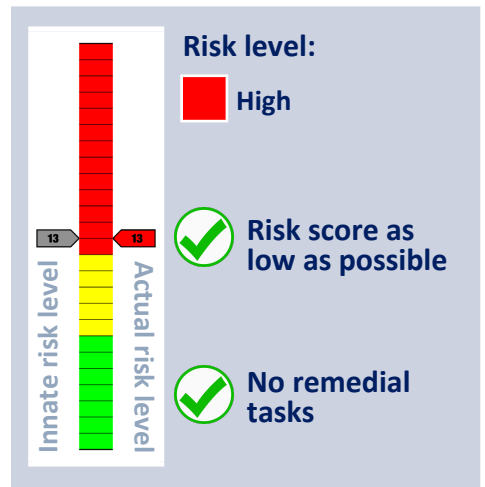
 7

### Finding Photos



# Skate - Grind Rail - Inclined (End)

Manufactured by Streetscape Products & Services Ltd



## Standards:



EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Skate - Spine Ramp - With Driveway

Manufactured by Streetscape Products & Services Ltd



**Risk level:**  
High

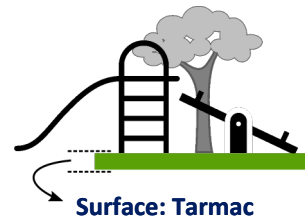
**Risk score as low as possible**

**Remedial tasks:**  
2

**Standards:**

EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

### Description

Rivets are missing.

### Tasks

Replace.

### Note

Several rivets missing and loose allowing the boards to lift. Replace and secure all boards.

**Risk level:**  
Medium

**Risk score:**  
10

### Finding Photos



## Maintenance Finding

### Description

Item is damaged.

### Tasks

Replace.

### Note

Ramp board damaged. Replace affected boards.

Risk level:

 Medium

Risk score:

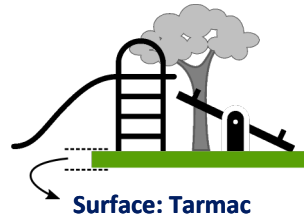
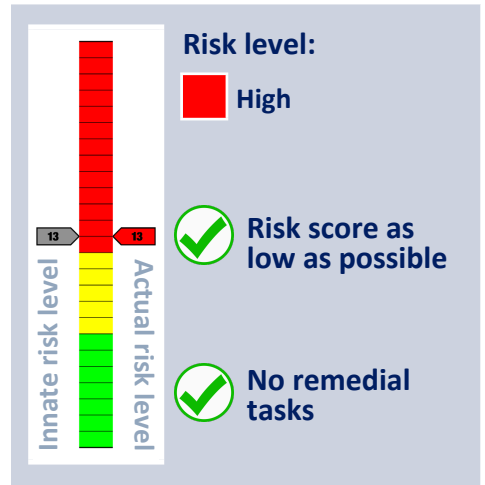
 10

### Finding Photos



# Skate - Grind Box

Manufactured by Streetscape Products & Services Ltd



## Standards:



EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Skate - Driveway - Hump

Manufactured by Streetscape Products & Services Ltd



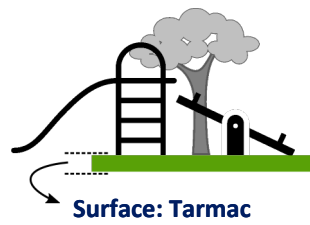
**Risk level:**  
High

**Risk score as low as possible**

**Remedial tasks:**  
2

**Standards:**

EN 14974:2019  
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



## Maintenance Finding

**Description**

Rivets are missing.

**Tasks**

Replace.

**Note**

Replace missing foot plate fitting.

**Risk level:**  
Medium

**Risk score:**  
10

**Finding Photos**





## Maintenance Finding

---

### Description

Item is damaged.

### Tasks

Read the notes for further action.

### Note

Boards damaged. Replace affected boards.

Risk level:

 Medium

Risk score:

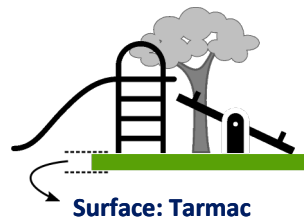
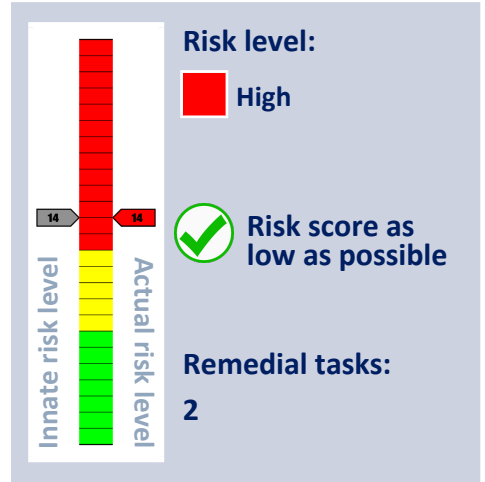
 8

### Finding Photos



# Skate - Half Pipe - With Quarter Pipe & Roll Off

Manufactured by Streetscape Products & Services Ltd



## Standards:



EN 14974:2019

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

# Maintenance Finding

## Description

Item is damaged.

## Tasks

Read the notes for further action.

## Note

Ramp boards damaged. Replace all affected boards.

Risk level:

 Medium

Risk score:

 10

## Finding Photos



## Standard Compliance Finding

### Description

The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.

### Tasks

No reasonably practicable action is identified.

Risk level:

 Low

Risk score:

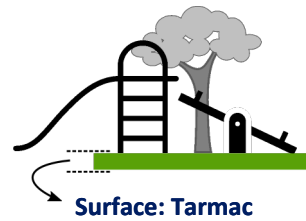
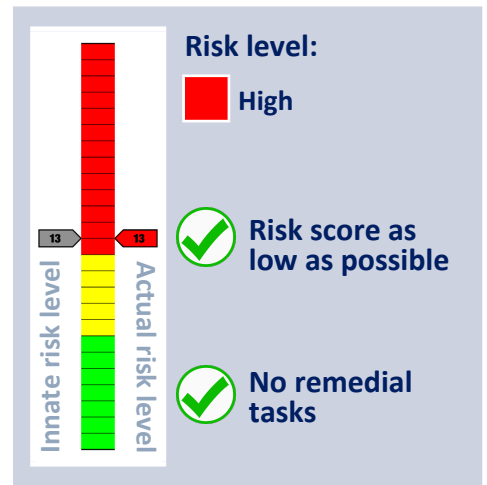
 7

### Finding Photos



# Skate - Grind Rail - Sloped (Middle)

Manufactured by (Unknown)



## Standards:

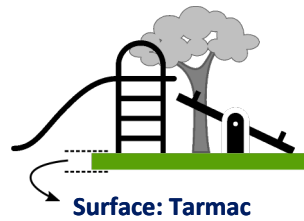
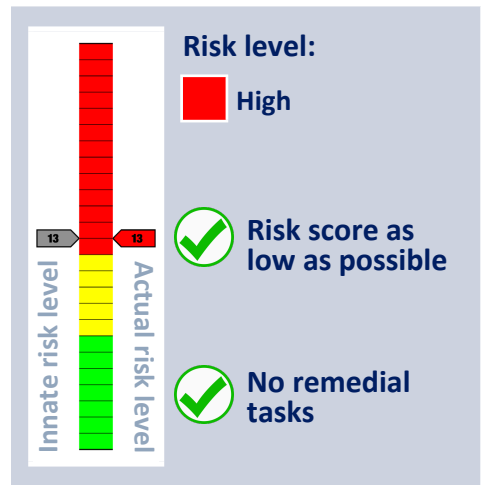


EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

# Skate - Grind Rail

Manufactured by (Unknown)



## Standards:



EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

## General Notes

---

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Rare
  - b. 2 = Unlikely
  - c. 3 = Moderate
  - d. 4 = Likely
  - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
  - a. 1 = Insignificant
  - b. 2 = Minor
  - c. 3 = Moderate
  - d. 4 = Major
  - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

## General Notes

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It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of  $1 \times 5 = 5 =$  low risk. Similarly, a certain event for which the consequence is insignificant will present a score of  $5 \times 1 = 5 =$  low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH



## General Notes

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### Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

### Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

## General Notes

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### **What We Inspect**

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

### **What We Don't Inspect**

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

## General Notes

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The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

### **Exposure to Risk**

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

### **Ownership**

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

### **Contemporaneous Findings**

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

### **Timber**

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

### **Planting and Trees**

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

## General Notes

### How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

**Table 1**

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	



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# PAPER H

# Communications Strategy

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## Document History

Adopted by Council – 3 October 2023

Reviewed & Adopted -

Reviewed & Adopted –

## 1. Objective

This Communications Strategy aims to establish a protocol for effective communication of the Town Council's activities and other relevant information to members of the public.

## 2. Purpose

The Town Council is accountable to members of the public and has a duty to convey its decisions and actions through various media. To this end, all communication will be conveyed in an open and straightforward manner.

The Town Clerk is the Proper Officer of the Town Council and manages **all** formal communication between the Council, the press and members of the public. However, this does not prevent individual councillors from communicating with the press and public but they must ensure that there is clarity in their communication so there is a clear distinction between individual opinions and those approved by the Town Council.

## 3. Method of Communication

The Council will use the following procedure to communicate with members of the public and the press.

Town Clerk: **TC**, Deputy Clerk; **DC/RFO**, Admin Support Officer: **AS** Mayor: **M**

Activity	Method of Communication	Responsibility
Newsletter	Website, Mail Chimp, Hard copies at library and other community spaces	<b>TC/ASO</b>
Approved and draft minutes	Website	<b>ASO</b>
Agendas	Website/notice board. These will be published in compliance with legislation.	<b>TC/DC/ASO</b>
Supporting information for meetings (non-confidential)	Website	<b>TC/DC/ASO</b>
Council policies/procedures	Website	<b>TC/DC/ASO</b>
Annual Town Meeting	Website/social media/notice boards	<b>TC/ASO</b>
Annual Report	Using themes approved by the Town Council, the Chairman will manage presenting the Annual Report at the Annual Town Meeting.	<b>TC/M</b>
Press releases	Local newspaper	<b>TC</b>
Annual external audit	Website/notice board	<b>DC/RFO</b>
Adopted Annual Accounts	Website/notice board	<b>DC/RFO</b>
Councillor vacancies	Website/notice board/social media	<b>TC</b>
Financial statements and other financial information	Website	<b>DC/RFO</b>

The Town Clerk may delegate responsibility for any of these publications as appropriate.



## **4. Social Media**

The Council's website will be the main information hub and channel for communicating details about the Town Council. The website will also act as a channel for other information such as local news and events, consultation details, road closures and anything that is of general interest to the local community including links to other websites. The website will be regularly updated.

Posts and Events uploaded to the website will also be shared on the Council's social media accounts.

Facebook and Twitter will also be used; its main aim is to promote Gainsborough and to encourage visitors to support the local economy. This media will help to build social capital so that there is a two-way channel between the Town Council and members of the public. A member of staffs private Facebook account must not be used to administer, log in or send messages from the Town Council's social media sights. A specific Council work-use account must be used at all times. Whilst the Council supports open discussion inappropriate comments from members of the public will not be tolerated and will be removed and the reason given. If it is a genuine complaint the complainant will be directed to the Council's Complaints Procedure which can be viewed on the Council's website. Comments and enquiries will only be responded to during normal office hours. Personal information should not be conveyed through social media.

Whatever channel the Town Council chooses to communicate the message must be consistent across all channels.

## **5. Community Engagement**

Through a positive and transparent approach Councillors and staff will actively engage with the community and the local media to promote the Council's decisions and plans. The Town Clerk will collaborate with the Mayor, Deputy Mayor and appropriate chairs of Committees and sub-Committees to agree the content of pertinent information where necessary.

Councillors who wish to communicate directly with the press should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media, they should not attempt to undermine the Town Council if their views are different to the Council's corporate position. If Councillors wish to take this course, it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, Town Clerk, or any other individual.

Agendas for Council meetings will be accompanied by sufficient supporting information to enable councillors to make informed decisions and for a member of the public to understand. Confidential information will not be included in the packs available to the public.

Confidential supporting papers must not be shared with members of the public and press. Agendas and supporting papers will be issued by email to the member's town council email address. Hard copies will either be posted, or hand delivered to members who requested to receive paper copies.

Supporting information will also be published on the Council's website at the same time as the agenda to which it relates.

Draft minutes for all Council meetings will be published on the Council's website as soon as they are available but at least within a month of the previous meeting.

The Town Clerk, and in their absence the Deputy Clerk/RFO, is responsible for the preparation of notices of Council meetings, agendas and minutes and for the development and maintenance of the Council's website so that it remains current. The Town Clerk may delegate any of these duties to a member of staff as appropriate.

All correspondence addressed to the Town Council will be actioned by the Town Clerk. Information that needs to be considered by the Town Council, or one of its committees, will be added to the agenda of the next appropriate meeting. Other relevant information will be emailed to Members in between meetings for information only.

## 6. Requests for Information

Council information will be made available to members of the public in accordance with the Council's adopted 'Publication Scheme'.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

The Town Clerk, any member of staff nor councillors, will disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not disclose or otherwise undermine such information which, for special reasons, is not in the public interest.

The Council will continuously implement improvements to its communications work through renewal and enhanced use of its website, social media and digital approaches to sharing information alongside making hard copies available. Transparency will be maintained at all times.

## 7. Communication by Email, Internet and Telephone Policy

Communications via email, and internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- potential defamation
- spreading of viruses, including Trojans which can steal data.
- breach of confidentiality
- accepting unsafe or infected files from sources in online chat rooms
- breach of contract
- breach of copyright
- breach of data protection legislation
- breach of privacy and unlawful discrimination
- damage to the reputation of the Council

The Council has procured IT support to help maintain internet security and reduce the risk from online threats.

### Email etiquette

All employees and town councillors must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- only agreed email signatures may be used by employees which must include an appropriate waiver clause.

- all messages must use appropriate business language.
- the circulating of offensive, indecent, or obscene material, or anything which breaches the Equal Opportunities Policy is strictly prohibited.
- confidential material should not be disclosed.
- only attachments from a trusted source may be downloaded on Council IT equipment.
- the recipient's email address should be verified before sending.
- 'Reply to all' should only be used where appropriate.
- Essential files should be saved before deleting the message to which they were attached.

### **Telephone etiquette**

All employees must follow the procedure outlined below when using the Council's telephone:

- answer all calls by stating the name of the Town Council
- be polite at all times do not be rude or abrupt to callers.
- do not use offensive language.
- do not swear.
- check the telephone frequently for messages from callers and respond in a timely manner.

## **8. General Communication Policy**

### **Introduction**

1. Gainsborough Town Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's Publication Scheme, members of the public should contact the Town Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above aims in accordance with the legal requirements and restrictions that apply.

### **Legal requirements and restrictions**

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of

Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council's Publication Scheme.

5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council's Publication Scheme and available to download from the Council's website.

## Meetings

1. Meetings of the Council and its committees are open to the public and press unless the meeting resolves to exclude them because their presence would be prejudicial to the public interest. Per the Council's Standing Orders, persons may be required to leave a meeting of the council and its committees, if their disorderly conduct obstructs the business of the meeting.
2. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.
3. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or table, recording for a TV radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see hear or be given commentary about the meeting is permitted, unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 4 and 5 below apply.
4. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
5. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
6. The Council shall, as far as it is practicable, supply reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
7. The Council's Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

## Other communications with the media

This policy does not seek to regulate councillors in their private capacity.

The Council's communications with the media aim to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.

Subject to the obligations on councillors not to disclose confidential information and not to misrepresent the Council's position, councillors are free to communicate their position and views as their own.

# PAPER I

## **Officer Report to Council**

**Report Author:** Rachel Allbones

**Report Date:** Wednesday, 27 September 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 Operations Manager met with Proludic on Thursday 21 September to discuss the play surface on the toddler/junior area. Extra thermoplastics were discussed and quotations will be obtained.

### **Incidents**

Saturday 23 September 2023 – Richmond Park ladies' public toilets were vandalised by smashing off the wooden door and breaking the pot WC cisterns.

CCTV footage has been requested for the incident and has been reported to police. WLDC have saved some footage from Saturday afternoon of a group of youths being unruly.

### **Meeting with WLDC**

The Interim Town Clerk and the Leader will be attending a District Priorities Meeting with WLDC Chief Executive and Leader and Deputy Leader of the Council on Thursday 5 October.

### **Chairman Group Meeting**

Two Chairman Group meetings have taken place, we are still finding our feet with the format of the meetings but will be very beneficial. The next meeting is on Monday 9 October.

### **Cemetery Task Group Meeting**

The first meeting of the Cemetery Task Group took place on Friday 8 September, plenty was discussed, and the Operations Manager is obtaining quotations for a number of projects. A further meeting will be scheduled following the meeting with WLDC.

### **Christmas Event**

The Christmas lights festivals to be held on Friday 17 and Saturday 18 November throughout the Town Centre. The Christmas lights are due to be installed on Monday 16 and Tuesday 17 October, the tree will be installed on Monday 13 November.

### **WLDC Markets and Events**

The Interim Town Clerk attended a meeting with WLDC and the Town's Manager on Tuesday 19 September to discuss town centre activity / plans over the next couple of months. Further meetings has been scheduled for October.

Events can be found on the WLDC [Events Page](#).

### **Annual Leave**

The Interim Town Clerk will be on annual leave on Friday 13 October and Friday 27 October.

## **Planning Training**

Councillors Brennan and Plastow attended the Planning Training on Monday 25 September in Nettleham.

# PAPER J



# Correspondence Previously Circulated

October 2023

- NALC: Chief Executive's Bulletin – 31 August 2023
- NALC: Newsletter – 6 September 2023
- RHS: Sharing the summer harvest – 7 September 2023
- WLDC: Updated: Notice of Meetings September - December 2023 – 7 September 2023
- WLDC: Temporary Stop Notice - RAF Scampton – 11 September 2023
- WLDC: Updated: Notice of Meetings September - December 2023 – 11 September 2023
- WLDC: Business Brief – 11 September 2023
- RSN: Rural Funding Digest - September 2023 Edition – 13 September 2023
- NALC: Newsletter – 13 September 2023
- VCS: Invite to West Lindsey Voluntary Sector Forum - 27th September 2023 – 18 September 2023
- RSN: The Rural Bulletin - 19 September 2023 – 19 September 2023
- NALC: Chief Executive's Bulletin – 21 September 2023
- NALC: Newsletter – 20 September 2023
- NALC: Chief Executive's Bulletin – 14 September 2023
- NALC: Jo Cox Civility Commission - Call for Evidence from Local Councils – 25 September 2023
- VCS: Latest News – 26 September 2023
- Electrical Safety First: Electrical Safety Fund Opening – 2023 – 26 September 2023
- NALC: Newsletter – 27 September 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
RSN:	Rural Services Network