

# Gainsborough Town Council

## 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:

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	<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>	

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	<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>	The Council <b>resolved</b> to adopt a Flexible Working Policy.	<b>ASO</b> to publish.	
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>	The Council <b>resolved</b> to adopt an Expenses Policy.	<b>ASO</b> to publish.	

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.		

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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

Initialed:

## 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.