

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 10 October 2023** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Vice Chairman)

Councillor Nigel Bowler
Councillor Dennis Dannatt

Councillor Richard Craig
Councillor Paul Key

In Attendance:

Rachel Allbones Interim Town Clerk

Also Present: Councillor Morley

PS24/077 Apologies for Absence

Apologies for absence were received from Councillors T Davies, J Ward and H Warriner.

PS24/078 Declarations of Interest

No declarations of interest were made.

PS24/079 Dispensation Requests

No dispensation requests were received.

PS24/080 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS24/085 & PS24/087 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS24/081 Minutes of the Previous Meeting (Papers A & B)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 12 September 2023 be approved as a true and accurate record and signed by the Chairman.

Note: Councillor Dannatt abstained from voting on the above resolution.

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 19 September 2023 be approved as a true and accurate record and signed by the Chairman.

Note: Councillor Bowler abstained from voting on the above resolution.

PS24/082 Matters Arising Schedule (Paper C)

RESOLVED: that the current position of previously agreed actions be **NOTED**.

PS24/083 Allotment Policy & Tenancy Agreement Review (Paper D)

RESOLVED: to defer until the next meeting in order to provide Officers additional time to undertake the reviews.

PS24/084 Richmond House Lease (Paper E)

RESOLVED: that the Interim Town Clerk and Leader meet with WLDC to discuss a way forward with the building maintenance and the lease content.

PS24/085 Richmond House Windows (Paper F)

RESOLVED: to RECOMMEND to FULL COUNCIL

- a) That contractor A be appointed as soon as possible to undertake the works to repair the windows to the first floor (£13,920 plus VAT) as soon as the weather and their work schedule permits.
- b) That contractor A be appointed as soon as possible to undertake the works to paint the first floor and ground floor windows and doors (i.e., the entire house), (£10,060 plus VAT) as soon as the weather and their work schedule permits.
- c) That a 10% discretion (£2,398) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- d) That the necessary funds come from the Richmond House Reserve.
- e) The budget be adjusted accordingly.

PS24/086 Levellings Dog Walk Footpath / Trees

RESOLVED: to **NOTE** the update, and for the Operations Manager to contact another arborist to inspect the trees if the Councils current arborist is unavailable.

PS24/087 Fixed Electrical Testing (Paper G)

RESOLVED:

- a) That contractor A be appointed as soon as possible to undertake the EICR (£2,525 plus VAT) as soon as their work schedule permits.
- b) That a discretion of £1,500 be given to the Operations Manager to allow for any price fluctuations, unforeseen works, and any necessary urgent remedial works. It is anticipated that the green bowls hut will be condemned and cut off.
- c) That the necessary funds come from General Reserves.
- d) The budget be adjusted accordingly.
- e) That the Operations Manager liaise with the Bowls Club regarding the dilapidated condition of the green bowls hut.

PS24/088 Citizen of the Year Award (Paper H)

RESOLVED: to approve Citizen of the Year award criteria, nomination form, press release and timeline as set out.

PS24/089 Armed Forces Day 2024 (Paper I)

RESOLVED: to support a community organised Armed Forces Day event in 2024 with a financial contribution of £2,500 and the use of Levellings.

PS24/090 Market Place Uplighters (Paper J)

RESOLVED: to support the upgrade of the Market Place uplighters in principle but await to see how much the LUF will contribute before making a decision.

PS24/091 2024 / 2025 Budget

RESOLVED: to consider budget requirements for 2024/25 for this Committee for the next meeting.

The following specific budgetary areas are considered as part of the Committee's remit:

- Grounds Maintenance
- Richmond House & Park
- Sports Grounds
- Cemetery
- Play Areas
- Allotments
- Public Realm
- Events
- Christmas Lights

RESOLVED: that the Interim Town Clerk and Leader meet with WLDC to discuss a way forward with the extension and the funding of it.

PS24/092 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- Allotment Policy & Tenancy Agreement Review
- General Cemetery Chapel condition report quotes
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update - December
- Richmond House Fire Risk Assessment review
- Sandsfield Lane North play area

PS24/093 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services committee is scheduled for Tuesday 14 November 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:21pm

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