

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

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



## FULL COUNCIL AGENDA

### To: All Members of Gainsborough Town Council:

Councillor Nigel Bowler  
Councillor Richard Craig  
Councillor Caz Davies  
Councillor David Dobbie  
Councillor Paul Hooton  
Councillor Stuart Morley  
Councillor Keith Panter  
Councillor Harry Warriner

Councillor Sean Brennan  
Councillor Dennis Dannatt  
Councillor Michael Devine  
Councillor Richard Doy  
Councillor Paul Key  
Councillor Liam Muggridge  
Councillor James Ward  
Councillor Kenneth Woolley

**Notice** is hereby given that a meeting of the **Council** which will be held on **Tuesday 7 November 2023** commencing at **7:00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

## AGENDA

### Open Forum      Public Participation

(Members of the public are welcome to present any matter relevant to the wellbeing of Gainsborough Town and each president will receive the attention of the Council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please see the [Council's Public Participation at Meetings Policy](#) and [Standing Orders](#) 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 [Filming and Recordings of Meetings Policy](#).

### **FC24/102      Groundwork presentation**

To receive a presentation from Groundwork regarding Tesco Stronger Starts Grants <https://tescostrongerstarts.org.uk/>

### **FC24/103      Apologies for Absence**

To note apologies for absence.

### **FC24/104      Declarations of Interest**

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

### **FC24/105      Dispensation Requests**

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

**FC24/106 Items for Exclusion of Public and Press**

To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

**FC24/107 Minutes of the Previous Meeting**

To receive the minutes of the previous Council meeting and resolve to sign these as a true and accurate record.

**Paper A** Tuesday 3 October 2023 (pages 4 to 6)

**FC24/108 Committee Meeting Minutes**

To note receipt of the draft minutes of the Committee meetings and the decisions contained therein.

**Paper B** - Property and Services Committee, Tuesday 10 October 2023 (pages 7 to 10)

**Paper C** – Personnel Committee, Wednesday 11 October 2023 (pages 11 to 13)

**Paper D** – Finance and Strategy Committee, Tuesday 17 October 2023 (pages 14 to 16)

**Paper E** - Planning Committee, Tuesday 24 October 2023 (pages 17 to 23)

**FC24/109 Committee / Working Group Vacancies**

To consider making appointments to vacancies on committee / working groups

- X2 Neighbourhood Plan Working Group

**FC24/110 Recommendations made by Committees**

To consider the following recommendation from Property & Services Committee held 10 October 2023 (PS24/085):

**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.

**FC24/111 AGAR 2022/23**

To note the outcome of the completed review of the Annual Governance & Accountability Return (AGAR) for Gainsborough Town Council for the year ended 31 March 2023.

**Paper F** (pages 24 to 30)

**FC24/112 Parish Council Engagement Session - Lincoln and West Lindsey - 14th December 2023**

To appoint Member to attend the Parish Council Engagement Session with Lincolnshire Police.

**Paper G** (pages 31 to 34)

**FC24/113 January Meetings**

To consider putting all January meeting back one week.

**Paper H** (pages 35 to 36)

**FC24/114 Rotary Christmas Celebration and Fireworks Event**

To consider an application by the Gainsborough Rotary Club to use Marshall's Sports Field for a Rotary Christmas Celebration Fireworks Event and determine the fee to be charged. This is to replace the postponed event due to take place on Saturday 4 November 2023.

**Paper I** (pages 37 to 43)

**FC24/115 Hedge Cutting**

To consider quotations received for hedge cutting at Marshalls Sports ground (plus dyke / ditch clearance), Love Lane Allotments, North Warren Allotments, Spital Hill Allotments, Foxby Hill Allotments and Richmond Park.

**Exclusion of public and press recommended due to time sensitive commercial sensitivity.**

**Paper J** (pages 44 to 46)

**FC24/116 Interim Town Clerks Report**

To receive and note the Town Clerk's report (for information only).

**Paper K** (pages 47 to 71)

**FC24/117 Correspondence**

To note the correspondence previously circulated by email (for information only).

**Paper L** (pages 72 to 73)

**FC24/118 Time and Date of Next Meeting**

To note the date and time of the next Full Council meeting is scheduled for Tuesday 5 December 2023 at 7:00pm.

Rachel Allbones  
Interim Town Clerk  
Richmond House  
Gainsborough

Thursday, 02 November 2023

# PAPER A

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## DRAFT FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 3 October 2023** at **7:00pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor James Plastow (Vice Chairman)

Councillor Dennis Dannatt	Councillor David Dobbie
Councillor Richard Doy	Councillor Paul Hooton
Councillor Stuart Morley	Councillor Kenneth Woolley

**In Attendance:**

Rachel Allbones	Interim Town Clerk (ITC)
Stephen Coulman	Operations Manager (OM)

**Also Present:** 1 member of the public

### Open Forum Public participation

A member of the public questioned why the Town Council did not adhere to their own Allotment Terms and Conditions and enforcement. They advised they had sent information of alleged wrongdoing to the MP who had sent it to the LCC Chief Executive.

### FC24/091 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, R Craig, C Davies, T Davies, M Devine, P Key, L Muggridge and K Panter.

### FC24/092 Declarations of Interest

No declarations of interest were made.

Note: Councillor Dobbie arrived at the meeting at 7:03pm.

### FC24/093 Dispensation Requests

No dispensation requests were received.

### FC24/094 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from item FC24/097 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

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

**FC24/095 Minutes of the Previous Meeting (Paper A)**

**RESOLVED:** that the minutes of the Council meeting held on Tuesday 5 September 2023 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillors Dannatt and Woolley abstained from voting on the above resolution.

**FC24/096 Committee Meeting Minutes**

Paper B - Property and Services Committee, Tuesday 12 September 2023

Paper C – Personnel Committee, Wednesday 13 September 2023

Paper D – Property and Services Committee, Tuesday 19 September 2023

Paper E – Finance and Strategy Committee, Tuesday 19 September 2023

Paper F - Planning Committee, Tuesday 26 September 2023

**RESOLVED:** to **NOTE** the draft minutes of the Committees.

**FC24/097 Aisby Walk Skate Park (Paper G)**

**RESOLVED:**

a) That approval is given to employ Fearless Ramps to repair and refurbish Aisby Walk skate park at the earliest opportunity subject to work schedules and the weather: £18,390 excluding VAT.

b) That a 10% discretion (£1,839) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.

c) That the necessary funds come from the Council's General Reserve.

d) The budget be adjusted accordingly.

**FC24/098 Communications Strategy (Paper H)**

**RESOLVED:** to adopt a Communications Strategy with the amendments presented.

**FC24/099 Town Clerk's Report (Paper I)**

**RESOLVED:** to **NOTE** the Interim Town Clerk's report.

**FC24/100 Correspondence (Paper J)**

**RESOLVED:** to **NOTE** the correspondence circulated.

**FC24/101 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 7 November 2023 at 7.00pm at Richmond House, Morton Terrace.

The meeting closed at 7:45pm

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

# PAPER B

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## DRAFT 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 N Bowler, 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 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 as a true and accurate record and signed by the Chairman.

Initialled:



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

Initialled:

# PAPER C

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 11 October 2023** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Dennis Dannatt (Vice Chairman)

Councillor Richard Doy  
Councillor Stuart Morley

Councillor Paul Key  
Councillor James Plastow

**In Attendance:**

Rachel Allbones

Interim Town Clerk (ITC)

### PC24/052 Apologies for Absence

Apologies for absence were received from Councillors R Craig, T Davies, K Woolley

### PC24/053 Declarations of Interest

No declarations of interest were made.

### PC24/054 Dispensation Requests

No dispensation requests were received.

### PC24/055 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from items PC24/059 & PC24/060 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### PC24/056 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Personnel Committee meeting held on Wednesday 13 September 2023 be approved as a as a true and accurate record and signed by the Chairman.

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

### PC24/057 NJC Extra Statutory Days (Paper B)

**RESOLVED:** to set the two occasional days as Wednesday 27 December 2023 and Friday 29 December 2023.

### PC24/058 Sickness Absence Policy (Paper C)

Initialled:

The Interim Town Clerk informed members that the HR Advisor advised the policy was out of proportion for the size of the Council and cases could be dealt with individually.

**RESOLVED:** to accept 1 – 3 of the Policy but further work needs doing on 4. Interim Town Clerk to investigate this further.

**PC24/059 Matters Arising from last meeting (Paper D)**

**RESOLVED:** to note the content of the report.

**RESOLVED:** to regarding PC24/049 approach the Leader to see if he will be the point of contact for any issues arising in the absence of the Interim Town Clerk.

**PC24/060 Staff Structure Review (Paper E)**

**RESOLVED:** to update the report for the next meeting with options suggested and discuss further at the next meeting.

**PC24/061 2024 / 2025 Budget**

**RESOLVED:** to consider budget requirements for 2024/25 for this Committee for the next meeting at current staff levels.

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

- Employee Costs

**PC24/062 Items for Notification**

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

- Staff Structure Review
- 2024 / 2025 Budget
- Staff Policy reviews
- Electronic Information and Communication Systems Policy
- Whistle Blowing and Confidential Reporting Policy
- HR Management Software

**PC24/063 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 8 November 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:38pm

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

# PAPER D

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 17 October 2023** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Paul Key (Chairman)

Councillor Nigel Bowler  
Councillor Michael Devine  
Councillor Richard Doy

Councillor Richard Craig  
Councillor David Dobbie  
Councillor James Plastow

**In Attendance:**

Rachel Allbones  
Stephen Coulman

Interim Town Clerk (ITC)  
Operations Manager (OM)

### FS24/047 Apologies for Absence

Apologies for absence were received from Councillors T Davies, L Muggridge.

### FS24/048 Declarations of Interest

No declarations of interest were made.

### FS24/049 Dispensation Requests

No dispensation requests were received.

### FS24/050 Items for Exclusion of Public and Press

No items for exclusion of public and press.

### FS24/051 Minutes of the Previous Meeting (Paper A)

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

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

### FS24/052 Finance Reports (Papers B, C & D)

**RESOLVED:** to **NOTE** and approve the following reports:

- Unpaid Expenditure Transactions for 12 October 2023
- Cashbook Summary (including due and unpaid transactions) for 12 October 2023

Initialled:

- Budget Comparison Report (including due and unpaid transactions) for 12 October 2023

**FS24/053 Bank Reconciliation (Paper E)**

**RESOLVED:** to approve and sign the monthly bank reconciliations for 30 September 2023.

**FS24/054 Revised Budget 2023/2024 (Papers D & F)**

**RESOLVED:** to approve the revised budget for 2023/2024.

**FS24/055 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:

- Administration

**FS24/056 Items for Notification**

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

- Draft 2024/2025 budget and estimate
- Grave Digging SLA
- Strategic Plan
- Investments & Investment Strategy review
- Additional Bank Account
- LCAS Quality Standard
- Registrar Lease renewal

**FS24/057 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 21 November 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:13pm

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



PAPER E

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

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



## DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 24 October 2023** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor James Plastow (Chairman)  
 Councillor Michael Devine Councillor David Dobbie  
 Councillor Liam Muggridge

**In Attendance:**  
 Rachel Allbones Interim Town Clerk

### PL24/107 Apologies for Absence

Apologies for absence were received from Councillors R Craig, T Davies, S Morley and K Panter.

### PL24/108 Declarations of Interest

No declarations of interest were made.

### PL24/109 Dispensation Requests

No dispensation requests were received.

### PL24/110 Items for Exclusion of Public and Press

No items for exclusion of public and press.

### PL24/111 Minutes of the Previous Meeting (Paper A)

Councillor Dobbie informed the Committee that the lampposts number on Whiteswood Lane were numbers 1 & 2.

**RESOLVED:** that the minutes of the Planning Committee meeting held on Tuesday 26 September 2023 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillor L Muggridge abstained from voting on the above resolution.

### PL24/112 Planning Application

[Application Ref No: 147359 \(25/09/23, 28 days\)](#)

Proposal: Listed building consent to change the use from 1no. shop, 2no. flats and a dance hall to 1no. shop, 3no. dwellings and 2no. flats  
Location: 80-82 Church Street, Gainsborough

**RESOLVED:** to support the application.

**PL24/113 Planning Application**

Application Ref No: 147333 (28/09/23, 28 days)

Proposal: Planning application for 2no. shopfronts to form 2no. retail units and 5no. residential flats including replacement windows and full internal and external refurbishments.

Location: 27 Silver Street, Gainsborough

**RESOLVED:** to support the application. The Council supports the Shop Front Improvement Scheme and Town Centre living.

**PL24/114 Planning Application**

Application Ref No: 147334 (28/09/23, 28 days)

Proposal: Listed building consent for 2no. shopfronts to form 2no. retail units and 5no. residential flats including replacement windows and full internal and external refurbishments.

Location: 27 Silver Street, Gainsborough

**RESOLVED:** to support the application. The Council supports the Shop Front Improvement Scheme and Town Centre living.

**PL24/115 Planning Application**

Application Ref No: 147316 (29/09/23, 28 days)

Proposal: Application for advertisement consent to display 2no. built up Spar illuminated logos, 2no. Daily Deli fascia signs, digitally printed window graphics, 5m tall illuminated pole sign (double sided), 2no. mesh style banner frames into ground and 5no. lockable poster frames.

Location: Spar, Parkside Way, Gainsborough

**RESOLVED:** to question if the height of the illuminated totem is appropriate for a housing estate.

**PL24/116 Planning Application**

Application Ref No: 147368 (4/10/23, 28 days)

Proposal: Advertisement consent for 1no. illuminated fascia sign to building, 1no. illuminated lozenge sign to canopy, 1no. illuminated totem sign.

Location: Lincolnshire Cooperative Ltd, Corringham Road, Gainsborough

**RESOLVED:** to support the application.

**PL24/117 Planning Application**

Application Ref No: 147371 (12/10/23, 28 days)

[Proposal: Outline planning application for to erect 20no. apartments with all matters reserved.](#)

[Location: Land on corner of North Street, Gainsborough](#)

**RESOLVED: RESOLVED:** to **OBJECT** to the application as the site is located within the Britannia Conservation area which includes a number of listed buildings and concerned that elements of the building are not in keeping with the Conservation area.

The access is close to the busy Spital Terrace/ North Street roundabout which can be congested at peak times and the proximity to the signalised crossing and car parking bay adjoining the site.

The refuse vehicles would cause a traffic hazard, this would be on weekly basis as wouldn't be able to wait clear of the carriageway on Spital Terrace. Not only would this be for refuse vehicles, but other larger vehicles used for deliveries as well.

The green space has become a welcomed area in the town and would be a loss of landscaping.

#### **PL24/118 Planning Application**

[Application Ref No: 147437 \(16/10/23, 28 days\)](#)

[Proposal: Planning application for change of use of vacant spaces on the 1st, 2nd & 3rd floors from E\(a\)-Retail to \(C3\)-residential accommodation, internal alterations to form 5no. residential units including installation of 4no. windows to rear elevation.](#)

[Location: 4 Silver Street, Gainsborough](#)

**RESOLVED:** to support the application. The Council supports Town Centre living.

#### **PL24/119 Planning Application**

[Application Ref No: 147438 \(16/10/23, 28 days\)](#)

[Proposal: Listed building consent for change of use of vacant spaces on the 1st, 2nd & 3rd floors from E\(a\)-Retail to \(C3\)-residential accommodation, internal alterations to form 5no. residential units including installation of 4no. windows to rear elevation.](#)

[Location: 4 Silver Street, Gainsborough](#)

**RESOLVED:** to support the application. The Council supports Town Centre living.

#### **PL24/120 Decision Notice (Paper B)**

**Application Ref No: 146960 GRANTED** (delegated)

Proposal: Planning application for removal of existing shopfronts and canopy with installation of replacement lean-to canopy and new hardwood timber shopfronts, replacement of shop windows on western elevation to match proposed south elevation shop fronts, and removal of external lighting fixtures from south elevation.

Location: The Old Town Hall 36 Lord Street Gainsborough

**RESOLVED:** to **NOTE** the decision notice received.

**PL24/121 Decision Notice (Paper C)****Application Ref No: 147091 GRANTED** (delegated)

Proposal: Planning application to renew the shopfront - retain the existing structure and install a traditional timber shopfront, rebuild the top of the chimney, and replace plastic rainwater goods with cast iron.

Location: 37, Lord Street, Gainsborough

**RESOLVED:** to **NOTE** the decision notice received.

**PL24/122 Decision Notice (Paper D)****Application Ref No: 147093 GRANTED** (delegated)

Proposal: Listed building consent to renew the shopfront - retain the existing structure and install a traditional timber shopfront, rebuild the top of the chimney, and replace plastic rainwater goods with cast iron.

Location: 37 Lord Street, Gainsborough

**RESOLVED:** to **NOTE** the decision notice received.

**PL24/123 Decision Notice (Paper E)****Application Ref No: 144221 GRANTED** (delegated)

Proposal: Planning application for the erection of an Extra Care home (Class C2) containing up to 48no. apartments of mixed one and two bedroom apartments, with associated amenities, staff facilities, landscaping and parking.

Location: Former Cedars Residential Home, Morton Terrace, Gainsborough

**RESOLVED:** to **NOTE** the decision notice received.

**PL24/124 Decision Notice (Paper F)****Application Ref No: 146926 GRANTED** (Planning Committee)

Proposal: Planning application to replacement shopfront and facade, introduction of 3no. new shopfronts, renovation and refurbishment of interior spaces to create new shop floor and 3no. flats above.

Location: 1 Silver Street, Gainsborough

**RESOLVED:** to **NOTE** the decision notice received.

**PL24/125 Decision Notice (Paper G)****Application Ref No: 146927 GRANTED** (Planning Committee)

Proposal: Listed building consent to replace shopfront and facade, introduction of 3no. new shopfronts, renovation and refurbishment of interior spaces to create new shop floor and 3no. flats above.

Location: 1 Silver Street, Gainsborough

**RESOLVED:** to **NOTE** the decision notice received.

**PL24/126 Decision Notice (Paper H)****Application Ref No: 146815 GRANTED** (Planning Committee)

Proposal: Planning application for the refurbishment of the front facade, replacement roof covering and conversion of upper floor into 1no. residential unit.

Location: 1-5 Lord Street, Gainsborough

**RESOLVED:** to **NOTE** the decision notice received.

**PL24/127 Decision Notice (Paper I)**

**Application Ref No: 147129 GRANTED** (delegated)

Proposal: Planning application to retain extensions to the side and front

Location: 19 Ravendale Road, Gainsborough

**RESOLVED:** to **NOTE** the decision notice received.

**PL24/128 Decision Notice (Paper J)**

**Application Ref No: 147152 GRANTED** (delegated)

Proposal: Planning application for proposed single storey rear extension and internal alterations.

Location: 46 Spital Hill, Gainsborough

**RESOLVED:** to **NOTE** the decision notice received.

**PL24/129 Street Naming Requests**

No street naming requests were received.

**PL24/130 Tree Preservation Orders**

No street naming requests were received.

**PL24/131 Anglian Water Smart Water Metering Network (Paper K)**

**RESOLVED:** to **NOTE** the pre-consultation letter and associated drawing regarding proposed communications installation for Arqiva's smart meter network for Anglian Water at The Avenue, Gainsborough, but have no comments.

**PL24/132 Community Infrastructure Levy (CIL) (Paper L)**

**RESOLVED:** to defer until the next meeting due to part of the report was missing and a further update had been received from WLDC.

**PL24/133 Gainsborough Neighbourhood Plan (Paper M)**

**RESOLVED:** to **NOTE** the Working Group terms of reference and Members of the group, the two vacancies on the working group to be put to the next Full Council meeting.

**PL24/134 Items for Notification**

**RESOLVED:** to **NOTE** items for notification to be included on a future agenda.

- Whiteswood Lane Traffic Calming
- Roses Sports Ground TPO Request

Members were informed that the Tree and Landscape Officer at WLDC had advised that *"According to tree surveys carried out in 2016 and 2022 the tree on the left is a hawthorn that was classed as low quality (category C), and the tree on the right was classed as category U in 2016 which means it is of such poor quality it was either already dead, or was in such poor quality that it had less than 10 years life expectancy remaining and is unsuitable for retention.*

*This one had already been felled before the tree survey in 2022 because of its poor condition.”* Members **NOTED** the response agreed not to take it any further.

**PL24/135 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Planning Committee meeting is scheduled for Tuesday 28 November 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 7:54pm

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

DRAFT

# PAPER F



Ms Rachel Allbones  
Gainsborough Town Council  
Richmond House  
Richmond Park  
Morton Terrace  
Gainsborough  
DN21 2RJ

**DDI:**  
+44 (0)20 7516 2200

**Email:**  
sba@pkf-l.com

**Date:**  
27 September 2023

**Our Ref:**  
LI0139

**SAAA Ref:**  
SB03462

**Gainsborough Town Council**  
**Completion of the limited assurance review for the year ended 31 March 2023**

Dear Ms Allbones,

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Gainsborough Town Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference LI0139 or Gainsborough Town Council as a reference when paying by BACS.

## Timetable for 2023/24

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 1 July 2024. It is anticipated that the instructions will be sent out during March 2024, subject to arrangements for the 2023/24 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Monday 3 June and Friday 12 July 2024; and
  - at the latest, between Monday 1 July and Friday 9 August 2024.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states '*Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.*' In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

## Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

*PKF Littlejohn LV*

PKF Littlejohn LLP

## Gainsborough Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>Gainsborough Town Council</b> for the year ended 31 March 2023 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Gainsborough Town Council</b> on application to:</p> <p>(a) _____                      _____                      _____                      _____</p> <p>(b) _____                      _____                      _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Gainsborough Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)' assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

05/04/2023

and recorded as minute reference:

FC23/189

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

<https://gainsborough-tc.gov.uk/>

## Section 2 – Accounting Statements 2022/23 for

### Gainsborough Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	382,889	464,094	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	527,860	554,258	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	166,503	155,792	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	268,684	286,138	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	344,474	279,368	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	464,094	608,639	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	456,792	569,683	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	4,470,432	6,991,840	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

26/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

17/05/2023

as recorded in minute reference:

FC24/010 MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Gainsborough Town Council – LI0139**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The smaller authority has not restated the 2021/22 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners’ Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

27/09/2023

# PAPER G

**From:** Blades, Janine [REDACTED]

**Sent:** Monday, October 2, 2023 9:12 AM

**Subject:** Parish Council Engagement Session - Lincoln and West Lindsey - 14th December 2023

Good Morning All.

I am delighted to invite you to the upcoming Parish Council Engagement Session for your district.

Throughout December Lincolnshire Police and Police and Crime Commissioner Marc Jones are embarking on a new programme of engagement across the county – giving elected members the opportunity to hear about the work being done to keep their communities safe.

These new sessions with parish councils are part of a renewed focus on engaging with our communities – we understand how important you are in your communities and we want to ensure you are properly informed about the successes, challenges and new developments in the fight to keep residents safe from harm.

While both the force and the PCC recognise the funding and resource challenges we face Lincolnshire has developed an excellent track record of innovating in our drive to maximise the effectiveness and efficiency of policing.

Millions of pounds have been invested in new technology and resources to ensure we are well equipped to meet the challenges of modern policing - including a cutting edge command and control system, the latest drones and brand new dedicated policing teams for roads and rural areas.

The entire front line of policing is dedicated 24-hours a day, seven days a week to keep communities safe – but a crucial part of that work is through neighbourhood policing because they are often the most visible element of the thousands of hours of law enforcement taking place every day.

The online meetings will provide a briefing on policing activity over the previous six months, an overview of crime statistics, and future plans. It will also be an opportunity for parishes to put questions to senior officers.

These engagement activities will also give us an opportunity to outline the new neighbourhood policing model and how we believe it will work in tandem with other operational policing to keep residents safe in the streets and in their homes.

These will be attended by your area's supervising Superintendent, Chief Inspector(s), Inspectors and Police and Crime Commissioner Marc Jones. We request that you nominate one person from your council to attend this session, either the clerk or a parish councillor so we can ensure the number allow for a more interactive session.

It is also important that we are able to provide you with accurate, detailed and up-to-information so we would ask you to submit questions in advance via a Microsoft form which can be accessed via this link <https://forms.office.com/e/8s2wzhNEJA> or QR Code.





The form will enable us to collate and answer as many questions as we can during the meeting but be assured that if we do not have time to answer every question raised, we will respond in writing after the meeting.

We passionately believe that every community should have a voice in how their community is policed so the form also enables you to give your top priority, as a Parish, on what issues your neighbourhood team should focus on in the next six months.

The form will be open from today. Please provide your submissions by the **close of play 22nd October**. This will enable time to review the questions and collect any requested information in time for the session or prior to if needed.

Please find enclosed your invitation to attend the upcoming **Parish Council Engagement Session for Lincoln and West Lindsey**. This session will be held online via **Teams at 6pm – 8pm**.

You will also receive a separate Teams meeting invite, but for ease of access closer to the time, please find attached the Teams link. Please ensure you RSVP on the Teams invite, rather than just click on the link.

Thank you for your time and we very much look forward to meeting you at the session.

## Janine Blades

Graduate Support Officer

---

### CONTINUOUS IMPROVEMENT UNIT, STRATEGIC DEVELOPMENT



[Redacted]



[Redacted]



Lincolnshire Police Headquarters, Deepdale Lane, Nettleham LN2 2LT



[www.lincs.police.uk](http://www.lincs.police.uk)



[@LincsPolice](https://twitter.com/LincsPolice)



[Lincolnshire Police](https://www.facebook.com/LincolnshirePolice)



[@LincsPolice](https://www.instagram.com/LincsPolice)



[nextdoor.co.uk](https://www.nextdoor.co.uk)

---

**WORKING TOGETHER TO MAKE LINCOLNSHIRE THE SAFEST PLACE TO LIVE, WORK AND VISIT**

Dear Parish Council

I am writing to you, to inform you of an exciting development we are making in how we will engage with parish councils in the future.

We recognise how important our contact with parish councils is, and the role they play in working with us to make communities a safer and better place to live. In recognition of this, we would like to invite the Chairs of each parish council to a twice-yearly meeting with senior officers from Lincolnshire Police.

There will be a meeting for the East Area of the county, covering the districts of East Lindsey, Boston and South Holland, and a meeting for the West Area covering the districts of West Lindsey, Lincoln, North Kesteven and South Kesteven.

The meetings will provide a briefing on policing activity over the previous six months, an overview of crime and anti-social behaviour statistics, and future plans. It will also be an opportunity for parishes to put questions to senior officers. The meetings will be chaired by the Area Superintendents, held online via Teams, and the first will be held in December 2023. Further details of these meetings will be sent in due course.

These new meetings with parish councils are part of the work we are doing to renew our Neighbourhood Policing model and provide alternative and varied means of engagement. I am sure you are aware of the challenges facing Lincolnshire Police and the imperative for us to use our resources as effectively as possible. We want to ensure Neighbourhood Policing Teams are as efficient as they can be in their use of time, so that we can maintain a visible presence in communities.

With the introduction of the new Question and Answer meetings later in the year, from June 2023 we will cease producing a monthly newsletter by the Neighbourhood Policing Teams. A lot of the information that was contained within these newsletters is now available on the Police.uk website, which details priorities for each area and who the team are. Here is the link to the website [Home | Police.uk \(www.police.uk\)](https://www.police.uk) There is also interactive functionality meaning crime statistics can also be accessed. You can also access regular updates on what work your local officers have been doing on our social media channels, and on the Next Door app. These changes, and the removal of duplication, will enable our Neighbourhood Policing Teams to spend a greater proportion of their time out in communities which we know is important to the public.

The Neighbourhood Inspectors will continue to provide the quarterly newsletters as they do now.

I hope you can understand the changes we are making which will allow our Neighbourhood Teams to spend the most time possible visible in communities, while giving parish councils a new and more direct, two-way method of engaging with Lincolnshire Police.

Regards

**Patrick Coates**

Supt East Area



[Redacted]



[Redacted]



Boston Police Station Lincoln Lane Boston PE21 8QS



[www.lincs.police.uk](http://www.lincs.police.uk)



[@LincsPolice](https://twitter.com/LincsPolice)



[Lincolnshire Police](https://www.facebook.com/LincolnshirePolice)



[@LincsPolice](https://www.instagram.com/LincsPolice)



[nextdoor.co.uk](https://nextdoor.co.uk)

**WORKING TOGETHER TO MAKE LINCOLNSHIRE THE SAFEST PLACE TO LIVE, WORK AND VISIT**

# PAPER H

## **Officer Report to the Council**

**Report Author:** Rachel Allbones

**Report Date:** 1 November 2023



**Gainsborough**  
TOWN COUNCIL

## **January Meetings**

### **Summary**

To consider moving the dates of January 2024 meetings due to it being so close to the new year.

### **Background**

On 5 July 2023 the Council set the meeting schedule for September 2023 to April 2024. The meetings for January 2024 are set at the below:-

Tuesday 2 January 2024 – Full Council

Tuesday 9 January 2024 – Property and Services Committee

Wednesday 10 January 2024 – Personnel Committee

Tuesday 16 January 2024 – Finance and Strategy Committee

Tuesday 23 January 2024 – Planning Committee

The Full Council meeting in January is when the Council will be approving the 2024/25 budget and precept demand and Councillor attendance is vital.

### **Options**

- 1) Leave the meetings as agreed
- 2) Move all the meetings for January on one week due to having 5 Tuesdays in January.

### **Recommendation**

To reset the meeting schedule for January 2024 as follows: -

Tuesday 9 January 2024 – Full Council

Tuesday 16 January 2024 – Property and Services Committee

Wednesday 17 January 2024 – Personnel Committee

Tuesday 23 January 2024 – Finance and Strategy Committee

Tuesday 30 January 2024 – Planning Committee

# PAPER I

## Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 1 November 2023



Gainsborough  
TOWN COUNCIL

## Rotary Christmas Celebration and Fireworks Event

### Introduction

The Council has received an application for use of public open space for an event from Gainsborough Rotary Club. This is not a Council-run event and therefore it is the event organiser responsible for Health and Safety, insurance, traffic management etc of the event.

The request is to replace the event booked for Saturday 4 November 2023. The below announcement was made on Facebook on Tuesday 31 October 2023.

\*\*\*\*The Fireworks event is POSTPONED to come back better than ever as a Christmas Celebration at the end of November\*\*\*\*

Due to the aftermath of the storm Babet and the incoming storm Ciaran alongside the forecasted bad weather over the week ahead, the fireworks event is being postponed, after an on-site meeting with the Town Council and Marshalls Juniors FC. The event is to be held on a public sports field and the potential damage to the field means we have made the responsible decision to change the event to something new at the end of November.

"We are full steam ahead working on finalising a date for the fireworks to be turned into a Christmas Celebration at the end of November, with stalls, music, and a Fantasia of sound set to fireworks and a magical Christmas feel.

"As for people who have already booked tickets they will be refunded which we will be working on within the next 7 days, for anybody who has any questions please message the page but also be patient in getting replies, we have a lot of exciting plans to make! If you have any questions, please message the page and we will get back to you. Keep your eyes peeled!"

### Summary

#### Rotary Fireworks Event

26/11/2023

2,000 – 4,000 visitors

Charity Event

### Factors to consider

The attendees of the event with the on the grasses area (football 7v7 pitch 6). If the wet weather continues this could potentially cause damage to the pitch making it unusable and considerable work to rectify the damage.

### Recommendation

To consider the below options available: -

- To approve the application subject to provision of a final event plan, proof of Public Liability Insurance, PPL, RAMS etc to officers and evidence of consultation with the Safety Advisory Group. The foregoing should take into account the high probability of pitch 6 being trampled underfoot by up to 4,000 people rendering it unfit for potentially the rest of the season. Reinstatement of pitch 6 would require the assistance and knowledge of a ground care contractor and as yet unknown costs incurred.

- To approve the application subject to provision of a final event plan, proof of Public Liability Insurance, PPL, RAMS etc to officers and evidence of consultation with the Safety Advisory Group. The Rotary Club to provide approved ground protection matting of an approved and agreed type so as to protect pitch 6.
- A swift site visit be undertaken with Members at the earliest opportunity.
- Other?



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

**Organiser Information**

Name	Christopher Allbones on Behalf of Gainsborough Rotary Club
Address	██████████
Town	Gainsborough
Postcode	DN21 ██████
Telephone	██████████
Email	██

**Event**

Site	Marshalls Sports Club
Date of Event	26/11/23
Type of Event <i>(please provide additional details if appropriate on a separate sheet)</i>	Rotary Christmas Celebration and Fireworks Event (to replace the postponed fireworks)
Date and Time In <i>(including set up)</i>	26/11/23 all day (we can work around the football club as already discussed with them.
Date and Time Out <i>(including clean up)</i>	26/11/23 9pm
Estimated Number of Guests	2,000-4,000

**Facilities required (**

*(please tick all that apply)*

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

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

Name (print) \_\_\_\_\_ CHRISTOPHER ALLBONES \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ 25/1/23

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

**Interim Town Clerk: Rachel Allbones**  
Office Hours: Monday to Friday 9.00am – 3.00pm





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

The plan for this event is a location to host the annual Rotary Fireworks event.

- **For environmental reasons** - We are not having a bonfire this year
- We are still putting together ideas but our main use of the ground would be for the fireworks, spectators and a variety of stalls etc.
- The fireworks are provided by a professional fireworks company. **Rainbow Fireworks.**
- We would arrange the stalls to block the cricket square to assure this has been protected.
- We have experience in running the event including providing security and dealing with the Safety Advisory Group
- We have our own insurance (**up to...**) for the event and normally employ a security firm to help with the event.
- The parking is an issue we have always faced, we are talking with AMP rose, **St Georges Car Park and Church on Ravendale Road** to provide parking as an option but if not, we will rely of people walking to the event as with our previous events at other locations.
- The aim of the event is to raise money via ticket sales and other revenues such as stall etc to raise money which all profits are given back to local causes.
- - For example, last year we donated money to 3 local primary schools, Gainsborough House Christmas dinner, EDENLincs, Salvations Army Toy appeal. **Just under £5,000 was donated in december**
- - Plans for this event are still in progress and we can supply any further information as needed.
- **We will be having music at the event.**



## Terms and Conditions of Hire

Please retain a copy.

### Alcohol

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

### Use

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

### Cleaning

You must leave the site in a clean and tidy condition. This will include ensuring litter is placed in bins provided.

### Electrical Equipment

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

### Damage and Breakages

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

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

### Safety

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

### First Aid

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

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



### **Permittable activities**

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

### **Music**

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

### **Noise**

Please respect our neighbours.

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

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

Please always show consideration to the neighbouring properties.

### **Insurance**

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

### **Emergencies**

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

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

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

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



## Booking Confirmation

**For Office completion only:**

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

# PAPER J

# PAPER K

## **Officer Report to the Council**

**Report Author:** Rachel Allbones

**Report Date:** 1 November 2023



**Gainsborough**  
TOWN COUNCIL

## **Interim Town Clerk's Report**

### **Summary**

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

### **Incidents**

In the last months there have been no incidents of ASB.

### **Meeting with WLDC**

The Interim Town Clerk and the Leader attended a District Priorities Meeting with WLDC Chief Executive and Leader and Deputy Leader of the Council on Thursday 5 October. It was a very positive meeting, and it is now scheduled to hold these quarterly.

### **Chairman Group Meeting**

Five Chairman Group meetings have taken place, the meetings will be very prudent for moving the Council forward. The next meeting is on Monday 20 November.

### **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.

### **WLDC Markets and Events**

The Interim Town Clerk attended a meeting with WLDC and the Town's Manager on Tuesday 7 November to discuss town centre activity / plans over the next couple of months.

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

### **Annual Leave**

The Interim Town Clerk will be on annual leave on Friday 24 November.

### **Rural Market Town Group**

The Interim Town Clerk attended the online meeting on Monday 9 October.

### **Councillor Training**

Please see at appendix A LALC Training Bulletin—October 2023, Councillor training sessions.

### **Staff Training**

Would like to say a huge congratulations to Natasha our Admin Support Officer for successfully completing and passing the Introduction to Local Council Administration (ILCA).

## CIL

The Council have received the below payments from WLDC. Community Infrastructure Levy (CIL) was introduced by the Government to try to ensure that when land is developed, it comes with the necessary infrastructure to support it such as schools, public transport and leisure facilities.

Permission Number	Application	WLDC Notes	Status
143583	Planning application for erection of a single storey convenience store, including associated hard and soft landscaping, Land off, Corringham Road, Gainsborough	Payment collected between 01 April 2023 to 30 September 2023.	Payment of £3,756.68 received 24 October 2023.
145066	Reserved matters application for Phase 1A to erect 130no. dwellings, considering appearance, landscaping, layout and scale, following outline planning permission 136937 granted 15 September 2020, Land north east of Highfields roundabout, Corringham Road, Gainsborough.	Payment collected between 01 April 2023 to 30 September 2023.	Payment of £11,455.69 received 24 October 2023.

## Gainsborough Cricket Club

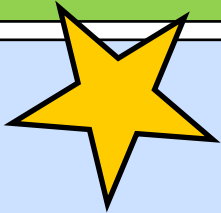
The Interim Town Clerk, Operations Manager and Grounds Maintenance Team Leader had a meeting with Gainsborough Cricket Club to discuss the past season and ways to work in partnership for the 2024 season.

## Lincolnshire County Council

The Interim Town Clerk and Operations Manager will be meeting the new Area Manager for the Lincolnshire Registration, Celebratory & Coroner Service. This will enable the Council to move forward with the demolition of the conservatory at Richmond House.



**Welcome to our monthly training bulletin.**  
Please share this with your councillors and other staff.



### What's New this Month?

New Project Management & Funding training on 21 November—see page 12

Further details of the Clerk's Networking & SLCC AGM day on 22 November—see page 11

### ICCM Management of Memorials – Inspection training in Lincolnshire

ICCM have arranged Management of Memorials Inspection training for 25<sup>th</sup> April 2024 in Ruskington. This training is being put on by ICCM and must be booked **direct** with them (it **cannot** be booked via LALC):

<https://www.iccm-uk.com/iccm/wp-content/uploads/2023/09/Ruskington-Inspection-Workshop-25th-April-2024-flyer-and-booking-form.pdf>

The cost is £150 plus VAT for ICCM members and £180 plus VAT for non-ICCM members.

### Expressions of Interest

We are still logging expressions of interest for further Play Area Inspection and Cemetery Management & Compliance training. If we receive sufficient interest we will try and arrange this training (likely to be next financial year now). Please log your interest via [enquiries@lalc.co.uk](mailto:enquiries@lalc.co.uk).

### Mentoring

Although we offer New Clerk training, LALC may also be able to offer one to one mentoring for new clerks. This usually consists of a number of phone or video conference sessions providing support and guidance as required. Sessions are charged at £20 plus VAT per hour. Contact us for enquiries.

### Internal Audit

LALC can offer an Internal Audit service for its councils. This will consist of a mid-year audit to go through your governance in depth, and a light-touch audit at year-end enabling you to confidently sign off the AGAR. When you request an audit, we'll contact you to discuss what you need, agree the terms of service with you and then put you in touch with your internal auditor. All our internal auditors are experienced clerks who will follow the guidance and process as per the JPAG Practitioners' Guide (Section 4—Best practice guidance for internal audit).

### Contact us

Office: 01673 866596

Mobile 1: (Katrina) 07422 963475

Mobile 2: (Andrew) 07549 019842

## LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
Councillor Induction & Refresher	<p>Aimed at councillors with or without any experience covering topics such as:</p> <ul style="list-style-type: none"> <li>• The role of the council and councillors</li> <li>• Legal obligations and the employer role</li> <li>• Finance</li> <li>• Risk management</li> <li>• Code of conduct</li> <li>• Declarations of interest</li> <li>• Community engagement</li> <li>• Transparency code obligations</li> </ul>	<p>24th October 2023 18:00—21:00</p> <p>7th November 2023 18:00—21:00</p>	<p>Zoom</p> <p>Zoom</p>
JADU Basics	<p>For clerks without any previous JADU experience who would like to manage their own Lincolnshire County Council Website.</p>	<p>20th October 2023 10:00—16:00</p>	Skype
Precept & Budget Setting Workshop	<p>This event will provide a chance to hear from a District Council officer about the budget-setting assumptions that are being applied for the next financial year. Useful for clerks, RFOs and councillors involved in budget and precept setting. The session is interactive and questions will be answered if possible.</p>	<p>30th October 2023 14:00—15:30</p> <p>31st October 2023 18:30—20:00</p>	Zoom


## LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
Councillor Workshop	An all-day in depth course covering topics including: <ul style="list-style-type: none"> <li>• Powers and duties</li> <li>• Policy and procedure</li> <li>• Employment</li> <li>• Meetings</li> <li>• Planning</li> <li>• Financial management</li> </ul>	1st November 2023 10:00—16:00  29th November 2023 10:00—16:00	LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR
JADU Advanced	For clerks who have already received JADU training and who are already managing their Lincolnshire County Council website.	24th November 2023 10:00—12:30	Skype
Chair's Workshop	This training session will suit Chairs of parish and town councils, Chairs of Committees and Vice Chairs.  Topics covered will include: <ul style="list-style-type: none"> <li>• Skills required</li> <li>• Managing meetings</li> <li>• Working with the Clerk, other councillors and officers</li> <li>• Planning for success</li> <li>• Understanding your Standing Orders, Financial Regulations and Code of Conduct</li> <li>• Accountability</li> <li>• Community engagement</li> </ul>	<del>5th December 2023</del> <del>18:00—21:00</del>  <b>*Please note that this date will be rearranged due to a clash with the Police &amp; Crime Commissioner parish engagement events.</b>	Zoom

## LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

<b>Employment</b> —delivered by:		 (Chris Moses)
All sessions are held via Zoom 2 hours duration		
Course	Description	Date(s)
Appraisals	Covers the benefit of appraisals, potential pitfalls, preparation, the appraisal process.	6th November 2023 10:00—12:00
Managing performance	How to overcome common Employee performance problems such as poor standard of work, attendance and absenteeism, misconduct and misuse of social media. Includes informal counselling approaches, as well as how to conduct Formal Disciplinary action in accordance with current legal obligations.	17th January 2024 18:00—20:00

### Check out the Chris Moses podcasts produced as part of the Civility & Respect project



**Podcast #1 — Building an effective personnel committee:** Chris explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the critical issues.  
<https://www.youtube.com/watch?v=QXhfwMoVJ1g>

**Podcast #2 — Recruitment:** Chris covers the critical considerations for councils about recruitment.  
[https://www.youtube.com/watch?v=DOMDep\\_nWJU](https://www.youtube.com/watch?v=DOMDep_nWJU)

**Podcast #3 — Handling grievances:** Chris covers the critical considerations for councils about handling grievances. This is an introduction to the subject and should be viewed alongside current grievance policies.  
<https://www.youtube.com/watch?v=QPj4d8t2T1o>

**Podcast #4 — Handling disciplinary situations:** Chris covers some of the critical considerations for councils about handling disciplinary situations. This is an introduction to the subject and should be viewed alongside current grievance policies.  
<https://www.youtube.com/watch?v=m64iq42W2Xo>

**Podcast #5 — Appraisals:** Chris covers some of the critical considerations for councils about appraisals. This is an introduction to the subject.  
<https://www.youtube.com/watch?v=1XEUWe1YZgM>

**Podcast #6 — Sickness and absence:** Chris covers some of the critical considerations for councils concerning sickness and absence management. This is an introduction to the subject.  
<https://www.youtube.com/watch?v=l6PVM0W1dmE>

## LALC Core training: Included within our Annual Training Scheme

**Finance**—delivered by:

All sessions held via Zoom

10:00—11:30am **unless otherwise specified\***



**PARKINSON**  
PARTNERSHIP

Course	Description	Date(s)
VAT for VAT registered councils	For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge. This session explains when and how VAT registered local councils charge VAT, when they can reclaim it and when they can't. Essential for any council contemplating major building projects.	7th December 2023
Finance for Councillors	This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances. Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance & Accountability Return; Internal and external audit; How VAT applies to local councils	2nd November 2023 7th November 2023 14th November 2023, 18:30* 30th November 2023
New clerk's finance	This session is for inexperienced clerks in their first few months and is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role. Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance & Accountability Return; Internal and external audit.	16th November 2023 <b>FULL</b>
VAT—Partial exemption	For clerks, finance staff and councillors of councils that lease or hire out land and buildings such as village halls, community centres, meeting rooms, sports facilities or markets, who need to understand when their council is at risk of not being able to reclaim VAT. Essential for any council contemplating major building projects, or incurring significant expenditure on running these facilities. Intended for those who already understand the rules of VAT and need to work out whether their council can reclaim VAT in relation to its use of land.	Awaiting new dates

Contact LALC to book Parkinson Partnership training—these cannot be booked via the LALC website

**Finance**—delivered by:


All sessions held via Zoom  
10:00—11:30am **unless otherwise specified\***



Course	Description	Date(s)
VAT for unregistered councils (VAT126)	For clerks, finance staff and councillors from councils that are not VAT registered, but reclaim VAT using Form VAT126. This session explains how VAT affects local councils. Essential for any council contemplating major building projects. Topics include: how VAT law applies to local councils; where to find the law and guidance; business and non-business activities; understanding whether sales are taxable or exempt from VAT; when a council must register for VAT; when VAT can be reclaimed; Partial exemption; Reclaiming VAT when using grants and donations.	31st October 2023 12th December 2023
Procurement	For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils.  This session is an introduction to the basics of procurement for local councils: <ul style="list-style-type: none"> <li>• Inviting quotes</li> <li>• Producing specifications and tender documentation</li> <li>• Achieving competition and value for money</li> <li>• Managing contracts.</li> </ul>	28th November 2023
Budgeting for clerks and finance staff	This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring budgets.  Topics include: <ul style="list-style-type: none"> <li>• Setting a budget and precept</li> <li>• Contingencies and reserves</li> <li>• How the council tax base affects the budget</li> <li>• Inflation</li> <li>• Budget monitoring</li> </ul>	9th November 2023 14th November 2023 23rd November 2023
Internal controls	This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.  Topics include: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Financial risks</li> <li>• Purpose of internal controls</li> <li>• Case studies</li> <li>• Examples of controls</li> <li>• Review of internal controls</li> </ul>	8th November 2023 13th December 2023 17th January 2024

Contact LALC to book Parkinson Partnership training—these cannot be booked via the LALC website

## LALC Non-Core training: Not included within our Annual Training Scheme


Council Communications		
Course	Description	
All sessions held via Zoom. 1.5-2 hours. £25 plus VAT.		
Communicating with your community part 1: creating a communications strategy	It's important for councils of all shapes and sizes to create a public communications strategy that supports the delivery of your council's priorities, aims and objectives. We explore latest best practice for creating an effective, sustainable and resource-appropriate communications strategy that fits with the needs and aspirations of your council.	9th November 2023, 9:30 7th December 2023, 9:30 11th January 2024, 9:30
Communicating with your community part 2: engaging with your community	Help you consider how to implement your communications strategy and engage with your community. Explore how councils can communicate and engage, as well as building sustainable conversations. Discover the tools, strategies and techniques needed to better promote your own messages but also to better respond to the voices within your local community.	14th November 2023, 9:30 13th December 2023, 9:30 16th January 2024, 9:30
Recruiting and retaining a more diverse pool of local councillors	How can you find and encourage a more diverse pool of people to stand or be co-opted as town or parish councillors? It is increasingly hard to find people who are willing to put their names forward either at election time or to be co-opted. Explore effective ways councils and councillors can engage people over time, building up their awareness and interest in the work of the council, in order to better promote and demystify the role of a councillor.	5th December 2023, 9:30 9th January 2024, 9:30
How councils can more effectively engage with young people in their communities	Young people are often a hard-to-reach demographic for councils a engage with. We explore what we actually mean by the term 'young people', what issues matter to different people, how to effectively reach and engage with young people, both online and offline, and how to build partnerships with youth-focused organisations in your area.	30th November 2023, 9:30 15th January 2024, 9:30
Dealing with local and regional media	From local newspapers and magazines to regional TV and radio, traditional media provides councils a platform to communicate with residents, but engaging with journalists can be daunting. Explore how you can build effective two-way relationships with journalists, how to write effective press releases and how to get regular coverage in your local and regional media.	18th October 2023, 10:30 29th November 2023, 9:30 24th January 2024, 9:30
Crisis communications for local councils	We never know when a crisis could strike. From local flooding to a council meeting going viral there are many ways in which councils can find themselves in the eye of the media storm. This session takes participants through the detail of preparing for a crisis no matter what form it may take. Passing on expert tips and guidance on being as prepared as you can be should the worst happen.	22nd November 2023, 9:30 22nd January 2024, 9:30

Book Breakthrough Communications training via:

<https://breakthroughcomms.co.uk/calc-training-events/>

Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes

## LALC Non-Core training: Not included within our Annual Training Scheme

Council Communications		
Course	Description	
<p>All sessions held via Zoom. 1.5-2 hours. £25 plus VAT.</p> <p>Social media part 1: Getting started with social media for councils</p>	<p>Social media provides councils with an opportunity to significantly enhance their communications. Discover how to get started on social media and get the fundamentals right. How to create a social media strategy, get the most out of Facebook in particular, and make use of time-saving tools and techniques.</p>	<p>11th December 2023, 9:30 15th January 2024, 9:30</p>
<p>Social media part 2: Advanced social media strategies and tactics for local councils</p>	<p>We look at how different platforms can help councils take their social media presence to the next level. Explore how to get the most from each platform and ensure your social media content is delivering on your council's communications objectives.</p>	<p>24th October 2023, 11:00 12th December 2023, 9:20 18th January 2024, 9:30</p>
<p>Councillors training: Social media skills for parish and town councillors</p>		<p>25th October 2023, 19:00 7th December 2023, 18:30</p>
<p>Dealing with difficult people and conversations in our local councils</p>	<p>Managing our professional relationships is important, yet it can be a challenge to deal with difficult people and difficult conversations. In this session we explore practical techniques and ideas to manage difficult people and conversations in a council environment.</p>	<p>26th October 2023, 10:30 29th November 2023, 13:30 24th January 2024, 13:30</p>
<p>Councillors training: Chairing council and public meetings effectively</p>	<p>Designed for councillors, regardless of whether you are an experienced chairperson or whether you are new to the role. Explore how to effectively prepare for meetings, how to get the most out of the meetings you chair and from other councillors, and how to deal with tricky situations.</p>	<p>23rd November 2023, 18:30 29th January 2024, 18:30</p>
<p>Canva Part 1—Getting started</p>	<p>Designed to help councils get started with Canva. Discover how to use Canva to create content for a variety of community engagement purposes, including printed material, websites and social media. Covering how to create new designs, make use of templates, add text and images, and customise designs.</p>	<p>24th October 2023, 13:00 28th November 2023, 9:30 11th January 2024, 13:00</p>
<p>Canva Part 2—Advanced</p>	<p>Designed for councils already experienced with Canva and want to learn its more advanced features and techniques. Learn how to use advanced tools to create complex designs and layouts as well as how to set up your council's brand. Explore how to integrate Canva with your social media, how to make use of its scheduling features and using Canva to create and edit video content.</p>	<p>25th October 2023, 13:00 30th November 2023, 13:00 18th January 2024, 13:00</p>

Book Breakthrough Communications training via:



<https://breakthroughcomms.co.uk/calc-training-events/>

Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes




## LALC Non-Core training: Not included within our Annual Training Scheme

Courses delivered directly by LALC or partners

 			
Description	Date(s)	Fee	Location
<p>Introductory session available for candidates to decide whether they are ready to pursue this qualification.</p> <p>To obtain CiLCA it is advisable that you have at least 12-months' experience of local government procedures.</p> <p>This is a Level 3 qualification equivalent to A' Level standard and you will need approximately 200 hours to complete your portfolio.</p>		Introductory session is free.	LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR
To attend the formal CiLCA training sessions (below), the LALC fee applies. This fee includes 6-months' mentoring.		£275 plus VAT	
When you are ready to register for the CiLCA qualification, the SLCC fee will apply. (Payable direct to SLCC).		£450 (no VAT)	
CiLCA Day 1: LO1—LO10			LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR
CiLCA Day 2: LO11—LO20	15th November 2023 10:00—16:00		LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR
CiLCA Day 2: LO21—LO30	13th December 2023 10:00—16:00		LALC Office, Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR

## LALC Non-Core training: Not included within our Annual Training Scheme

Offerings from LALC partners

<b>Dispute Resolution Programme</b>		 (Chris Moses)
<p>Personnel Advice &amp; Solutions Ltd has produced a Dispute Resolution Programme aimed at councils struggling with employment issues. The purpose of the programme is to help councillors understand their role as employers, the employment laws that affect how they carry out that role, and practical steps to address employment disputes. The programme consists of three separate 30 minute Zoom recordings that can be sent to the council, and then distributed to all councillors for them to watch in their own time.</p> <p>For further details contact <a href="mailto:p.d.solutions@zen.co.uk">p.d.solutions@zen.co.uk</a></p>		
Module	Description	Fee
1—Awareness	Helps councillors and employees understand their role as employers and managers and understand what they can and cannot do. It explains the unique working environment that makes town and parish Councils very different from other employers, and how that environment is prone to disputes.	£150 + VAT
2—Legal issues	Explains what a Council’s legal obligations are, the need to comply with statutory guidelines, and the current legal framework that determines how disputes can be addressed in town and parish councils.  It addresses: The causes of conflict and disputes; What legal action can be taken against councils and councillors who mismanage employee disputes; Understanding the ACAS Guidelines and requirements of the Localism Act 2011 for resolving employee disputes and Code of Conduct complaints.	£150 + VAT
3—Practical issues	Helps Councils to work within the spirit of the ACAS Guidelines to resolve disputes between councillors and employees, as well as fully comply with all of their legal obligations. It discusses various informal options to resolve the problem. Plus if the matter has to be submitted to the Monitoring Officer, it helps Councils to effectively support employees through that process .  Including: The importance of employment procedures that are fair and transparent, right for small organisations and understood by all parties, as required by the ACAS Guidelines; Understanding the difference between a Grievance and a Code of Conduct complaint; Steps to support an employee whose health is affected by a dispute; Supporting an employee to make a balanced, evidenced and professional complaint to the Monitoring Officer, if necessary and appropriate.	£150 + VAT
Ad-hoc Zoom session	We can also conduct a Zoom meeting (30 – 60 minutes), with Councils to discuss the points covered by these modules.	£250 + VAT

**Clerk’s Networking Day/SLCC AGM**

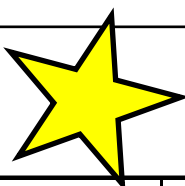
Price: £20 plus VAT

Description	Date	Venue
<p style="text-align: center;"><b><i>Come and join us for the Clerk’s Networking Day incorporating the SLCC Lincolnshire Branch AGM.</i></b></p> <p>The morning session will be jointly run by LALC and Pam Flint (Lincolnshire Community &amp; Voluntary Service) and will focus on:</p> <ul style="list-style-type: none"> <li>• Mental health awareness/first aid and next steps</li> <li>• Identifying, managing, and ideas for reducing stress</li> <li>• Promoting good mental health in the workplace</li> <li>• Self-care and resilience</li> <li>• Work-life balance</li> <li>• Signposting to organisations and information for help</li> <li>• There will be some resources available to take away</li> <li>• Setting personal action plans</li> </ul> <p>In the afternoon there will be:</p> <ul style="list-style-type: none"> <li>• LALC session on Clerk &amp; Council Training Development, covering -               <ul style="list-style-type: none"> <li>• Development paths for Clerks (ILCA, FILCA, ILCA to CILCA, CILCA, Community Governance)</li> <li>• Recommended development paths for councillors</li> <li>• Local Council Award Scheme</li> </ul> </li> <li>• SLCC AGM (Non SLCC members can remain to network and raise any other issues they wish with LALC)</li> </ul> <p>LALC will also be asking attendees for suggestions for “An evening with....” sessions which we hope to arrange.</p> <p>This is also your chance to come and network with colleagues.</p>	<p>22nd November 2023 10:00—15:30</p>	<p>Cranwell Village Hall, Old School Lane, Cranwell, NG34 8DF</p>

**LALC Non-Core training: Not included within our Annual Training Scheme**

**New course: Project Management & Funding**

Price: £65 plus VAT



Description	Date	Venue
<p>Following feedback from our members, LALC, in conjunction with Amy Lennox, are putting on this new course on Project Management &amp; Funding.</p> <p>Essential for anyone who is about to embark on a major initiative in your community.</p> <p>The session will cover:</p> <ul style="list-style-type: none"> <li>• Identifying why and when you need a project</li> <li>• Identifying what benefits it will deliver</li> <li>• Clarifying what you are actually going to deliver</li> <li>• How and where to source funding</li> <li>• Actual delivery of the project – management, resources, risk management, reporting, stages/timescales, constraints</li> <li>• How do you know when the project has ended?</li> <li>• What may need to be put in place for day-to-day support, maintenance, and ‘business as usual’</li> <li>• Identifying lessons for future projects</li> <li>• Reviewing whether the project has delivered the expected benefits</li> </ul>	<p>21st November 2023 10:00 – 15:30</p>	<p>Welbourn Village Hall, 38A Beck Street, Welbourn, LN5 0LZ</p>

**Agricultural Lettings and Tenancies — delivered by:**


£25 plus VAT



Description	Date(s)	Venue
<p>Covers types of tenancy and lettings and the implications of each type of agreement., for land used for agricultural allotments. The course will also touch upon subletting, rent increases, agreeing rent levels, arbitration, assignments, succession rights and contract farming.</p>	<p>14th November 2023 18:30—20:00</p>	<p>Zoom</p>

## LALC Non-Core training: Not included within our Annual Training Scheme


Courses delivered directly by LALC or partners

<b>eLearning - delivered by:</b> £25 plus VAT per course		
<b>Essential Skills</b>		
<b>Course</b>	<b>Description</b>	
Anti-bribery essentials	Explores what is, and what is not, considered bribery under UK law and provides tips and advice on staying compliant with the Bribery Act 2010. By the end of the course you should be able to: <ul style="list-style-type: none"> <li>• Define bribery and corruption</li> <li>• Understand the Bribery Act 2010 and the penalties for breaking the law</li> <li>• Recognise what constitutes a crime under the Bribery Act</li> <li>• Know the six principles organisations should follow when designing their bribery policies and procedures</li> <li>• Know what actions you should take should you suspect bribery</li> </ul>	
Anti-money laundering essentials	This aims to increase awareness of money laundering and offers tips on how to identify and prevent it within your organisation. By the end of the course you should be able to: <ul style="list-style-type: none"> <li>• Describe what money laundering is and how it is done</li> <li>• Understand UK legislation and regulations regarding money laundering and what they cover</li> <li>• Explain how to prevent money laundering</li> <li>• Recognise the consequences of non-compliance with anti-money laundering legislation</li> </ul>	
Customer service essentials	This course showcases effective communication with customers, arms you with a 'customer service toolkit', and explores managing complaints using the customer complaint resolution cycle. By the end of this course you should be able to: <ul style="list-style-type: none"> <li>• Understand the principles of customer loyalty and how to build it through your interactions</li> <li>• Communicate more persuasively and effectively via the phone, video calls, face to face, and in writing</li> <li>• Provide a better level of customer service by using your customer service skills 'toolkit'</li> <li>• Understand the customer complaint resolution cycle and how to deal with common customer service challenges</li> </ul>	
Data Protection essentials	This course covers data protection regulations in the UK and provides essential training for anyone who is in the position of processing personal data. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Recognise why fair and effective data management is important to individuals and society as a whole</li> <li>• Understand relevant data protections legislation and regulations, along with the penalties for breaching these</li> <li>• Work with information in a way that doesn't breach the date protection principles and individuals' rights</li> <li>• Respond to requests for information from individuals in a way that is legal and effective</li> </ul>	

Contact LALC to book Nimble eLearning—these cannot be booked via the LALC website

## LALC Non-Core training: Not included within our Annual Training Scheme


Courses delivered directly by LALC or partners

<p><b>eLearning - delivered by:</b></p> <p>£25 plus VAT per course</p>	
<p><b>Essential Skills</b></p>	
<p><b>Course</b></p>	<p><b>Description</b></p>
<p>Display Screen Equipment (DSE) workstation assessment essentials</p>	<p>This course addresses the health and safety requirements of DSE and advises on posture and safe working techniques. You will learn how to complete your own DSE risk assessment that you can provide to your employer. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the importance of DSE workstation assessment</li> <li>• Identify whether you are a high, medium or low-risk user</li> <li>• Recognise the effects of poor posture</li> <li>• Adjust your posture so that you have a good posture while working</li> <li>• Adjust your workstation to suit you</li> <li>• Carry out a DSE risk assessment</li> </ul>
<p>Environmental awareness essentials</p>	<p>This course addresses the environmental crisis and looks at what businesses can do to reduce their impact on climate change and other pressing environmental issues. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise the benefits of a greener approach to your working practices</li> <li>• Know how positive action in the workplace can make a difference to our environment</li> <li>• Take steps to reduce the negative impact your workplace can have on the environment</li> <li>• Make waste management choices that are better for the planet</li> </ul>
<p>Equality, diversity and inclusion essentials</p>	<p>This course addresses threats to equality such as discrimination, harassment and victimisation, and looks at how you can promote fairness, diversity and inclusion at work. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Understand what is meant by 'equality', 'diversity' and 'inclusion', and recognise how they benefit us</li> <li>• Identify who is protected by the Equality Act, and explain what happens if their rights are compromised</li> <li>• Recognise discrimination and other unfair practices in the workplace and know how to act on them</li> <li>• Understand what you can do yourself to promote equality, diversity and inclusion</li> </ul>
<p>Fire safety essentials</p>	<p>This course highlights the essentials of fire safety awareness in the office environment and when working from home. It explores best practice fire safety procedures and provides an overview of the equipment required under fire safety regulations. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Understand employers' responsibilities under fire safety law</li> <li>• Prevent fires by using the fire triangle theory</li> <li>• Identify fire safety signs and appreciate the importance of knowing where they are in your workplace</li> <li>• Identify fire safety equipment and understand how it should be used</li> <li>• Recognise the need to periodically check fire safety procedures</li> <li>• Carry out the fire safety procedures in place for your organisation</li> </ul>

Contact LALC to book Nimble eLearning — these cannot be booked via the LALC website

## LALC Non-Core training: Not included within our Annual Training Scheme


Courses delivered directly by LALC or partners

<p><b>eLearning - delivered by:</b></p> <p>£25 plus VAT per course</p>	
<p><b>Essential Skills</b></p>	
<p><b>Course</b></p>	<p><b>Description</b></p>
<p>Freedom of information essentials</p>	<p>This course addresses the essentials of the Freedom of Information Act, highlighting who it applies to and how to handle and respond to different types of requests for information. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise when and where the main provisions of the Freedom of Information Act apply</li> <li>• Understand the types of information that will be shared in an organisation’s publication scheme</li> <li>• Make or handle requests for information in an appropriate way</li> <li>• Understand the rights of individuals under the Act and the consequences of not complying with the legislation</li> </ul>
<p>Health and safety essentials</p>	<p>This course provides an understanding of potential health and safety issues at work, the legislation surrounding it , and how to improve safety in your workplace. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise what health and safety is important for individuals, employers and society as a whole</li> <li>• Understand the frameworks of health and safety legislation</li> <li>• Recognise the responsibilities your employer has for your health and safety</li> <li>• Use a range of health and safety techniques and good practice to help keep yourself safe at work (and beyond)</li> </ul>
<p>Home working essentials</p>	<p>This course offers guidance on effective home working, and covers workspace set-up, safety at home, communicating remotely, and maintaining productivity. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise the characteristics of an effective home working environment</li> <li>• Develop and maintain safe home working behaviours</li> <li>• Maintain effective information security and data protection practices</li> <li>• Understand the important of good communication when working remotely</li> <li>• Identify practical strategies to increase your productivity</li> <li>• Recognise the importance of looking after your mental health and wellbeing</li> </ul>
<p>Human factors essentials</p>	<p>This course explores the role and impact of human error in the workplace. You’ll learn how to manage common ‘error traps’ and understand which Human Performance (HuP) tools you can use to mitigate error traps that can’t be removed. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the main types of errors that humans make</li> <li>• Identify key workplace error traps in order to remove or manage them</li> <li>• Recognise which Human Performance (HuP) tools can be used to mitigate error traps that can’s be removed</li> </ul>

Contact LALC to book Nimble eLearning —these cannot be booked via the LALC website

## LALC Non-Core training: Not included within our Annual Training Scheme

Courses delivered directly by LALC or partners


<p><b>eLearning - delivered by:</b></p> <p>£25 plus VAT per course</p>	
<p><b>Essential Skills</b></p>	
<p><b>Course</b></p>	<p><b>Description</b></p>
<p>Information security awareness essentials</p>	<p>This course addresses the different threats to an organisation’s information security and explores best practices for keeping data safe, whenever and wherever you work. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise why information security is essential to organisations</li> <li>• Identify secure working practices to safeguard company data</li> <li>• Protect information when working remotely and on mobile device</li> <li>• Improve your awareness of online risks and how to stay safe on the internet</li> <li>• Respond to and report information security issues</li> </ul>
<p>Manual handling essentials</p>	<p>This course outlines manual handling risks, advises on how to properly plan moving or lifting tasks, and looks at proper technique to be used when manual handling. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise the potential risks of injury from manual handling tasks</li> <li>• Appreciate the importance of keeping yourself and colleagues safe from risk</li> <li>• Assess a range of manual handling factors and take steps to reduce risks</li> <li>• Plan moving and lifting tasks more effectively</li> <li>• Use safer technique when handling loads—individually, as a team, and with common workplace aids</li> </ul>
<p>Menopause essentials</p>	<p>This course helps you become more ‘menopause aware’ and overcomes the stigma. Menopause symptoms affect 75% of all women and yet there’s still a widespread lack of understanding and reluctance to talk about it. It will help you recognise symptoms and understand the impact menopause can have on you and your workplace. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Recognise how menopause affects women in different ways</li> <li>• Take steps to create a more supportive workplace for those experiencing menopause</li> </ul>
<p>Modern slavery essentials</p>	<p>This course explores the concept of modern day slavery and addresses the signs that might suggest a vulnerable person is being exploited. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Appreciate the extent of modern slavery in the UK and the many forms it takes</li> <li>• Recognise the factors that can increase a person’s risk of exploitation</li> <li>• Spot signs of modern slavery and human trafficking that can help them identify potential victims</li> <li>• Understand the measures available to punish perpetrators and support potential victims</li> <li>• Report their suspicions or concerns to the appropriate organisation</li> </ul>

Contact LALC to book Nimble eLearning —these cannot be booked via the LALC website



## LALC Non-Core training: Not included within our Annual Training Scheme

Courses delivered directly by LALC or partners

<b>eLearning - delivered by:</b> £25 plus VAT per course		
<b>Essential Skills</b>		
<b>Course</b>	<b>Description</b>	
Personal safety essentials	This course seeks to improve personal safety awareness and provides tips and advice on how to keep yourself at work, at home, in public places and while travelling. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Recognise the importance of confidence and preparation in staying safe</li> <li>• Understand how reducing 'opportunity' for criminals increases safety</li> <li>• Avoid situations and environments that may place you at greater risk</li> <li>• Practice safe behaviours at work, home, in public, and while travelling</li> <li>• Know what to do if you feel unwell or become a victim of crime</li> </ul>	
Stress management essentials	This course explains what stress is, looks at ways to reduce stress and offers coping strategies to better manage stress levels. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand and identify stress and why it can be detrimental for you</li> <li>• Identify stress and stressors in yourself and others</li> <li>• Reduce your exposure to stress</li> <li>• Develop your own Wellness Action Plan</li> <li>• Implement coping strategies in your work and personal life</li> </ul>	
Team leadership essentials	This course explores what it means to be an effective team leader by examining leadership styles and the essential skills required to get a team to thrive under your directions. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand your own leadership style</li> <li>• Apply your knowledge of leadership styles in different situations</li> <li>• Know how to build relationships and engage your team members</li> <li>• Identify and employ effective team leadership skills and techniques</li> </ul>	
Time management essentials	This course will help you claim back control of your time with easy-to-implement techniques that will help you better manager and organise your daily workload, making you more productive in your role and, by default, everyday life. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand why good time management is important</li> <li>• Recognise common challenges to effective time management</li> <li>• Apply techniques to improve your own time management skills</li> </ul>	
Working at height essentials	This course helps to identify activities that are classed as work at height under the law. It demonstrates how employers and employees need to work together under the Working at Heigh Regulations (2005) to implement safety measures, assess risks and follow best practice for any work performed at height. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Recall which type of activities classify as 'work at height' (WaH)</li> <li>• Recognise your employer's and your own responsibilities under the Work at Height Regulations 2005 (WaH)</li> <li>• Identify risks most commonly associated with working at height</li> <li>• Plan a safe approach to performing work at height</li> <li>• Use stepladders and leaning ladders safely</li> </ul>	

Contact LALC to book Nimble eLearning —these cannot be booked via the LALC website

## LALC Non-Core training: Not included within our Annual Training Scheme






Courses delivered directly by LALC or partners

<b>eLearning - delivered by:</b> £25 plus VAT per course		
Course	Description	
<b>Standards in public life</b>  	This module is primarily designed to support those elected or co-opted and/or working in local councils, to understand the principles of conduct expected of all councillors.  Information is based upon national model code of conduct produced by The Local Government Association but recognises that councillors must abide by your own council's code of conduct, and so also provides some generic support for those wishing to better understand the behaviours expected of all councillors.	
Respectful and positive social media for councils and councillors  	This introductory module from Breakthrough Communications will consider the opportunities and risks associated with social media from a civility and respect perspective. It will explore a range of proactive and pre-emptive strategies councils and councillors can put in place to set themselves up for success. It will explore what to do if things go wrong and how to manage a range of scenarios from trolling to harassment and what practical steps you can take,	
Leadership in challenging situations for councils and councillors  	This introductory module from Breakthrough Communications will consider different leadership styles in the context of your role at the council, exploring which styles we personally 'default' to and which styles can work effectively for different situations. It will also discover how to build, support and get the most from an effective and motivated team.	
An introduction to emotional Intelligence and personal resilience  	This introductory module from Breakthrough Communications will develop a better understanding of where our behaviour comes from and will consider what emotional intelligence and resilience means for us in the context of our roles within the council. There will be opportunities to explore role-focussed scenarios and consider how we might respond to them. It will also explore strategies to deal with and manage a range of situations.	

Contact LALC to book Nimble eLearning —these cannot be booked via the LALC website

## LALC Non-Core training: Not included within our Annual Training Scheme


Courses delivered directly by LALC or partners

<b>eLearning - delivered by:</b> £25 plus VAT per course		
Course	Description	
An introduction to changing behaviours  	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, teaches us how we can rewire our brains to form new neural connections, freeing ourselves from pre-learnt behaviours to bring about positive change. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Be aware of how habits and behaviours form</li> <li>• Understand the psychological habit loop</li> <li>• Identify and focus on what you want to change</li> <li>• Set yourself an action plan to make positive behavioural changes</li> </ul>	
An introduction to resilience  	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, brings us the core principles and practical advice needed to build our personal resilience via positivity and the ability to successfully deal with change. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand the fundamental principles of personal resilience</li> <li>• Be more aware of the benefits of being open and receptive to change</li> <li>• Think positively and view challenges more optimistically</li> <li>• Take personal responsibility and commit to positive action</li> </ul>	
An introduction to behavioural agility  	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, shows us how to reduce unhealthy stress and lighten our loads by adopting a growth mindset and embracing change. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Adopt a growth mindset and explore your potential</li> <li>• Understand how to positively embrace change as an essential evolution for personal success</li> <li>• Let go of unhelpful thinking and learn to manage uncertainty and complexity</li> <li>• Tap into your dynamic capability and be bolder</li> </ul>	
Mental health awareness  	This course has been developed by healthcare training experts, Espirita. It seeks to highlight the issues related to mental health disorders and ensure that learners are equipped with practical knowledge on how to recognise, manage and support those suffering from poor mental health—which could include themselves.	

Contact LALC to book Nimble eLearning —these cannot be booked via the LALC website

## LALC Non-Core training: Not included within our Annual Training Scheme


Courses delivered directly by LALC or partners

<b>eLearning - delivered by:</b> £25 plus VAT per course		
<b>IT and online skills course</b>		
<b>Course</b>	<b>Description</b>	
Cyber security awareness training—basic	This course has been developed by cyber security specialist, Cyber Security Associates (CSA), and has been designed to give us a better insight into the day-to-day cyber challenges we face. It provides practical advice on how to better safeguard your company and personal information at work and at home, and offers techniques for identifying different types of potential or actual cyber attacks. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand that ‘cyber’ is more than just IT</li> <li>• Understand the concept of the Internet of Things</li> <li>• Have a better understanding of how Data Protection laws are changing</li> <li>• Explain the key differences between the outside and inside cyber threat and what constitutes these types of threats</li> <li>• Understand the importance of passwords and their security in defending your information against a cyber threat</li> <li>• Understand what makes up your digital footprint, and how it can be used as a means of attack</li> <li>• Remember ways to control and manage your digital footprint</li> <li>• Identify ways to stay cyber safe while at work, at home and working on the move</li> <li>• Know what to do if any of your personal accounts are compromised or hacked</li> </ul>	
Cyber security awareness—phishing	This course has been developed by cyber security specialist, Cyber Security Associates (CSA) and is designed to enhance the learner’s knowledge of one of the fastest growing cyber attack methods: phishing. This course is useful for anyone who works with digital devices, and provides learners with details of information security threats, attack methods, and tips and techniques on safeguarding. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand the definition and different types of phishing</li> <li>• Explain why phishing attacks are used and how your digital footprint can be exploited for these attacks and for social engineering purposes</li> <li>• Examine the risk of cyber crime and why phishing continues to be a key tool and techniques for attacks</li> <li>• Understand the different types of phishing attacks and how the complexity of each one can be completely different</li> <li>• Know the best way to respond to phishing attacks when at work and at home</li> </ul>	
Cyber security awareness—password management	This course has been developed by cyber security specialist, Cyber Security Associates (CSA) and is designed to provide clear and concise guidance on the use of passwords and other protection methods to keep your information and data safe and secure. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Understand the definition of a password and where it originated from</li> <li>• Be able to recognise what both common and vulnerable passwords would look like</li> <li>• Differentiate between a password and a passphrase</li> <li>• Understand how passwords can be attacked and breached</li> <li>• Identify that there are various other security measures in place to protect your password</li> </ul>	

Contact LALC to book Nimble eLearning — these cannot be booked via the LALC website

## LALC Non-Core training: Not included within our Annual Training Scheme

Courses delivered directly by LALC or partners

<p><b>eLearning - delivered by:</b></p> <p>£25 plus VAT per course</p>	
<p><b>Local (parish and town) council courses</b></p>	
<p><b>Course</b></p>	<p><b>Description</b></p>
<p>Introduction to local councils</p>	<p>This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the role of the local councillor</li> <li>• Identify the council's purpose</li> <li>• Appreciate how decisions are made</li> <li>• Identify the principles of public life</li> <li>• Recognise the council's legal context</li> <li>• Understand how the council manages its money</li> </ul>
<p>Introduction to planning for local councils</p>	<p>This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should know:</p> <ul style="list-style-type: none"> <li>• What is planning?</li> <li>• Role of the Parish Council</li> <li>• What is controlled by planning</li> <li>• Types of planning applications</li> <li>• Material &amp; non-material considerations</li> <li>• The parish council recommendation</li> <li>• Planning conditions</li> <li>• Developer contributions</li> </ul>
<p>Understanding precepts</p>	<p>This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for councillors, clerks and other officers who may be new to the role or would like information on what the precept is and how it works for the council. By the end of this course, you should know:</p> <ul style="list-style-type: none"> <li>• What a precept is and how a Parish Council receives it</li> <li>• What a Parish Council needs to do in preparation for setting it</li> <li>• How a Parish Council can justify the money it seeks</li> <li>• Who should be consulted</li> </ul>

Contact LALC to book Nimble eLearning — these cannot be booked via the LALC website

After each training session you will be sent an email asking you to complete a short feedback form (**CLICK ON THE FEEDBACK LINK**). Please take the time to complete this. Without your feedback, we cannot assess the effectiveness of the training we provide.

If you're looking for training not currently on our schedule, please let us know.

### **The LALC Annual Training Scheme (ATS): 1st April 2023—31st March 2024**

**CORE** training is included in the ATS. This covers essential training that is common to all councils. Light refreshments e.g. tea/coffee are provided. Member councils will be invoiced £12.50 plus VAT per delegate to cover lunch for full day (in-person) events.

Councils who are not members of the ATS can still attend but additional charges apply (as per non-core training below).

**NON-CORE** training is not included in the ATS and an additional charge of £25 plus VAT per delegate for any morning/afternoon/evening session (including refreshments) will apply. There will be a charge of £65 plus VAT per delegate for an all-day in person event (including lunch and refreshments). An all-day remote session will be charged at £55 plus VAT.

Non-core charges apply to ATS and non-ATS members.

Please note that ATS charges are in addition to the LALC annual membership fees.

### **Bookings**

Bookings should be made by the Clerk via the online portal, unless otherwise specified. When booking via the portal, **please ensure that delegate email addresses are correct**, otherwise they will not receive joining instructions. For those courses specifying 'contact LALC', email [enquiries@lalc.co.uk](mailto:enquiries@lalc.co.uk).

\*Please notify us if a delegate has specific dietary, learning or access requirements when booking.

### **Cancellations**

- For part day courses – please ensure we receive cancellations at least 48 hours in advance
- For full day events – please ensure we receive cancellations at least 5 working days in advance, as we need to pre-order and pay for lunches

Due to persistent non-attendance at booked events, it is unfortunate that LALC have had to amend the way we impose our cancellation fees. All members are charged 50% of the training cost when insufficient notice is received (as above) for non-attendance at training events. No shows will be charged at 100% of the course fee. All charges are regardless of whether the council is a member of the ATS or not.

### **Contact us**

Office: 01673 866596

Mobile 1: (Katrina) 07422 963475

Mobile 2: (Andrew) 07549 019842

# PAPER L

## Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 2 November 2023



Gainsborough  
TOWN COUNCIL

### Correspondence Previously Circulated

- WLDC: Poling Review – 29 September 2023
- RSN: The Rural Bulletin – 3 October 2023
- VCS: Latest News – 3 October 2023
- NALC: Chief Executive’s Bulletin – 5 October 2023
- WLDC: Business Brief – 5 October 2023
- WLDC: Business Brief – 10 October 2023
- NALC: Chief Executive’s Bulletin – 12 October 2023
- WLDC: October 2023 West Lindsey News – 10 October 2023
- NALC: Chief Executive’s Bulletin – 19 October 2023
- NALC: Newsletter – 18 October 2023
- RSN: The Rural Bulletin – 17 October 2023
- RSN: The Rural Bulletin – 24 October 2023
- VCS: Upcoming Funding Ready Workshops– 23 October 2023
- NALC: Events – 24 October 2023
- NALC: Chief Executive’s Bulletin – 26 October 2023
- Groundwork: Tesco Stronger Starts Community grants – 30 October 2023
- NALC: Newsletter – 1 November 2023
- Marshalls Yard: News release: Christmas officially launches at Marshall’s Yard
- RSN: The Rural Bulletin – 31 October 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