

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: 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 James Ward

Councillor Kenneth Woolley

Councillor Sean Brennan

Councillor Dennis Dannatt

Councillor Michael Devine

Councillor Richard Doy

Councillor Paul Key

Councillor Liam Muggridge

Councillor James Plastow

Councillor Harry Warriner

Notice is hereby given that a meeting of the **Council** which will be held on **Tuesday 5 December 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

A Minutes Silence will be observed in memory of Councillor Tim Davies

Presentation of Citizen of the year

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](#).

FC24/119 Apologies for Absence

To note apologies for absence.

FC24/120 Declarations of Interest

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

FC24/121 Dispensation Requests

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

FC24/122 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.

FC24/123 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 7 November 2023 (pages 4 to 8)

FC24/124 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 14 November 2023 (pages 9 to 14)

Paper C – Personnel Committee, Wednesday 8 November 2023 (pages 15 to 18)

Paper D – Finance and Strategy Committee, Tuesday 21 November 2023 (pages 19 to 21)

Paper E - Planning Committee, Tuesday 28 November 2023 (pages 22 to 26)

FC24/125 Announcements

To receive and note update Council on key Town Council work and work priorities.

1. Chairman of Council
2. Leader of Council
3. Interim Town Clerk

Paper F (pages 27 to 50)

FC24/126 Annual assembly of the Town Meeting

To agree a date and format for the Annual Town Meeting.

Paper G (pages 51 to 52)

FC24/127 Recommendations made by Committees

To consider the following recommendation from Property & Services Committee held 14 November 2023 (PS24/109):

RESOLVED to RECOMMEND to FULL COUNCIL: to appoint Contractor B to supply and install 1 x new EPDM Rubberbond flat roof to the brown bowls shed at Marshalls Sports Ground, at a cost of £3,860.00 +VAT funds to come from General Reserves.

FC24/128 Correspondence

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

Paper H (pages 53 to 54)

FC24/129 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 9 January 2024 at 7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Thursday, 30 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 7 November 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 Richard Doy
Councillor Paul Hooton
Councillor Liam Muggridge
Councillor Kenneth Woolley

Councillor David Dobbie
Councillor Michael Devine
Councillor Stuart Morley
Councillor James Ward

In Attendance:

Rachel Allbones
Stephen Coulman

Interim Town Clerk (ITC)
Operations Manager (OM)

Also Present: 1 member of the public

Open Forum Public participation

A member of the public asked the following questions: -

- 1) Why was an asbestos shed allowed on Love Lane allotments?
- 2) Why did the Allotments Officer not rod the drain on Love Lane allotments?
- 3) Who agreed to 2 recent letters they received from the ITC?
- 4) Were recent investigations carried out by an independent person?

It was advised that a response would be provided within 28days.

FC24/102 Groundwork presentation

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

FC24/103 Apologies for Absence

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

FC24/104 Declarations of Interest

No declarations of interest were made.

FC24/105 Dispensation Requests

No dispensation requests were received.

FC24/106 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item FC24/115 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FC24/107 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Council meeting held on Tuesday 3 October 2023 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillors Devine, Muggridge and Ward abstained from voting on the above resolution.

Note: Councillor Morley voted against the above resolution.

FC24/108 Committee Meeting Minutes

Paper B - Property and Services Committee, Tuesday 10 October 2023

Paper C – Personnel Committee, Wednesday 11 October 2023

Paper D – Finance and Strategy Committee, Tuesday 17 October 2023

Paper E - Planning Committee, Tuesday 24 October 2023

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

Councillor Dobbie gave a vote of thanks to the Operations teams for the swift action erecting the speed awareness signs on Whites Wood Lane.

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

FC24/109 Committee / Working Group Vacancies

RESOLVED: to appoint Councillors Devine and Hooton to the Neighbourhood Plan Working Group.

FC24/110 Recommendations made by Committees

Members considered a recommendation from Property & Services Committee held 10 October 2023 (PS24/085):

RESOLVED:

- 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 (Paper F)

RESOLVED: 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.

FC24/112 Parish Council Engagement Session - Lincoln and West Lindsey - 14th December 2023 (Paper G)

RESOLVED: to appoint the Leader, Councillor Richard Craig to attend the Parish Council Engagement Session with Lincolnshire Police on 14th December.

FC24/113 January Meetings (Paper H)

RESOLVED: to amend January meetings to the following: -

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

FC24/114 Rotary Christmas Celebration and Fireworks Event (Paper I)

Members considered an application from the Gainsborough Rotary Club to use Marshall's Sports Field for a Rotary Christmas Celebration and Fireworks Event. This is to replace the postponed event due to take place on Saturday 4 November 2023.

RESOLVED: 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 with the caveat that the Operations Manager alongside the football club and Rotary Club will inspect the ground the week before and has the authority to remove the access to the grassed area should the ground conditions not improve.

FC24/115 Hedge Cutting (Paper J)

Deferred to the end of the meeting.

FC24/116 Interim Town Clerk's Report (Paper K)

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

It was requested by a Member to receive reports from the local Lincolnshire County Councillors.

FC24/117 Correspondence (Paper L)

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

Note: The member of the public left the meeting.

FC24/115 Hedge Cutting (Paper J)

RESOLVED: to

- a) That contractor A be appointed as soon as possible to undertake the works detailed in 2.1 to 2.5 as soon as the weather and their work schedule permits (£6,540 +VAT).
- b) That contractor B be appointed as soon as possible to undertake the works detailed in 2.6 as soon as the weather and their work schedule permits (£3,800 +VAT).

- c) That a 10% discretion (£1,000) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- d) That the budgets be adjusted accordingly.

FC24/118 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 5 December 2023 at 7.00pm at Richmond House, Morton Terrace.

The meeting closed at 8:24pm

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

DRAFT

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 14 November 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 Paul Key
 Councillor Dennis Dannatt
 Councillor James Ward

In Attendance:
 Rachel Allbones
 Stephen Coulman
 Amanda Clarke
 Interim Town Clerk
 Operations Manager
 Allotments Officer

PS24/094 Apologies for Absence

Apologies for absence were received from Councillors T Davies, K Panter and H Warriner.

PS24/095 Public Participation Period

No public in attendance.

PS24/096 Declarations of Interest

Councillor Bowler declared a personal interest in agenda item PS24/107 as a Trustee of Greener Gainsborough.

PS24/097 Dispensation Requests

No dispensation requests were received.

PS24/098 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS24/103, PS24/104, PS24/105, PS24/106, PS24/107, PS24/109 & PS24/110 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS24/099 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 10 October 2023 be approved as a true and accurate record and signed by the Chairman.

Initialled:

Property and Services Committee minutes 2023-24

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

PS24/100 Matters Arising Schedule (Paper B)

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

PS24/101 Allotment Policy & Tenancy Agreement Review (Paper C)

RESOLVED: to DEFER all documents until a further review from Councillor Dannatt and the Allotments Officer has taken place and the Legal Advisor from the National Allotment Society has responded to the reviewed.

PS24/102 Love Lane Allotment Pond (Paper D)

RESOLVED:

- 1) To note that the Council have reported the excavation of the pond and alleged disposal of asbestos to the relevant departments at WLDC.
- 2) To continue with the current action being taken in regard to the alleged asbestos.
- 3) To continue with the current action being taken regarding the planning requirement.
- 4) To write to the complainant to advised that the Council will not be investigating the digging of the pond or the alleged asbestos disposal further.

PS24/103 Love Lane Allotment Garden No. 54 (Paper E)

RESOLVED:

- 1) To agree for Allotment Garden 54 tenancy name to be amended to Vyshyvanka Hub.
- 2) To agree for Allotment Garden 54 to run symbiotically with the Vyshyvanka Hub and local extracurricular child centred groups and local schools.

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

PS24/104 General Cemetery Litter Bins (Paper F)

RESOLVED:

- 1) That approval is given to purchase ten (10) General Cemetery replacement bins from Supplier A - £5,059.90.
- 2) That the cost of the purchase ten (10) General Cemetery replacement bins is funded from the set aside budget for this purpose. It should be noted that the bins are long-term investment and Council asset.
- 3) That the budget be adjusted accordingly.
- 4) That the old removed General cemetery bins are recycled to make complete bins as many complete bins as possible and that may be deployed on other Council sites, should the need arise.

PS24/105 General Cemetery Chapel Condition Survey (Paper G)

RESOLVED: to appoint Contractor C to carry out the following

Option 1 - Visiting site to conduct condition survey, then returning to the office to prepare a word-based condition survey report - £995 + VAT + Expenses.

PS24/106 General Cemetery Waste Compound (Paper H)

RESOLVED:

- 1) That the quotation (£4,750 + VAT) from the single contractor be accepted due to the urgency of the works and their history of providing competitive quotes and undertaking works to a satisfactory standard in 2023.
- 2) That the contractor be appointed as soon as possible to undertake the works as soon as the weather and their work schedule permits.
- 3) That a 10% discretion (£475) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- 4) That the budget be adjusted accordingly.
- 5) That the Operations Manager investigate the bunding of the compound to allow for suitable separation and management of wood, brash, leaves and other vegetable matter. The foregoing is not waste until the Council decides it requires disposal via the lawful waste management stream.
- 6) That the Council considers selling wood, brash, leaves and other vegetable matter to create a modest income.

PS24/107 Sandfield Lane North Play Area (Paper I)

Option B was proposed - The Council stops undertaking any works whatsoever at Sandsfield North Play Area with immediate effect of notice given in writing to Thonock & Somerby Estates. No seconder was forthcoming.

Option C was proposed and seconded - The Council stops undertaking any works whatsoever at Sandsfield North Play Area following ninety (90) days' notice given in writing to Thonock & Somerby Estates. However, this would be subject to Thonock & Somerby Estates agreeing in writing that it will indemnify the Council from any and all claims. In effect the Council will be an unpaid contractor for Thonock & Somerby Estates for a further ninety (90) days. This would be subject to agreement from the Councils insurers.

At the request of Councillor Key a recorded vote was taken as follows: -

For: Councillors N Bowler, D Dannatt, J Ward

Against: Councillor P Key

Abstain: Councillor J Plastow

RESOLVED: The Council stops undertaking any works whatsoever at Sandsfield North Play Area following ninety (90) days' notice given in writing to Thonock & Somerby Estates. However, this would be subject to Thonock & Somerby Estates agreeing in writing that it will indemnify the Council from any and all claims. In effect the Council will be an unpaid contractor for Thonock & Somerby Estates for a further ninety (90) days. This would be subject to agreement from the Councils insurers.

PS24/108 Levellings Dog Walk Footpath (Paper J)

The Operations Manager strongly advised against removing any healthy tree to alleviate the issues with the footpaths.

RESOLVED: to contact WLDC as the landowner to ask: -

- 1) Would they allow the Council to remove the 2 footpaths on the southern end of the park and replace with a new footpath further away from the trees
- 2) Would they allow the Council to remove the fencing on the southern end of the park to bring a new footpath within the park
- 3) Would they allow the Council to remove some of the healthy Cherry Trees to enable the repair of the footpaths.

PS24/109 Marshalls Sports Ground Bowls Sheds (Paper K)

Contractor A was proposed and seconded.

For: x2, Against: x2, Abstained: x1

Contractor B was proposed and seconded.

For: x2, Against: x2, Abstained: x1

With the casting vote the Chairman voted for Contractor B.

RESOLVED: to RECOMMEND to FULL COUNCIL to appoint Contractor B to supply and install 1 x new EPDM Rubberbond flat roof to the brown bowls shed at Marshalls Sports Ground, at a cost of £3,860.00 +VAT funds to come from General Reserves.

RESOLVED under Standing Order 3z to agree to extend the meeting past 2 hours.

PS24/110 Citizen of the Year Award (Paper L)

RESOLVED: to award the 2023 Citizen of the Year to Claire Moore for her work outstanding voluntary services at the Night Light café and Warm Spaces.

PS24/111 2024 / 2025 Budget

RESOLVED: to **NOTE** proposed budget requirements for 2024/25 for this Committee and discuss further at 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

PS24/112 Items for Notification

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

- Love Lane Allotment Pond asbestos survey results
- General Cemetery Chapel Condition report
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update - December
- Richmond House Fire Risk Assessment review

PS24/113 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services committee is scheduled for Tuesday 12 December 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 9:11pm

Initialled:

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

DRAFT

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 8 November 2023** at **7:09pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Key
 Councillor Dennis Dannatt Councillor Richard Doy
 Councillor James Plastow

In Attendance:
 Rachel Allbones Interim Town Clerk (ITC)

Due to the Chairman and Vice Chairman being absent at the start of the meeting it was **RESOLVED** that Councillor Key take the Chair for the meeting.

PC24/064 Apologies for Absence

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

PC24/065 Declarations of Interest

No declarations of interest were made.

PC24/066 Dispensation Requests

No dispensation requests were received.

Councillor D Dannatt arrived at the meeting at 7:10pm.

PC24/067 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC24/069, PC24/071 & PC24/072 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC24/068 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 11 October 2023 be approved as a as a true and accurate record and signed by the Chairman.

PC24/069 Agency Staff (Paper B)

RESOLVED: that approval be given to engage Sure Staff Recruitment to provide one (1) temporary suitably qualified and experienced agency Grounds Maintenance Operative with full driving licence, subject to the following:

- i. That after discussing and agreeing the circumstances and necessity the Chair of the Personnel Committee, the Interim Town Clerk, and the Operations Manager engage Sure Staff Recruitment to provide one (1) temporary suitably qualified and experienced Grounds Maintenance Operative for four (4) weeks only.
- ii. That after four (4) weeks following discussion and agreeing the circumstances and necessity the Chair of the Personnel Committee, the Interim Town Clerk, and the Operations Manager engage Sure Staff Recruitment to provide one (1) temporary suitably qualified and experienced Grounds Maintenance Operative on a week-by-week basis employed for a maximum of eight (8) weeks.
- iii. That the Council retains the absolute right to inform Sure Staff Recruitment, at a day's notice, that the services of any Agency Grounds Maintenance Operative is not required when the weather conditions or other such circumstances determine their services are not required. This shall be at no cost to the Council.

PC24/070 National Salary Award (Paper C)

RESOLVED: to **NOTE** the 2023-24 National Salary Award.

PC24/071 Staff Structure Review (Paper D)

A thorough discussion took place, it was agreed to include on the December agenda for other Members to have soe input.

RESOLVED: to **NOTE** the report and discuss further at the next meeting.

PC24/072 2024 / 2025 Budget (Paper E)

RESOLVED: to accept the proposed Employee Costs budget for 2024 / 2025 and for it to be put forward to be included in the full budget.

PC24/073 Items for Notification

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

- Staff Structure Review
- Staff sickness, absence and leave
- Personal Injury Claim outcome
- Sickness Absence Policy
- Staff Policy reviews
- Electronic Information and Communication Systems Policy
- Whistle Blowing and Confidential Reporting Policy
- HR Management Software

PC24/074 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 December 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:24pm

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

DRAFT

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 21 November 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 James Plastow

Councillor Richard Craig
Councillor David Dobbie
Councillor Liam Muggridge

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

FS24/058 Apologies for Absence

Apologies for absence were received from Councillor T Davies.

FS24/059 Public Participation Period

FS24/060 Declarations of Interest

No declarations of interest were made.

FS24/061 Dispensation Requests

No dispensation requests were received.

FS24/062 Items for Exclusion of Public and Press

No items for exclusion of public and press.

FS24/063 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 17 October 2023 be approved as a as a true and accurate record and signed by the Chairman.

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

FS24/064 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 16 November 2023

Initialled:

- ii. Cashbook Summary (including due and unpaid transactions) for 16 November 2023
- iii. Budget Comparison Report (including due and unpaid transactions) for 16 November 2023

FS24/065 Bank Reconciliation (Paper E)

RESOLVED: to approve and sign the monthly bank reconciliations for 31 October 2023.

FS24/066 Draft 2024 / 2025 Budget & Estimate

RESOLVED: to NOTE the draft proposed budget for 2024/25 and agree to submit a precept estimate of £659,065 to WLDC.

Note: Councillor Dobbie voted against the above resolution.

FS24/067 Items for Notification

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

- Internal Audit Report
- Strategic Plan
- Investments & Investment Strategy review
- Additional Bank Account
- LCAS Quality Status
- Registrar Lease renewal

FS24/068 Time and Date of Next Meeting

RESOLVED: to NOTE the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 19 December 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:33pm

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



DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 28 November 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

Prior to the meeting commencing a minute's silence was observed in memory of the Mayor, Councillor Tim Davies.

PL24/136 Apologies for Absence

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

PL24/137 Public Participation Period

No members of the public were present.

PL24/138 Declarations of Interest

No declarations of interest were made.

PL24/139 Dispensation Requests

No dispensation requests were received.

PL24/140 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL24/141 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Planning Committee meeting held on Tuesday 24 October 2023 be approved as a as a true and accurate record and signed by the Chairman.

PL24/142 Planning Application

[Application Ref No: 147416 \(25/10/23, 28 days\)](#)

[Proposal: Planning application to erect second storey side extension.](#)

[Location: 38 Hill Crescent, Gainsborough](#)

RESOLVED: to support the application.

PL24/143 Planning Application

[Application Ref No: 146967 \(27/10/23, 28 days\)](#)

[Proposal: Planning application for solar PV installation on existing school roof](#)

[Location: Gainsborough Educational Village, Sweyn Lane, Gainsborough](#)

RESOLVED: to support the application.

PL24/144 Planning Application

[Application Ref No: 147511 \(01/11/23, 28 days\)](#)

[Proposal: Planning application for change of use from an a public convenience block to a Café \(Use Class E\) with external alterations and creation of a bin storage area.](#)

[Location: Whittons Gardens, Caskgate Street, Gainsborough](#)

RESOLVED: to **OBJECT** to the application as Members feel the public conveniences should be reinstated and refurbished and to include a changing places facility.

PL24/145 Planning Application

[Application Ref No: 147177 \(01/11/23, 28 days\)](#)

[Proposal: Planning application to install a traditional Victorian awning.](#)

[Location: 5-7 Market Place, Gainsborough](#)

RESOLVED: to support the application.

PL24/146 Planning Application

[Application Ref No: 147178 \(01/11/23, 28 days\)](#)

[Proposal: Listed building consent to install a traditional Victorian awning.](#)

[Location: 5-7 Market Place, Gainsborough](#)

RESOLVED: to support the application.

PL24/147 Planning Application

[Application Ref No: 147536 \(10/11/23, 28 days\)](#)

[Proposal: Planning application for change of use of vacant Baltic Mill site into a landscaped area.](#)

[Location: Land off Bridge Street, Baltic Mill Lane, Gainsborough](#)

RESOLVED: to support the observations from LCC Archaeology section to ensure no loss of archaeological heritage with the development.

PL24/148 Decision Notice (Paper B)

Application Ref No: 147230 GRANTED (delegated)

Proposal: Planning application for alterations and single storey extension with

attached car port.

Location: 41 Heaton Street, Gainsborough

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

PL24/149 Decision Notice (Paper C)

Application Ref No: 147316 GRANTED (delegated)

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 **NOTE** the decision notice received.

PL24/150 Street Naming Requests (Paper D)

RESOLVED: to propose the following street names for the new development off Horsely Road street names: -

- 1) Barnes Wallis Drive - Invented the bouncing bomb used by the Royal Air Force in Operation Chastise (the "Dambusters" raid) to attack the dams of the Ruhr Valley during World War II.
- 2) Eliot Drive (suggested by developer) – George Eliot, Author of Mill on the Floss. Floss Mill Lane is also located just north of the development site.
- 3) Ingham Close – Roy Ingham, the first Mayor of Gainsborough

PL24/151 Tree Preservation Orders

No street naming requests were received.

PL24/152 Community Infrastructure Levy (CIL) (Paper E)

RESOLVED: to **NOTE** the report.

PL24/153 Dropped Kerbs (Paper F)

Members considered the complaint received regarding the lack of dropped kerbs to enable mobility scooter users access throughout the town.

RESOLVED: to contact the County Councillors requesting consideration be made to extend the network of cycleways and Toucan crossings within the town.

PL24/154 White's Wood Lane Traffic Calming

RESOLVED: to **NOTE** the installation of Check Speed 30mph safety signs on White's Wood Lane.

PL24/155 Items for Notification

There were no items for notification.

PL24/156 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Planning Committee meeting is scheduled for Wednesday 20 December 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:14pm

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

DRAFT

PAPER F

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 30 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 meeting with WLDC Leader, Deputy Leader Grant White and Gainsborough Trinity Foundation on Monday 27 November. It was a very positive meeting, and a follow up meeting will be held in January.

Chairman Group Meeting

Chairman Group meetings continue to take place, the meetings will be very prudent for moving the Council forward. The next meeting is on Monday 4 December.

WLDC Markets and Events

The Interim Town Clerk attended a meeting with WLDC and the Town's Manager on Tuesday 28 November to discuss town centre activity / plans over the next couple of months. Events can be found on the WLDC [Events Page](#).

Councillor Training

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

Christmas Lights Festival De-brief

The Interim Town Clerk and Councillor Key will be attending a meeting with WLDC Officer for an event de-brief on Thursday 7 December, please pass any comments or observations to Interim Town Clerk or Councillor Key

Cemetery Grave Digging Training

Four members of staff and Retford Memorials undertook an ICCM COTS training course on grave digging on 21st & 22nd November.

Christmas Opening

The Council offices will be closing at 3pm on Friday 22nd December, on Thursday 28th December x2 operatives will be working and the telephones will be manned, then all will return to work on Tuesday 2nd January.

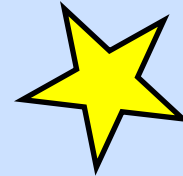
I wish you all a happy merry Christmas.

Annual Leave

The Interim Town Clerk will be on annual leave on Friday 8, 15, 22 and 28 December.

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

What's New This Month?



JADU Basics and JADU Advanced—see page 2
Chairs Workshop—change of date—see page 2
Councillor Workshop cancelled—see page 2
Councillor Induction & Refresher—see page 3
New Clerk's Induction—see page 3
Effective Meetings—see page 3
End of Year & Audit Processes—see page 3
Project Management & Funding cancelled and to be rescheduled—see page 12
Play inspections (with or without exam)—page 12

ICCM Management of Memorials – Inspection training in Lincolnshire

ICCM have arranged Management of Memorials Inspection training for 25th 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.

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 Workshop	An all-day in depth course covering topics including: <ul style="list-style-type: none"> • Powers and duties • Policy and procedure • Employment • Meetings • Planning • Financial management 	29th November 2023 10:00—16:00 CANCELLED	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 22nd March 2024 10:00—12:30	Skype 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"> • Skills required • Managing meetings • Working with the Clerk, other councillors and officers • Planning for success • Understanding your Standing Orders, Financial Regulations and Code of Conduct • Accountability • Community engagement 	5th December 2023 18:00—21:00 PLEASE NOTE CHANGE OF DATE TO 12th December 2023 18:00—21:00	Zoom
JADU Basics	For clerks without any previous JADU experience who would like to manage their own Lincolnshire County Council Website.	23rd February 2024 10:00—16:00	Skype


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"> • The role of the council and councillors • Legal obligations and the employer role • Finance · Risk management • Code of conduct • Declarations of interest • Community engagement • Transparency code obligations 	<p>28th November 2023 18:00—21:00</p> <p>6th February 2024 18:00—21:00</p> 	<p>Zoom</p> <p>Zoom</p>
New Clerk's Induction 	New Clerks Induction Day covering key points and duties for the clerk's role.	29th November 2023 10:00—16:00	LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR
Effective Meetings 	<p>Topics covered:</p> <ul style="list-style-type: none"> • Agendas • Apologies • Interests • Role of the Chair & Clerk • Standing Orders • Public Participation • Recording & Broadcasting • Confidential Matters • Minutes • Annual Parish Meetings • Annual Parish Council Meeting • Common Pitfalls 	20th February 2024 13:00—16:00	Zoom
End of Year & Audit Processes 	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Internal Controls • Internal Audit • External Audit • End Of Year AGAR • End Of Year Documents • Publication • Transparency Code • Common Mistakes 	27th February 2024 13:00—16:00	Welbourn Village Hall 38A Beck Street Welbourn LN5 0LZ

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Employment —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.	Date TBA
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

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	7th November 2023 14th November 2023, 18:30*
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.	30th November 2023 FULL
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

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 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.	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"> • Inviting quotes • Producing specifications and tender documentation • Achieving competition and value for money • Managing contracts. 	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"> • Setting a budget and precept • Contingencies and reserves • How the council tax base affects the budget • Inflation • Budget monitoring 	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"> • Roles and responsibilities • Financial risks • Purpose of internal controls • Case studies • Examples of controls • Review of internal controls 	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.	7th December 2023, 9:30 11th January 2024, 9:30 1st February 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.	13th December 2023, 9:30 16th January 2024, 9:30 8th February 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 7th February 2024, 11:00
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 17th January 2024, 9:30 14th February 2024, 11:00
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.	29th November 2023, 9:30 24th January 2024, 9:30 22nd February 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 20th February 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

All sessions held via Zoom. 1.5-2 hours.
£25 plus VAT.



Course	Description	Date(s)
Social media part 1: Getting started with social media for councils	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.	11th December 2023, 9:30 15th January 2024, 9:30 15th February 2024, 10:30
Social media part 2: Advanced social media strategies and tactics for local councils	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.	12th December 2023, 9:20 18th January 2024, 9:30 23rd February 2024, 9:30
Councillors training: Social media skills for parish and town councillors		7th December 2023, 18:30 23rd January 2024, 18:30 29th February 2024, 18:30
Dealing with difficult people and conversations in our local councils	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.	29th November 2023, 13:30 24th January 2024, 13:30 19th February 2024, 13:00
Councillors training: Chairing council and public meetings effectively	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.	23rd November 2023, 18:30 29th January 2024, 18:30 27th February 2024, 18:30
Canva Part 1—Getting started	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.	28th November 2023, 9:30 11th January 2024, 13:00 6th February 2024, 9:30
Canva Part 2—Advanced	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.	30th November 2023, 13:00 18th January 2024, 13:00 27th February 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

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			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

Dispute Resolution Programme		 (Chris Moses)
<p>Personnel Advice & 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 p.d.solutions@zen.co.uk</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><i>Come and join us for the Clerk’s Networking Day incorporating the SLCC Lincolnshire Branch AGM.</i></p> <p>The morning session will be jointly run by LALC and Pam Flint (Lincolnshire Community & Voluntary Service) and will focus on:</p> <ul style="list-style-type: none"> • Mental health awareness/first aid and next steps • Identifying, managing, and ideas for reducing stress • Promoting good mental health in the workplace • Self-care and resilience • Work-life balance • Signposting to organisations and information for help • There will be some resources available to take away • Setting personal action plans <p>In the afternoon there will be:</p> <ul style="list-style-type: none"> • LALC session on Clerk & Council Training Development, covering - <ul style="list-style-type: none"> • Development paths for Clerks (ILCA, FILCA, ILCA to CILCA, CILCA, Community Governance) • Recommended development paths for council-lors • Local Council Award Scheme • SLCC AGM (Non SLCC members can remain to network and raise any other issues they wish with LALC) <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 & 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"> • Identifying why and when you need a project • Identifying what benefits it will deliver • Clarifying what you are actually going to deliver • How and where to source funding • Actual delivery of the project – management, resources, risk management, reporting, stages/timescales, constraints • How do you know when the project has ended? • What may need to be put in place for day-to-day support, maintenance, and ‘business as usual’ • Identifying lessons for future projects • Reviewing whether the project has delivered the expected benefits 	<p>21st November 2023 10:00 – 15:30</p> <p>TO BE RE-SCHEDULED</p>	TBA

Play Inspections —delivered by:


£65 plus VAT—no EXAM
£175 plus VAT—with EXAM



Description	Date(s)	Venue
<p>NO EXAM. The morning will consist of a presentation and in the afternoon there will be on-site practical training.</p> <p>WITH EXAM. The morning will consist of a presentation and in the afternoon there will be on-site practical training and a practical on-site examination, qualifying for RPII Routine inspector level.</p>	<p>13th March 2024 9:30—16:00</p> <p></p>	<p>Washingborough Community Centre The Sports Pavilion Fen Road Washingborough LN4 1AB</p>

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


Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course		
Essential Skills		
Course	Description	
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"> • Define bribery and corruption • Understand the Bribery Act 2010 and the penalties for breaking the law • Recognise what constitutes a crime under the Bribery Act • Know the six principles organisations should follow when designing their bribery policies and procedures • Know what actions you should take should you suspect bribery 	
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"> • Describe what money laundering is and how it is done • Understand UK legislation and regulations regarding money laundering and what they cover • Explain how to prevent money laundering • Recognise the consequences of non-compliance with anti-money laundering legislation 	
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"> • Understand the principles of customer loyalty and how to build it through your interactions • Communicate more persuasively and effectively via the phone, video calls, face to face, and in writing • Provide a better level of customer service by using your customer service skills 'toolkit' • Understand the customer complaint resolution cycle and how to deal with common customer service challenges 	
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"> • Recognise why fair and effective data management is important to individuals and society as a whole • Understand relevant data protections legislation and regulations, along with the penalties for breaching these • Work with information in a way that doesn't breach the date protection principles and individuals' rights • Respond to requests for information from individuals in a way that is legal and effective 	

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

eLearning - delivered by: £25 plus VAT per course		
Essential Skills		
Course	Description	
Display Screen Equipment (DSE) workstation assessment essentials	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: <ul style="list-style-type: none"> • Understand the importance of DSE workstation assessment • Identify whether you are a high, medium or low-risk user • Recognise the effects of poor posture • Adjust your posture so that you have a good posture while working • Adjust your workstation to suit you • Carry out a DSE risk assessment 	
Environmental awareness essentials	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: <ul style="list-style-type: none"> • Recognise the benefits of a greener approach to your working practices • Know how positive action in the workplace can make a difference to our environment • Take steps to reduce the negative impact your workplace can have on the environment • Make waste management choices that are better for the planet 	
Equality, diversity and inclusion essentials	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: <ul style="list-style-type: none"> • Understand what is meant by 'equality', 'diversity' and 'inclusion', and recognise how they benefit us • Identify who is protected by the Equality Act, and explain what happens if their rights are compromised • Recognise discrimination and other unfair practices in the workplace and know how to act on them • Understand what you can do yourself to promote equality, diversity and inclusion 	
Fire safety essentials	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: <ul style="list-style-type: none"> • Understand employers' responsibilities under fire safety law • Prevent fires by using the fire triangle theory • Identify fire safety signs and appreciate the importance of knowing where they are in your workplace • Identify fire safety equipment and understand how it should be used • Recognise the need to periodically check fire safety procedures • Carry out the fire safety procedures in place for your organisation 	

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

eLearning - delivered by: £25 plus VAT per course		
Essential Skills		
Course	Description	
Freedom of information essentials	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: <ul style="list-style-type: none"> • Recognise when and where the main provisions of the Freedom of Information Act apply • Understand the types of information that will be shared in an organisation's publication scheme • Make or handle requests for information in an appropriate way • Understand the rights of individuals under the Act and the consequences of not complying with the legislation 	
Health and safety essentials	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: <ul style="list-style-type: none"> • Recognise what health and safety is important for individuals, employers and society as a whole • Understand the frameworks of health and safety legislation • Recognise the responsibilities your employer has for your health and safety • Use a range of health and safety techniques and good practice to help keep yourself safe at work (and beyond) 	
Home working essentials	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: <ul style="list-style-type: none"> • Recognise the characteristics of an effective home working environment • Develop and maintain safe home working behaviours • Maintain effective information security and data protection practices • Understand the important of good communication when working remotely • Identify practical strategies to increase your productivity • Recognise the importance of looking after your mental health and wellbeing 	
Human factors essentials	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: <ul style="list-style-type: none"> • Understand the main types of errors that humans make • Identify key workplace error traps in order to remove or manage them • Recognise which Human Performance (HuP) tools can be used to mitigate error traps that can's be removed 	

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

eLearning - delivered by: £25 plus VAT per course		
Essential Skills		
Course	Description	
Information security awareness essentials	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: <ul style="list-style-type: none"> • Recognise why information security is essential to organisations • Identify secure working practices to safeguard company data • Protect information when working remotely and on mobile device • Improve your awareness of online risks and how to stay safe on the internet • Respond to and report information security issues 	
Manual handling essentials	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: <ul style="list-style-type: none"> • Recognise the potential risks of injury from manual handling tasks • Appreciate the importance of keeping yourself and colleagues safe from risk • Assess a range of manual handling factors and take steps to reduce risks • Plan moving and lifting tasks more effectively • Use safer technique when handling loads—individually, as a team, and with common workplace aids 	
Menopause essentials	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: <ul style="list-style-type: none"> • Recognise how menopause affects women in different ways • Take steps to create a more supportive workplace for those experiencing menopause 	
Modern slavery essentials	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: <ul style="list-style-type: none"> • Appreciate the extent of modern slavery in the UK and the many forms it takes • Recognise the factors that can increase a person’s risk of exploitation • Spot signs of modern slavery and human trafficking that can help them identify potential victims • Understand the measures available to punish perpetrators and support potential victims • Report their suspicions or concerns to the appropriate organisation 	

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

eLearning - delivered by: £25 plus VAT per course		
Essential Skills		
Course	Description	
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"> • Recognise the importance of confidence and preparation in staying safe • Understand how reducing 'opportunity' for criminals increases safety • Avoid situations and environments that may place you at greater risk • Practice safe behaviours at work, home, in public, and while travelling • Know what to do if you feel unwell or become a victim of crime 	
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"> • Understand and identify stress and why it can be detrimental for you • Identify stress and stressors in yourself and others • Reduce your exposure to stress • Develop your own Wellness Action Plan • Implement coping strategies in your work and personal life 	
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"> • Understand your own leadership style • Apply your knowledge of leadership styles in different situations • Know how to build relationships and engage your team members • Identify and employ effective team leadership skills and techniques 	
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"> • Understand why good time management is important • Recognise common challenges to effective time management • Apply techniques to improve your own time management skills 	
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"> • Recall which type of activities classify as 'work at height' (WaH) • Recognise your employer's and your own responsibilities under the Work at Height Regulations 2005 (WaH) • Identify risks most commonly associated with working at height • Plan a safe approach to performing work at height • Use stepladders and leaning ladders safely 	

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

eLearning - delivered by: £25 plus VAT per course		
Course	Description	
Standards in public life 	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

eLearning - delivered by: £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"> • Be aware of how habits and behaviours form • Understand the psychological habit loop • Identify and focus on what you want to change • Set yourself an action plan to make positive behavioural changes 	
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"> • Understand the fundamental principles of personal resilience • Be more aware of the benefits of being open and receptive to change • Think positively and view challenges more optimistically • Take personal responsibility and commit to positive action 	
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"> • Adopt a growth mindset and explore your potential • Understand how to positively embrace change as an essential evolution for personal success • Let go of unhelpful thinking and learn to manage uncertainty and complexity • Tap into your dynamic capability and be bolder 	
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

eLearning - delivered by: £25 plus VAT per course		
IT and online skills course		
Course	Description	
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"> • Understand that ‘cyber’ is more than just IT • Understand the concept of the Internet of Things • Have a better understanding of how Data Protection laws are changing • Explain the key differences between the outside and inside cyber threat and what constitutes these types of threats • Understand the importance of passwords and their security in defending your information against a cyber threat • Understand what makes up your digital footprint, and how it can be used as a means of attack • Remember ways to control and manage your digital footprint • Identify ways to stay cyber safe while at work, at home and working on the move • Know what to do if any of your personal accounts are compromised or hacked 	
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"> • Understand the definition and different types of phishing • Explain why phishing attacks are used and how your digital footprint can be exploited for these attacks and for social engineering purposes • Examine the risk of cyber crime and why phishing continues to be a key tool and techniques for attacks • Understand the different types of phishing attacks and how the complexity of each one can be completely different • Know the best way to respond to phishing attacks when at work and at home 	
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"> • Understand the definition of a password and where it originated from • Be able to recognise what both common and vulnerable passwords would look like • Differentiate between a password and a passphrase • Understand how passwords can be attacked and breached • Identify that there are various other security measures in place to protect your password 	

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>eLearning - delivered by:</p> <p>£25 plus VAT per course</p>	
<p>Local (parish and town) council courses</p>	
<p>Course</p>	<p>Description</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"> • Understand the role of the local councillor • Identify the council's purpose • Appreciate how decisions are made • Identify the principles of public life • Recognise the council's legal context • Understand how the council manages its money
<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"> • What is planning? • Role of the Parish Council • What is controlled by planning • Types of planning applications • Material & non-material considerations • The parish council recommendation • Planning conditions • Developer contributions
<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"> • What a precept is and how a Parish Council receives it • What a Parish Council needs to do in preparation for setting it • How a Parish Council can justify the money it seeks • Who should be consulted

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.

*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 G

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 30 November 2023



Gainsborough
TOWN COUNCIL

Annual Assembly of the Town Meeting

Summary

The Council needs to consider the date and format of the Annual Town Meeting or less equivocal the Annual Assembly of the Town Meeting.

Background

The Annual Town Meeting as it is commonly known, is often confused with the Annual Meeting of the Town Council. The two meetings are quite separate.

A Parish Meeting (or Town Meeting) must be held once a year, between 1st March and the 1st June (inclusive), i.e. the Annual Meeting. The meeting should not commence before 6:00pm but it may commence later.

The Annual Meeting is usually summoned by the Chairman of the Town Council, but it may also be called by two Councillors or six local electors. The meeting is **not** called by the Town Clerk. The notice of the meeting must be given with 7 clear days' in advance.

Because the Annual Assembly of the Town Meeting is a meeting of all the local government electors for the Parish and **not** a meeting of the Town Council care should be taken with the room layout to avoid any impression that this is a Town Council Meeting.

Town Councillors attending the meeting do so either as an elector or a non-electors with the exception of the Council's Chairman.

It is common for the Mayor/Chairman to give a Chairman's report. This could contain preliminary Y/E financial reports.

Other suggested content of the meeting may be:

- Report on the Mayor's fund raising for charity.
- A report on the grants given by the Council – this may also be an opportunity for the grant recipients to showcase their cause.
- Opportunity for local organisations such as schools, voluntary organisations, charities etc to talk about their cause.

The format of the meeting is not prescribed in too much detail. Many towns and villages provide refreshments, for instance. Local groups could showcase what they do in a "marketplace" or using performance, rather than a talk.

Recommendation

To decide on a date and possible venue for the Annual Assembly of the Town Council so that preparations can commence.

PAPER H

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 30 November 2023



Gainsborough
TOWN COUNCIL

Correspondence Previously Circulated

- NALC: Chief Executive's Bulletin – 2 November 2023
- WLDC: Business Brief – 2 November 2023
- Central Lincolnshire Plan Team: Local list validation consultation – 2 November 2023
- NALC: Events – 7 November 2023
- NALC: Newsletter – 8 November 2023
- Gainsborough Police Station: Neighbourhood Policing remodel – 15 November 2023
- NALC: Chief Executive's Bulletin – 16 November 2023
- WLDC: Business Brief – 17 November 2023
- NALC: Newsletter – 22 November 2023
- WLDC: Parish Newsletter – 27 November 2023
- Marshalls Yard: News release: Festive Fayre to spread some Christmas cheer at Gainsborough's Marshall's Yard – 27 November 2023
- NALC: Chief Executive's Bulletin – 28 November 2023
- NALC: Newsletter – 29 November 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