

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 12 December 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

In Attendance:

Rachel Allbones

Stephen Coulman

Amanda Clarke

Interim Town Clerk

Operations Manager

Allotments Officer

Also Present:

Councillor Stuart Morley

PS24/114 Apologies for Absence

Apologies for absence were received from Councillors R Craig, K Panter and H Warriner.

PS24/115 Public Participation Period

No public in attendance.

PS24/116 Declarations of Interest

No declarations of interest were declared.

PS24/117 Dispensation Requests

No dispensation requests were received.

PS24/118 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS24/122, PS24/123, PS24/124, PS24/125, PS24/127 & PS24/128 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS24/119 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 14 November 2023 be approved as a 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.

PS24/120 Matters Arising Schedule (Paper B)

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

PS24/121 Allotment Policy & Tenancy Agreement Review (Paper C)

The Recommendation was proposed and seconded and at the request of Cllr Key a recorded vote was taken as follows: -

For: Cllrs Bowler, Dannatt, Plastow

Against: Cllr Key

RESOLVED: to approve the following reviewed documents and application forms: -

- 1) Allotment Tenancy Agreement
- 2) Keeping Animals of Allotment Policy
- 3) Allotment Garden Application form
- 4) Animal & Animal Housing Application form
- 5) Pigeon & Pigeon Loft Application form
- 6) Temporary Structure / Shed Application form
- 7) Pond, Fence, Hedge, Shrub and Bush or Tree Application Form
- 8) Emergency Contact form
- 9) Change of Contact form

RESOLVED: to RECOMMEND to FULL COUNCIL to adopt the below policies: -

10) Allotment Tenancy Agreement Breach, Re-entry and Notice to Quit Policy

11) Waste Management on Allotments Policy

PS24/122 Love Lane Allotment Pond (Paper D)

The Allotments Officer confirmed that contractor D cost was actually £10,114 and not £1,114 as per the report.

It was proposed and seconded and at the request of Cllr Key a recorded vote was taken as follows: -

For: Cllrs Bowler, Key

Abstained: Cllrs Dannatt, Plastow

RESOLVED:

- 1) Based on the asbestos survey report received from Nsure Environmental, to remove the asbestos.
- 2) To instruct contractor C to remove the asbestos from site - £3,900 backfill cost using soil in situ with approval to go to £6,400 if the soil is removed + VAT.
- 3) That a 10% discretion (£390) be given to the Allotments Officer to allow for any price fluctuations or unforeseen works.
- 4) To adjust the budget accordingly.

Note: The Allotments Officer and Councillor Morley left the meeting at 8.21pm.

PS24/123 Marshalls Sports Ground Bowls Sheds (Paper E)

RESOLVED to RECOMMEND TO FULL COUNCIL:

Initialled:

Property and Services Committee minutes 2023-24

- 1) That contractor A be awarded the works - £3,950 + VAT.
- 2) That a 10% discretion (£395) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- 3) To adjust the budget accordingly.

PS24/124 Marshalls Sports Ground Main Pavilion Heating (Paper F)

RESOLVED:

- 1) That the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council, liaise and discuss with WLDC regarding the replacement of the BMS managed H&HWS at Marshalls Pavilion.
- 2) That the Council set aside a contingency budget / reserve for the ongoing maintenance of the H&HWS at Marshalls Pavilion. This to be a minimum of £8,500.
- 3) That the Operations Manager, in consultation with the Interim Town Clerk, update the Committee at a future date.

PS24/125 Richmond House Rear Entrance and Toilets (Paper G)

RESOLVED to RECOMMEND TO FULL COUNCIL:

- 1) That the single quotation made up from three local contractors acting as one be accepted - £6,510 plus VAT
- 2) That the contractor be engaged to undertake the works as soon as their work schedule permits.
- 3) That a further 10% discretion (£650) be given to the Operations Manager to allow for any unforeseen works. Richmond House being old and remodelled has numerous unknowns behind the facade.
- 4) That the Operations Manager ask LCCR for a contribution to the works as the ladies and gents WCs are part of the expired and future leases.
- 5) To adjust the budget accordingly.

PS24/126 General Cemetery Chapel Condition Survey (Paper H)

RESOLVED: to defer the item until the next meeting and agree to share the report with WLDC Cllr Young and The Friends of Gainsborough Cemeteries and Chapel.

PS24/127 Grave Digging Service Level Agreement (SLA) (Paper I)

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

The Recommendation was proposed and seconded and at the request of Cllr Key a recorded vote was taken as follows: -

For: Cllrs Bowler, Dannatt, Plastow

Against: Cllr Key

RESOLVED:

- 1) That approval be given to Operations Manager, in consultation with the Interim Town Clerk, to invite quotations from grave digging contractors via an SLA. This to include the present grave digging contractor and those previously engaged by the Council. Note: Any text in red in the SLA will be amended to suit the date of the document sent.
- 2) That the closing date for quotations and completed and signed SLA be set by the Operations Manager in consultation with the Interim Town Clerk.

- 3) That upon receipt of any valid quotations and completed and signed SLAs the selection of the successful contractor be made by the Leader of the Council, Interim Town Clerk and Operations Manager.

PS24/128 Sandfield Lane North Play Area

The Interim Town Clerk circulated the response received from the letter serving notice.

RESOLVED: to NOTE the update.

PS24/129 Council Leased Vehicles and Revised Operations Team Working - Equipment (Paper J)

RESOLVED: that the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council investigate the following:

- a) Enquire with the vehicle lease companies on the most beneficial resolution to retaining or leasing two new panel vans with tow bars.
- b) Ask a minimum of three (3) suppliers for advice, trade in values and recommendations based upon the Council's future needs and to provide quotations for:
 - i) Purchase or lease a suitably rated (horsepower) compact tractor with cab and grass tyres.
 - ii) Purchase or lease a front bucket / loader.
 - iii) Purchase or lease a 1 or 2 tonne caged tipping trailer.
 - iv) Purchase or lease a seven (7) gang towed cylinder mower set.
 - v) Purchase, lease or hire a rear mounted side arm flail.
 - vi) Purchase, lease or hire a rear mounted rotavator.
- c) The Operations Manager report back to a future meeting with the findings of the above.
- d) That the Interim Town Clerk / RFO advise on the allocation / re-allocation of budget(s), Allocated Reserves and General Reserve and report back to a future meeting with the findings.

Note: Councillor Key voted against the above resolution.

PS24/130 2024 / 2025 Budget

RESOLVED: to **RECOMMEND** the proposed budget requirements for 2024/25 for this Committee to Finance and Strategy Committee.

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

- 12) Grounds Maintenance
- 13) Richmond House & Park
- 14) Sports Grounds
- 15) Cemetery
- 16) Play Areas
- 17) Allotments
- 18) Public Realm
- 19) Events
- 20) Christmas Lights

PS24/131 Items for Notification

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

- Levellings Dog Walk Footpath
- General Cemetery Chapel Condition report
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update - January
- Richmond House Fire Risk Assessment review

PS24/132 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services committee is scheduled for Tuesday 16 January 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 9:19pm

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