

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 Sean Brennan
Councillor Richard Craig	Councillor Dennis Dannatt
Councillor Caz Davies	Councillor Michael Devine
Councillor David Dobbie	Councillor Richard Doy
Councillor Paul Hooton	Councillor Paul Key
Councillor Stuart Morley	Councillor Liam Muggridge
Councillor Keith Panter	Councillor James Plastow
Councillor James Ward	Councillor Harry Warriner
Councillor Kenneth Woolley	

Notice is hereby given that a meeting of the **Council** which will be held on **Tuesday 9 January 2024** commencing at **7:00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

AGENDA

Open Forum Public Participation

(Members of the public are welcome to present any matter relevant to the wellbeing of Gainsborough Town and each presenter 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](#).

FC24/130 Apologies for Absence

To note apologies for absence.

FC24/131 Tributes to Councillor Tim Davies

FC24/132 Chairman of the Council

To appoint a new Chairman of the Council for the remainder of 2023/24 municipal year.

To appoint roles should any become vacant.

FC24/133 Declarations of Interest

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

FC24/134 Dispensation Requests

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

FC24/135 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.

FC24/136 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 5 December 2023 (pages 5 to 8)

FC24/137 Committee Chairman appointments

To appoint a Chairman of the Property and Services Committee.

FC24/138 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 12 December 2023 (pages 9 to 14)

Paper C – Finance and Strategy Committee, Tuesday 19 December 2023 (pages 15 to 17)

FC24/139 Announcements

To receive and note updates from: -

- i. Chairman of Council
- ii. Leader of Council
- iii. Interim Town Clerk

Paper D (pages 18 to 20)

FC24/140 Annual assembly of the Town Meeting

To approve date and location for the Annual Town Meeting and note arrangements to date.

Paper E (pages 21 to 22)

FC24/141 Recommendations made by Committees

- i. To consider the following recommendation from Property & Services Committee held 12 December 2023 (PS24/121 Allotment Policy and Tenancy Agreement Review):

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

- Allotment Tenancy Agreement Breach, Re-entry and Notice to Quit Policy
- Waste Management on Allotments Policy

Paper F (pages 23 to 29)

- ii. To consider the following recommendation from Property & Services Committee held 12 December 2023 (PS24/123 Marshalls Sports Ground Bowls Sheds):

RESOLVED: to RECOMMEND to FULL COUNCIL

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

- iii. To consider the following recommendation from Property & Services Committee held 12 December 2023 (PS24/125 Richmond House Rear Entrance and Toilets):

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.

- iv. To consider the following recommendation from Finance & Strategy Committee held 19 December 2023 (FS24/077 Ear Marked Reserves):

RESOLVED: to RECOMMEND TO FULL COUNCIL

To NOTE current status of the ear marked reserves and approve amendments.

Paper G (pages 30 to 32)

- v. To consider the following recommendation from Finance & Strategy Committee held 19 December 2023 (FS24/078 Draft 2024 / 2025 Budget):

RESOLVED: to RECOMMEND TO FULL COUNCIL

To approve the budget as presented, representing a total budget requirement and precept demand of £645,316.

Paper H (pages 33 to 52)

FC24/142 Correspondence

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

Paper I (pages 53 to 54)

FC24/143 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- Changing Places Presentation - February

FC24/144 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 6 February 2024 at 7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Thursday, 04 January 2024

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 5 December 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 Sean Brennan	Councillor Michael Devine
Councillor David Dobbie	Councillor Richard Doy
Councillor Paul Key	Councillor Stuart Morley
Councillor Liam Muggridge	Councillor James Ward
Councillor Harry Warriner	Councillor Kenneth Woolley

In Attendance:

Rachel Allbones
Stephen Coulman

Interim Town Clerk (ITC)
Operations Manager (OM)

Also Present:

1 member of the public
Claire Moore, Citizen of the Year

A Minutes Silence was observed in memory of Councillor Tim Davies.

Presentation of Citizen of the Year 2023 to Claire Moore.

Open Forum Public participation

A member of the public asked the following questions: -

- 1) Who gave permission for an asbestos garage to be erected on Love Lane allotments?

The response from the question in November regarding the above allegedly contained a lie.

It was advised that a response would be provided within 14days.

FC24/119 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, R Craig, C Davies, D Dannatt, P Hooton and K Panter.

FC24/120 Declarations of Interest

No declarations of interest were made.

FC24/121 Dispensation Requests

No dispensation requests were received.

Initialled:

FC24/122 Items for Exclusion of Public and Press

No items to exclude the public and press.

FC24/123 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Council meeting held on Tuesday 7 November 2023 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillors Brennan and Key abstained from voting on the above resolution.

FC24/124 Committee Meeting Minutes (Papers B - E)

Paper B - Property and Services Committee, Tuesday 14 November 2023

Paper C – Personnel Committee, Wednesday 8 November 2023

Paper D – Finance and Strategy Committee, Tuesday 21 November 2023

Paper E - Planning Committee, Tuesday 28 November 2023

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

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

FC24/125 Announcements (Paper F)

i. Chairman of Council

The Chairman addressed the Council, informing Members of the funeral of Councillor Tim Davies, Mayor of Gainsborough.

ii. Leader of Council

The Leader was not in attendance.

iii. Interim Town Clerk

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

FC24/126 Annual assembly of the Town Meeting (Paper G)

RESOLVED: to enquire about booking the Salvation Army community hall on a Thursday in April 2024.

Once date is set invite community groups (Night Light Café, Bearded Fisherman, Gainsborough Trinity Foundation etc) to see if they wish to make representation at the meeting. Ask the PCC or Inspector Head, WLDC LUF Team and the Community Rail Partnership if they wish to attend and present to the meeting.

FC24/127 Recommendations made by Committees

Members considered a recommendation from Property & Services Committee held 14 November 2023 (PS24/109):

RESOLVED: 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 (Paper H)

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

FC24/129 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 9 January 2024 at 7.00pm at Richmond House, Morton Terrace.

The meeting closed at 7:35pm

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

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DRAFT 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 Dennis Dannatt
Councillor Paul Key

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

- 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

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 FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 19 December 2023** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Key (Chairman)

Councillor Nigel Bowler
Councillor Michael Devine
Councillor Richard Doy

Councillor Richard Craig
Councillor David Dobbie
Councillor James Plastow

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

FS24/069 Apologies for Absence

Apologies for absence were received from Councillor L Muggridge.

FS24/070 Public Participation Period

No public in attendance.

FS24/071 Declarations of Interest

No declarations of interest were made.

FS24/072 Dispensation Requests

No dispensation requests were received.

FS24/073 Items for Exclusion of Public and Press

No items for exclusion of public and press.

FS24/074 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 21 November 2023 be approved as a as a true and accurate record and signed by the Chairman.

FS24/075 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 14 December 2023
- ii. Cashbook Summary (including due and unpaid transactions) for 14 December 2023

Initialled:

iii. Budget Comparison Report (including due and unpaid transactions) for 14 December 2023

FS24/076 Bank Reconciliation (Paper E)

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

FS24/077 Ear Marked Reserves (Paper F)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to **NOTE** current status of the ear marked reserves and approve amendments.

FS24/078 Draft 2024 / 2025 Budget (Paper G)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to approve the budget as presented, representing a total budget requirement and precept demand of £645,316.

Note: Councillor Dobbie abstained from voting.

FS24/079 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
- Registrar Lease renewal
- Additional Bank Account
- LCAS Quality Status

FS24/080 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 23 January 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:28pm

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

PAPER D

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 4 January 2024



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 month there have been no incidents of ASB.

Vacancy

Due to the death of Councillor Tim Davies, a vacancy has arisen in the Office of Councillor for the Gainsborough Hill Parish.

If by 17 January 2024 (*14 days after the date of the notice) a request for an election to fill the vacancy is made in writing to the Returning Officer by TEN electors for the Gainsborough Hill Parish, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 21 March 2024.

Christmas Lights and Tree Removal

The lights will be switched off and the tree unwrapped on Friday 5 January, the tree will be removed on Monday 8 January and the decorations aim to be removed by Tuesday 16 January, but due to two engineers being injured the derig schedule may run unto Saturday 20 January this year.

Meeting with WLDC

The Interim Town Clerk, Operations Manager and the Leader have been invited to attend the Leisure, Culture, Events and Tourism meeting at WLDC on Monday 22 January to discuss the Revive Festival and Christmas Lights Festival.

Chairman Group Meeting

The next meeting is on Monday 15 January.

Internal Audit

The Councils Internal Audit is taking place on Wednesday 17 January at the Council offices by LALC.

HR Compliance Audit

The Councils annual HR Compliance Audit is taking place on Monday 29 January at the Council offices by Stallard Kane.

WLDC Markets and Events

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

Marshalls Bowls Pavilion

The repairs to the brown bowls shed roof were complete on Tuesday 19 December, the bowls club have been advised of this and requested that internal works be carried out.

Cemetery Compound

Improvements to the security usage of the cemetery compound will begin next week.

Love Lane Allotment Pond

The asbestos from the pond area was removed on Wednesday 3 & Thursday 4 January.

Sandsfield Lane North Play Area

Between 22 December and 28 December all swings have been removed and equipment taped off with notices stating, 'Danger do not use unsafe equipment'. We presume this was carried out by Thonock and Somerby Estates but need to confirm this.

Neighbourhood Plan Working Group Meeting

The Admin Support Officer organised a meeting of the Neighbourhood Plan Working Group for Tuesday 12 December. The quorum is three members present of which two must be members of the Council. Unfortunately we had three third party community members attend and one member of the Council (Cllr Devine), so the meeting was unable to commence. We had received apologies from Cllrs Hooton and Ward. Understandably the third-party community members were unhappy with the situation. I would recommend that the Chairman of the Planning Committee make steps to personally organise another meeting of the working group.

Aisby Walk Play Area S106

The Operations Manager is in discussions with the Headteacher at The Gainsborough Academy to begin consultation with student Councils at local schools to find what their aspirations for the site would be. The Operations Manager will be attending TGA on Tuesday 6 February.

Headstone Damage

A headstone was damaged during routine tree maintenance in the cemetery extension. Communication with the family has been attempted but contact details are out of date, a notice will be placed on the headstone and other lines of communication attempted.

Annual Leave

The Interim Town Clerk will be on annual leave on from Wednesday 10 to Monday 15 January 2024.

PAPER E

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 4 January 2024



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

At the Full Council meeting in December it was **RESOLVED**: to enquire about booking the Salvation Army community hall on a Thursday in April 2024.

Once date is set invite community groups (Night Light Café, Bearded Fisherman, Gainsborough Trinity Foundation etc) to see if they wish to make representation at the meeting. Ask the PCC or Inspector Head, WLDC LUF Team and the Community Rail Partnership if they wish to attend and present to the meeting.

The date has been set for Thursday 18th April 2024.

Following correspondence with the Salvation Army it was decided the room to be unsuitable. *The Community Hall doesn't have a projector or screen, there are four tables and the area seats 20 at a push.*

The community hall is approximately 5 meters wide and 8 meters long that can be used by the public, the other 3rd of the room which is in the smaller L of the L shaped room is used for our food bank and can't be used by the public.

We have currently blocked Marshalls Sports Ground function room out for the Thursday 18th April 2024.

Current responses for involvement are below: -

- Gainsborough Trinity Foundation **(Yes) – Talk/Stand or both**
- Community Rail Partnership **(Yes) – Info Stall**
- WLDC Levelling Up **(Yes) – Presentation**
- Night Light Café **(Yes) – Talk (provisionally)**
- Greener Gainsborough **(Yes) – Info stall**
- Connexions 4 Youth (unsure if they're just attending or doing a talk (etc) – awaiting confirmation from Cllr Craig
- Salvation Army Food Bank **(Yes) – Talk**
- LCC Councillor Richard Davies - Gainsborough Transport Strategy **Yes – will request confirmation of if it is a talk, presentation or info stall**

No response as of yet:

- Gainsborough Police
- Voluntary Centre Services
- Bearded Fishermen

Recommendation

To approve the date of Thursday 18th April 2024 at Marshalls Sports Ground.

PAPER F

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

Contents

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2. What is a breach of an Allotment Tenancy Agreement ?	2
3. What will happen if I breach my Allotment Tenancy Agreement / next steps?	2

Document History

Adopted by Council – 9 January 2024
Reviewed & Adopted -

1. Introduction

1.1 This Policy applies to any Tenant who holds an Allotment Tenancy Agreement at any of the allotment sites in Gainsborough.

Foxby Hill, Love Lane, North Warren, Showfield, and Spital Hill

1.2 It will also be used by staff and Councillors.

1.3 This policy applies to all Tenants, who breach their Allotment Tenancy Agreement. However careful consideration will be given to Tenants who's individual circumstances prevents them from adhering to their Allotment Tenancy Agreement such as, but not limited to, illness, injury and or death of an immediate family member.

2. What is a breach of Allotment Tenancy Agreement?

2.1 A breach of Allotment Tenancy Agreement is when the Tenant fails to comply with any part of the Allotment Tenancy Agreement or Council Policies.

2.2 Please refer to the Allotment Tenancy Agreement and Council Policies to give a clear understanding of the conditions to which you have signed for and / or paid for an allotment garden. Please note that by paying for your Allotment Garden(s) and / or signing the Allotment Tenancy Agreement, you're agreeing to all terms and conditions set out in the Allotment Tenancy Agreement and Council Policies.

3. What will happen if I breach my Allotment Tenancy Agreement / next steps?

3.1 The Allotment Officer will attempt to contact the Tenant by telephone to discuss the breach.

3.2 Following on from any telephone call a letter will be issued outlining the discussions between the Allotment Officer and Tenant, noting any agreements that were made between the Allotment Officer and the Tenant to rectify the breach. The maximum timescale of such is twenty-eight (28) days.

3.3 If the Allotment Officer is unable to contact the Tenant by telephone, a letter or email will be issued outlining the concerns that have been raised. The Allotment Officer will give a maximum of twenty-eight (28) days' notice for the breach to be rectified.

3.4 If the breach has not been rectified in twenty-eight (28) days a further letter/ email will be issued advising the Tenant, they have a further twenty-eight (28) days to rectify the breach.

3.5 Failure to rectify the breach within the timescale set out in point 3.4 above will result in a notice to quit or re-entry notice being issued, giving the Tenant twenty-eight (28) days to clear their belongings from the plot.

3.6 After the twenty-eight (28) days stated in point 3.5, Gainsborough Town Council will terminate the Tenants Allotment Tenancy Agreement by re-entry due to the Tenant not duly complying with the conditions of their Allotment Tenancy Agreement.

3.7 If two (2) 'separate' recorded Allotment Tenancy Agreement breaches occur during a twelve (12) month period a notice to quit or re-entry notice will be issued if a third breach occurs, giving the Tenant twenty-eight (28) days to clear his / her Allotment Garden.

- 3.8 In the event of a proven serious breach of the Allotment Tenancy Agreement e.g., aggressive behaviour, verbal and or physical, threats to harm, vandalism or theft, a notice to quit or re-entry notice may be issued immediately following on from a Council and Police investigation whereby the Tenant was found to be charged of such behaviour. The notice served will give twenty-eight (28) days for the Tenant to remove all belongings from the Allotment Garden. The Tenant must arrange suitable times to attend the Allotment Garden with a member of the Council to remove their belongings.
- 3.9 Gainsborough Town Council will terminate the Tenancy by re-entry if the rent is in arrears for more than forty (40) days from the Allotment Tenancy Agreement date.
- 3.10 The Tenant has the right to appeal any breach notices they receive, within seven (7) days, with the reasoning for the appeal. The appeal will then be considered at a Property and Services Committee meeting. The Allotment Officer will forward all correspondence to the Members of the Committee to allow an informed decision as to either overturn the decision or to uphold it. The Committee decision will be final.

Waste Management on Allotments Policy

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1. Introduction.....	
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5. Bonfires	

Document History

Adopted by Council – 09 January 2024
Reviewed & Adopted –
Reviewed & Adopted –

1. Introduction

- 1.1 This policy is for any Tenant who hold an Allotment Tenancy Agreement at any of the allotment sites in Gainsborough.

Foxby Hill, Love Lane, North Warren, Showfield and Spital Hill

- 1.2 It will also be used by Councillors and staff when considering applications.
- 1.3 It is not permitted for any Tenant to bring household waste, commercial waste, or unwanted items to the allotment garden as none of the allotment sites are licensed to receive waste. To bring waste onto the allotment may constitute a breach of Environmental Protection Legislation and may result in immediate termination of your Allotment Tenancy Agreement.

2. Composting.

- 2.1 Tenants are encouraged to compost as much green waste as possible.
- 2.2 Green items that cannot be composted such, as diseased shrubs and / or invasive weeds, ideally should be bagged up and taken to Gainsborough Household Waste and Recycling Centre, Longwood Road, Gainsborough. Link below for opening times.
<https://www.lincolnshire.gov.uk/gainsborough-recycling-centre>
- 2.3 To ensure any unwanted green waste does not affect neighbouring plots, allotment Tenants are encouraged to build a composter at the end of their allotment garden or to use a composting bin.
- 2.4 The burning of any waste of any kind on an allotment garden should be considered a last resort. Refer to point 5.

3. Reuse, Recycle / Donate

- 3.1 Any materials or items the Tenant no longer requires, e.g., wood, wooden pallets or pots, can be donated to another Tenant for reuse. The Tenant may also, upon agreement, donate items to the Council for donation to another Tenant.

4. Skip & Gainsborough Household Waste and Recycling Centre

- 4.1 Each allotment site has a budget for skips per financial year. The Council reserve the right to withdraw this provision at any time.
- 4.2 It is not permitted for items to be brought from home to be put in the skip, only items from the allotment garden should be placed in the skip. Refer to point 1.3.
- 4.3 Any items that cannot be reused, recycled, or donated when a skip is not available, the Tenant should take their items to Gainsborough Household Waste and Recycling Centre. The Tenant must not stack or store items up on allotment garden.

<https://www.lincolnshire.gov.uk/gainsborough-recycling-centre>

- 4.4 Any accumulation found on the allotment garden considered to be superfluous (excessive) to the tenant immediate needs or prejudicial to health or a nuisance must

be removed. Failure to comply with this requirement may result in termination of your Allotment Tenancy Agreement.

5. Bonfires

- 5.1** Bonfires should be the last resort for disposing of any unwanted materials on the allotment garden. This is to reduce the likelihood of nuisance to other Tenants and nearby residents.
- 5.2** Fires are allowed for the burning of material between 1st November and 28th February. However, refer to point 4.4.
- 5.3** The Tenant must make sure that materials on the fire are dry so that it will give off a minimal amount of smoke and so not to cause a nuisance.
- 5.4** The Tenant is only to have a fire if there is little or no wind so that smoke will not blow onto the road other plots or nearby residents.
- 5.5** The Tenant must not have a fire if there is mist or fog.
- 5.6** The Tenant must use a container to have a fire such as a barrel or incinerator.
- 5.7** The Tenant must never have a fire close to any trees, shrubs, hedges, fences, sheds, greenhouses etc.
- 5.8** The Tenant must have sufficient full watering cans or sufficient buckets, ready to put the fire out, should it get out of control or produce smoke that causes a nuisance.
- 5.9** The Tenant must not burn any materials that will give rise to dark smoke and acrid smells such as plastics and rubber. You must not burn any business waste on your allotment, or use accelerants, such as petrol, to get the fire started or burn near hedges, buildings, or anything else that might catch fire.
- 5.10** All fires must be attended to at all times and not cause a nuisance to neighbouring residents or other allotment Tenants. All fires must be fully extinguished before leaving the allotment site.
- 5.11** The Council will work with West Lindsey District Council Environmental Health, should there be any concerns regarding poor waste management or nuisance from any accumulation or smoke.
- 5.12** Failure to comply with this policy may result in termination of your Allotment Tenancy Agreement.

PAPER G

Earmarked Reserves Review

		31/03/2023	Acutal Net	Balance	Recommendation
1	General Fund	210,953.40	26,856.50	184,096.90	
2	Mayors Charity Account	0.00	0.00	0.00	
3	Roses AWP Sinking Fund	59,500.00	0.00	59,500.00	Retain
4	Roses Key Deposits	950.00	0.00	950.00	Retain
5	Marshalls Key Deposits	700.00	0.00	700.00	Retain
6	Levellings Key Deposit	0.00	0.00	0.00	N/A
EMPLOYEE COSTS					
7	Allotment Officer	26,000.00	17,355.39	8,644.61	Remove at YE
8	Staff Training	2,000.00	0.00	2,000.00	Retain
ADMINISTRATION					
9	Community Grants	4,840.00	0.00	4,840.00	Retain for future applications
10	Election Costs	22,000.00	608.23	21,391.77	Retain as no budget
11	Governance Support / Recruitment	2,500.00	0.00	2,500.00	Release EMR at YE if not spent
RICHMOND HOUSE & PARK					
12	Richmond House Maintenance	26,000.00	3,231.58	22,768.42	Retain to be spent on window refurb hopefully by YE then remove
13	Richmond House Conservatory replacement	15,000.00	750.00	14,250.00	Retain until works complete, add unspent budget at YE
14	Richmond Park Toilet Renovations	1,583.57	0.00	1,583.57	Retain
15	Richmond Park Compound Fencing	4,000.00	0.00	4,000.00	Retain until Planning permission obtained and works complete
GROUNDS MAINTENANCE					
16	General Tree Maintenance & Survey	15,700.00	2,900.00	12,800.00	Retain as no budget
17	General Footpath Maintenance	38,650.00	16,880.67	21,769.33	Need to move forward with further works needed
18	General Litter Bin refurb / replacement	2,000.00	0.00	2,000.00	Retain as no budget
19	General Green Waste Removal	5,500.00	4,250.00	1,250.00	Retain as no budget
SPORTS GROUNDS					
20	Marshalls Pavilion Maint (Electrics, Boiler, Solar & Water Ta	5,500.00	2,053.35	3,446.65	Retain as issues with boiler and electrics still not 100% resolved.
21	Marshalls Ditch Clearence	8,000.00	0.00	8,000.00	Retain £3,000 and transfer £5,000 to Marshalls Pavilion Maintenance above

Earmarked Reserves Review

22	Ground Maintenance & Renovations (Marsh, Levs)	2,000.00	615.00	1,385.00	Remove at YE as works will be complete
	CEMETERY	Year End	Actual Net	Balance	Recommendation
23	Cemetery Topple Testing	15,118.00	0.00	15,118.00	Contractor to be appointed, unsure of end figure
24	Cemetery Boundary Fence Maintenance	5,000.00	0.00	5,000.00	Retain for future maintenance
25	Cemetery Woodland Burial	2,000.00	0.00	2,000.00	Move into Boundary fence maintenance
26	Cemetery Extension B Land Sinking Fund	47,000.00	0.00	47,000.00	Retain for future development
	PLAY AREAS				
27	General Play Equipment Maintenance	10,500.00	6,324.60	4,175.40	Retain as repairs highlighted in RoSPA report
28	Wet Pour Maintenance	1,000.00	0.00	1,000.00	Building reserve for future repairs
29	Levellings Future Development	16,295.50	18,790.27	-2,494.77	Remove EMR
30	Levellings Changing Room Maintenance	2,217.17	0.00	2,217.17	Retain for future development
31	Levellings Difibrillator	400.00	0.00	400.00	Retain for installation of Defib
32	Aisby Walk Skate Park	18,000.00	14,158.27	3,841.73	Retain for future repairs
	PUBLIC REALM				
33	Silver Street Sculpture Maintenance	1,000.00	0.00	1,000.00	Retain for any maintenance works, no budget
	ALLOTMENTS				
34	Allotment Site Maintenance & promotion	6,000.00	0.00	6,000.00	Retain for projects
35	Showfield Allotment Wall Maintenance	2,000.00	0.00	2,000.00	Retain for future repairs
36	North Warren Allotment Fence Replacement	5,200.00	0.00	5,200.00	Retain, awaiting contractor
37	Foxby Hill Allotment Association Funds	108.07	0.00	108.07	Retain
	EVENTS				
38	Kings Coronation event	4,012.76	1,802.50	2,210.26	Release EMR
	COMMUNITY INFRASTRUCTURE LEVY				
39	CIL	19,410.05	16,500.00	2,910.05	Retain & add further funds awarded

TOTAL General Reserve	210,953.40	26,856.50	184,096.90
TOTAL Ear Marked Reserve	397,685.12	106,219.86	291,465.26
TOTAL	608,638.52	133,076.36	475,562.16

PAPER H

DRAFT Budget 2024 / 2025

04/01/2024

	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change
	£	£	£	£	%
EMPLOYEE COSTS	290,544	343,050	220,773	450,550	31.34
ADMINISTRATION	20,360	34,356	18,160	34,660	0.88
GROUNDS MAINTENANCE	29,445	53,836	32,484	50,150	-6.85
RICHMOND HOUSE & PARK	22,362	57,451	22,342	39,370	-31.47
SPORTS GROUNDS	11,454	33,174	7,803	24,683	-25.60
CEMETERY	-33,281	26,427	-6,557	4,883	-81.52
PLAY AREAS	2,883	-2,855	-6,024	6,125	-314.54
ALLOTMENTS	-3,712	23,111	1,798	140	-99.39
PUBLIC REALM	3,221	3,155	1,416	3,355	6.34
EVENTS	46	9,180	3,049	2,800	-69.50
CHRISTMAS LIGHTS	30,228	32,000	24,531	28,600	-10.63
CIL	-19,203	0	-15,212	0	#DIV/0!
TOTALS	354,346	612,885	304,563	645,316	5.29
Net Operating Cost	354,346	612,885	304,563	645,316	5.29
WLDC Council Tax Support Grant	0	0	0	0	#DIV/0!
WLDC Precept Contribution	100	100	100	100	0.00
Precept Request to WLDC	554,258	612,785	612,785	612,785	0.00
(Deficit)/Surplus	200,012	0	308,322	-32,431	#DIV/0!
Tax Base	4,774.09	4,942.53		4,942.53	
Precept (Council Tax Charge)	£116.10	£123.98		£131.76	
Band D Per week	£2.23	£2.38		£2.53	
Council Tax Increase / Decrease	2.27%	6.79%		6.27%	

The council tax base is the total number of Band D equivalent dwellings liable for council tax after discounts, exemptions and premia (the total number of dwellings on the valuation list is subject to a range of discounts and exemptions that reduce the effective tax base)

Code	EMPLOYEE COSTS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
1000	Payroll	286,138	334,000	215,108	444,000	32.93	
1000/1	Gross Salary	233,152	266,000	172,548	340,000	27.82	x12 Members of staff £8,644.61 remaining in earmarked reserves for 23/24 Allotment Officer salary
1000/2	Employer NI Contribution	20,959	25,000	17,009	34,000	36.00	as above
1000/3	Employer Pension Contribution	32,028	43,000	25,550	70,000	62.79	25.2% - currently x6 Members of staff (budget for 8)
1000/3	Overtime	0	0	0	0	#DIV/0!	
1000/4	Additional Remuneration	0	0	0	0	#DIV/0!	
1000/5	Redundancy	0	0	0	0	#DIV/0!	
1000/6	Agency Staff	0	0	0	0	#DIV/0!	
1010	Travel and Training	3,061	5,600	3,362	3,300	-41.07	
1010/1	Staff Travel	61	500	0	200	-60.00	Estimated staff travel costs
1010/2	Staff Training	3,000	5,000	3,362	3,000	-40.00	£2,000 in earmarked reserves
1010/3	Staff Car Business Insurance Reimbursement	0	100	0	100	0.00	For car business insurance for Ops Manager
1020	Workwear & ID	1,345	3,450	2,303	3,250	-5.80	
1020/1	Staff Workwear	1,354	3,200	2,151	3,000	-6.25	Workwear costs
1020/2	H & S / First Aid	0	200	127	200	0.00	
1020/3	Staff ID Badge	-9	50	25	50	0.00	
TOTAL EXPENDITURE		290,544	343,050	220,773	450,550	31.34	

Code	ADMINISTRATION	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
2000	Office Supplies & Telecom	11,555	12,100	7,886	12,650	4.55	
2000/1	IT Services and Maintenance	6,303	5,500	3,832	6,000	9.09	Email services and maintenance
2000/2	Printing	1,539	1,750	1,188	1,800	2.86	Photocopier printing charges
2000/3	Postage and Stationery	1,676	1,300	896	1,300	0.00	Postage charges
2000/4	Office Equipment	352	500	0	500	0.00	
2000/6	Telephone & Broadband	1,276	1,550	1,161	1,550	0.00	Office phoneline & broadband charges
2000/7	Mobiles	320	1,000	717	1,000	0.00	Potential x4 mobile contracts
2000/8	Shredding	88	500	92	500	0.00	Confidential shredding
2010	Publicity	120	420	0	420	0.00	
2010/1	Annual Public Meeting	0	120	0	120	0.00	Room hire & refreshment costs
2010/3	Website	120	300	0	300	0.00	Website hosting and maintenance fees
2020	Subscriptions	3,078	3,138	338	3,138	0.00	
2020/1	LALC	2,586	2,800	0	2,800	0.00	Estimated annual subscription
2020/2	The National Allotment Society	55	55	55	55	0.00	Annual subscription
2020/4	ICCM	95	95	95	95	0.00	Annual subscription
2020/5	Publications	237	0	0	0	#DIV/0!	Not expecting to purchase any publications
2020/6	Information Commissioners Office	55	55	55	55	0.00	Annual subscription
2020/7	NALC	50	0	0	0	#DIV/0!	Local Council Award Scheme
2020/8	The Rural Town Group	0	133	133	133	0.00	
2030	Democratic & Civic	2,020	4,886	1,122	5,025	2.84	
2030/1	Civic Service	0	1,600	0	1,600	0.00	Estimated cost
2030/2	Civic Regalia & Past Mayor badge	0	200	0	200	0.00	Mayoral chain repairs
2030/3	Citizen of the Year Award	0	0	0	0	#DIV/0!	x4 Medals purchased 2020
2030/5	Mayors Allowance	500	542	542	500	-7.75	As set out in Members Allowances Policy
2030/6	Mayors Expenses	80	1,500	166	1,500	0.00	As set out in Members Allowances Policy
2030/7	Mayors Cadet	0	0	0	100	#DIV/0!	Estimated expenses if a cadet is appointed
2030/8	Election Costs	785	0	0	0	#DIV/0!	Ear mark unspent budget of £21,391.77
2030/9	Councillor Training	180	235	235	300	27.66	LALC annual training scheme
2030/10	Councillor Travel	0	200	0	200	0.00	Travels allowance to training events
2030/11	Councillor ID	0	75	66	75	0.00	ID Badge
2030/12	Miscellaneous Expenses	40	100	113	100	0.00	Meeting refreshments
2030/13	AdvantEDGE Admin+ & Asset Manager	434	434	0	450	3.69	Annual contract
2040	Grants	2,025	2,000	2,000	2,080	4.00	
2040/1	S137 - GPC	25	0	0	80	#DIV/0!	Poppy wreath purchase
2040/2	Community Grants	2,000	2,000	2,000	2,000	0.00	£4,840 in earmarked reserves

DRAFT Budget 2024 / 2025

04/01/2024

Code	ADMINISTRATION	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
2060	Insurance	18,998	12,100	12,082	12,500	3.31	
2060/1	Zurich Municipal	11,347	12,100	12,082	12,500	3.31	Estimated Annual cost
2060/2	Claims expenses	7,652	0	0	0	#DIV/0!	
2060/3	Valuations	0	0	0	0	#DIV/0!	
2070	HR & Finances	10,038	6,270	2,663	7,405	18.10	
2070/1	Internal Auditor	500	600	0	750	25.00	Estimated charge
2070/2	External Auditor	1,300	1,365	1,365	1,400	2.56	Estimated annual return charge
2070/3	Accountant - Payroll Services	560	900	465	1,800	100.00	Estimated annual charge
2070/4	Edge Design - Finance Software	767	805	0	805	0.00	Annual charge for software
2070/5	Bank Charges	269	400	210	450	12.50	Estimated annual charge
2070/6	HR Provider	935	1,200	623	1,200	0.00	Annual charge for service + possible extras
2070/7	Occupational Health	0	500	0	500	0.00	Budget if needed
2070/8	Recruitment	0	500	0	500	0.00	Budget if needed £2,500 in ear marked reserves
2070/9	Governance Support	4,962	0	0	0	#DIV/0!	
2070/10	VAT Audit	745	0	0	0	#DIV/0!	
2080	Legal Fees	2,011	3,000	1,317	3,000	0.00	
2080/1	General	2,011	3,000	1,317	3,000	0.00	Estimated annual charge
2080/2	Roses Legal Fees	0	0	0	0	#DIV/0!	
TOTAL EXPENDITURE		49,845	43,914	27,408	46,218	5.25	
INCOME		29,485	9,558	9,248	11,558	20.92	
205	Bank Account Interest	2,833	8,000	7,690	10,000	25.00	
210	Insurance Reimbursement (GTF)	-424	1,558	1,558	1,558	0.00	
215	Legal Fee Reimbursement	0	0	0	0	#DIV/0!	
220	Subject Access Request / FOI	0	0	0	0	#DIV/0!	
225	Insurance Claims	27,076	0	0	0	#DIV/0!	
TOTAL INCOME		29,485	9,558	9,248	11,558	20.92	
NET EXPENDITURE		20,360	34,356	18,160	34,660	0.88	

Code	GROUPS MAINTENANCE	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
3000	Vehicle Costs	17,101	19,000	12,146	19,400	2.11	
3000/1	Ford Transit Tipper	5,126	4,300	2,868	5,000	16.28	Annual lease costs - Ends 01/7/2024, look to extend another year
3000/2	Ford Transit Custom Van	3,625	3,200	2,467	2,900	-9.38	Annual lease costs - Ends 14/9/2024, look to extend another year
3000/3	Citroen Berlingo Van	2,510	2,800	2,088	2,800	0.00	Annual lease costs - Ends 22/9/2024, look to extend another year
3000/4	Vehicle Maintenance	197	300	267	300	0.00	Estimated maintenance costs
3000/5	Fuel	5,404	8,000	4,456	8,000	0.00	Estimated fuel costs, no longer use red and increase fuel costs
3000/7	Trailer Maintenance	240	400	0	400	0.00	Estimated trailer service cost
3010	Grounds Maintenance - All Sites	17,353	38,950	24,847	34,950	-10.27	
3010/1	Miscellaneous	924	1,000	871	1,000	0.00	Tape, padlocks, cable ties, drill bits etc
3010/2	Equipment Service & Maintenance	4,177	9,000	7,309	9,000	0.00	Estimated maintenance and services costs for all equipment
3010/3	New Grounds Equipment	3,000	5,000	4,928	5,000	0.00	New equipment
3010/4	Footpath/Roadway Maintenance	0	5,000	5,000	5,000	0.00	Possible works for Levellings, plus £21,769.33 in earmarked reserves
3010/5	Tree Maintenance	0	1,000	0	1,000	0.00	plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
3010/6	Weed Killing (spraying)	80	750	218	750	0.00	All site weed killing
3010/7	Green Waste Removal	0	0	0	0	#DIV/0!	£1,250 in ear marked reserves
3010/8	Hedge Cutting	0	5,000	0	0	-100.00	Allotments and Marshalls in own budgets
3010/9	Grit	158	200	166	200	0.00	Winter grit purchase for all sites
3010/10	Tree Safety Survey	2,000	2,000	0	2,000	0.00	Annual tree inspection survey
3010/11	Health & Safety & First Aid	1,052	1,000	116	1,000	0.00	
3010/12	Highway Verge Cutting	5,962	9,000	6,241	10,000	11.11	Estimate for 10 cuts
3010/13	Wildflower Verges	0	0	0	0	#DIV/0!	
3020	Cleaning Products	918	1,700	1,429	1,700	0.00	
3020/1	Cleaning Products & Refuse Bags	918	1,700	1,429	1,700	0.00	For Marshalls, Richmond House, Levellings & Gen Cem
TOTAL EXPENDITURE		35,372	59,650	38,423	56,050	-6.04	
INCOME							
Vehicle Hire, Grass Verges and Sales		5,927	5,814	5,939	5,900	1.48	
300/1	Vehicle Hire	0	0	0	0	#DIV/0!	
300/2	LCC Contribution towards Highway Verge Cutting	5,308	5,814	5,814	5,900	1.48	
320	Sale of Grounds Equipment	0	0	0	0	#DIV/0!	
330	Scrap	620	0	125	0	#DIV/0!	
TOTAL INCOME		5,927	5,814	5,939	5,900	1.48	
NET EXPENDITURE		29,445	53,836	32,484	50,150	-6.85	

DRAFT Budget 2024 / 2025

04/01/2024

Code	RICHMOND HOUSE & PARK	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
4000	Richmond Park & House	30,940	70,786	31,177	47,905	-32.32	
4000/1	Rates	2,944	3,100	2,317	3,200	3.23	Estimated annual non-domestic rates bill
4000/2	House & Buildings Maintenance	8,253	17,000	10,816	10,000	-41.18	plus £22,768.42 in earmarked reserves of which £23,980 is allocated to window renovations
4000/3	Gas	2,329	4,000	866	4,000	0.00	Estimated annual charge
4000/4	Electricity - Main House	2,928	4,000	1,582	4,000	0.00	Estimated annual charge
4000/5	Electricity - Flat	739	1,500	778	1,500	0.00	Estimated annual charge
4000/6	Electricity - Greenhouse	333	1,000	597	1,000	0.00	Estimated annual charge
4000/7	Anglian Water	729	700	406	700	0.00	Estimated annual charge
4000/8	WaterPlus	610	600	321	600	0.00	Estimated annual charge
4000/9	PAT Testing	393	400	393	400	0.00	Estimated annual charge
4000/10	Fire Extinguisher & Emergency Light Service	596	714	714	1,000	40.06	Estimated annual service costs
4000/11	Security / Fire Alarm Service & Maintenance	1,178	700	327	700	0.00	Annual service & maintenance costs
4000/12	Security / Fire Alarm Response	520	600	470	600	0.00	Annual charge plus potential contractor call out charges
4000/13	Alarm Phone Line	486	600	420	600	0.00	Estimated annual charge
4000/14	Legionella Monitoring	1,043	1,050	0	1,050	0.00	Annual testing costs
4000/15	Premises Licence Fee	180	180	0	180	0.00	WLDC licence charge
4000/16	Boiler Service & Repairs	63	200	471	3,000	1,400.00	Annual service costs, may need to replace the boiler in the next year or so
4000/17	Fixed Electrical Testing	0	1,300	1,300	0	-100.00	Fixed electrical testing due 2028/29
4000/18	Ground Maintenance	1,031	2,000	1,193	2,000	0.00	For general ground repairs & maintenance £4,000 in ear marked reserves for compound fence
4000/19	Waste Management	2,070	3,100	2,297	1,700	-45.16	WLDC charge for bin collections
4000/20	Aviary & Bird Feed	0	0	0	100	#DIV/0!	No longer have birds in the aviary, bird feed for external bird feeders
4000/21	Bedding Plants	152	67	67	500	646.27	Summer and winter bedding plants
4000/22	Outdoor Toilet Renovations & Maintenance	0	2,000	499	2,000	0.00	£1,583 in earmarked reserves
4000/23	Tree Maintenance	0	6,900	0	0	-100.00	see 3010/5 plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
4000/24	Footpath / Road Maintenance	44	5,000	4,750	0	-100.00	Further resurfacing near rose garden
4000/25	New / maintenance of Litter Bins	0	1,000	0	1,000	0.00	Replacement bins needed and earmark unspent budget
4000/26	Fountain Maintenance & Repairs	0	250	0	250	0.00	For any repairs required
4000/27	Flag pole maintenance & repairs	188	100	34	100	0.00	For any repairs required
4000/28	New Grounds Furniture	0	0	0	0	#DIV/0!	None envisaged
4000/29	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to code 7000
4000/30	Wet pour Repairs	0	0	0	0	#DIV/0!	Refer to code 7005
4000/31	CCTV, fibre broadband & line	2,487	2,600	411	2,600	0.00	WLDC charge for CCTV monitoring + phoneline & fibre
4000/32	Replacement Conservatory	0	10,000	150	5,000	-50.00	£14,250 in earmarked reserves for remaining project
4000/33	First Aid & Defibrillator	83	125	0	125	0.00	WLDC Defibrillator scheme
4000/34	Cleaning Contractor	1,560	0	0	0	#DIV/0!	Temporary whilst didn't have a cleaner
TOTAL EXPENDITURE		30,940	70,786	31,177	47,905	-32.32	

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Code	RICHMOND HOUSE & PARK	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
INCOME							
Richmond Park & House		8,578	13,335	8,835	8,535	-36.00	
400/1	Office Hire (Registrar)	4,035	4,035	4,035	4,035	0.00	Current lease charge
400/2	Registrar Service Recharge	4,543	9,300	4,800	4,500	-51.61	Estimate service recharge
400/3	Room Hire	0	0	0	0	#DIV/0!	
TOTAL INCOME		8,578	13,335	8,835	8,535	-36.00	
NET EXPENDITURE		22,362	57,451	22,342	39,370	-31.47	

Code	SPORTS GROUNDS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
5000	Roses	375	0	0	0	#DIV/0!	
5010	Marshalls	31,365	47,202	24,056	43,623	-7.58	
5010/1	Rates	11,228	11,230	8,420	11,400	1.51	Estimated annual non-domestic rates bill
5010/2	Main Pavilion Maintenance	750	2,000	546	2,000	0.00	Essential maintenance costs & possible decoration plus £3,446.65 in earmarked reserves for pavilion maintenance
5010/3	Bowls Pavilion / Outbuilding Maintenance	1,237	1,000	420	1,000	0.00	Removal of green bowls shed and fence replacement
5010/4	Hygiene Services	219	230	114	230	0.00	phs service charge
5010/5	Gas - Main Pavilion	3,748	6,000	1,687	6,000	0.00	Estimated annual charge
5010/6	Gas - Bowls Pavilion	0	0	0	0	#DIV/0!	Estimated annual charge
5010/7	Electricity - Main Pavilion	2,814	4,500	3,040	4,500	0.00	Estimated annual charge
5010/8	Electricity - External Changing	331	1,000	349	1,000	0.00	Estimated annual charge
5010/9	Electricity - Bowls Pavilion	547	350	117	350	0.00	Estimated annual charge
5010/10	Anglian Water	309	400	291	400	0.00	Estimated annual charge
5010/11	WaterPlus	216	500	305	500	0.00	Estimated annual charge
5010/12	PAT Testing	25	25	25	25	0.00	Estimated annual charge
5010/13	Fire Extinguisher & Emergency Light Service	314	754	754	750	-0.53	Estimated annual service & maintenance costs
5010/14	Security / Fire Alarm	1,335	1,000	248	500	-50.00	Annual service & maintenance costs
5010/15	Legionella Monitoring	521	550	0	550	0.00	Estimated annual testing costs
5010/16	Premises Licence Fee	180	180	0	180	0.00	WLDC licence charge
5010/17	Boiler Service and Repairs	835	1,000	1,000	1,000	0.00	Annual service costs
5010/18	Solar Panel Service & Repairs	0	0	0	0	#DIV/0!	Estimated annual maintenance costs
5010/19	Water Tank Service & Repair	0	0	0	0	#DIV/0!	Estimated annual maintenance costs
5010/20	Fixed Electrical Testing	0	1,025	1,025	0	-100.00	Fixed electrical testing due 2028/29
5010/21	Ground Maintenance & Renovations - Cricket	1,350	2,000	1,078	1,500	-25.00	Estimate for renovations
5010/22	Ground Maintenance & Renovations - Bowls	1,198	1,300	870	1,300	0.00	Estimate for renovations
5010/23	Ground Maintenance & Renovations - Football	1,232	3,500	2,703	4,000	14.29	Deep tine aeration, apply selective herbicide and sow and seed goals mouths plus £1,385 in earmarked reserves for 23/24 aeration
5010/24	Ground Maintenance & Renovations - General	102	500	219	500	0.00	
5010/25	Tree & Hedge Maintenance	0	3,420	0	1,200	-64.91	for roadside hedge see 3010/5 plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
5010/26	Ditch Clearance	0	0	0	0	#DIV/0!	Will need clearing again in 2025/26 £8,000 in ear marked reserves for 23/24 may reduce
5010/27	External Light Maintenance	0	500	0	500	0.00	Estimated annual maintenance costs
5010/28	Car Park Maintenance	0	500	0	500	0.00	Any essential repairs
5010/29	Waste Management	572	1,100	445	1,100	0.00	WLDC charge for bin collections
5010/30	CCTV Broadband & Phone line	1,980	2,200	400	2,200	0.00	WLDC charge for CCTV monitoring + phoneline & fibre
5010/31	First Aid & Defibrillator	83	200	0	200	0.00	Possible replacement first aid box and WLDC Defibrillator scheme
5010/32	AdvantEDGE Facilities	238	238	0	238	0.00	Bookings software

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Code	SPORTS GROUNDS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
5020	Levellings	2,004	10,365	2,486	7,060	-31.89	
5020/1	Pavilion Maintenance	35	0	0	0	#DIV/0!	External works & internal decoration required, plus £2,200 in earmarked reserves
5020/2	Gas	435	350	80	350	0.00	Estimated annual charge
5020/3	Electricity	278	500	321	500	0.00	Estimated annual charge
5020/4	Anglian Water	59	150	81	150	0.00	Estimated annual charge
5020/5	WaterPlus	58	150	83	150	0.00	Estimated annual charge
5020/6	PAT Testing	0	0	0	0	#DIV/0!	No longer any electrical goods in side
5020/7	Fire Extinguisher & Emergency Light Service	135	60	60	160	166.67	Annual service costs
5020/8	Legionella Testing	521	550	0	550	0.00	Annual testing charges
5020/9	Boiler Service & Repair	63	150	63	150	0.00	Annual boiler service
5020/10	Fixed Electrical Testing	0	100	100	0	-100.00	Fixed electrical testing due 2028/29
5020/11	Ground Maintenance & Renovations - Football	220	1,005	1,005	1,500	49.25	Deep tine aeration, apply selective herbicide and sow and seed goals mouths
5020/12	Ground Maintenance & Renovations - General	0	500	215	500	0.00	
5020/13	Tree Maintenance	0	0	0	0	#DIV/0!	see 3010/5 plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
5020/14	Footpath Maintenance	0	6,500	279	0	-100.00	Earmark unspent budget
5020/15	Fence Maintenance	200	300	200	500	66.67	Estimated maintenance costs
5020/16	First Aid & Defibrillator	0	50	0	50	0.00	Possible replacement first aid box, plus £400 in earmarked reserves for defibrillator
5020/17	Sports Equipment	0	0	0	2,500	#DIV/0!	New football goals required
TOTAL EXPENDITURE		33,744	57,567	26,542	50,683	-11.96	
INCOME							
500	Roses	7,750	7,750	7,750	7,750	0.00	
500/9	Sinking Fund	7,750	7,750	7,750	7,750	0.00	
510	Marshalls	13,679	15,243	10,233	16,850	10.54	
510/1	Football	2,498	4,500	1,765	4,500	0.00	Estimated annual income
510/2	Cricket	803	843	943	950	12.69	Estimated annual income
510/3	Bowls	1,285	1,300	1,300	1,300	0.00	Estimated annual income
510/4	Room Hire	8,954	8,000	5,594	9,500	18.75	Estimated annual income
510/5	Training Pitch	139	600	581	600	0.00	Estimated annual income
510/6	Key Deposits	0	0	50	0	#DIV/0!	
520	Levellings	861	1,400	756	1,400	0.00	
520/1	Football	861	1,400	756	1,400	0.00	Estimated annual income
520/2	Key Deposit	0	0	0	0	#DIV/0!	
TOTAL INCOME		22,290	24,393	18,739	26,000	6.59	#DIV/0!
NET EXPENDITURE		11,454	33,174	7,803	24,683	-25.60	

Code	CEMETERY	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
6000	General Cemetery	24,224	71,590	22,528	51,560	-27.98	
6000/1	Rates	6,362	6,680	5,009	6,750	1.05	Estimated annual non-domestic rates bill
6000/2	Chapel Maintenance	0	6,000	275	6,000	0.00	Estimated maintenance costs following roof damage and earmark unspent budget
6000/3	Electricity	370	650	116	650	0.00	Estimated annual charge
6000/4	Anglian Water	135	200	479	400	100.00	Estimated annual charge
6000/5	WaterPlus	116	600	383	400	-33.33	Estimated annual charge
6000/6	Fire Extinguisher & Emergency Light Service	23	23	23	100	334.78	Annual service costs
6000/7	Burial Software	609	660	660	660	0.00	Annual hosting charge
6000/8	Fixed Electrical Testing	0	100	100	0	-100.00	Fixed electrical testing due 2028/29
6000/9	Ground & Building Maintenance	276	2,000	49	2,000	0.00	Estimated maintenance costs
6000/10	Waste Management	1,473	14,377	4,750	1,400	-90.26	WLDC charge for bin collections x3 110 black refuse bins
6000/11	Grave Digging	14,441	18,000	7,943	18,000	0.00	External contractor grave digging charges
6000/12	Toilet Maintenance & service charges	0	300	0	200	-33.33	Estimated annual charge
6000/13	Tree Maintenance	0	0	0	0	#DIV/0!	see 3010/5 plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
6000/14	Boundary Fence Maintenance	0	2,500	0	2,500	0.00	Essential maintenance works plus £5,000 in earmarked reserves for codes 6000/14 & 60102
6000/15	Footpath/Roadway Repairs	0	0	0	0	#DIV/0!	
6000/16	Produce woodland burial and memorial wall	0	0	0	0	#DIV/0!	£2,000 in earmarked reserves
6000/17	Extension B Burial Land Sinking Fund	420	12,500	1,500	10,500	-16.00	Extension B sinking fund for future burial land plus £47,000 in earmarked reserves and earmark unspent budget
6000/18	Drainage & standpipe repairs	0	2,500	1,170	1,000	-60.00	
6000/19	Memorial Topple Testing	0	0	0	0	#DIV/0!	Approx 8,000 memorials to be tested in old side, £15,118 in earmarked reserves , some testing to be carried out imminently
6000/20	New / maintenance of Litter Bins	0	4,500	70	1,000	-77.78	Replacement bins required plus £2,000 in earmarked reserves
6010	North Warren Cemetery	823	1,365	649	1,400	2.56	
6010/1	Rates	823	865	649	900	4.05	Estimated annual non-domestic rates bill
6010/2	Boundary Fence Maintenance	0	500	0	500	0.00	Essential maintenance works plus £5,000 in earmarked reserves for codes 6000/14 & 60102
6010/3	Tree Maintenance	0	0	0	0	#DIV/0!	see 3010/5 plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
6010/4	Memorial Topple Testing	0	0	0	0	#DIV/0!	Carried out in house
6010/5	Ground Maintenance / Repairs	0	0	0	0	#DIV/0!	
6010/6	Grave Digging	0	0	0	0	#DIV/0!	
TOTAL EXPENDITURE		25,047	72,955	23,176	52,960	-27.41	

Code	CEMETERY	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	INCOME						
600	General Cemetery	58,563	46,528	29,733	48,077	3.33	
600/1	Burial - Full Interments	23,308	22,491	13,067	23,616	5.00	Estimated income (35x £674.73)
600/2	Burial - Cremation Interments	9,902	6,037	3,043	6,340	5.02	Estimated income (25x £253.58)
600/3	Exclusive Right of Burial	15,034	10,000	8,836	10,121	1.21	Estimated income (20x £506.05)
600/4	Use of chapel	0	0	0	0	#DIV/0!	Estimated income
600/5	Memorial Applications	10,320	8,000	4,787	8,000	0.00	Estimated income
600/6	Exhumations	0	0	0	0	#DIV/0!	Estimated income
600/7	EDF Energy	0	0	0	0	#DIV/0!	Equipment removed
610	North Warren Cemetery	-236	0	0	0	#DIV/0!	
610/1	Burial - Full Interments	0	0	0	0	#DIV/0!	Estimated income
610/2	Burial - Cremation Interments	0	0	0	0	#DIV/0!	Estimated income
610/3	Exclusive Right of Burial	-450	0	0	0	#DIV/0!	Estimated income
610/4	Memorial Applications	214	0	0	0	#DIV/0!	Estimated income
	TOTAL INCOME	58,328	46,528	29,733	48,077	3.33	
	NET EXPENDITURE	-33,281	26,427	-6,557	4,883	-81.52	

Code	PLAY AREAS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
7000	All Site	1,240	2,000	234	3,000	50.00	
7000	Play Equipment Maintenance	300	1,000	234	2,000	100.00	For repairs of codes 7010 - 7080, plus £4,175 in earmarked reserves earmark any unspent budget
7005	Wet pour Maintenance	940	1,000	0	1,000	0.00	Repair works carried out Nov 2022, start to build reserve For repairs of codes 7010 - 7080, plus £1,000 in earmarked reserves earmark any unspent budget
7010	Levellings	0	0	0	0	#DIV/0!	
7010/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7010/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7010/3	Skate Park Maintenance	0	0	0	0	#DIV/0!	Skate park now removed
7010/4	Ground Surface Repairs	0	0	0	0	#DIV/0!	Need to consider full park resurfacing
7010/5	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7010/6	Dog Walk	0	0	0	0	#DIV/0!	Refer to 7000
7010/7	Future Development Project	0	0	0	0	#DIV/0!	
7020	Aisby Walk	518	2,000	948	136,792	6,739.60	
7020/1	Playing Field	0	0	0	0	#DIV/0!	Refer to 7000
7020/2	New Play Equipment	0	0	0	134,792	#DIV/0!	£134,792 S106 funding
7020/3	Play Equipment Maintenance	0	0	0	0	#DIV/0!	May wish to budget to refurbish current equipment alongside project
7020/4	Skate Park Maintenance	518	2,000	948	2,000	0.00	For repair works
7020/5	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7020/6	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7020/7	Boundary & Tree Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7030	Play Areas - Danes Road	0	20	20	0	-100.00	
7030/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7030/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7030/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7030/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7030/5	Boundary Maintenance	0	20	20	0	-100.00	Refer to 7000
7040	Play Areas - Mayflower Close	0	0	0	0	#DIV/0!	
7040/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7040/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7040/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7040/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7040/5	Boundary Maintenance	0	0	0	0	#DIV/0!	
7050	Play Areas - Sandsfield Lane North	0	0	0	0	#DIV/0!	
7050/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7050/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7050/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7050/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7050/5	Boundary Maintenance	0	0	0	0	#DIV/0!	Refer to 7000

Code	PLAY AREAS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
7080	Play Areas - St Georges	0	0	0	0	#DIV/0!	
7080/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7080/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7080/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7080/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7080/5	Boundary Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7090	External Play area Inspections	1,125	1,125	774	1,125	0.00	Plus AdvantEdge Playgrounds and InspectEdge
TOTAL EXPENDITURE		2,883	5,145	1,976	140,917	2,638.91	
INCOME							
700	Funding	0	8,000	8,000	134,792	1,584.90	
700/1	Levellings	0	8,000	8,000	0	-100.00	
700/2	Aisby Walk	0	0	0	134,792	#DIV/0!	£134,792 S106 funding
TOTAL INCOME		0	8,000	8,000	134,792	1,584.90	
NET EXPENDITURE		2,883	-2,855	-6,024	6,125	-314.54	

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Code	ALLOTMENTS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
8000	Allotments - Foxby Hill	2,116	3,813	1,855	4,125	8.18	
8000/1	Site Rent	875	938	938	1,000	6.61	Annual site rent
8000/2	Skip Hire	208	625	417	625	0.00	Cost of x3 skips
8000/3	Water Charges	765	500	343	700	40.00	Estimate for one year supply
8000/4	Hedge Cutting	0	1,350	0	1,400	3.70	Contractor costs for hedge maintenance
8000/5	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8000/6	Miscellaneous expenditure	268	400	157	400	0.00	£108.07 in earmarked reserves from self management
8010	Allotments - Love Lane	1,170	11,923	1,840	2,825	-76.31	
8010/1	Site Rent	875	938	938	1,000	6.61	Annual site rent
8010/2	Skip Hire	208	625	417	625	0.00	Cost of x3 skips
8010/3	Hedge Cutting	0	360	0	400	11.11	Contractor costs for hedge maintenance
8010/4	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8010/5	Miscellaneous expenditure	87	400	0	400	0.00	
8010/6	Pond Management	0	9,600	486	400	-95.83	
8020	Allotments - North Warren	98	2,245	0	1,025	-54.34	
8020/1	Site Rent	0	0	0	0	#DIV/0!	Annual site rent - Council owned site
8020/2	Skip Hire	0	625	0	625	0.00	Cost of x3 skips
8020/3	Hedge Cutting	0	220	0	0	-100.00	
8020/4	Asbestos Management	0	1,000	0	0	-100.00	Refer to 8060/2
8020/5	Miscellaneous expenditure	98	400	0	400	0.00	£5,200 in earmarked reserves for fence from insurance claim
8030	Allotments - Showfield	608	1,025	437	1,025	0.00	
8030/1	Site Rent	0	0	0	0	#DIV/0!	Annual site rent - not invoiced by LCC would take from EMR
8030/2	Skip Hire	208	625	417	625	0.00	Cost of x3 skips
8030/3	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8030/4	Wall Maintenance	0	0	0	0	#DIV/0!	£2,000 in earmark reserves for maintenance
8030/5	Miscellaneous expenditure	400	400	20	400	0.00	
8040	Allotments - Spital Hill	1,351	2,613	594	2,820	7.92	
8040/1	Site Rent	250	250	250	250	0.00	Annual site rent
8040/2	Skip Hire	442	463	347	470	1.51	Monthly waste management collections
8040/3	Water Charges	576	300	-3	500	66.67	Estimate for one year supply
8040/4	Hedge Cutting	0	1,200	0	1,200	0.00	Contractor costs for hedge maintenance
8040/5	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8040/6	Miscellaneous expenditure	84	400	0	400	0.00	
8050	Allotments - Love Lane Garages	186	200	0	200	0.00	
8050	Garage Lane Maintenance	186	200	0	200	0.00	For repairs
8060	Allotments - All Sites	1,322	5,412	0	420	-92.24	
8060/1	Edge IT Software	412	412	0	420	1.94	
8060/2	Miscellaneous	910	5,000	0	0	-100.00	£6,000 in ear marked reserves

TOTAL EXPENDITURE	6,851	27,231	4,725	12,440	-54.32
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Code	ALLOTMENTS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	INCOME						
800	Allotments	9,671	2,870	2,907	11,050	285.02	
800/1	Foxby Hill	4,387	1,450	1,404	5,100	251.72	Estimated Annual Income
800/2	Love Lane	1,680	350	384	1,850	428.57	Estimated Annual Income
800/3	North Warren	798	450	481	1,000	122.22	Estimated Annual Income
800/4	Showfields	1,105	255	252	1,300	409.80	Estimated Annual Income
800/5	Spital Hill	1,701	365	386	1,800	393.15	Estimated Annual Income
815	Garage Space Ropery Road	893	1,250	20	1,250	0.00	
	TOTAL INCOME	10,564	4,120	2,927	12,300	198.54	
	NET EXPENDITURE	-3,712	23,111	1,798	140	-99.39	

Code	PUBLIC REALM	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
9010	Street Furniture	2,836	2,755	1,031	2,955	7.26	
9010/1	Notice Boards	0	0	0	0	#DIV/0!	
9010/2	Benches	0	0	0	0	#DIV/0!	
9010/3	Bus Shelters	1,440	1,555	778	1,555	0.00	Cleaning costs
9010/4	Millennium Clock	1,396	1,200	253	1,400	16.67	Annual service & electricity costs
9010/5	Silver Street Sculpture	0	0	0	0	#DIV/0!	£1,000 in earmarked reserves
9010/6	Community Speed Watch Application	0	0	0	0	#DIV/0!	
9020	War Memorial	385	400	385	400	0.00	
9020/1	Maintenance	385	400	385	400	0.00	Memorial cleaning prior to Remembrance Sunday
9020/2	Future Project	0	0	0	0	#DIV/0!	Project complete
TOTAL EXPENDITURE		3,221	3,155	1,416	3,355	6.34	
INCOME							
910	War Memorial	0	0	0	0	#DIV/0!	
910	War Memorial Project	0	0	0	0	#DIV/0!	Project complete
920	Bus Shelters	0	0	0	0	#DIV/0!	
920	New shelters and renovations	0	0	0	0	#DIV/0!	
TOTAL INCOME		0	0	0	0	#DIV/0!	
NET EXPENDITURE		3,221	3,155	1,416	3,355	6.34	

DRAFT Budget 2024 / 2025

04/01/2024

Code	EVENTS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
10010	Mayflower 400 (Illuminate)	1,000	1,000	0	1,000	0.00	Annual Illuminate event support run by WLDC.
10020	Community / Armed Forces Day	0	2,500	0	0	-100.00	Earmark unspent budget to support a community event.
10035	King Charles III Coronation	0	5,132	5,000	0	-100.00	
10040	Remembrance Sunday	46	100	102	300	200.00	
10050	Local Town Events Support	0	3,000	0	3,000	0.00	
TOTAL EXPENDITURE		1,046	11,732	5,102	4,300	-63.35	
INCOME							
1005	Richmond Park	0	0	0	0	#DIV/0!	
1015	Marshalls	0	552	552	0	-100.00	
1030	Levellings - Fair / Circus	1,000	1,000	1,000	1,000	0.00	
1040	Aisby Walk - Fair / Circus	0	1,000	500	500	-50.00	
1050	Armed Forces & Community Day	0	0	0	0	#DIV/0!	
TOTAL INCOME		1,000	2,552	2,052	1,500	-41.23	
NET EXPENDITURE		46	9,180	3,049	2,800	-69.50	

Code	CHRISTMAS LIGHTS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	Christmas Lights	30,228	32,000	24,531	28,600	-10.63	
11000	Switch on event	5,000	5,000	143	5,000	0.00	Contribution to WLDC organising the event
11010	Anchor Point Testing	1,292	2,500	1,574	2,500	0.00	Full test due 2024
11020	Electrical Contractor - Main lights	0	0	0	0	#DIV/0!	
11030	Electrical Contractor - Shop lights scheme	0	0	0	0	#DIV/0!	
11040	Market Place Christmas Tree	0	0	1,000	1,000	#DIV/0!	Tree purchase and crane hire
11050	Blachere Contract	19,817	21,500	19,497	19,500	-9.30	Blachere contract
11055	Electrical Contractor for potential use of old lights	0	0	0	0	#DIV/0!	Potential use of old lights
11060	Trinity Street Lamp Post Electricity	4,119	2,000	1,701	0	-100.00	Electricity charges - Trinity street meters removed
11070	Church Street Lamp Post Electricity	0	1,000	616	600	-40.00	Electricity charges
	TOTAL EXPENDITURE	30,228	32,000	24,531	28,600	-10.63	

Code	COMMUNITY INFRASTRUCTURE LEVY	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 14/12/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	CIL	0	0	0	0	#DIV/0!	
	TOTAL EXPENDITURE	0	0	0	0		
	INCOME						
14000	CIL	19,203	0	15,212	0	#DIV/0!	
14000	Contribution from development	19,203	0	15,212	0	#DIV/0!	£2,910.05 in ear marked reserves, earmark unspent income and YE
	TOTAL INCOME	19,203	0	15,212	0	#DIV/0!	
	NET EXPENDITURE	-19,203	0	-15,212	0	#DIV/0!	

PAPER I

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 4 January 2024



Gainsborough
TOWN COUNCIL

Correspondence Previously Circulated

- WLDC: West Lindsey News – 6 December 2023
- VCS: Christmas on the Green – 6 December 2023
- Marshalls Yard: News release: Adorable farm animals dressed in Christmas jumpers set to bring festive cheer to Marshall's Yard in Gainsborough – 4 December 2023
- Lincolnshire Community Foundation: Launch Household Support funding in West Lindsey – 4 December 2023
- NALC: Chief Executive's Bulletin – 7 December 2023
- WLDC: Business Brief – 11 December 2023
- Lincolnshire Police: Op Rudolph launch – 11 December 2023
- Lincolnshire Police: Post-Parish Council Engagement Session - 14th December 2023 - Presentation and Recording – 18 December 2023
- Office of the Police and Crime Commissioner: Lincolnshire Strong Voices – 15 December 2023
- NALC: Chief Executive's Bulletin – 21 December 2023
- WLDC: Parish News – 21 December 2023
- Gainsborough Police Station: NC02 - NC04 News and updates – 3 January 2024

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