

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

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



## FULL COUNCIL AGENDA

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

Councillor Nigel Bowler	Councillor 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 5 March 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](#).

### **FC24/159 Apologies for Absence**

To note apologies for absence.

### **FC24/160 Declarations of Interest**

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

### **FC24/161 Dispensation Requests**

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

**FC24/162 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.

**FC24/163 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 6 February 2024 (pages 4 to 7)

**FC24/164 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 13 February 2024 (pages 8 to 13)

**Paper C** – Personnel Committee, Tuesday 14 February 2024 (pages 14 to 17)

**Paper D** – Finance and Strategy Committee, Tuesday 20 February 2024 (pages 18 to 23)

**Paper E** – Planning Committee, Tuesday 27 February 2024 (pages 24 to 29)

**FC24/165 Announcements**

To receive and note updates from: -

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

**Paper F** (pages 30 to 33)

**FC24/166 Recommendations made by Committees**

To consider the following recommendation from Property and Services Committee held 13 February 2024 (PS24/162 Memorial Testing):

**RESOLVED: to RECOMMEND to FULL COUNCIL:**

- 1) That the Operations Manager, in consultation with the Interim Town Clerk, monitor the progress of inspections and expenditure on a weekly basis with a firm ceiling spend capped at £15,100.
- 2) That the quotation £2.45 + VAT per inspection and £25 + VAT to make safe from contractor B be accepted.
- 3) That the contractor be appointed as soon as possible to undertake the works starting in April 2024 and finishing in June 2024
- 4) That the budget be adjusted accordingly.

**FC24/167 Marshalls Sports Ground Lamppost Removal**

To consider and approve quote to remove the redundant lamppost at Marshalls Sports Ground.

**Paper G** (pages 34 to 35)

**FC24/168 Mobile Phones**

To consider and approve costs of providing x4 PAYG mobile phones for Grounds Maintenance Operatives.

**Paper H** (pages 36 to 38)

**FC24/169 Correspondence**

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

**Paper G** (pages 39 to 40)

**FC24/170 Items for Notification**

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

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**FC24/171 Time and Date of Next Meeting**

To note the date and time of the next Full Council meeting is scheduled for Tuesday 2 April 2024 at 7:00pm.

Rachel Allbones  
Interim Town Clerk  
Richmond House  
Gainsborough

Wednesday, 28 February 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 6 February 2024** at **7:00pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Caz Davies (Chairman)

Councillor Nigel Bowler  
Councillor Dennis Dannatt  
Councillor David Dobbie  
Councillor Stuart Morley  
Councillor James Plastow  
Councillor Kenneth Woolley

Councillor Richard Craig  
Councillor Michael Devine  
Councillor Richard Doy  
Councillor Liam Muggridge  
Councillor Harry Warriner

**In Attendance:**

Rachel Allbones

Interim Town Clerk (ITC)

**Also Present:**

2 members of the public

Alison Beevers from Retford Changing Places Campaign

**Open Forum      Public participation**

No public questions received.

**FC24/145 Apologies for Absence (Paper A)**

Apologies for absence were received from Councillors P Hooton, P Key and K Panter.

**RESOLVED:** to waiver 6-month Councillor attendance rule (Section 85 Local Government Act 1972) for Councillor Panter until 5 September 2024.

**FC24/146 Declarations of Interest**

No declarations of interest were made.

**FC24/147 Dispensation Requests**

No dispensation requests were received.

**FC24/148 Items for Exclusion of Public and Press**

No items to exclude the public and press.

**FC24/149 Presentation from Changing Places**

Members received a presentation from Alison Beevers regarding provision of Changing Places Toilets. Members were concerned that no provision has been made in West Lindsey and funding opportunities not taken. Members noted the legislation that “*Places of assembly, recreation and entertainment with a capacity for 350 or more people will be required to install the facilities if they are newly built or have a major refurbishment*” should be applied for the new cinema in the Market Place.

**FC24/150 Minutes of the Previous Meeting (Paper B)**

**RESOLVED:** that the minutes of the Council meeting held on Tuesday 9 January 2024 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.

**FC24/151 Committee Meeting Minutes (Papers C - F)**

Paper C - Property and Services Committee, Tuesday 16 January 2024

Paper D – Personnel Committee, Tuesday 17 January 2024

Paper E – Finance and Strategy Committee, Tuesday 23 January 2024

Paper F – Planning Committee, Tuesday 30 January 2024

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

**FC24/152 Vacancy on Working Group (Paper G)**

**RESOLVED:** to defer until the next meeting.

**FC24/153 Announcements (Paper H)**

i. Chairman of Council

The Chairman advised Members of the date of her Civic Service and Charity event.

ii. Leader of Council

The Leader updated Members on Chairmans meetings and appraisals.

iii. Interim Town Clerk

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

**FC24/154 Recommendations made by Committees (Paper I)**

(FS24/089 Investment Strategy Review)

**RESOLVED:** to adopt the reviewed Investment Strategy.

**FC24/155 Marshalls Sports Ground Function Room**

**RESOLVED:** to defer for further discussion on how to remember Cllr Tim Davies and report back to the next meeting.

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

**FC24/156 Correspondence (Paper J)**

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

**FC24/157 Items for Notification**

No items for notification received.

**FC24/158 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 5 March 2024 at 7.00pm at Richmond House, Morton Terrace.

The meeting closed at 8:08pm

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

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# PAPER B



# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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## DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 13 February 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor James Plastow (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  
X3 Members of the Rotary Club

### PS24/149 Apologies for Absence

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

### PS24/150 Public Participation Period

The members of the Rotary Club requested to speak at the time of the agenda item.

### PS24/151 Declarations of Interest

Councillor Dannatt declared a personal interest in agenda item PS24/166 as he put the offer forward for Bedlam Farm.

Councillor Key declared a personal interest in agenda item PS24/163 by virtue of knowing a contractor who quoted for the work.

Councillor Bowler declared a personal interest in agenda item PS24/158 as a Trustee of Greener Gainsborough.

Councillor Plastow declared a personal interest in agenda item PS24/170 as he knows the applicant.

### PS24/152 Dispensation Requests

No dispensation requests were received.

**PS24/153 Items for Exclusion of Public and Press**

**RESOLVED:** to exclude the public and press from item PS24/160, PS24/161, PS24/162, PS24/163, PS24/165 & PS24/166 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

**PS24/154 Vice Chairman**

**RESOLVED:** to appoint Councillor Bowler as Vice Chairman of the Property and Services Committee for the remainder of 2023/24.

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

**PS24/155 Minutes of the Previous Meeting (Paper A)**

**RESOLVED:** that the minutes of the Property and Services Committee meeting held on Tuesday 16 January 2024 be approved as a true and accurate record and signed by the Chairman.

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

**RESOLVED:** to alter the order of business under Standing Order 11.a.vi and take item PS24/169 next.

**PS24/169 Event Application (Paper L)**

The Rotary Club presented site layout plans protecting the cricket square and limiting access to the cricket boundary. The Rotary Club acknowledged the event and planned layout would be weather dependant and advised they have now limited the capacity to 2000.

**RESOLVED:** to accept the booking application for Marshalls Sports Ground on Sunday 5 May 2024 from the Rotary Club, with a charge of £150. The booking acceptance is weather and ground condition dependant and will be monitored nearer the time.

Note: The Rotary Club left the meeting.

**PS24/156 Matters Arising Schedule (Paper B)**

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

**PS24/157 Love Lane Allotment Pond (Paper C)**

**RESOLVED:** to NOTE the update and to approve for the retrospective planning application to be submitted to the LPA upon receipt of the Ecological Survey. Also to approve for the 'Recreational Water Sampling' testing to be undertaken and a suitable contractor to be sourced.

**PS24/158 Allotment Handbook (Paper D)**

**RESOLVED:** to

- i. Take the Heritage Structures section from the current Allotment Handbook and insert it into the Allotment Tenancy Agreement, Councillor Key to meet with the Allotments Officer to agree wording.

Initialled:

Property and Services Committee minutes 2023-24

- ii. Once i. above has taken place the Allotment Handbook 2021 v2 will become obsolete.
- iii. The proposed new Allotment Handbook will be called A Guide to Gardening and be adopted.

**PS24/159 Allotment Template Letters (Paper E)**

**RESOLVED:** to approve the allotment template letters 1 – 17.

Note: The Allotments Officer left the meeting.

**PS24/160 Council Leased Vehicles (Paper F)**

**RESOLVED:**

- a) That the Council enters into a lease agreement for the delivery of two (2) Renault Traffic SL30 Blue dCi 130 EXTRA replacement panel vans at the time of the expiry of the existing leased vehicles.
- b) That a sum of £600 be agreed for any costs incurred due to 'defects' determined by the present lease company that cannot be 'dismissed' as opportunistic upon return of the three (3) leased vehicles.
- c) That due to the time frame from Council resolution to making the order being in excess of thirty (30) days that the Operations Manager obtains further quotations from the three suppliers and that the lowest price available is accepted and agreed in conjunction with the Chair of the Property and Services Committee and the Interim Town Clerk. Presently this is supplier A, but this may change – the price may increase or decrease dependent on the market.
- d) That the budget be adjusted accordingly.

**PS24/161 Grave Digging SLA (Paper G)**

**RESOLVED:** to NOTE the report on who has been appointed the Council's grave digging contractor.

**PS24/162 Memorial Testing (Paper H)**

**RESOLVED: to RECOMMEND TO FULL COUNCIL:**

- a) That the Operations Manager, in consultation with the Interim Town Clerk, monitor the progress of inspections and expenditure on a weekly basis with a firm ceiling spend capped at £15,100.
- b) That the quotation £2.45 + VAT per inspection and £25 + VAT to make safe from contractor B be accepted.
- c) That the contractor be appointed as soon as possible to undertake the works starting in April 2024 and finishing in June 2024
- d) That the budget be adjusted accordingly.

Note: Councillor Morley left the meeting.

**PS24/163 General Cemetery Boundary Repairs (Paper I)**

**RESOLVED:**

- a) That the quotation (£4,000) from contractor B be accepted.
- b) That the contractor be appointed as soon as possible to undertake the works as soon as the weather and their work schedule permits.
- c) That a 10% discretion (£400) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- d) That the 12000 / 24 Cemetery Boundary Fence Maintenance budget be adjusted accordingly.

Initialled:

**RESOLVED:**

- e) That the Operations Manager obtain quotations for the planned / proactive felling of the remaining Lombardy Poplar trees on the boundary with the AMP Rose site which has planning consent for housing once the arborist has attended site to carry out a further inspection.
- f) That the Operations Manager obtain quotations for the widening and refurbishment of the original Victorian main entrance gates to the General Cemetery.

**NOTED:**

- g) That the Council gives consideration to the refurbishment and repair of all the metal fencing and gates in the General Cemetery. This could run into tens of thousands of pounds,

**RESOLVED:** under Standing Order 3z to allow the meeting period to exceed 2 hours.

**PS24/164 General Cemetery Extension Plans**

Members received a verbal update from the Operations Manager regarding the potential 13 layout plans from CDS and the need for Members to study them and decide how many they would potentially like costing in order for further discussions to be held.

**RESOLVED:** to organise an informal morning meeting to study the plans, all Councillors to be invited.

**PS24/165 Parish Agreement Grass Verge Cutting 2024 – 2025 (Paper J)****RESOLVED:**

- a) That the Council accept the quotation received from Glendale Managed Services to undertake a maximum of ten (10) cuts to highway grass verges - £9,539.10 (£0.01594 per square metre) plus Vat, an increase of 6.5% on 2023.
- b) That the contract with Glendale Managed Services to undertake a maximum of ten (10) cuts to highway grass verges be extended by 12-months.
- c) That Glendale Managed Services be appointed as soon as possible so as to be able to commence cutting highway grass verges on the 1<sup>st</sup> March 2024.
- d) To adjust the budget accordingly.
- e) That the Operations Manager, in consultation with the Interim Town Clerk, draft a Service Level Agreement for highway verge grass cutting for the Council to consider.

**PS24/166 Richmond Park Aviary (Paper K)**

**RESOLVED:** to offer the Richmond Park aviary (metal frame and shed) to Bedlam Farm Wildlife Rescue at a cost of £1,000. Bedlam Farm Wildlife Rescue are to dismantle, remove and transport the aviary from Richmond Park on an agreed timescale as it is a public park and the structure cannot be left unsafe.

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

**PS24/167 Levellings Dog Walk**

Members received an update from the Operations Manager following the site visit on Friday 9<sup>th</sup> February with options of areas to look at resurfacing. Some Members were of the view that the trees causing the damage to the footpaths should be removed. The Operations Manager advised the trees are in a healthy state and he would not advise that.

Initialled:

Property and Services Committee minutes 2023-24

**RESOLVE:** to

- a) look at the 2023 arborist report again
- b) obtain quotations for
  - i. the removal of the dog walk footpath,
  - ii. move the adjacent footpath further into the field,
  - iii. the resurface of the perimeter footpath,
  - iv. the resurface of the games and old sandpit area

**PS24/168 Tim Davies Commemoration**

**RESOLVED:** to DEFER for further consideration options/ways to commemorate the life of Tim Davies and his service to the community.

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

**PS24/170 Event Application (Paper M)**

**RESOLVED:** to approve the application in principle to hold Community Family Fun Day on Levellings Playing Field but require further information and site layout plan.

**PS24/171 Items for Notification**

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

- Levellings Dog Walk Footpath
- General Cemetery Extension Plans
- Tim Davies Commemoration
- Cemetery Chapel
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports
- Richmond House Fire Risk Assessment review

**PS24/172 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 March 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 9:35pm

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

Initialled:

# PAPER C

# Gainsborough Town Council

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## DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 14 February 2024 at 7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Dennis Dannatt (Vice Chairman)  
 Councillor Caz Davies Councillor Richard Doy  
 Councillor Paul Key

**In Attendance:**  
 Rachel Allbones Interim Town Clerk (ITC)

### PC24/086 Apologies for Absence

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

### PC24/087 Declarations of Interest

No declarations of interest were made.

### PC24/088 Dispensation Requests

No dispensation requests were received.

### PC24/089 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from items PC24/094, PC24/095, PC24/096 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### PC24/090 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Personnel Committee meeting held on Wednesday 17 January 2024 be approved as a as a true and accurate record and signed by the Chairman.

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

### PC24/091 Whistle Blowing and Confidential Reporting Policy (Paper B)

**RESOLVED:** to adopt the Whistle Blowing and Confidential Reporting Policy, noting that this replaces the individual Whistle Blowing Policy and Confidential Reporting Policy.

**PC24/092 Equality and Diversity Policy (Paper C)**

**RESOLVED:** to defer until the next meeting and issue the current policy alongside the review.

**PC24/093 Dignity at Work Policy (Paper D)**

**RESOLVED:** to adopt the Dignity at Work Policy, this replaces the Bully and Harassment Policy.

Note: Councillor Key voted against the above resolution.

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

**PC24/094 Staff Management Matter (Paper E)**

**RESOLVED:** under Standing Order 3z to allow the meeting period to exceed 2 hours.

**RESOLVED:** to speak to HR and write to the employee stating the Council is seeking advice and review in 3 months.

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

**PC24/095 Staff Structure Review (Paper F)**

**RESOLVED:** to defer until the next meeting.

**PC24/096 Interim Town Clerk Trial Review (Paper G)**

**RESOLVED:** to defer until the next meeting to receive a report from the Leader.

**PC24/097 Items for Notification**

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

- Equality and Diversity Policy – March
- Data Protection Policy for HR - March
- Staff sickness, absence and leave report – March
- Staff Appraisal Report - March
- Staff Structure Review - March
- Interim Town Clerk Trial review - March
- Sickness Absence Policy
- Health and Safety Policy Review
- Maternity Leave Policy Review
- Paternity Leave Policy Review
- Shared Parental Leave Policy Review
- Adoption Leave Policy Review
- Parental Bereavement Policy Review
- Lone Worker Policy Review
- No Smoking Policy Review
- Employee Code of Conduct Review
- Staff Appraisal Policy Review
- Wellbeing Policy Review
- Staff Training Policy Review
- Volunteer Policy Review
- Electronic Information and Communication Systems Policy



- HR Management Software

**PC24/098 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 March 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 9:32pm

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

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# PAPER D

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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## DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 20 February 2024** 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)

### FS24/092 Apologies for Absence

Apologies for absence were received from Councillor L Muggridge.

### FS24/093 Public Participation Period

No public in attendance.

### FS24/094 Declarations of Interest

No declarations of interest were made.

### FS24/095 Dispensation Requests

No dispensation requests were received.

### FS24/096 Items for Exclusion of Public and Press

No items for exclusion of public and press.

### FS24/097 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Finance and Strategy Committee meeting held on Tuesday 23 January 2024 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillors Doy & Key abstained from voting.

### FS24/098 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 15 February 2024

Initialled:

- ii. Cashbook Summary (including due and unpaid transactions) for 15 February 2024
- iii. Budget Comparison Report (including due and unpaid transactions) for 15 February 2024

### **FS24/099 Bank Reconciliation (Paper E)**

**RESOLVED:** to approve and sign the monthly bank reconciliations for 31 January 2024.

### **FS24/100 Internal Audit Report (Paper F)**

**RESOLVED:** to review and note interim internal audit report and thank Officers for continued effort, and request that the below be looked at and amended in the report: -

70 – we had 6 co-options in June following the elections.

90 – opt out evidenced – we have some employees who have opted out of the pension and we do have paperwork to evidence this.

### **FS24/101 Fees and Charges (Paper G)**

**RESOLVED:** to

- 1) Approve the 2024/25 Sports Grounds charges as set in Appendix A.
- 2) Approve the 2024/25 Cemetery charges as set in Appendix B.
- 3) Approve the 2025/26 Allotment charges at £0.126 per square metre and £0.1365 per square metre for Non-residents.

Note: Councillors Dobbie and Plastow abstained from voting.

- 4) Approve the 2024/25 water charges for Spital Hill at £10 per standard plot and Foxby Hill at £3 per standard plot.

Note: Councillors Dobbie, Key and Plastow abstained from voting.

- 5) Approve the 2025/26 Garage space charge at £55.13.
- 6) Approve the fee for Planet Circus at £250 per trading day.
- 7) Approve the fee for fairs at £250 per trading day.
- 8) Approve the fee for the Motor caravanners for 2024/25 at £500 (Fri – Sun).

Note: Councillor Bowler abstained from voting.

### **FS24/102 Items for Notification**

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

- Risk Management Policy and Risk Register Review – March
- Protocol for the Death of a Senior Figure Review
- Filming and Recording Meetings Policy Review
- Public Participation at Meetings Policy Review
- Anti-Fraud and Corruption Policy Review
- Communications Policy Review
- GDPR Policy Review
- Councillor Vacancy (Co-option) Policy Review
- Employee / Councillor Protocol Review
- Social Media Policy Review
- Publication Scheme & FOI Review
- Pensions Discretionary Policy Review
- Member Training and Development Policy Review
- Strategic Plan

- Investments
- Registrar Lease renewal
- Additional Bank Account
- LCAS Quality Status

**FS24/103 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 March 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:55pm

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

DRAFT

## Marshalls and Levellings Sports Ground Fees

**1st April 2024 - 31st March 2025**

<b>Football Pitch - Seniors 11v11</b>	£47.46	(per match)
<b>Football Pitch - Juniors 9v9 &amp; 11v11</b>	£30.10	(per match)
<b>Football Pitch - Juniors 5v5 &amp; 7v7</b>	£18.52	(per match)
Training Pitch	£12.73	

<b>Cricket Pitch - Senior</b> (not including use of kitchen or function room)	£52.09	(per match)
<b>Cricket Pitch - Senior (Evening League)</b> (not including use of kitchen or function room)	£30.10	(per match)
<b>Cricket Pitch - Junior</b> (per match, not including use of kitchen or function room)	£24.31	(per match)

Marshalls Bowls Club	£1,416.93	(per season)
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	Regular User	
	Peak	Off Peak
<b>Marshalls Function Room</b> (per hour, includes use of kitchen)	£17.43	£13.23

	Casual User	
	Peak	Off Peak
<b>Marshalls Function Room</b> (per hour, includes use of kitchen)	£21.00	£15.75

Peak Times	Monday - Friday	5:00pm - 11:30pm
Off Peak Times	Monday - Friday	9:00am - 5:00pm
	Saturday - Sunday	All Day

## Gainsborough Town Council

### Cemetery Charges for 1st April 2024 to 31st March 2025

Part 1 Exclusive Right of Burial	£
Cremated Remains 25 years	£266.26
50 years	£531.35
99 years	£708.47

Part 2 Interments	£
Stillborn child under 24 weeks	£0.00
**Child under 18 years of age Single	£708.47
**Child under 18 years of age Double	£838.12
Adult Single	£708.47
Adult Double	£838.12
Adult Triple (each application for a triple depth grave will be considered individually from the perspective of health and safety as not every location in the General Cemetery is suitable)	TBC with Grave Digger
Cremated Remains	£266.25
Extra Spoils removal	TBC with Grave Digger
Additional fee where outside standard hours (full burial)	£272.04
Additional fee where outside standard hours (cremation burial)	£94.93

Exhumation	£
Body	TBC with Grave Digger
Cremated Remains	£413.27

Use of	£
Chapel (including use of organ)	£118.08
Grass Matting	FOC

Part 3 Memorials	£
Headstone up to 3' (exclusive right for 30 years)	£236.16
Headstone up to 3' including kerbing (exclusive right for 30 years)	£266.25
Plaque	£89.14
Vase with an inscription	£89.14
Additional inscription	£63.00

**ALL CHARGES ARE DOUBLED FOR RESIDENTS LIVING OUTSIDE OF THE GAINSBOROUGH PARISH**

\*\*An application to the Children's Funeral Fund will be made by the burial authority to meet these costs rather than the charge being collected directly.

PAPER E



# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

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



## DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 27 February 2024** 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 Stuart Morley  
 Councillor David Dobbie  
 Councillor James Ward

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

### PL24/187 Apologies for Absence

Apologies for absence were received from Councillors R Craig, C Davies, L Mugridge and K Panter.

### PL24/188 Public Participation Period

No members of the public were present.

### PL24/189 Declarations of Interest

No declarations of interest were made.

### PL24/190 Dispensation Requests

No dispensation requests were received.

### PL24/191 Items for Exclusion of Public and Press

No items for exclusion of public and press.

### PL24/192 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Planning Committee meeting held on Tuesday 30 January 2024 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillors Morley and Ward abstained from voting on the above resolution.

### PL24/193 Planning Application

[Application Ref No: 147835 \(25/01/24, 28 days\)](#)

Initialled:

[Proposal: Planning application for proposed replacement windows to original building.](#)

[Location: 22 Riverside Dental, Practice Gladstone Street, Gainsborough](#)

**RESOLVED:** to support the application.

**PL24/194 Planning Application**

[Application Ref No: 147609 \(30/01/24, 28 days\)](#)

[Proposal: Planning application for alterations to existing apartment to form 2no. self contained flats.](#)

[Location: 2 James Court, Gainsborough](#)

**RESOLVED:** to support the application.

**PL24/195 Planning Application**

[Application Ref No: 147844 \(31/01/24, 28 days\)](#)

[Proposal: Planning application for demolition of the former Lindsey Shopping Centre and proposal to develop multiplex cinema, car parking and commercial units in the following use classes, Class A1 \(shops\), Class A2 \(financial and professional services\), Class A3 \(restaurants and cafes\), Class A4 \(drinking establishments\), Class A5 \(hot food takeaways\) and Class D2 \(assembly and leisure\), together with associated works being variation of condition 10 of planning permission 140235 granted 27 January 2022 - change in design.](#)

[Location: Former Lindsey Shopping Centre, Market Place, Gainsborough](#)

Note: Councillor Dobbie left the meeting at 7:09pm.

**RESOLVED:** to NOTE with concern the number of comments regarding no Changing Places facility. Drawing number J1808-00161 Rev A seating capacity is 385 but further drawings have a capacity of 341.

Places of assembly, recreation and entertainment with a capacity for 350 or more people are required to install a Changing Places facility if they are newly built or have a major refurbishment.

Note: Councillor Dobbie returned to the meeting at 7:24pm.

**PL24/196 Planning Application**

[Application Ref No: 147679 \(08/02/24, 28 days\)](#)

[Proposal: Planning application for retractable awnings to facade](#)

[Location: The Gainsborough Hotel, 49 Lord Street, Gainsborough](#)

**RESOLVED:** to support the application.

**PL24/197 Planning Application**

[Application Ref No: 147680 \(08/02/24, 28 days\)](#)

[Proposal: Listed building consent for retractable awnings to facade](#)

[Location: The Gainsborough Hotel, 49 Lord Street, Gainsborough](#)

**RESOLVED:** to support the application.

**PL24/198 Planning Application**

[Application Ref No: 147887 \(13/02/24, 28 days\)](#)

[Proposal: Planning application for alterations to front elevation and roof.](#)

[Location: 9 & 11 Market Place, Gainsborough](#)

**RESOLVED:** to support the application.

**PL24/199 Planning Application**

[Application Ref No: 147805 \(13/02/24, 28 days\)](#)

[Proposal: Planning application for rear extension to existing industrial warehouse and office building, associated internal alterations and addition of new mezzanine to existing internal floor space.](#)

[Location: Unit 2 Somerby Way, Somerby Park, Gainsborough](#)

**RESOLVED:** to support the application.

**PL24/200 Planning Application**

[Application Ref No: 147445 \(13/02/24, 28 days\)](#)

[Proposal: Planning application for installation of awning.](#)

[Location: Walters Opticians, 34-36 Market Place, Gainsborough](#)

**RESOLVED:** to support the application.

**PL24/201 Planning Application**

[Application Ref No: 147446 \(13/02/24, 28 days\)](#)

[Proposal: Listed building consent for installation of awning.](#)

[Location: Walters Opticians, 34-36 Market Place, Gainsborough](#)

**RESOLVED:** to support the application.

**PL24/202 Planning Application**

[Application Ref No: 147781 \(15/02/24, 28 days\)](#)

[Proposal: Listed building consent to install access ramp & level access shower.](#)

[Location: Prospect House, Summer Hill, Gainsborough](#)

**RESOLVED:** to support the application.

**PL24/203 Planning Application**

[Application Ref No: 147877 \(16/02/24, 28 days\)](#)

[Proposal: Listed building consent for replacement timber sash windows to front, timber shopfront, rendering front facade and be minor alterations to the flat above the shop.](#)

[Location: 31 Market Street, Gainsborough](#)

**RESOLVED:** to support the application.

**PL24/204 Planning Application**

**[Application Ref No: 147884 \(16/02/24, 28 days\)](#)**

**[Proposal: Planning application for various external alterations to existing including replacement shopfront and rendering facade.](#)**

**[Location: 31 Market Street, Gainsborough](#)**

**RESOLVED:** to support the application.

**PL24/205 Planning Application**

**[Application Ref No: 147874 \(19/02/24, 28 days\)](#)**

**[Proposal: Planning application to install an MCS compliant Daikin domestic air source heat pump to rear elevation.](#)**

**[Location: 26 Birchwood View, Gainsborough](#)**

**RESOLVED:** to support the application and welcome more of this nature.

**PL24/206 Planning Application**

**[Application Ref No: 147907 \(20/02/24, 28 days\)](#)**

**[Proposal: Listed building consent to replace non-original timber window units with hard wood timber units, and to install secondary glazing to the original Crittall windows.](#)**

**[Location: St Johns Vicarage Flats, 8 Ashcroft Road, Gainsborough](#)**

**RESOLVED:** to support the application on the proviso it is in line with conservation.

**PL24/207 Decision Notice (Paper B)**

**Application Ref No: 147174 GRANTED** (delegated)

Proposal: Outline planning application to demolish all existing industrial structures and erect up to 64no. dwellings with all matters reserved being variation of conditions 2, 4, 5 & 6 of planning permission 143821 granted 11 January 2023 - to separate the action of demolition from the development.

Location: Former AMP Rose site, Heapham Road, Gainsborough

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

**PL24/208 Decision Notice**

**Application Ref No: 147719 GRANTED** (delegated)

Proposal: Planning application for single storey rear extension

Location: 194, Ropery Road, Gainsborough

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

**PL24/209 Decision Notice (Paper C)**

**Application Ref No: 147737 GRANTED** (delegated)

Proposal: Advertisement consent to display 1no. replacement illuminated projecting sign, 1no. replacement illuminated fascia sign & 1no. illuminated ATM surround.

Location: Nationwide Building Society, 24, Market Place, Gainsborough

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

**PL24/210 Decision Notice (Paper D)**

**Application Ref No: 147759 REFUSED** (delegated)

Proposal: Lawful development certificate to confirm existing use of the upper floors of the former town hall is use class E(b).

Location: The Old Town Hall, 36, Lord Street, Gainsborough

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

**PL24/211 Street Naming Requests (Paper E)**

**RESOLVED:** to propose the following street names for the new development

Thonock Green: -

- 1) Vardo Drive
- 2) Romani Road
- 3) Piebald Close
- 4) Cob Close
- 5) Tinker Way
- 6) Field End
- 7) Common Close
- 8) Green Lane

**PL24/212 Tree Preservation Orders**

No tree preservation orders were received.

**PL24/213 Items for Notification**

Lord Street Traffic  
20's Plenty Campaign

**PL24/214 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Planning Committee meeting is scheduled for Tuesday 26 March 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:05pm

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

# PAPER F

## **Officer Report to the Council**

**Report Author:** Rachel Allbones

**Report Date:** 28 February 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.

### **Election**

An Election is to be held on Thursday 7<sup>th</sup> March for Gainsborough Town Council (Hill Ward).  
*Statement of Persons Nominated is attached.*

### **Chairman Group Meeting**

The next meeting is on Monday 11 March.

### **WLDC Markets and Events**

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

The Interim Town Clerk met with the Towns Manager on Tuesday 20 February to catch up on current activity.

Update on events: -

**Illuminate 2024, Love Gainsborough** 9<sup>th</sup> March

Summer Festival 2024 15<sup>th</sup> June - **GO Arts and Culture Festival**.

The working list of themes for the farmers and craft markets this year is attached.

### **Meeting with LCC**

The Interim Town Clerk and Operations Manager are meeting with the Area Manager for the Lincolnshire Registration and Celebratory Service and property team on Wednesday 28 February. It was a positive meeting and a number of actions have come from it.

### **Richmond House Rear Entrance**

Works are nearing completion.

### **Mayors Civic Service**

The Civic Service will be held on Sunday 14 April at 3pm.

### **Cemetery Development Plans**

A drop in session is being held on Tuesday 12 March 2024 from 1:00pm to 7:00pm for you to look at the potential 13 plans.

### **Annual Leave**

The Interim Town Clerk will be on annual leave from Wednesday 20 to Friday 29 March 2024.

# STATEMENT OF PERSONS NOMINATED

West Lindsey

## Election of Town Councillor

The following is a statement of the persons nominated for election as Town Councillor for

### Gainsborough Town Council (Hill Ward)

Name of Candidate	Home Address	Description (if any)	Name of Proposer	Reason why no longer nominated*
COXON Nick	(address in West Lindsey)	Lincolnshire Independents, Lincolnshire First	Stanley Georgina M	
EDDOWES Harry	(address in West Lindsey)	Labour Party	Selby Leslie J	
PADDEN Tom	23 Theaker Avenue, Gainsborough, DN21 1RJ	Liberal Democrat	Dobbie David	

\*Decision of the Returning Officer that the nomination is invalid or other reason why a person nominated no longer stands nominated.

The persons above against whose name no entry is made in the last column have been and stand validly nominated.

Dated Monday 12 February 2024

Ian Knowles  
Returning Officer



## Gainsborough Farmers and Craft Markets

### 2024 – 2025 Themes and Activities

<b>Saturday</b>	<b>Theme</b>	<b>Activity</b>
February 10 <sup>th</sup>	New Year New You	Everyone Active
March 9 <sup>th</sup>	Illuminate Festival	Various
April 13 <sup>th</sup>	Retro	Relentless Rockabilly band Horse and Carriage
May 11 <sup>th</sup>	Dinosaur	Meet Pete the T Rex
June 8 <sup>th</sup>	Young Traders Revive appetiser	Young traders Performance
June 15 <sup>th</sup>	REVIVE	Performances
July 13 <sup>th</sup>	Heritage Skills Fair	Specialist traders
August 10 <sup>th</sup>	Olympics	YMCA activities
September 14 <sup>th</sup>	WordFest	Literature Village and other activities Horse and Carriage
October 12 <sup>th</sup>	Halloween Party	Dragons Disco Pumpkin Patch
November 9 <sup>th</sup>	1940s Remembrance	Singers – Lah Di Dahs
<i>TBC November 16<sup>th</sup></i>	<i>Christmas Lights Festival</i>	
December 14 <sup>th</sup>	Christmas	Horse and Carriage
February 8 <sup>th</sup>	TBC	
March 8 <sup>th</sup>	TBC	

# PAPER G

# PAPER H

**Officer Report to Full Council**

Report Author: Stephen Coulman

Report Date: 28/02/2024


**Gainsborough**  
TOWN COUNCIL

## Grounds Maintenance Team Mobile Phones - purchase

### 1. Summary

Compliance with all relevant health and safety legislation and efficiency of service is paramount if the Council is to comply with its responsibilities as an employer and service provider.

Effective and timely communication is crucial to ensure the foregoing and a tested and proven way of achieving this is the use of mobile phones by Council employees. Communication may be via voice calls, text, WhatsApp, photos etc.

### 2. Background

Whilst the Council took out contracts for four (4) Council mobile phones (Allotment Officer, Part Time Caretaker, Team Leader, and Operations Manager) in January 2023 the four (4) Grounds Maintenance Operatives have given their good will and free use of their personal mobile phones to enable operational communications to be achieved. This has been the case since the appointment of the Operations Manager on 31<sup>st</sup> October 2022.

Due to financial pressures a Grounds Team member advised the Operations Manager that they had run out of data and that is why they had not responded to a WhatsApp message. They could not afford to top up their personal mobile phone until pay day.

As a result of the foregoing the Operations Manager asked all four (4) Grounds Maintenance Operatives about the use of their personal phones for work purposes. All four stated that they would wish not to use their phones and data etc. for work purposes for the following reasons:

- They are using data for Council purposes at their own expense.
- They do not wish to carry their personal mobile phone when working due to the risk of damage and / or loss.

The 'none use' of personal mobile phones has been in effect from 21<sup>st</sup> February 2024 and the ability to communicate between 'office' and 'field' based colleagues has been affected significantly.

The Grounds Maintenance Operatives have been consulted and they support the use of Council issued (for work only) mobile phones.

It was agreed at the Chairs Briefing on 26<sup>th</sup> February 2024 that this matter be brought straight to the attention of the Full Council as there is no allocated budget for the proposed additional mobile phones and due to the lack of ability to communicate effectively, and in a timely manner with Council employees - having both health & safety and operational impact.

### 3. Proposal

That the Council purchases four (4) basic mobile phones, in protective cases, and inserts pay as you go SIM cards. Each member of the Grounds Maintenance Team to be issued with a numbered / easily identifiable mobile phone and charger for their exclusive use at work, subject to the following:

- a) Council mobile phones will be subject to use for Council duties only.
- b) When an employee goes home after the working day, or is on leave, the mobile phone will remain with the Council.
- c) Employees will be required to adhere to the Council Mobile Phone Policy.

Research has determined that the basic mobile phone that meets the Council's needs is the Alcatel 1 2021 16GB Mobile Phone which comes with £10 of EE network pay-as-you-go calls / data etc. Each mobile phone and SIM card is £43.99. The compact form makes this mobile phone easy to use one-handed and it runs a clean, stripped-back version of Android. The SIM card may be 'topped up' as and when required.

Each phone will require a heavy duty hard tough dual layer shockproof cover for protection 'in the field'. Each case is £7.99.

The four (4) Council 'contract' phones are also on the EE network and work well in Gainsborough.

#### **4. Cost**

The costs associated with purchasing Council owned basic pay-as-you-go mobile phones is as follows:

- a) Four (4) Alcatel 1 2021 16GB Mobile Phones at £43.99 with £10 EE SIM = £175.96.
- b) Four (4) heavy duty hard tough dual layer shockproof covers at £7.99 = £31.96.
- c) It is not possible to quantify the cost of pay-as-you-go 'top ups' and phone usage as we have no benchmark. Cost will depend on the necessity and frequency of communications, which will vary from day to day and week to week over the seasons. For the purposes of this report the assumption is made that 'top ups' of £50 per phone will be required per annum = £200.

#### **5. Recommendation**

- a) That the Council purchases four (4) Alcatel 1 2021 16GB Mobile Phones at £43.99 with £10 EE SIM = £175.96.
- b) That the Council purchases four (4) heavy duty hard tough dual layer shockproof covers at £7.99 = £31.96.
- c) That the Council allocates a budget of £200 for SIM card 'top ups'.
- d) That the usage of mobile phones is monitored as per the Council Mobile Phone Policy.
- e) The budget be adjusted accordingly.

# PAPER I

## Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 28 February 2024



Gainsborough  
TOWN COUNCIL

### Correspondence Previously Circulated

- Lincolnshire Police: NC02 - NC04 News and updates – 1 February 2024
- NALC: Chief Executive's Bulletin – 1 February 2024
- Charles Baines Community Primary School: Governor Vacancy at Charles Baines School – 3 February 2024
- WLDC: Free workshops and tourism leaflet swap – 30 January 2024
- Globella; Marketing, Events & Networking: PRESS RELEASE sent on behalf of Active Lincolnshire 'Chair-based exercises get people moving across Lincolnshire thanks to Sport England funding.' – 30 January 2024
- Office of the Police and Crime Commissioner: Lincolnshire Environmental Crime Partnership – 26 January 2024
- WLDC: Business Brief - Special Edition for Leisure, Tourism and Hospitality businesses – 6 February 2024
- WLDC: Upcoming Events in West Lindsey this February! – 6 February 2024
- NALC: Newsletter – 7 February 2024
- NALC: Chief Executive's Bulletin – 8 February 2024
- WLDC: West Lindsey News January 2024 – 8 February 2024
- WLDC: Vacancy - Volunteer Code of Conduct Standards – 12 February 2024
- WLDC: Statement of Persons Nominated – 12 February 2024
- Office of the Police and Crime Commissioner: Police and Crime Commissioner Fraud Packs – 13 February 2024
- WLDC: Business Brief – 20 February 2024
- VCS: Latest News from Voluntary Centre Services – 20 February 2024
- LCC: Electric vehicle charger locations – 15 February 2024
- NALC: Newsletter – 21 February 2024
- WLDC: Planning application 147511 - Whittons Gardens, Caskgate Street, Gainsborough – 21 February 2024
- WLDC: Agenda - Meeting of Council 4 March 2024 – 26 February 2024
- NALC: Chief Executive's Bulletin – 22 February 2024
- LCC: Town and parish council newsletter February 2024 – 27 February 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