

# 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 6 February 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](#).

### FC24/145 Apologies for Absence

- i. To note apologies for absence.
- ii. To consider request to waive 6-month Councillor attendance rule (Section 85 Local Government Act 1972)

**Paper A** (pages 4 to 6)

### FC24/146 Declarations of Interest

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

### FC24/147 Dispensation Requests

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

**FC24/148 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.

**FC24/149 Presentation from Changing Places**

**FC24/150 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 B** Tuesday 9 January 2024 (pages 7 to 11)

**FC24/151 Committee Meeting Minutes**

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

**Paper C** - Property and Services Committee, Tuesday 16 January 2024 (pages 12 to 15)

**Paper D** – Personnel Committee, Tuesday 17 January 2024 (pages 16 to 18)

**Paper E** – Finance and Strategy Committee, Tuesday 23 January 2024 (pages 19 to 21)

**Paper F** – Planning Committee, Tuesday 30 January 2024 (pages 22 to 27)

**FC24/152 Vacancy on Working Group**

To appoint a member to the Policy Review Working Group

**Paper G** (pages 28 to 30)

**FC24/153 Announcements**

To receive and note updates from: -

i. Chairman of Council

ii. Leader of Council

iii. Interim Town Clerk

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

**FC24/154 Recommendations made by Committees**

To consider the following recommendation from Finance & Strategy Committee held 23 January 2024 (FS24/089 Investment Strategy Review):

**RESOLVED: to RECOMMEND to FULL COUNCIL** to adopt the reviewed Investment Strategy.

**Paper I** (pages 35 to 40)

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

To consider changing the name of Marshalls function room to the 'Tim Davies Community Hall'.

**FC24/156 Correspondence**

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

**Paper J** (pages 41 to 42)

**FC24/157 Items for Notification**

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

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

To note the date and time of the next Full Council meeting is scheduled for Tuesday 5 March 2024 at 7:00pm.

Rachel Allbones  
Interim Town Clerk  
Richmond House  
Gainsborough

Thursday, 01 February 2024

# PAPER A

## **Waiver of 6-month Councillor attendance rule (Section 85 Local Government Act 1972)**

### **Meeting of Council, Tuesday 6 February 2024 7:00pm (Item FC/24/145)**

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived, and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of the six-month period expiring.

Section 85 (1) of the Local Government Act 1972 states that “if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a member of the Authority.” Attendance can be at any committee or sub-committee, or any joint committee, joint board or other body where the functions of the Authority are discharged or who were appointed to advise the Authority on any matter relating to the discharge of their functions.

Councillor Panter has not been able to attend any Council or Committee meetings since the Council meeting on 5 September 2023, due to a serious illness. The Town Clerk has received a request for the Council to consider approving an extension to the usual six-month attendance rule enabling him to remain in office until he is able to resume normal duties.

Council can only consider approval of any reasons for non-attendance before the end of the relevant six-month period, which will be 5 March 2024. Councillor Panter’s family have confirmed that he will not be able to attend Council meetings for the foreseeable future and so this request has been submitted to approve an extension of the usual six-month rule.

Councillor Panter was co-opted on the Council on 4 March 2014 and represents Northwest ward. In addition to full Council he also serves as a member of Property & Services and Planning Committees.

Section 85 (1) of the Local Government Act 1972 enables a Local Authority to approve the reason(s) for non-attendance of a Member at any meeting of the Authority throughout a period of six consecutive months, provided that approval is given by the Authority before the expiry of the six-month period.

The Councils Standing Order 3e states ‘The Council does not accept apologies for non-attendance at meetings but will note apologies received.’

The Council under Standing Order 27a the Council may suspend all or part of a standing order, except one that incorporates mandatory statutory or legal requirements, by resolution in relation to the consideration of an item on the agenda for a meeting.

This is the final Council meeting at which approval could be sought for an extension of the time limit. If approval to any extension is not therefore agreed at this meeting Councillor Panter would, under Section 85 (1) of the Local Government Act 1972 be disqualified after 5 March 2024 from office as a councillor.

Once any councillor loses office, through failure to attend for the six-month period, the disqualification cannot be overcome by the councillor subsequently resuming attendance nor can retrospective approval of the Council be sought for an extension in time.

The Council is asked to approve Councillor Panter's non-attendance at meetings of the authority due to ill health for a six-month period up to 5 September 2024 pursuant to Section 85 (1) of the Local Government Act 1972.

**Recommendation:**

The Waiver of the 6-month Councillor attendance rule (section 85 Local Government Act 1972) in respect of Cllr Panter until 5 September 2024.

# PAPER B

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## DRAFT FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 9 January 2024** at **7:00pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

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

Councillor Nigel Bowler	Councillor Richard Craig
Councillor Dennis Dannatt	Councillor Caz Davies
Councillor Michael Devine	Councillor David Dobbie
Councillor Richard Doy	Councillor Stuart Morley
Councillor James Ward	Councillor Harry Warriner
Councillor Kenneth Woolley	

**In Attendance:**

Rachel Allbones

Stephen Coulman

Natasha Gardener

Interim Town Clerk (ITC)

Operations Manager (OM)

Admin Support Officer(ASO)

**Also Present:**

2 members of the public

### Open Forum Public participation

A member of the public requested to see the Method Statement and Risk Assessment for the removal of asbestos from the Love Lane allotment pond area. They were advised that they were written by the demolition company and would need to seek their permission to share them.

### FC24/130 Apologies for Absence

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

### FC24/131 Tributes to Councillor Tim Davies

Councillor Woolley led tributes to the late Councillor Tim Davies who passed away on 25 November 2023.

All paid tribute to a loyal friend and colleague, well respected by members of the Council, officers and residents who was a tremendous public servant in Gainsborough.

Councillor Tim Davies will be missed and sincere sympathy was extended to his family.



**FC24/132 Chairman of the Council**

**RESOLVED:** to elect Cllr Davies as Chairman and Town Mayor for the remainder of the 2023-24 municipal year.

Cllr Davies signed and read out the Declaration of Acceptance of Office which was also signed before the Proper Officer

Note: Councillors Dannatt, Dobbie and Ward abstained from voting on the above resolution.

**FC24/133 Declarations of Interest**

No declarations of interest were made.

**FC24/134 Dispensation Requests**

No dispensation requests were received.

**FC24/135 Items for Exclusion of Public and Press**

No items to exclude the public and press.

**FC24/136 Minutes of the Previous Meeting (Paper A)**

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

Note: Councillors Bowler, Davies and Dannatt abstained from voting on the above resolution.

**FC24/137 Committee Chairman appointments**

**RESOLVED:** to appoint Councillor Plastow as Chairman of the Property and Services Committee for the remainder of the 2023-24 municipal year.

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

**FC24/138 Committee Meeting Minutes (Papers B - C)**

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

Paper C – Finance and Strategy Committee, Tuesday 19 December 2023

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

**FC24/139 Announcements (Paper D)**

i. Chairman of Council

No report presented.

ii. Leader of Council

The Leader updated Members on recent activity.

iii. Interim Town Clerk

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

**FC24/140 Annual assembly of the Town Meeting (Paper E)**

**RESOLVED:** to approve the date of Thursday 18<sup>th</sup> April 2024 at 6:00pm at Marshalls Sports Ground.

**FC24/141 Recommendations made by Committees (Paper F - H)**

i. (PS24/121 Allotment Policy and Tenancy Agreement Review)

**RESOLVED:** to adopt the below policies: -

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

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

ii. (PS24/123 Marshalls Sports Ground Bowls Sheds)

**RESOLVED:**

- 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) Funds to come from general reserves.

iii. (PS24/125 Richmond House Rear Entrance and Toilets):

**RESOLVED:**

- 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) Funds to come from general reserves.

iv. (FS24/077 Ear Marked Reserves):

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

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

v. (FS24/078 Draft 2024 / 2025 Budget):

**RESOLVED:** to approve the budget as presented, representing a total budget requirement and precept demand of £645,316, equating to a 4.07% increase.

Note: Councillors Dobbie, Warriner and Woolley abstained from voting on the above resolution.

**FC24/142 Correspondence (Paper F)**

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

**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**

**RESOLVED:** to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 6 February 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 C

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## DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 16 January 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 Dennis Dannatt  
Councillor Harry Warriner

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

**Also Present:** Councillor Stuart Morley

### PS24/133 Apologies for Absence

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

### PS24/134 Public Participation Period

No public in attendance.

### PS24/135 Declarations of Interest

Councillor Bowler declared a personal interest as a Trustee of Greener Gainsborough.

### PS24/136 Dispensation Requests

No dispensation requests were received.

### PS24/137 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from item PS24/141 & PS24/144 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### PS24/138 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Property and Services Committee meeting held on Tuesday 12 December 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 Warriner abstained from voting on the above resolution.

**PS24/139 Matters Arising Schedule (Paper B)**

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

**PS24/140 Allotment Policy & Tenancy Agreement Review (Paper C)**

**RESOLVED:** to amend point 10.1 of the Allotment Tenancy Agreement as directed by the legal Advisor from the Allotment Society to read "The Tenant must immediately inform the Council of any change of name, address, email address or telephone number."

**PS24/141 Love Lane Allotment Pond (Paper D)**

**RESOLVED:** to approve the Operations Manager and Allotments Officer in communication with the Chair of the Committee to accept a quotation for the Hydrographical Survey and Ecological Survey and to instruct the works once the updated quotations have been received.

**PS24/142 General Cemetery Chapel Condition Survey (Paper E)**

**RESOLVED:** to obtain quotes for all outstanding priorities A (urgent requiring immediate action) and B (requires attention within 12 months) and report back.

**RESOLVED:** to produce an outreach survey to try and ascertain who would / could use the chapel going forward and for what use, and report back.

**PS24/143 Sandfield Lane North Play Area (Paper F)**

**RESOLVED:** to NOTE the update that all equipment apart from a litter bin had been removed from site presumed by Thonock and Somerby Estates but they are yet to confirm.

**PS24/144 Levellings Dog Walk Footpath**

**RESOLVED:** to NOTE the update from the Operations Manager and indicative quote and organise a site meeting for 10:15am on Friday 9<sup>th</sup> February and invite all GTC Cllrs, WLDC ward Cllrs and Officers.

**PS24/145 Parish Agreement Grass Verge Cutting 2024 – 2025**

**RESOLVED:** to NOTE the update from the Operations Manager and await correspondence from LCC.

**PS24/146 Christmas Lights Festival 2024 (Paper G)**

**RESOLVED:**

- 1) To agree the date for the Christmas Lights Festival 2024, that being the weekend of Friday 15 November 2024.
- 2) To agree to support the Christmas Lights Festival with a £5,000 contribution as budgeted subject to the Town Council being involved in the planning of the event.
- 3) That Councillor Dannatt attend the meeting at WLDC on 22 January in place of Councillor Key.

**PS24/147 Items for Notification**

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

- Levellings Dog Walk Footpath
- Parish Agreement Grass Cutting 2024 – 2025
- Cemetery Chapel
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update
- Richmond House Fire Risk Assessment review

**PS24/148 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Property and Services committee is scheduled for Tuesday 13 February 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:16pm

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

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# PAPER D



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## DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 17 January 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 Richard Doy

Councillor James Plastow

**In Attendance:**

Rachel Allbones

Interim Town Clerk (ITC)

### **PC24/075 Apologies for Absence**

Apologies for absence were received from Councillors R Craig, C Davies, P Key, S Morley, K Woolley.

### **PC24/076 Declarations of Interest**

No declarations of interest were made.

### **PC24/077 Dispensation Requests**

No dispensation requests were received.

### **PC24/078 Items for Exclusion of Public and Press**

**RESOLVED:** to exclude the public and press from items PC24/080, PC24/081, PC24/082 & PC24/083 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### **PC24/079 Minutes of the Previous Meeting (Paper A)**

**RESOLVED:** that the minutes of the Personnel Committee meeting held on Wednesday 8 November 2023 be approved as a as a true and accurate record and signed by the Chairman.

### **PC24/080 Staff Sickness, Absence and Leave (Paper B)**

**RESOLVED:** to **NOTE** the report.

### **PC24/081 Personal Injury Claim (Paper C)**

**RESOLVED:** to **NOTE** the report and outcome.

**PC24/082 Staff Structure Review (Paper D)**

**RESOLVED:** to defer until the Leader and Vice Chairman of Personnel have carried out a review with the Interim Town Clerk and reported back to the committee.

**PC24/083 Interim Town Clerk Trial Review (Paper E)**

**RESOLVED:** to defer until a decision is made with the Town Clerk position.

**PC24/084 Items for Notification**

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

- Staff Structure Review
- Interim Town Clerk Trial review
- Sickness Absence Policy
- Staff Policy reviews
- Electronic Information and Communication Systems Policy
- Whistle Blowing and Confidential Reporting Policy
- HR Management Software

**PC24/085 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 14 February 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 7:13pm

Signed as a true record of the Meeting:

\_\_\_\_\_   
 Presiding chairman of approving meeting

Dated \_\_\_\_\_

PAPER E

# Gainsborough Town Council

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## DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 23 January 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Nigel Bowler (Vice Chairman)

Councillor Richard Craig  
Councillor David Dobbie  
Councillor James Plastow

Councillor Michael Devine  
Councillor Liam Muggridge

**In Attendance:**

Rachel Allbones

Interim Town Clerk (ITC)

### FS24/081 Apologies for Absence

Apologies for absence were received from Councillors R Doy and P Key.

### FS24/082 Public Participation Period

No public in attendance.

### FS24/083 Declarations of Interest

No declarations of interest were made.

### FS24/084 Dispensation Requests

No dispensation requests were received.

### FS24/085 Items for Exclusion of Public and Press

No items for exclusion of public and press.

### FS24/086 Minutes of the Previous Meeting (Paper A)

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

Note: Councillor Muggridge abstained from voting.

### FS24/087 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 18 January 2024

Initialled:

Finance and Strategy Committee minutes 2023-24

- ii. Cashbook Summary (including due and unpaid transactions) for 18 January 2024
- iii. Budget Comparison Report (including due and unpaid transactions) for 18 January 2024

**FS24/088 Bank Reconciliation (Paper E)**

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

**FS24/089 Investment Strategy Review (Paper F)**

**RESOLVED:** to **RECOMMEND TO FULL COUNCIL** to adopt the reviewed Investment Strategy.

**FS24/090 Items for Notification**

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

- Internal Audit Report
- Fees and Charges
- Strategic Plan
- Investments
- Registrar Lease renewal
- Additional Bank Account
- LCAS Quality Status

**FS24/091 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 20 February 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 7:55pm

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

# PAPER F

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## DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 30 January 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 David Dobbie  
Councillor Liam Muggridge

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

### PL24/157 Apologies for Absence

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

### PL24/158 Public Participation Period

No members of the public were present.

### PL24/159 Declarations of Interest

No declarations of interest were made.

### PL24/160 Dispensation Requests

No dispensation requests were received.

### PL24/161 Items for Exclusion of Public and Press

No items for exclusion of public and press.

### PL24/162 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Planning Committee meeting held on Tuesday 28 November 2023 be approved as a as a true and accurate record and signed by the Chairman.

### PL24/163 Planning Application

[Application Ref No: 147664 \(14/12/23, 28 days\)](#)

[Proposal: Planning application for change of use of building to head office use class E\(g\)\(i\).](#)

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

**RESOLVED:** to support the application.

**PL24/164 Planning Application**

**[Application Ref No: 147719 \(20/12/23, 28 days\)](#)**

**[Proposal: Planning application for single storey rear extension.](#)**

**[Location: 194 Ropery Road, Gainsborough](#)**

**RESOLVED:** to support the application.

**PL24/165 Planning Application**

**[Application Ref No: 147737 \(03/01/24, 28 days\)](#)**

**[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:** that the Committee had no comments.

**PL24/166 Planning Application**

**[Application Ref No: 147787 \(15/01/24, 28 days\)](#)**

**[Proposal: Application for prior notification of proposed development by telecommunications code systems operators for 1no. 12m pole, 1no. GPS antenna at 12.4m, 1no. 3G OMIN antenna at 3.8m 7 smart metering equipment enclosure.](#)**

**[Location: Land at Gainsborough Treatment Works, The Avenue, Gainsborough](#)**

**RESOLVED:** to support the application.

**PL24/167 Planning Application**

**[Application Ref No: 147783 \(19/01/24, 28 days\)](#)**

**[Proposal: Planning application for loft conversion to create an additional bedroom including front dormer window.](#)**

**[Location: 46 Campbell Street, Gainsborough](#)**

**RESOLVED:** to support the application.

**PL24/168 Planning Application**

**[Application Ref No: 147798 \(23/01/24, 28 days\)](#)**

**[Proposal: Planning application for the the change of use and redevelopment to form 3no. dwellings.](#)**

**[Location: Former Melrose Sports and Social Club, 51 Melrose Road, Gainsborough](#)**

**RESOLVED:** that the Committee had no comments.

**PL24/169 Planning Application**

**[Application Ref No: 147827 \(24/01/24, 28 days\)](#)**



[Proposal: Planning application for single storey extension and other alterations being variation of conditions 2 and 3 of planning permission 146492 granted 18 May 2023 - changes to window frame colour from white to grey.](#)  
[Location: 22 Riverside Dental Practice, Gladstone Street, Gainsborough](#)

**RESOLVED:** that the Committee had no comments.

**PL24/170 Decision Notice (Paper B)**

**Application Ref No: 147368 GRANTED** (delegated)

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

lozenge sign to canopy, 1no. illuminated totem sign.

Location: Lincolnshire Cooperative Ltd, Corringham Road, Gainsborough

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

**PL24/171 Decision Notice (Paper C)**

**Application Ref No: 147416 GRANTED** (delegated)

Proposal: Planning application to erect second storey side extension.

Location: 38 Hill Crescent, Gainsborough

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

**PL24/172 Decision Notice (Paper D)**

**Application Ref No: 147437 REFUSED** (delegated)

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

Location: 4 Silver Street, Gainsborough

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

**PL24/173 Decision Notice (Paper E)**

**Application Ref No: 147438 REFUSED** (delegated)

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

Location: 4 Silver Street, Gainsborough

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

**PL24/174 Decision Notice (Paper F)**

**Application Ref No: 147177 GRANTED** (Committee)

Proposal: Planning application to install a traditional Victorian awning.

Location: 5-7 Market Place, Gainsborough

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

**PL24/175 Decision Notice (Paper G)**

**Application Ref No: 147178 GRANTED** (Committee)

Proposal: Listed building consent to install a traditional Victorian awning.

Location: 5-7 Market Place, Gainsborough

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

**PL24/176 Decision Notice (Paper H)**

**Application Ref No: 147202 GRANTED** (delegated)

Proposal: Planning application to change the use from 1no. shop, 3no. dwelling houses and 1no. flat to 1no. shop, 3no. dwellings and 2no. flats.

Location: 80-82, Church Street, Gainsborough

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

**PL24/177 Decision Notice (Paper I)**

**Application Ref No: 147359 GRANTED** (delegated)

Proposal: Listed building consent to change the use from 1no. shop, 3no. dwellinghouses and 1no. flat to 1no. shop, 3no. dwellings and 2no. Flats.

Location: 80-82, Church Street, Gainsborough

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

**PL24/178 Decision Notice (Paper J)**

**Application Ref No: 147610 GRANTED** (delegated)

Proposal: Advertisement consent to display 2no. fascia signs.

Location: Shoezone, Unit 2a, Marshall's Yard, Beaumont Street, Gainsborough

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

**PL24/179 Decision Notice (Paper K)**

**Application Ref No: 136937 GRANTED**

Proposal: Outline planning application for residential development of up to 750no. dwellings with access to be considered and not reserved for subsequent applications

Location: Land north east of Highfields roundabout, Corringham Road, Gainsborough

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

**PL24/180 Decision Notice (Paper L)**

**Application Ref No: 146003 GRANTED** (delegated)

Proposal: Advertisement consent to display 1no. non-illuminated fascia sign.

Location: Emporium 2 Granary Wharf, Bridge Street, Gainsborough

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

**PL24/181 Decision Notice (Paper M)**

**Application Ref No: 146120 GRANTED** (delegated)

Proposal: Planning application for removal of existing store-front and construct

replacement.

Location: Digitech Business Equipment, 63 Heaton Street, Gainsborough

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

**PL24/182 Street Naming Requests (Papers N & O)**

**RESOLVED:** to **NOTE** the update regarding the street name proposals for the new development accessed off Horsley Road.

**RESOLVED:** to **NOTE** the following street names for the new development Thonock Green street names, but to Cllr Plastow to contact the Heritage Association regarding any specific family names on the land, 6/7 names to be confirmed at the next meeting: -

- 1) Vardo
- 2) Romani / Romany
- 3) Piebald
- 4) Cob
- 5) Tinker
- 6) Field

The above names came from the land traditionally was where horses were left to forage from the travelling community.

**PL24/183 Tree Preservation Orders**

No tree preservation orders were received.

**PL24/184 Mobile Infrastructure Upgrade (Paper P)**

**RESOLVED:** to **NOTE** the consultation on proposed base station installation upgrade at Cornerstone 10681128, Whites Wood Lane, Gainsborough.

**PL24/185 Items for Notification**

There were no items for notification.

**PL24/186 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Planning Committee meeting is scheduled for Tuesday 27 February 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:12pm

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

# PAPER G

## 11. Policy Review Working Group Terms of Reference

### Introduction

- 11.1 A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

### Working Group membership and quorum

- 11.2 Membership will be three Members of the Town Council one of whom will provide agendas and take notes.
- 11.3 The working group shall have express authority to take professional advice via the Town Clerk.
- 11.4 The quorum of the meeting shall be a minimum of three members present.

### Delegation

- 11.5 The Council cannot delegate any of its functions to individual Councillors or working groups. (LGA1972, s. 101). The Working Group has no delegated powers and must make recommendations only.

### Report structure

- 11.6 The Policy Working Group shall report to the committee responsible for any particular policy as identified in Structures and Functions or to Full Council for any proposed changes to Standing Orders, Financial Regulations, Code of Conduct, Structure & Functions.
- 11.7 Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

### Meeting frequency

- 11.8 The group shall meet as often as is deemed necessary. All members of the group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

### Principle meeting officer

- 11.9 The working group will have **no** officer support. The group will produce its own agendas and minute notes for each meeting.

### Principle objective

- 11.10 The working group shall systematically review the Council's policies and make recommendations in writing to the relevant committee or Full Council respectively. It will start with reviewing Standing Orders and Financial Regulations.
- 11.11 It will review the policies in light of the Council's vision and mission statement.
- 11.12 It will identify if the existing policies meet at least the requirements under the Local Council Awards Scheme Quality Standard.

11.13 It will identify redundant policies.

### **Budgetary matters**

11.14 The group will not have a budget. Other than printing documents to aid editing and staff time, no cost implications are anticipated.

# PAPER H

## **Officer Report to the Council**

**Report Author:** Rachel Allbones

**Report Date:** 1 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 of One Town Councillor for Gainsborough Town Council (Hill Ward).

*Notice of election attached.*

### **Christmas Lights**

The Operations Manager is meeting with a WLDC Officer on Wednesday 7 February regarding the electric supply in the town centre.

### **Meeting with WLDC**

The Interim Town Clerk, Operations Manager, Leader and Councillor Dannatt attended the Leisure, Culture, Events and Tourism Working Group meeting at WLDC on Monday 22 January.

WLDC and Town Council agreed 15<sup>th</sup> and 16<sup>th</sup> November for the Christmas Lights Festival.

Key points that came out of the meeting

1. No countdown worked well and would like to do this again.
2. Two-day event (Fri and Sat).
3. Work collaboratively with Marshalls Yard to ensure the stage programmes balance / complement each other.
4. More joined up approach to marketing.

### **Chairman Group Meeting**

The next meeting is on Monday 12 February.

### **Internal Audit**

The Councils Internal Audit took place on Wednesday 17 January at the Council offices by LALC with no issues highlighted.

### **HR Compliance Audit**

The Councils annual HR Compliance Audit took place on Monday 29 January at the Council offices by Stallard Kane with no issues highlighted.

### **WLDC Markets and Events**

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

The Interim Town Clerk is meeting 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 – The event will see a parade down Lord Street, Market Place and Market Street up back up to the Parish Church. There will be activities for lantern making in schools and online, a samba band and street theatre in the grounds of the Old Hall.

It falls on a Farmers' Market so hoping to keep trading into early evening.

Summer Festival 2024 15<sup>th</sup> June - Members now wish to call the Revive Festival the **GO Arts and Culture Festival**. Still in very early planning phases.

## **Marshalls Bowls Pavilion**

The green bowls shed was demolished and removed on Friday 26 January.

## **Love Lane Allotment Pond**

The Hydrographical and Ecological Surveys were carried out w/c 29 January.

## **Sandsfield Lane North Play Area**

Thonock and Somerby Estates have confirmed they have removed the equipment.

## **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. The Interim Town Clerk has requested the following items to be placed on the agenda: -

- conservatory replacement plans (fund contribution?)
- contribution towards the toilet renovation
- contribution towards the external painting of the windows
- lease
- fountain

## **Marshalls Pavilion Heating**

The Interim Town Clerk and Operations Manager had a Teams meeting with WLDC Officers and an engineer to discuss possible solutions and ways forward with the heating and hot water system.

## **Richmond House Rear Entrance**

Works began on the rear entrance on Monday 29 January.

## **Appraisals**

Staff appraisals are taking place w/c 29 January and 5 February.

## **Levellings Dog Walk Footpath**

Reminder about the site visit is to determine the best course of action with regard to the footpaths as they present a real trip hazard to members of the public and Council employees alike, Friday 9 February at 10:15am at the dog walk. All Councillor are invited to attend.

## **Annual Leave**

The Interim Town Clerk will be on annual leave on Friday 16 February and Thursday 29 February 2024.

# NOTICE OF ELECTION

## ELECTION OF A TOWN COUNCILLOR

### GAINSBOROUGH TOWN COUNCIL (HILL WARD)

#### 1. ELECTION

An Election is to be held of One Town Councillor for Gainsborough Town Council (Hill Ward).

#### 2. NOMINATION PAPERS

Forms of nomination for the Gainsborough Town Council (Hill Ward) Election are available for download at [www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk) or from the Returning Officer at the Guildhall, Marshall's Yard, Gainsborough DN21 2NA (please ring to arrange collection on (01427 676576) or email [ereg@west-lindsey.gov.uk](mailto:ereg@west-lindsey.gov.uk)

#### 3. DELIVERY OF NOMINATION PAPERS

Nomination papers must be delivered by hand to the Returning Officer, Guildhall, Marshall's Yard, Gainsborough, Lincolnshire, DN21 2NA on any day after the date of this notice but no later than 4 pm on Friday, 9th February 2024.

#### 4. POLL

If any election is contested the poll will take place on Thursday, 7th March 2024.

#### 5. POSTAL VOTES

Applications, amendments or cancellations of postal votes must reach the Electoral Registration Officer at Guildhall, Marshall's Yard, Gainsborough, Lincolnshire, DN21 2NA by 5 pm on Wednesday, 21st February 2024.

#### 6. PROXY VOTES

Applications to vote by proxy at this election must reach the Electoral Registration Officer at Guildhall, Marshall's Yard, Gainsborough, Lincolnshire, DN21 2NA by 5 pm on Wednesday, 28th February 2024.

#### 7. EMERGENCY PROXY VOTES

Applications to vote by proxy at this election applied for on grounds of physical incapacity, where that physical incapacity occurred after 5 pm on Wednesday, 28th February 2024, must reach the Electoral Registration Officer at Guildhall, Marshall's Yard, Gainsborough, Lincolnshire, DN21 2NA by 5 pm on Thursday, 7th March 2024.

Dated Thursday 1 February 2024

Ian Knowles  
Returning Officer

# PAPER I

# Investment Strategy

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## Document History

Adopted by Council – 4 September 2019

Reviewed & Adopted - [6 February 2024](#)

Reviewed & Adopted –

## 1. Policy Aim

To ensure that ~~surplus-reserve~~ funds held on behalf of the Gainsborough community are prudently invested as part of it's fiduciary duty.

## 2. Introduction

Gainsborough Town Council (the Council) acknowledges the importance of wisely investing the temporary surplus funds held on behalf of the community, as part of its duty to have the highest standard of care for precept payers' money.

This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account:

- Section 15 (1) (a) of the Local Government Act 2003
- Statutory Guidance on Local Government Investments (3rd Edition)
- Guidance within ~~Governance and Accountability for Smaller Authorities~~ JPAG Practitioner's Guide March 2018<sup>23</sup>.

The Local Government Act 2003 states that a local authority may invest:

- for any purpose relevant to its functions under any enactment
- for the purpose of prudent management of its financial affairs

The Council defines its treasury management activities as “the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

## 3. Policy Statement

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

## 4. Investment Objectives

The Council's investment priorities are:

- 4.1
- the security of its reserves (to ensure that money held is protected from loss)
  - the adequate liquidity of its investments, (to ensure money is available when it is needed and not locked away)
  - the return on investment – the Council aims to get the best rate of interest that can be achieved whilst also ensuring that the investment is low risk and easy to access

4.2 All investments will be made in sterling.

4.3 The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

4.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality based on information from credit rating agencies (e.g. Standard & Poor's (S&P) Moody's and Fitch).

4.5 Investments will be spread over at least two different providers where appropriate to minimise risk.

4.6 The fundamental principle governing Gainsborough Town Councils investment criteria is the security of its investments, although investment return will be a consideration.

- For 2024-27 the Council will invest as much of its balances as possible in low risk, accessible and short-term schemes in order to achieve its investment objectives. Investment schemes will be ethical, responsible and of high credit quality, domiciled within the UK with a sovereign rating of A or higher.

## 5. Specified Investments

5.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.

5.2 The Council, for prudent management of its treasury balances may use: -

- Treasury Deposits with UK clearing banks (of at least A- rating)
- Local Authorities or other Public Authorities
- Other approved public-sector investment funds

5.3 The choice of institution and length of deposit will be at the approval of the Finance and Strategy Management and Finance Committee.

5.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

## 6. Non-Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will generally not use this type of investment. Any such investment will be subject to specific consideration and approval by Full Council.

## 7. Liquidity of Investments

7.1 The Council's Management and Finance and Strategy Committee in consultation with the Responsible Finance Officer / Town Clerk, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

7.2 Investments will be regarded as commencing on the date the commitment to invest is entered rather than the date on which the funds are paid over to the counterparty.

## 8. Long Term Investments

8.1 Long Term Investments are defined in the Guidance as greater than 3612 months.

8.2 The Council does not currently hold any funds in long term investments. Any investment greater than 3612 months will be subject to specific consideration and approval by Full Council.

## 9. Implementation

### Investment Strategy 202419 – 20250

For 202419-250, the Council will invest as much of its balance as possible in a low risk products in order to achieve its investment objectives. The Council is mindful of the need to not make the administration of investments too complex, especially when considering the current low rates of

return and the administration costs associated with managing multiple accounts and creating new accounts. The following have been identified using Standard & Poor's (S&P) Moody's and Fitch ratings as being suitably secure in the following scenarios:

For day to day banking including current account a high degree of liquidity is required with suitable banking arrangements easy access for both deposit and withdrawal. This condition has limited the practical choice to local "High Street" banks. Gainsborough Town Council has a long-term relationship with HSBC PLC.

**Business Current & Deposit Account will be held at HSBC PLC** for in year finances plus not less than 3 months working capital from reserves for cash flow purposes.

The Council has significant undertakings alongside large projects for 202419 – 2025 and liquidity of funds is therefore a higher priority than return on investment especially when the differential in rates of interest are very modest. For general investment of reserves and other funds an interest earning account that pays a competitive return is sufficient. The Council will explore suitable arrangements again noting the need for easy access and practicality.

#### **Investment Account to be determined**

This will be for all balances not held in the Current Account (Earmarked Reserves and any remaining General Reserve not allocated to the current account).

The Responsible Finance Officer together with 2 Council signatories shall have delegated authority to make all necessary transfers between the accounts from time to time as necessary to meet the annual investment strategy.

## **10. Regular and Year End Investment Report**

Investment forecasts for the coming year will be accounted for when the budget is prepared. The Responsible Finance Officer will report on investment activity to the Management and Finance and Strategy Committee as part of the Quarterly Financial Reporting.

## **11. Review and Amendment of Regulations**

11.1 The ~~Annual~~ Investment Strategy must be reviewed annually and revised if considered necessary.

11.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. Any variations will be made available to the public.

## **12. Monitoring**

The policy will be monitored in the following ways:

<b>MONITORING ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
Quarterly checks of compliance to strategy	RFO
Twice yearly checks on compliance and review of investment	<u>Management and Finance and Strategy</u> Committee

### **~~POLICY REVIEW~~**

~~Review due annually.~~

**RELATED POLICIES & STRATEGIES**

Standing Orders

Financial Regulations

**APPENDIX A****Statement of reserves position at 31<sup>st</sup> March 202319**

1. At the end of 202218/2319 financial year Gainsborough Town Council had £95,983.71210,953.40 in its General Reserve and £214,295.36 397,685.12 in its Earmarked Reserves.
2. The precept of £612,885481,140 was received in 202319/204.
3. The precept of £645,316???,???, for 20240/251 will be paid into the current account in April 2024.0
4. A report containing a summary of the reserve position was considered by Management and Finance and Strategy Committee in December 2023April-2019.
5. The current balance – as at date 31<sup>st</sup> March 202319 – in each of the specified investments is as follows: -
  - Current / Deposit Account - £569,616.45294,708.95



# PAPER J

## Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 1 February 2024



Gainsborough  
TOWN COUNCIL

### Correspondence Previously Circulated

- Lincolnshire Police: 2nd February 2024 - Hear Our Voice Conference - Lincolnshire Strong Voices – 4 January 2024
- WLDC: Upcoming Events in West Lindsey this January! – 5 January 2024
- WLDC: Business Brief – 8 January 2024
- Lincolnshire Police: NC02 - NC04 News and updates – 10 January 2024
- Royal Horticultural Society: - Reflecting on a year of blooming success – 11 January 2024
- NALC: Chief Executive's Bulletin – 11 January 2024
- WLDC: Standards Volunteer - vacancy – 12 January 2024
- WLDC: Papers for Council - 22 January 2024 – 15 January 2024
- WLDC: 2024 Updates – 16 January 2024
- NALC: Newsletter – 17 January 2024
- NALC: Newsletter – 24 January 2024
- NALC: Chief Executive's Bulletin – 25 January 2024
- NALC: Newsletter – 31 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