

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



FULL COUNCIL AGENDA

To: All Members of Gainsborough Town Council:

Councillor Nigel Bowler	Councillor Sean Brennan
Councillor Nicholas Coxon	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 7 May 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

FC25/001 Election of the Chair of the Town Council for the 2024/25 Civic year

To elect a Chair and Town Mayor for the 2024-25 municipal year and allow for the newly elected Chair to sign their Declaration of Acceptance of Office.

Paper A (pages 6 to 7)

FC25/002 Election of the Vice Chair of the Town Council for the 2024/25 Civic year

To elect a Vice Chair and Deputy Town Mayor for the 2024-25 municipal year and allow for the newly elected Vice Chair to sign their Declaration of Acceptance of Office.

Paper B (pages 8 to 9)

Open Forum Public Participation

(Members of the public are welcome to present any matter relevant to the wellbeing of Gainsborough Town and each president will receive the attention of the Council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please see the [Council's Public Participation at Meetings Policy](#) and [Standing Orders](#) 3 f-i for details.

Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is permitted at Council

meetings which are open to the public. Anyone wishing to do so MUST adhere to the protocol laid out in the Council's [Filming and Recordings of Meetings Policy](#).

FC25/003 Apologies for Absence

To note apologies for absence.

FC25/004 Declarations of Interest

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

FC25/005 Dispensation Requests

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

FC25/006 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.

FC25/007 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 C Tuesday 2 April 2024 (pages 10 to 13)

FC25/008 Committee Meeting Minutes

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

- i. Property and Services Committee, Tuesday 9 April 2024 **Paper D** (pages 14 to 17)
- ii. Personnel Committee, Wednesday 17 April 2024 **Paper E** (pages 18 to 22)
- iii. Policy Review Working Group, Thursday 18 April 2024 **Paper F** (pages 23 to 24)
- iv. Planning Committee, Tuesday 23 April 2024 **Paper G** (pages 25 to 29)
- v. Finance and Strategy Committee, Tuesday 30 April 2024 **Paper H** (pages 30 to 33)

FC25/009 Announcements

To receive and note updates from: -

- i. Chairman of Council
- ii. Leader of Council
- iii. Interim Town Clerk **Paper I** (pages 34 to 68)

FC25/010 Recommendations made by Committee

To consider the following recommendation from Planning Committee held 26 March 2024 (PL24/238 20's Plenty for Us):

RESOLVED: to RECOMMEND to FULL COUNCIL to support the 20's Plenty Campaign, more school zones and encourage people to drive slower.

<https://www.20splenty.org/>

FC25/011 Recommendations made by Committee

To consider the following recommendation from Personnel Committee held 14 March 2024 (PC24/108 Interim Town Clerk Trial Review):

RESOLVED: to RECOMMEND TO FULL COUNCIL to offer the Interim Town Clerk (formerly Deputy Clerk/RFO) the permanent position of Town Clerk & Responsible Finance Officer as per Contract of Employment PC24/121.

FC25/012 Recommendations made by Committee

To consider the following recommendation from Policy Review Working Group held 18 April 2024 (PO24/005 Standing Order Review):

RESOLVED: to RECOMMEND TO FULL COUNCIL to adopt the reviewed Standing Orders.

Paper J (pages 69 to 88)

FC25/013 Recommendations made by Committee

To consider the following recommendation from Policy Review Working Group held 18 April 2024 (PO24/006 Structure and Functions Review):

RESOLVED: to RECOMMEND TO FULL COUNCIL to adopt the reviewed Structure and Functions.

Paper K (pages 89 to 121)

FC25/014 AGAR: Section 1 – Annual Governance Statement

To approve the nine individual statements of the AGAR: Section 1 – Annual Governance Statement 2023/24 preceded by the following assertion:

“We acknowledge as the members of Gainsborough Town Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024.”

Paper L (pages 122 to 123)

FC25/015 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 30 April 2024 (FS24/127 Year End Accounts 2023/24)

RESOLVED: to RECOMMEND TO FULL COUNCIL to approve of the following reports for the 2023/24 financial year: -

- i. Consolidated Balance Sheet **Paper M** (pages 124 to 127)
- ii. Income and Expenditure Account Report **Paper N** (pages 128 to 130)
- iii. Income and Expenditure Account Analysis Report **Paper O** (pages 131 to 133)
- iv. Income and Expenditure by Budget Headings Report **Paper P** (pages 134 to 141)
- v. Trial Balance **Paper Q** (pages 142 to 144)

FC25/016 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 30 April 2024 (FS24/128 AGAR - Section 2 Accounting Statements)

RESOLVED: to RECOMMEND to FULL COUNCIL to approve Section 2 - Accounting Statements of the AGAR.
Paper R (pages 145 to 146)

FC25/015 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 30 April 2024 (FS24/129 Insurance)

RESOLVED: to RECOMMEND to FULL COUNCIL to and approve a 2-year extension of the Town Council's insurance under a 3-year scheme.

Paper S (pages 147 to 179)

FC25/016 Council Leader

To appoint a Leader of the Council

FC25/017 Finance and Strategy Committee

To appoint 7 Members, plus up to 2 substitutes, to the Finance and Strategy Committee and appoint a committee Chair.

FC25/018 Property and Services Committee

To appoint 7 Members, plus up to 2 substitutes, to the Property and Services Committee and appoint a committee Chair.

FC25/019 Personnel Committee

To appoint 7 Members, plus up to 2 substitutes, to the Personnel Committee and appoint a committee Chair.

FC25/020 Planning Committee

To appoint 7 Members, plus up to 2 substitutes, to the Planning Committee and appoint a committee Chair.

FC25/021 Neighbourhood Plan Working Group

To appoint 3-5 Members to the Neighbourhood Plan Working Group.

FC25/022 Policy Review Working Group

To appoint 3 Members to the Policy Review Working Group.

FC25/023 Review / appointment of representation on or work with external bodies and arrangements for reporting back

To appoint representatives to outside bodies and consider and arrangements for reporting back;

- i. Gainsborough Adventure Playground Association
- ii. Friends of Richmond Park
- iii. North Notts and Lincs Community Rail Partnership CIC
- iv. Bassetlaw Area Group of North Notts & Lincs Community Rail Partnership
- v. Gainsborough Transport Strategy Board (LCC)
- vi. Safeguarding Champion
- vii. First Aid Champion

FC25/024 Authorised signatories – Payments

To approve authorised payment signatories for 2024/25 (5 authorised of which 2 sign). Current signatories are Cllrs Craig, Key, Panter & Plastow.

FC25/025 Authorised signatories - Legal documents

To review the current authorised persons to sign legal documents for 2024/25. Current authorised persons are Town Clerk, the Deputy Clerk and RFO and those members on the Town Council's bank mandate, which currently are Cllrs Craig, Key, Panter & Plastow.

Note: Council now have a seal.

FC25/026 Meeting calendar for 2024 / 2025

To consider and approve a meeting schedule for 2024/25.

Paper T (pages 180 to 181)

FC25/027 Subscriptions

To review and approve Council's and/or staff subscriptions to other bodies;

- i. LALC / NALC
- ii. The National Allotment Society
- iii. ICCM
- iv. Information Commissioners Office
- v. The Rural Town Group – *Cancel subscription.*

FC25/028 Allotment Secretaries

To approve the appointment of the Site Secretaries for Foxby Hill, Love Lane, North Warren and Showfield Allotments.

Paper U (pages 182 to 183)

FC25/029 Correspondence

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

Paper V (pages 184 to 185)

FC25/030 Items for Notification

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

- i. Road Safety Partnership – 20's Plenty Campaign

FC25/031 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 4 June 2024 at 6:30pm/7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Wednesday, 01 May 2024

PAPER A

DECLARATION OF ACCEPTANCE OF OFFICE

GAINSBOROUGH TOWN COUNCIL

I, Councillor

having been elected to the office of Mayor of Gainsborough Town Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to observe the Council's Code of Conduct as to the conduct which is expected of members of Gainsborough Town Council.

Signed: Date:

This declaration was made and signed before me,

Signed: Date:

Member/Proper Officer of Gainsborough Town Council

PAPER B

DECLARATION OF ACCEPTANCE OF OFFICE

GAINSBOROUGH TOWN COUNCIL

I, Councillor

having been elected to the office of Deputy Mayor of Gainsborough Town Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to observe the Council's Code of Conduct as to the conduct which is expected of members of Gainsborough Town Council.

Signed: Date:

This declaration was made and signed before me,

Signed: Date:

Member/Proper Officer of Gainsborough Town Council

PAPER C

Gainsborough Town Council

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DRAFT FULL COUNCIL MINUTES

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

Councillors Present: Councillor James Plastow (Chair)

Councillor Nigel Bowler
Councillor Nicholas Coxon
Councillor Michael Devine
Councillor Richard Doy
Councillor Stuart Morley
Councillor Kenneth Woolley

Councillor Sean Brennan
Councillor Dennis Dannatt
Councillor David Dobbie
Councillor Paul Key
Councillor Liam Muggridge

In Attendance:

Rachel Allbones
Stephen Coulman

Interim Town Clerk (ITC)
Operations Manager

Open Forum Public participation

No public questions received.

FC24/172 Apologies for Absence (Paper A)

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

FC24/173 Declarations of Interest

No declarations of interest were made.

FC24/174 Dispensation Requests

No dispensation requests were received.

FC24/175 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FC24/179iii in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed, and to not the item until after FC24/168.

FC24/176 Minutes of the Previous Meeting (Paper B)

RESOLVED: that the minutes of the Council meeting held on Tuesday 5 March 2024 be approved as a as a true and accurate record and signed by the Chairman.

Initialled:

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

FC24/177 Committee Meeting Minutes (Papers B - E)

Paper B - Property and Services Committee, Tuesday 12 March 2024

Paper C – Personnel Committee, Wednesday 13 March 2024

Paper D – Finance and Strategy Committee, Tuesday 19 March 2024

Paper E – Planning Committee, Tuesday 26 March 2024

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

FC24/178 Vacancies on Committees / Working Group (Paper F)

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

Councillor Plastow abstained from voting on the above resolution.

- ii. **RESOLVED:** to appoint Councillor Coxon to the Planning Committee for the remainder of the 2023-24 municipal year.

Councillor Plastow abstained from voting on the above resolution.

- iii. **RESOLVED:** to appoint Councillor Dobbie to the Policy Review Working Group for the remainder of the 2023-24 municipal year.

FC24/179 Announcements (Paper G)

- i. Chair of Council
Not in attendance.

- ii. Leader of Council
Not in attendance.

- iii. Interim Town Clerk

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

FC24/180 Recommendations made by Committees

(PS24/190 Tim Davies Commemoration):

RESOLVED: to: -

- a) Name a street within the town after Tim Davies
- b) Install benches in the Trent Ward (Ashcroft Road pocket park) and the Hill Ward (TBC) with plaques in memory of Tim Davies
- c) Plant a tree at Richmond Park in memory of Tim Davies.

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

FC24/181 Recommendations made by Committees (Paper C)

(PC24/108 Interim Town Clerk Trial Review):

RESOLVED: to defer the item back to the Personnel Committee in order to produce a detailed recommendation for consideration.

FC24/182 Correspondence (Paper H)

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

FC24/183 Items for Notification

- 20's Plenty Campaign recommendation from Planning Committee

RESOLVED: to ask the Road Safety Partnership to attend a Council meeting to explain the 20's Plent Campaign.

Note: Councillors Dannatt and Key voted against the above resolution.

FC24/184 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 7 May 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 7:49pm.

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

PAPER D

Gainsborough Town Council

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DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 9 April 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Chair)

Councillor Nigel Bowler	Councillor Nicholas Coxon
Councillor Richard Craig	Councillor Dennis Dannatt
Councillor Caz Davies	Councillor Paul Key

In Attendance:

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

PS24/193 Apologies for Absence

Apologies for absence were received from Councillor J Ward.

PS24/194 Public Participation Period

No public in attendance.

PS24/195 Declarations of Interest

Councillor Craig declared a personal interest in agenda item PS24/208 as he is the Project Manager for Connexions.

PS24/196 Dispensation Requests

No dispensation requests were received.

PS24/197 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS24/201, PS24/202, PS24/203, PS24/205 & PS24/206 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS24/198 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 12 March 2024 be approved as a true and accurate record and signed by the Chairman.

Initialled:

Property and Services Committee minutes 2023-24

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

PS24/199 Matters Arising Schedule (Paper B)

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

PS24/200 Allotment Officer Report (Paper C)

RESOLVED: to NOTE the update report from the Allotments Officer on tenancy breaches.

PS24/201 North Warren Allotment Fence (Paper D)

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

For: - Councillors Bowler, Coxon, Craig, Dannatt, Davies, Plastow

Against: - Councillor Key

RESOLVED: to agree to instruct Contractor A to erect a 1.8m palisade fence on the inside of the site, 1m away from the boundary, 140m length of the site.

PS24/202 Showfield Allotment Wall (Paper E)

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

For: - Councillors Bowler, Coxon, Craig, Dannatt, Davies, Plastow

Against: - Councillor Key

RESOLVED: to **RECOMMEND to FINANCE AND STRAGETY COMMITTEE** to increase the EMR from the proposed £10,525 by £2,000, and subject to the above instruct Contractor A to rebuild the boundary wall adjacent to a residential property of Morton Terrace and Showfield Allotments and to repoint the walls to the east.

PS24/203 General Cemetery Extension – Old Nursery Site (Paper F)

RESOLVED:

1. That the Council accepts the late submission of the costings of drawings number three (3), eight (8) and thirteen (13) by CDS.
2. That the Council makes enquiries with West Lindsey District Council regarding the acquisition, or donation / other, of the old WLDC nursery site.
3. That the Council makes enquiries with West Lindsey District as two (2) Councils may agree to form a joint committee to form a single burial authority – e.g., WLDC and the Council.

Note: The Allotments Officer left the meeting at 8:04pm.

PS24/204 Richmond Park Fountain (Paper G)

RESOLVED: to NOTE the content of this report with regard to the unused ornamental fountain.

PS24/205 Richmond Park Listing Status (Paper H)

RESOLVED:

1. That the Council contacts WLDC with a view to the Council Leader, Interim Town Clerk and Operations Manager having a site visit with the Leader and Chief Executive of WLDC and any other relevant Officer to discuss a potential agreed revision of the curtilage of the Grade II listing to Richmond House to

Initialled:

Property and Services Committee minutes 2023-24

include the house and any post 1948 outbuildings of particular historic and / or architectural significance or unique character only.

2. Following a satisfactory outcome from paragraph 1. above, the Council revises its use and makes plans for the future of the operational yard – tarmac, drainage, demolition of some unused dilapidated / partially collapsed buildings.

PS24/206 Meeting with Lincolnshire County Council Registration Service (Paper I)

RESOLVED: to NOTE the actions from the meeting with LCC.

PS24/207 Marshalls Sports Ground Booking

RESOLVED: to write to the event applicant of LayboFest and with a deadline of noon on Thursday 9th May 2024 to submit the final event plan and layout for approval by the Council, proof of PLI, RAMS and evidence of consultation with the Safety Advisory Group. The Committee will consider the receipt at the next meeting.

PS24/208 Event Booking (Paper J)

RESOLVED: to accept the additional information and site layout plan and confirm the application to hold Community Family Fun Day on Levellings Playing Field by Connexions.

PS24/209 Items for Notification

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

- LayboFest Booking
- Levellings footpath maintenance
- General Cemetery Trees
- Community Grants Policy & Application Form Review
- Memorial Safety Policy Review
- Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- General Cemetery potential carpark area
- Exhumation Policy Review
- General Cemetery Chapel
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports
- Richmond House Fire Risk Assessment review

PS24/210 Time and Date of Next Meeting

RESOLVED: to NOTE the date and time of the next Property and Services Committee is scheduled for Tuesday 14 May 2024 at 7:00pm (potentially subject to change) at Richmond House, Morton Terrace.

The meeting closed at 8:50pm

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

Initialled:

PAPER E

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 17 April 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chairman)

Councillor Sean Brennan	Councillor Dennis Dannatt
Councillor Richard Doy	Councillor Paul Key
Councillor Stuart Morley	Councillor James Plastow

In Attendance:
Rachel Allbones Interim Town Clerk (ITC)

PC24/112 Apologies for Absence

No apologies for absence were received.

PC24/113 Declarations of Interest

No declarations of interest were made.

PC24/114 Dispensation Requests

No dispensation requests were received.

PC24/115 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC24/119, PC24/120, PC24/121 and PC24/122 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC24/116 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 13 March 2024 be approved as a as a true and accurate record and signed by the Chairman.

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

PC24/117 Flexible Working Policy (Paper B)

RESOLVED: to **NOTE** changes to the rules on flexible working and note NALC have advised us that all HR template policies are currently under review and due to be updated in June.

PC24/118 Data Protection Policy for HR-related Data (Paper C)

RESOLVED: to adopt the Data Protection Policy for HR-related Data.

PC24/119 Staff Sickness, Absence and Leave (Paper D)

RESOLVED: to **NOTE** the sickness absence and holiday report.

PC24/120 Flexible Working (Paper E)

RESOLVED: to approve a 4-month trial period of flexible working for the Operations Manager from 1 June 2024 working 22.5 hours per week, Monday, Tuesday, and Wednesday, and it be noted that the Operations Manager is content to attend evening meetings and occasional working on days other than Monday, Tuesday, and Wednesday and wishes to remain on Flexitime.

PC24/121 Town Clerk Contract of Employment (Paper F)

RESOLVED: to approve the Contract of Employment for the Town Clerk and Responsible Finance Officer with minor amendments.

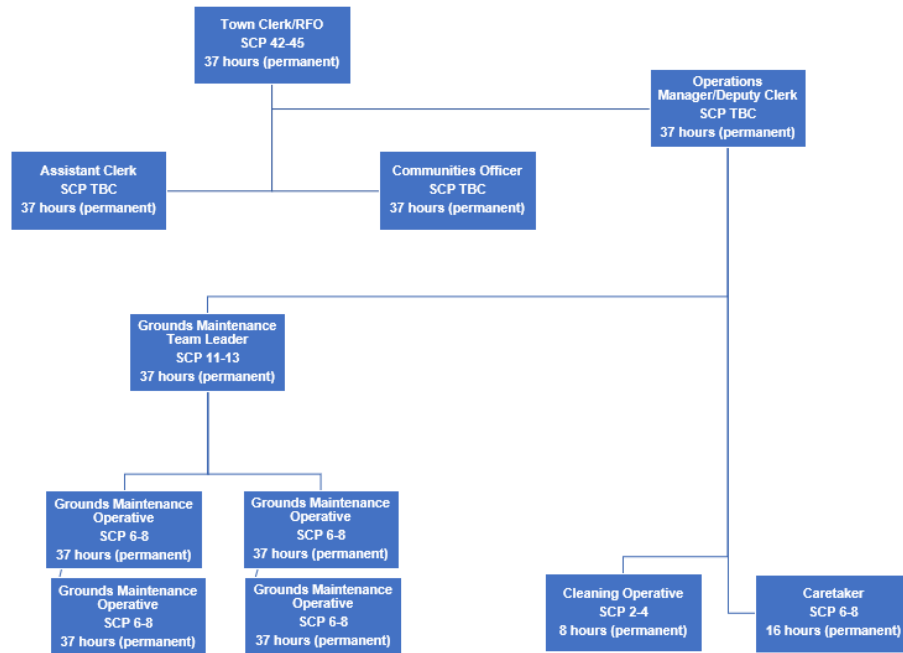
PC24/122 Staff Structure Review (Paper G)

A thorough discussion took place.

The Interim Town Clerk was asked which structure was her preference. The Interim Town Clerk advised option 4 but advised that with that structure a part time Admin Support Officer may be required down the line to relieve the Assistant Clerk of phone and front of house duties.

RESOLVED: to approve structure option 4 to: -

- Change the Town Clerk role to include RFO
- Deputy Clerk included in with Operations Manager (JD to be amended and SCP revalued)
- Change Admin Support Officer to Assistant Clerk (JD to be amended and SCP revalued)
- Create Community Officer post to include Allotment tasks (JD to be drafted and SCP valued)
- Contract HR advisor regarding new posts and next steps.



Note: Councillor Key voted against the above resolution.

Note: Councillors Craig and Doy abstained from voting on the above resolution.

PC24/123 Items for Notification

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

- 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
- Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- Volunteer Policy Review
- Lone Worker Policy Review
- No Smoking Policy Review
- Employee Code of Conduct Review
- Staff Training Policy Review
- Staff Appraisal Policy Review
- Wellbeing Policy Review
- Electronic Information and Communication Systems Policy
- HR Management Software

PC24/124 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 15 May 2024 at 7:00pm (time subject to change) at Richmond House, Morton Terrace.

Initialled:

The meeting closed at 8:08pm

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

DRAFT

PAPER F

Gainsborough Town Council

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DRAFT POLICY REVIEW WORKING GROUP MINUTES

Minutes of the Policy Review Working Group meeting held on **Thursday 18 April 2024** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Key (Chair)
Councillor Sean Brennan Councillor Caz Davies

In Attendance:
Rachel Allbones Interim Town Clerk (ITC)

PO24/001 Appointment of a Chair

RESOLVED: to appoint Councillor Key as Chair of the Working Group.

PO24/002 Apologies for Absence

Apologies for absence were received from Councillors R Craig, D Dobbie.

PO24/003 Declarations of Interest

No declarations of interest were made.

PO24/004 Terms of Reference (Paper A)

RESOLVED: to NOTE the Terms of Reference.

PO24/005 Standing Orders (Paper B)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the reviewed Standing Orders.

PO24/006 Structure and Functions (Paper C)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the reviewed Structure and Functions.

PO24/007 Time and Date of Next Meeting

No date was set.

The meeting closed at 11:22am

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

Initialled:

PAPER G

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DRAFT PLANNING COMMITTEE MINUTES

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

Councillors Present: Councillor James Plastow (Chair)
 Councillor Nicholas Coxon
 Councillor Michael Devine
 Councillor Liam Muggridge
 Councillor Richard Craig
 Councillor Stuart Morley

In Attendance:
 Rachel Allbones
 Interim Town Clerk

Also Present: 1 member of the public

PL24/241 Apologies for Absence

Apologies for absence were received from Councillors C Davies, D Dobbie, J Ward.

PL24/242 Public Participation Period

A Member of the public made comment on application 148070 advising they would be voting against it.

PL24/243 Declarations of Interest

No declarations of interest were made.

PL24/244 Dispensation Requests

No dispensation requests were received.

PL24/245 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL24/246 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Planning Committee meeting held on Tuesday 26 March 2024 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillors Craig and Muggridge abstained from voting on the above resolution.

PL24/247 Planning Application

[Application Ref No: 148059 \(19/03/24, 28 days\)](#)

[Proposal: Planning application for the creation of 3no. flats to the upper three storeys with internal modifications including the erection of timber stud partitions the addition of 2no. internal stair cases, 9no. skylights & the widening & replacement of the South West elevation access door.](#)

[Location: 16 Silver Street, Gainsborough](#)

RESOLVED: to make an observation regarding the lack of emergency fire escapes.

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

PL24/248 Planning Application

[Application Ref No: 148060 \(19/03/24, 28 days\)](#)

[Proposal: Listed building consent for the creation of 3no. flats to the upper three storeys with internal modifications including the erection of timber stud partitions the addition of 2no. internal stair cases, 9no. skylights & the widening & replacement of the South West elevation access door.](#)

[Location: 16 Silver Street, Gainsborough](#)

RESOLVED: to make an observation regarding the lack of emergency fire escapes.

Note: Councillor Morley voted against the above resolution.

PL24/249 Planning Application

[Application Ref No: 148139 \(09/04/24, 28 days\)](#)

[Proposal: Advertisement consent for 2no. internally illuminated fascia signs, 3no. non illuminated informational entrance graphics and 1no. deliveries sign to front, side and rear elevations.](#)

[Location: Unit 11/12 Marshall's Yard, Beaumont Street, Gainsborough](#)

RESOLVED: to support the application.

PL24/250 Planning Application

[Application Ref No: 148121 \(15/04/24, 28 days\)](#)

[Proposal: Planning application to erect a steel frame building.](#)

[Location: Unit 31 Long Wood Road, Corringham Road Industrial Estate, Gainsborough](#)

RESOLVED: to support the application.

PL24/251 Planning Application

[Application Ref No: 148070 \(16/04/24, 28 days\)](#)

[Proposal: Planning application to create a pond.](#)

[Location: Allotments Love Lane, Gainsborough](#)

Note: Councillor Morley and member of the public left the meeting at 7:16pm.

RESOLVED: to not comment on the application.

PL24/252 Planning Application

[Application Ref No: 148155 \(18/04/24, 28 days\)](#)

[Proposal: Planning application for single storey side extension, double garage to replace 2no. single garages and replacement electric sliding gate.](#)

[Location: 2 Eastern Avenue, Gainsborough](#)

RESOLVED: to not comment on the application.

PL24/253 Decision Notice (Paper B)

Application Ref No: 147609 GRANTED (delegated)

Proposal: Planning application for alterations to existing apartment to form 2no. self-contained flats.

Location: 2 James Court, Gainsborough

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

PL24/254 Decision Notice (Paper C)

Application Ref No: 147850 GRANTED (delegated)

Proposal: Prior approval application for proposed change of use of commercial, business and service to 1no. dwelling.

Location: 131/131A, Morton Terrace, Gainsborough

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

PL24/255 Decision Notice (Paper D)

Application Ref No: 147942 REFUSED (delegated)

Proposal: Planning application to erect double garage with gym above to front of dwelling.

Location: 165 Sandsfield Lane, Gainsborough

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

PL24/256 Decision Notice (Paper E)

Application Ref No: 147445 GRANTED (delegated)

Proposal: Planning application for installation of awning.

Location: Walters Opticians 34-36 Market Place, Gainsborough

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

PL24/257 Decision Notice (Paper F)

Application Ref No: 147446 GRANTED (delegated)

Proposal: Listed building consent for installation of awning.

Location: Walters Opticians 34-36 Market Place, Gainsborough

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

PL24/258 Street Naming Requests (Paper G)

RESOLVED: to put the below street name proposals forward to Persimmon Homes for the Thonock Green development: -

- Sir Thomas Burgh Road
- Catherine Howard Close
- King Henry Court
- Lady Jane Drive
- King Stephen Close
- Duke of Lancaster
- Roumare Drive
- Geoffrey Deguerche
- Motte and Bailey

PL24/259 Tree Preservation Orders

No tree preservation orders were received.

PL24/260 Lord Street (Paper H)

RESOLVED: to NOTE the update.

PL24/261 Traffic Regulation Orders

Members considered requests for additional road signage

- Request for additional school crossing signage and markings on North Street.
- Request for signage and markings at the Church Street + Gladstone Street intersection.

RESOLVED to write to the local County Councillor asking for additional school crossing signage on North Street, and advise of concerns on Church Street / Gladstone Street intersection.

PL24/262 Neighbourhood Plan Working Group

No discussion undertaken.

PL24/263 Items for Notification

None received.

PL24/264 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Planning Committee meeting is scheduled for Tuesday 21 May 2024 at 7:00pm (date and at time are subject to change) Richmond House, Morton Terrace.

The meeting closed at 8:00pm

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

PAPER H

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 30 April 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Key (Chair)

Councillor Nigel Bowler
Councillor Caz Davies
Councillor David Dobbie
Councillor Liam Muggridge

Councillor Richard Craig
Councillor Michael Devine
Councillor Richard Doy
Councillor James Plastow

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

FS24/117 Apologies for Absence

Apologies for absence were received from Councillors R Craig.

FS24/118 Public Participation Period

No public in attendance.

FS24/119 Declarations of Interest

No declarations of interest were made.

FS24/120 Dispensation Requests

No dispensation requests were received.

FS24/121 Items for Exclusion of Public and Press

No items for exclusion of press and public.

FS24/122 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 19 March 2024 be approved as a as a true and accurate record and signed by the Chair.

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

FS24/123 Finance Reports (Papers B, C & D)

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

Initialled:

- i. Unpaid Expenditure Transactions for 25 April 2024
- ii. Cashbook Summary (including due and unpaid transactions) for 25 April 2024
- iii. Budget Comparison Report (including due and unpaid transactions) for 25 April 2024

FS24/124 Bank Reconciliation (Paper E)

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

FS24/125 Internal Controls (Paper F)

The was noted that for 2024/25 Councillor training needs to be offered and Councillor finance checks need to be reinstated.

RESOLVED: that a review of the effectiveness of the system of internal control in preparation of the annual governance statement 2023/24 has been approved.

FS24/126 Asset Register Review (Paper G)

RESOLVED: to review the Council's assets register and approve items for disposal plus the Richmond Park aviary.

FS24/127 Year End Accounts 2023/24 (Papers H-L)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to approve the following reports for the 2023/24 financial year: -

- i. Consolidated Balance Sheet
- ii. Income and Expenditure Account Report
- iii. Income and Expenditure Account Analysis Report
- iv. Income and Expenditure by Budget Headings Report
- v. Trial Balance

FS24/128 AGAR – Section 2 Accounting Statements (Paper M)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to approve the Section 2 Accounting Statements of the AGAR for the 2023/24 financial year.

FS24/129 Insurance (Paper N)

It was requested to clarify the Legal breakdown cover.

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to approve a 2-year extension of the Town Council's insurance under a 3-year scheme.

FS24/130 Items for Notification

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

- i. Internal Controls - *May*
- ii. Protocol for the Death of a Senior Figure Review – *May*
- iii. Risk Register - *June*
- iv. Debtor Review - July
- v. Filming and Recording Meetings Policy Review
- vi. Public Participation at Meetings Policy Review
- vii. Anti-Fraud and Corruption Policy Review

- viii. Communications Policy Review
- ix. GDPR Policy Review
- x. Councillor Vacancy (Co-option) Policy Review
- xi. Employee / Councillor Protocol Review
- xii. Social Media Policy Review
- xiii. Publication Scheme & FOI Review
- xiv. Pensions Discretionary Policy Review
- xv. Member Training and Development Policy Review
- xvi. Strategic Plan
- xvii. Investments
- xviii. Registrar Lease renewal
- xix. Additional Bank Account
- xx. LCAS Quality Status

FS24/131 Time and Date of Next Meeting

RESOLVED: to amend the date and time of the next Finance and Strategy Committee meeting to Tuesday 28 May 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:41pm

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

PAPER I

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 1 May 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

Richmond Park has started to see some ASB in the evenings with youths climbing onto the shelter roof and the wardens office round to the outbuildings.

Inspector Head has attended the park to have a meeting with the Operations Manager and CCTV at WLDC have been advised. Grant White from WLDC and Inspector Head are attending the park for a meeting with the Interim Town Clerk and Operations Manager next week to discuss how the CCTV, Police and the Town Council can work to try and alleviate the issue.

Chair's Group Meeting

The next meeting is on Monday 20 May at 10:00am.

WLDC Meetings

Meetings have been arranged for May with WLDC CEO, Leader and Deputy Leader, one onsite at Richmond Park to discuss the Richmond House/Park listing, and one at the Guildhall to discuss further the Richmond House/Park listing and General Cemetery extension.

WLDC Markets and Events

On Tuesday 23rd April the Interim Town Clerk had a meeting with the Towns Manager, in which she updated on the upcoming markets and events.

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

D-Day 80th Anniversary

On Wednesday 17th April the Interim Town Clerk had a meeting with the WLDC Civic Officer to discuss commemorating the 80th Anniversary of D-Day on Thursday 6th June 2024 with a flag raising event and agreed to work in partnership with WLDC to jointly host at Richmond Park followed by a small reception in the meeting room.

Community Grants

The Admin Support Officer has had a meeting with two WLDC Officers to support us improve our policy, application form, funding agreement and evaluation form. The Admin Support Officer is working on the reviews and they will be presented to Property and Services Committee for approval in due course.

Annual Town Meeting

The Annual Assembly of the town meeting was held on Thursday 18th April 2024 at Marshalls Sports Ground. It was very well attended by speakers, information stalls and members of the public. A huge thanks to the Admin Support Officer who organised the meeting.

As you will see in Paper T of this meeting a provisional date of 1 May 2025 is booked in for the next meeting and would look at booking Marshalls again as the venue.

Draft minutes of the meeting are at Appendix A.

Aisby Walk Play Area

Following on from the update regarding the S106 funding for Aisby Walk play area in April's Full Council meeting, please see below WLDC response regarding uncertainty of the value of the S106 contribution: -

Yes, the figure for the Public Open Space contribution in the S106 is £134,792. However, this is subject to an adjustment for indexation between the date when the S106 was signed (31 March 2021) and the date when the trigger is actually met, which we will calculate at the appropriate time. In addition, if the developer is late in making their payment, the S106 allows for interest to also be charged. What this means is that the contribution amount is likely to be greater than the defined sum.

Councillor Training

Please see at Appendix B LALC Training Bulletin—April 2024, Councillor training sessions.

Below are training identified that Members may be interested in: -

Chair & Clerk

Tuesday 28 May 10:00am – 4:00pm

Welbourn Village Hall, 38A Beck Street, Welbourn, Lincoln, Lincolnshire, LN5 0LZ

This event will look at the critical working role of the Clerk and Chair.

During this day we will look at:

- Statutory Powers and delegation
- Management and leadership of the council
- Working in partnership
- Exploring techniques and tools for developing a cohesive council
- Managing behavioural issues and embracing Civility & Respect

Chairs Workshop

Tuesday 4 June 6:00pm – 9:00pm

Zoom

Topics covered will include:

- Skills required
- Managing meetings
- Working with the Clerk, other councillors and officers
- Planning for success
- Understanding your Standing Orders, Financial Regulations and Code of Conduct
- Accountability
- Community engagement

Councillor Induction & Refresher

Wednesday 5 June 2024 6:00pm – 9:00pm

Lincolnshire Association of Local Councils, Dunholme Old School, 8 Market Rasen Road, Dunholme, Lincolnshire, LN2 3QR

Aimed at councillors with or without any experience covering topics such as:

- The role of the Council and councillors
- Legal obligations and the employer role
- Finance
- Risk management
- Code of conduct
- Declarations of interest
- Community engagement
- Transparency code obligations

Finance for Councillors

21st May 10:00am – 11:40am

13th June 10:00am – 11:40am

18th June 6:30pm – 8:10pm

Zoom

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the Council's finances.

Topics include:

- Roles and responsibilities;
- setting a budget and precept;
- Financial control;
- The Annual Governance & Accountability Return;
- Internal and external audit;
- How VAT applies to local Councils.

Councillors training: Chairing council and public meetings effectively

20th May 6:30pm – 8:30pm

18th June 6:30pm – 8:30pm

18th July 6:30pm – 8:30pm

Zoom

The effective chairing of meetings is a good skill for a councillor to have. This session is for councillors that have been recently elected. It is also aimed at those wanting a refresher. During the session we will consider how to effectively prepare for meetings. How to get the most out of the meetings you chair and dealing with tricky situations.

Internal Controls

3 July 10:00am – 11:40am

Zoom

This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.

Topics include:

- Roles and responsibilities
- Financial risks
- Purpose of internal controls
- Case studies
- Examples of controls
- Review of internal controls

Interest Forms

It may be appropriate for members to consider reviewing their interest forms. All Councillors are required to complete a Register of Interests form. For example: Have you moved address? Have

you changed job? Has your partner changed job? Any changes such as these need to be recorded with 28 days. Please contact the Town Clerk for details.

A guide on openness and transparency on personal interests can be found on the Gov.uk website for: <https://www.gov.uk/government/publications/openness-and-transparency-on-personal-interests-guidance-for-councillors>

Lincoln & West Lindsey Parish Council Engagement Session - Thursday 4th July 2024

A further Parish Engagement session is being organised by Lincolnshire Police, in December 2023 the Leader joined the meeting on behalf of the Council.

For those who are interested, please find the link to the recording below:

<https://www.youtube.com/watch?v=Xk7zJicDXi4>

The meeting will have the Police and Crime Commissioner in attendance, the area Local Policing Supt, District Ch Inspector and Neighbourhood Policing Insp.

Due to limitations around numbers using the Microsoft Teams platform there is one representative from each Parish Council at the meeting. Prior to the meeting a form for questions to be raised and the recordings of the meeting and presentations after the meeting will be shared.

Police & Crime Commissioner for Lincolnshire

Police & Crime Commissioner Election - Thursday 2 May 2024

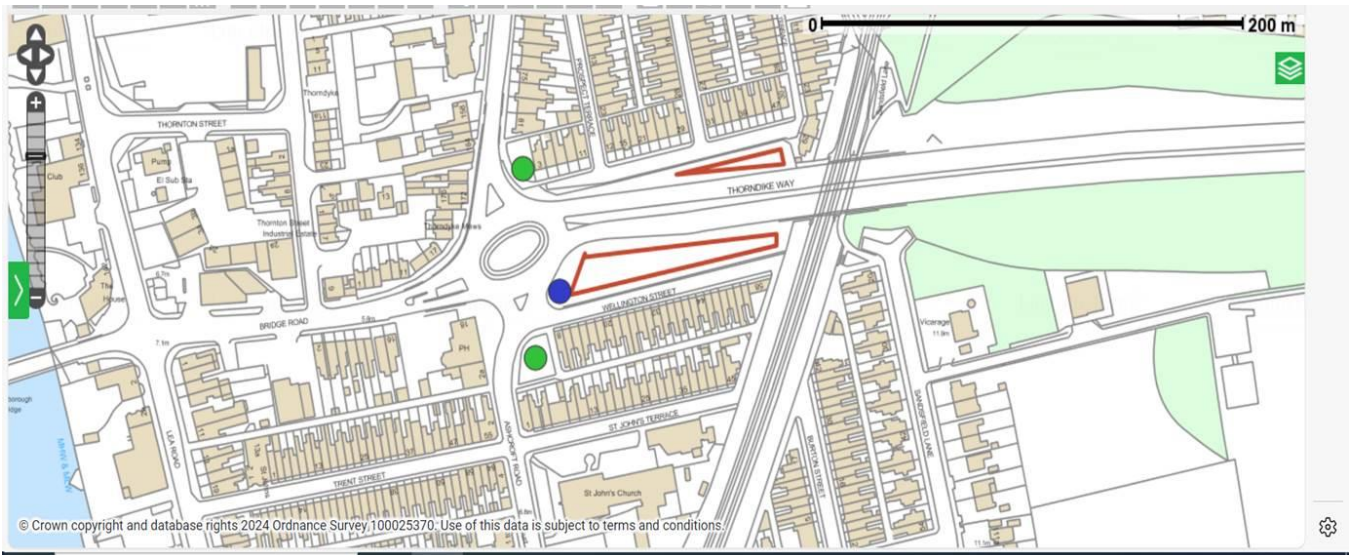
Candidate name	Description of candidate
DICKASON, David	English Democrats – “More Police – catching criminals!”
ESCREET, Peter Anthony	Reform UK
HORDER, Mike	Labour Party
JONES, Marc	Conservative Candidate – More Police, Safer Streets
ROLLINGS, Lesley Anne	Liberal Democrats

Thorndike Way

A volunteer project being led by Mary Hollis and Barry Rooks who have managed to obtain funding from the National Lottery to do some improvements in Gainsborough, using local volunteers and involving the community. As part of the project, they will be enhancing the ‘gateway’ into Gainsborough on the A631 verges, amongst other things. This includes wildflowers and planting schemes in the verges (2 x red areas), some planting changes on the roundabout and installation of benches (green dots) and a notice board (blue dot) around the nature project.

The 2 verges at the sides of Thorndike Way will be planted and the grass cutting minimal, around the wildflower areas.

The wildflower areas will not be after the 28th April. They will just need cutting back in late summer which the volunteers will do and will keep check on them throughout the year, remove any litter, do any remedial weeding etc.



Lincolnshire Moves: Your voice, your roads

LCC are conducting a survey called Lincolnshire Moves: Your voice, your roads. The survey is part of an in-depth review into their Traffic Management Policy for the county.

The review will cover a range of topics that affect our roads including:

- Speed limits
- Speed cameras
- Traffic calming measures
- School safety zones
- Blue badge parking

Through this in-depth review, they hope to make our roads safer, improve traffic flows, and increase accessibility across the network.

The survey has now been extended till the 17th May and will remain open till then for submissions. Please click on this link for further information [Lincolnshire Moves: your voice, your roads | Let's Talk Lincolnshire](#)

The Carbon Literacy Project

The National Association of Local Councils (NALC) has welcomed The Carbon Literacy Project's new toolkit for local (parish and town) Councils.

The toolkit equips councillors and officers to lead by example, cascade environmentally sustainable and socially responsible values, and engage residents in practical and transformative action. A panel of Councils has reviewed and piloted it to help understand and promote Carbon Literacy.

https://www.nalc.gov.uk/news/entry/2859-nalc-supports-the-carbon-literacy-project-s-new-toolkit?utm_source=MEMBERS&utm_campaign=e3e068323f-EMAIL_CAMPAIGN_2018_07_03_10_21_COPY_01&utm_medium=email&utm_term=0_206970988f-e3e068323f-379843582&mc_cid=e3e068323f&mc_eid=1889c139b8

DRAFT ANNUAL TOWN MEETING MINUTES

Minutes of the Annual Town meeting held on **Thursday 18 April 2024** at **6:08pm** in the Function room, Marshalls Sports Ground, Middlefield Lane, Gainsborough, DN21 IUU.

Present: 11 speakers, 7 info stall participant, 1 other participant, 20 members of public, 2 staff

AP24/001 Welcome by the Town Mayor

The Town Mayor Caz Davies welcomed those present.

AP24/002 Minutes of the 2023 Annual Town Meeting

RESOLVED: that the minutes of the Annual Town meeting held on Thursday 9 March 2023 be approved as a as a true and accurate record and signed by the Chairman.

AP24/003 Matters arising from the Minutes

There were none.

AP24/004 Town Mayor's Report – Councillor Caz Davies

The Town Mayor for the 2023-2024 municipal year Cllr Caz Davies reported on her time in office as of taking over the role of Mayor in January 2024. Cllr Davies spoke about the passing of previous Mayor Cllr Tim Davies, the Levellings, Gainsborough 2023 Citizen of the Year, Remembrance Sunday, Christmas Lights Festival and Community Grants.

AP24/005 WLDC – Levelling Up Fund

A presentation on the different projects in Gainsborough including the cinema, townscape heritage initiative, Market Place redesign, improved signage, enhanced green space and bus station refurbishment.

AP24/005 LCC Councillor Richard Davies – Gainsborough Transport Strategy

A presentation on the roads in Lincolnshire, maintenance (a 3-year summary and 12 month plan), public transport (rail and bs) as well as an overview of the Gainsborough Transport Strategy, and the resources available to keep up with road maintenance and more.

AP24/006 Gainsborough Trinity Foundation

A presentation on who Gainsborough Trinity Foundation are, their history, what they do, and highlighting their opportunities and challenges for the future.

AP24/007 Night Light Café

A presentation on what a Night Light Café is, how many people they support, what they do at the Gainsborough Night Light café, what people say about them and what volunteers say. Details of where to find Night Light Café Gainsborough.

AP24/008 Salvation Army Food Bank

A talk about the people the food bank helped in 2023 and in 2024 – highlighting those who they help specifically, including pensioners and low paid workers.

AP24/009 Shaw Trust

A presentation on the aims of the Pioneer programme, facts and figures about support provided, how the programmes operate, the benefits of getting involved, training / upskilling opportunities, self-employment support, employment engagement specialists, additional support, eligibility and referral process, early access criteria groups and who to contact to refer.

AP24/010 Changing Places

A presentation on the number of Changing Places in the UK, what a Changing Places toilet is, who they are for, building regulations and the legislative context. Highlighting the importance of installing Changing Places toilets in Gainsborough, spotlight on equality, diversity and inclusion policy, and what Changing Places do.

AP24/011 Bearded Fisherman

A talk on who Bearded Fishermen are, the people behind the organisation and how other people are able to get involved and help support.

AP24/012 Open Forum

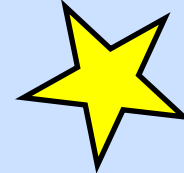
No questions were received.

Meeting ended at 9:05pm.

Signed as a true record of the Meeting: _____ Dated _____

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

What's New This Month?



Chair & Clerk—28th May, see page 2

Parkinson Partnership—new dates, see page 6-7

Breakthrough Communications—new dates, see pages 8-10

An Evening With ... Superintendent Patrick Coates—22nd May, see page 13

LALC Summer Conference—24th July, see page 15

Did you know your Emergency First Aid At Work certificate is only valid for 3 years? Has yours expired or is it due to expire this year? If so, check out the training dates we have scheduled—see page 13.

Allotments Training

If you would be interested in Allotments Training, please register your interest via enquiries@lalc.co.uk. Once there is sufficient demand, we will look to organise a course.

Mentoring

Although we offer New Clerk training, LALC may also be able to offer one to one mentoring for new clerks. This usually consists of a number of phone or video conference sessions providing support and guidance as required. Sessions are charged at £20 plus VAT per hour. Contact us for enquiries.

Internal Audit

LALC can offer an Internal Audit service for its councils. This will consist of a mid-year audit to go through your governance in depth, and a light-touch audit at year-end enabling you to confidently sign off the AGAR. When you request an audit, we'll contact you to discuss what you need, agree the terms of service with you and then put you in touch with your internal auditor.

All our internal auditors are experienced clerks who will follow the guidance and process as per the JPAG Practitioners' Guide (Section 4—Best practice guidance for internal audit).

Contact us


Office: 01673 866596

Mobile 1: (Katrina) 07422 963475

Mobile 2: (Andrew) 07549 019842

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners


Course	Description	Date(s)	Location
Councillor Induction & Refresher	<p>Aimed at councillors with or without any experience, covering topics such as:</p> <ul style="list-style-type: none"> • The role of the council and councillors • Legal obligations and the employer role • Finance · Risk management • Code of conduct • Declarations of interest • Community engagement • Transparency code obligations 	<p>30th April 18:00—21:00</p> <p>5th June 18:00—21:00</p>	<p>Zoom</p> <p>LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR</p>
<p>Chair & Clerk</p>  <p>New date</p>	<p>This event will look at the critical working role of the Clerk and Chair.</p> <p>During this day we will look at:</p> <ul style="list-style-type: none"> • Statutory Powers and delegation • Management and leadership of the council • Working in partnership • Exploring techniques and tools for developing a cohesive council • Managing behavioural issues and embracing Civility & Respect 	<p>28th May 10:00—16:00</p>	<p>Welbourn Village Hall 38A Beck Street Welbourn LN5 0LZ</p>
Chair's Workshop	<p>This training session will suit Chairs of parish and town councils, Chairs of Committees and Vice Chairs.</p> <p>Topics covered will include:</p> <ul style="list-style-type: none"> • Skills required • Managing meetings • Working with the Clerk, other councillors and officers • Planning for success • Understanding your Standing Orders, Financial Regulations and Code of Conduct • Accountability • Community engagement 	<p>4th June 18:00—21:00</p>	<p>Zoom</p>

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
New Clerk's Induction	<p>New Clerk's Induction Day, covering key points and duties for the Clerk's role.</p> <p>New Clerks may also want to consider attending Effective Meetings and End of Year & Audit Processes Briefing training.</p>	8th May 10:00—16:00	LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR
Effective Meetings	<p>Ideal for new clerks and an excellent refresher for existing clerks, covering:</p> <ul style="list-style-type: none"> • Agendas • Apologies • Interests • Role of the Chair & Clerk • Standing Orders • Public Participation • Recording & Broadcasting • Confidential Matters • Minutes • Annual Parish Meetings • Annual Parish Council Meeting • Common Pitfalls 	16th May 18:00—21:00	Zoom
JADU Basics	For clerks without any previous JADU experience who would like to manage their own Lincolnshire County Council Website.	Awaiting new date	Skype
JADU Advanced	For clerks who have already received JADU training and who are already managing their Lincolnshire County Council website.	Awaiting new date	Skype

Courses delivered directly by LALC or partners

<p>Employment briefing: New employment rights being introduced from April 2024</p> <p>Delivered by:</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>Personnel Advice & Solutions Ltd</p> </div> <div style="text-align: right;"> <p>(Chris Moses)</p> </div> </div>		
Description	Date(s)	Location
<p>April 2024 sees the introduction of a number of new employment rights for your Employees, including:</p> <ul style="list-style-type: none"> • The right to request changes to their hours of work, as well as to work from home, from day one of their employment. Employers will have to comply with new statutory requirements to respond to such requests, or risk possible claims at the Employment Tribunal for Constructive Dismissal (without 2 years service) and discrimination. • Rights for Carers to have additional unpaid leave. • Changes to how holiday pay is calculated and paid. <p>This session will provide councils with the information needed to enable them to respond to these new employment entitlements, and to update their terms and conditions of employment.</p>	<p>24th April 10:00—11:00</p>	<p>Zoom</p>

Check out the Chris Moses podcasts produced as part of the Civility & Respect project



Podcast #1 — Building an effective personnel committee: Chris explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the critical issues.

<https://www.youtube.com/watch?v=QXhfwMoVJ1g>

Podcast #2 — Recruitment: Chris covers the critical considerations for councils about recruitment.

https://www.youtube.com/watch?v=DOMDep_nWJU

Podcast #3 — Handling grievances: Chris covers the critical considerations for councils about handling grievances. This is an introduction to the subject and should be viewed alongside current grievance policies.

<https://www.youtube.com/watch?v=QPj4d8t2T1o>

Podcast #4 — Handling disciplinary situations: Chris covers some of the critical considerations for councils about handling disciplinary situations. This is an introduction to the subject and should be viewed alongside current grievance policies.

<https://www.youtube.com/watch?v=m64iq42W2Xo>

Podcast #5 — Appraisals: Chris covers some of the critical considerations for councils about appraisals. This is an introduction to the subject.

<https://www.youtube.com/watch?v=1XEUWe1YZgM>

Podcast #6 — Sickness and absence: Chris covers some of the critical considerations for councils concerning sickness and absence management. This is an introduction to the subject.

<https://www.youtube.com/watch?v=l6PVMOW1dmE>

LALC Core training: Included within our Annual Training Scheme

Finance—delivered by:

All sessions held via Zoom

10:00—11:40am **unless otherwise specified***



PARKINSON
PARTNERSHIP

Course	Description	Date(s)
VAT for VAT registered councils	<p>For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge.</p> <p>This session explains when and how VAT registered local councils charge VAT, when they can reclaim it and when they can't. Essential for any council contemplating major building projects.</p>	20th June 10:00
Finance for Councillors	<p>This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.</p> <p>Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance & Accountability Return; Internal and external audit; How VAT applies to local councils</p>	25th April 18:30 21st May 10:00 13th June 10:00 18th June 18:30
New clerk's finance	<p>This session is for inexperienced clerks in their first few months and is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role.</p> <p>Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance & Accountability Return; Internal and external audit.</p>	Awaiting new dates
VAT—Partial exemption	<p>For clerks, finance staff and councillors of councils that lease or hire out land and buildings such as village halls, community centres, meeting rooms, sports facilities or markets, who need to understand when their council is at risk of not being able to reclaim VAT.</p> <p>Essential for any council contemplating major building projects, or incurring significant expenditure on running these facilities. Intended for those who already understand the rules of VAT and need to work out whether their council can reclaim VAT in relation to its use of land.</p>	11th June 10:00

Contact LALC to book Parkinson Partnership training—these cannot be booked via the LALC website

Finance—delivered by:

All sessions held via Zoom
10:00—11:30am **unless otherwise specified***



Course	Description	Date(s)
VAT for unregistered councils (VAT126)	<p>For clerks, finance staff and councillors from councils that are not VAT registered, but reclaim VAT using Form VAT126. This session explains how VAT affects local councils. Essential for any council contemplating major building projects.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • How VAT law applies to local councils • Where to find the law and guidance • Business and non-business activities • Understanding whether sales are taxable or exempt from VAT • When a council must register for VAT • When VAT can be reclaimed • Partial exemption • Reclaiming VAT when using grants and donations 	<p>23rd April 10:00 30th May 10:00 2nd July 10:00</p>
Procurement	<p>For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils.</p> <p>This session is an introduction to the basics of procurement for local councils:</p> <ul style="list-style-type: none"> • Inviting quotes • Producing specifications and tender documentation • Achieving competition and value for money • Managing contracts. 	<p>2nd May 10:00</p>
Internal controls	<p>This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Roles and responsibilities • Financial risks • Purpose of internal controls • Case studies • Examples of controls • Review of internal controls 	<p>3rd July 10:00</p>

Contact LALC to book Parkinson Partnership training—these cannot be booked via the LALC website

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.
 £25 plus VAT for dates up to 31st March.
 £30 plus VAT for dates from 1st April.



Course	Description	Date(s)
Communicating with your community part 1: creating a communications strategy	Every local council should have a communications strategy. It should set out its communications priorities, aims and goals. In this session, we will consider how your council could create an effective communication strategy. One that is sustainable and supports your council. A strategy that considers your council's human and financial resources.	1st May 9:30 6th June 13:00 3rd July 9:30
Communicating with your community part 2: engaging with your community	This session will focus on putting your council's communication plan into action. On how your council could connect with the community it represents. We will consider the ways your councils can communicate effectively and build conversations. We will equip you with tools and techniques to start engaging and getting messages across.	8th May 9:30 13th June 13:00 10th July 9:30
How councils can recruit a more diverse pool of local councillors	How can you find and encourage a more diverse pool of people to stand or be co-opted as town or parish councillors? It is increasingly hard to find people who are willing to put their names forward either at election time or to be co-opted. Explore effective ways councils and councillors can engage people over time, building up their awareness and interest in the work of the council, in order to better promote and demystify the role of a councillor.	4th June 13:00
How councils can more effectively engage with young people in their communities	Councils often find it challenging to connect with young people. In this session, we will define "young people." Consider the issues important to 'young people.' Explore effective ways to engage online and offline. We will also offer insights on forming partnerships with local youth organisations.	23rd April 9:30 23rd May 13:00 19th June 9:30 18th July 9:30
Dealing with difficult people and conversations in our local councils	Handling professional relationships within local councils is critical. However, it can be tough dealing with challenging people and situations. In this session, we discuss practical techniques for managing difficult conversations and situations.	20th May 13:00 26th June 9:30 11th July 9:30

Book Breakthrough Communications training via:

<https://breakthroughcomms.co.uk/calc-training-events/>

Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.
 £25 plus VAT for dates up to 31st March.
 £30 plus VAT for dates from 1st April.



Course	Description	Date(s)
Get the most from local and regional media	Local newspapers, magazines, regional TV, and radio offer local councils a way to communicate with residents. However, dealing with journalists and the media can be intimidating. In this session we will consider how to establish positive relationships with journalists. How to write impactful press releases. Ensure that your council gets regular and positive coverage in your local media.	3rd May 13:00 12th June 9:30
Crisis communications for local councils	A crisis could strike at any point. Anything from flooding to a meeting going viral. There are many ways in which you could find yourself in the eye of the media storm. This session takes participants through the detail of preparing for any crisis. Passing on expert tips and guidance on being prepared. On the effective steps your council could take should the worst happen.	2nd May 13:00 11th June 9:30 17th July 13:00
Social media part 1: Getting started with social media for local councils	Social media is a great tool for councils to use to improve their communication. In this session you will learn the basics and how to get started right. We will focus on creating a social media strategy and the basics of Facebook. Our goal is to share with you time-saving tools and techniques. Hopefully, this will help you and your council to be more confident using social media.	7th May 13:00 18th June 9:30 12th July 9:30
Social media part 2: Advanced social media strategies and tactics for local councils	Councils often use different social media platforms to connect with the community. This session explores a wide range of social media platforms. There will be a focus on how to get the most from key social media platforms. Exploring the ways of ensuring that social media supports your council to achieve its goals and aims. We will also introduce you to social media advertising.	21st May 13:00 25th June 9:30 19th July 9:30
Councillors training: Social media skills for parish and town councillors	It has never been more important for councillors to understand social media. In the session we will go through the confusing world of social media communications. It is designed for both social media users and those new to it. During the session you will learn where to focus your time and effort. We will point out the pitfalls. Consider difficult situations. Most importantly we will help you as a councillor to get the most from social media.	29th April 18:30 28th May 19:00 26th June 18:30 16th July 18:30

Book Breakthrough Communications training via:

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Council Communications

All sessions held via Zoom. 1.5-2 hours.
 £25 plus VAT for dates up to 31st March.
 £30 plus VAT for dates from 1st April.



Course	Description	Date(s)
Emotional intelligence and resilience in practice for clerks, councillors and officers	This a practical workshop to help you thrive in your council role. We provide council officers and councillors with an understanding of where our behaviour comes from, we consider what resilience means in the context of our council roles and how to build emotional intelligence. We'll explore council-focused scenarios and how best to respond to each of them.	29th April 9:30 7th May 18:30 5th June 13:30
Councillors training: Chairing council and public meetings effectively	The effective chairing of meetings is a good skill for a councillor to have. This session is for councillors that have been recently elected. It is also aimed at those wanting a refresher. During the session we will consider how to effectively prepare for meetings. How to get the most out of the meetings you chair and dealing with tricky situations.	25th April 18:30 20th May 18:30 18th June 18:30 18th July 18:30
Canva Part 1—Getting started	Canva is a design tool that can be used for free. It allows you to quickly create posters, newsletters, and other physical documents. You can also create images and videos for social media and websites. This session is for people who have never used Canva before. We will go through the basics and show you how to get the most out of the free version. Our goal is to get you started with Canva and to help your Council to communicate better.	19th April 9:30 9th May 13:00 20th June 9:30 2nd July 9:30
Canva Part 2—Advanced	During the session we will focus on the advanced features of Canva. This session is for experienced users of it. In part 2 of our Canva training we will show you how your Council can get more out of it. For instance, creating complex designs and a brand for your Council. We will also cover integrating Canva with social media. There will be a particular focus on creating social media videos and using the scheduling tools.	24th April 13:00 16th May 13:00 27th June 9:30 9th July 9:30



Book Breakthrough Communications training via:

<https://breakthroughcomms.co.uk/calc-training-events/>

Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes

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

Courses delivered directly by LALC or partners

CiLCA		 	
Description	Date(s)	Fee	Location
Introductory session available for candidates to decide whether they are ready to pursue this qualification. To obtain CiLCA it is advisable that you have at least 12-months' experience of local government procedures. This is a Level 3 qualification equivalent to A' Level standard and you will need approximately 200 hours to complete your portfolio.	18th September 13:00—16:00	Introductory session is free.	LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR
To attend the formal CiLCA training sessions (below), the LALC fee applies. This fee includes 6-months' mentoring.		£275 plus VAT	
When you are ready to register for the CiLCA qualification, the SLCC fee will apply. (Payable direct to SLCC).		£450 (no VAT)	

FTF sessions are held at the LALC Office: Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR


CiLCA Day 1 (FTF): LO1—LO10	9th October, 10:00—16:00
CiLCA Day 2 (FTF): LO11—LO20	6th November, 10:00—16:00
CiLCA Day 3 (FTF): LO21—LO30	4th December, 10:00—16:00

Remote sessions are all held via Zoom


CiLCA Day 1 (Remote): LO1—LO5	
CiLCA Day 2 (Remote): LO6—LO10	
CiLCA Day 3 (Remote): LO11—LO15	
CiLCA Day 4 (Remote): LO16—LO20	1st May, 10:00
CiLCA Day 5 (Remote): LO21—LO25	12th June, 10:00
CiLCA Day 6 (Remote): LO26—LO30	17th July, 10:00


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


Offerings from LALC partners

Dispute Resolution Programme		 (Chris Moses)
<p>Personnel Advice & Solutions Ltd has produced a Dispute Resolution Programme aimed at councils struggling with employment issues. The purpose of the programme is to help councillors understand their role as employers, the employment laws that affect how they carry out that role, and practical steps to address employment disputes. The programme consists of three separate 30 minute Zoom recordings that can be sent to the council, and then distributed to all councillors for them to watch in their own time.</p> <p>For further details contact p.d.solutions@zen.co.uk</p>		
Module	Description	Fee
1—Awareness	Helps councillors and employees understand their role as employers and managers and understand what they can and cannot do. It explains the unique working environment that makes town and parish Councils very different from other employers, and how that environment is prone to disputes.	£150 + VAT
2—Legal issues	<p>Explains what a Council’s legal obligations are, the need to comply with statutory guidelines, and the current legal framework that determines how disputes can be addressed in town and parish councils.</p> <p>It addresses: The causes of conflict and disputes; What legal action can be taken against councils and councillors who mismanage employee disputes; Understanding the ACAS Guidelines and requirements of the Localism Act 2011 for resolving employee disputes and Code of Conduct complaints.</p>	£150 + VAT
3—Practical issues	<p>Helps Councils to work within the spirit of the ACAS Guidelines to resolve disputes between councillors and employees, as well as fully comply with all of their legal obligations. It discusses various informal options to resolve the problem. Plus if the matter has to be submitted to the Monitoring Officer, it helps Councils to effectively support employees through that process .</p> <p>Including: The importance of employment procedures that are fair and transparent, right for small organisations and understood by all parties, as required by the ACAS Guidelines; Understanding the difference between a Grievance and a Code of Conduct complaint; Steps to support an employee whose health is affected by a dispute; Supporting an employee to make a balanced, evidenced and professional complaint to the Monitoring Officer, if necessary and appropriate.</p>	£150 + VAT
Ad-hoc Zoom session	We can also conduct a Zoom meeting (30 – 60 minutes), with Councils to discuss the points covered by these modules.	£250 + VAT

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


<p>Emergency First Aid At Work —delivered by:</p> <p>£72.50 plus VAT</p>		
Description	Date	Venue
<p>Upon completion participants will receive a certificate, in recognition of demonstrating competence in Emergency First Aid at Work.</p> <p>The certificate is valid for 3 years.</p> <p>If you've done this course before, please check your certificate in case it has expired/is due to expire soon. If so, here's your opportunity to get it renewed.</p>	<p>14th May 9:30—16:30</p> <p>24th September 9:30—16:30</p>	<p>Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR</p>

<p>An evening with Superintendent Patrick Coates</p> <p>£10</p>		
Description	Date(s)	Venue
<p>Join us for our second An Evening With ... event.</p> <p>Superintendent Patrick Coates from Lincolnshire Police East Area will be discussing:</p> <p>“The impact of tourism and growth on the policing and how we manage it”</p>	<p>22nd May 18:00—21:00</p>	<p>Tower Gardens Pavilion Lumley Road Skegness PE25 2AX</p>


<p>An evening with Paul Drury</p> <p>FREE EVENT</p>	
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Description	Date(s)	Venue
<p>In the first of our “An evening with...” series, join us for this exciting opportunity to spend an evening with - PAUL DRURY</p> <p>Paul will be talking about Volunteering, Social Prescribing and the Armed Forces Covenant relaunch amongst other things.</p> <p>Paul is now a Trustee for third sector organisations.</p> <p>Prior to retiring in 2022, Paul worked as the Prevent Officer within the Safer Communities Team for Lincolnshire County Council. He had responsibility for a number of areas, such as lead local authority officer for Prevent, Counter Extremism and Hate Crime. He also Chairs the Community Emergency Cell for the Lincolnshire Local Resilience Forum.</p> <p>Prior to this role, Paul was the Engagement Officer for Humberside Fire and Rescue Service (HFRS).</p> <p>Paul served with the Royal Air Force as a fire-fighter for 28 years before coming into his first community engagement role in 2003, as the Area Manager for the Goodwin Trust (Hull) community wardens, working in the most deprived areas of the City and then with Hull City Council as a community participation officer and with the East Riding Council as the manager for the Local Action Teams, which encompassed community engagement activities across the council region.</p>	<p>23rd April 18:00—21:00</p>	<p>The Heath Village Hall & Library Bracebridge Heath LN4 2LB</p>


<p>LALC Summer Conference & AGM</p> <p>£40 (plus VAT)</p>	<p style="text-align: center;">Summer Conference 2024</p>	
Description	Date(s)	Venue
<p>The LALC Summer Conference this year will feature a choice of workshops, Q&A session, trade stands and the LALC AGM.</p> <p>Workshops confirmed:</p> <ul style="list-style-type: none"> • Worknest—Health & Safety myths • More TBC <p>Trade stands confirmed:</p> <ul style="list-style-type: none"> • Unity Trust Bank • Kompan • Blachere • Worknest • Clear Insurance • Vaughtons (civic regalia) • Lincolnshire Domestic Abuse Service • CCLA (investment management) • Cloudy IT <p>The full programme will be announced nearer to the date.</p> <p>Arrival from 9:00—time for refreshments and a chance to browse the trade stands.</p> <p>Booking is now open!</p>	<p>24th July 9:30—16:00</p>	<p>Belton Woods Hotel Belton Grantham NG32 2LN</p>

<p>Allotment Management & Inspection practical training</p> <p>£35 plus VAT—for electorate under 2000 £45 plus VAT—for electorate over 2000 Lunch is included</p>	 <p>The National Allotment Society The National Society of Allotment and Leisure Gardeners</p> <p>ERNLLCA East Riding & Northern Lincolnshire Local Councils Association</p>	
Description	Date(s)	Venue
<p>This event has been organised by our colleagues at ERNLLCA (East Riding & Northern Lincolnshire Local Council Association) and is open to Lincolnshire councils who may want to attend.</p> <p>The training will focus on non-compliance and putting knowledge into practice. The session is suitable to both clerks/officers and councillors involved in allotment management and decision making.</p> <p>The course will be split into two. Part one will be ‘classroom based’ and focus on allotment legislation and management.</p> <p>Including: Cultivation policy; Site rules; Plot inspections; Appeals</p> <p>Part two will be an in person visit to an allotment in Barton upon Humber. During this part of the session trainers from the National Allotment Society will show delegates how to conduct effective inspections and use the knowledge they have gained in the classroom to apply in practise.</p> <p>The day will enable you to ask the experts and get advice about your allotments. If your council is having trouble with allotment management, disputes, or inspections this training session will be helpful.</p> <p>Please bring appropriate clothing for outdoor inspections. It will involve a drive to the site.</p> <p>To book: https://bookwhen.com/ernllca/e/ev-sdon-20240425103000</p>	<p>25th April 10:30 – 15:00</p>	<p>Lakeview Room Waters Edge Business Centre Maltkiln Road Barton-upon-Humber DN18 5JR</p>

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

<p>Cemetery & Crematorium Management — delivered by:</p> <p>Price £60 plus VAT (for both sessions)</p>	
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Description	Date	Venue
<p>This is a two-part training and delegates are expected to attend both sessions.</p> <p>Course overview: Local Authorities' Cemeteries Order 1977 (LACO); General powers of management Compliance Registers and records; Granting and extending exclusive rights of burial; Consent; Avoiding disputes; Burials; depth, shallow graves; Administration processes; Grave digging – procedures, preparations, backfilling; Memorials Creating burial space; Exhumation Transfer of exclusive rights of burial Suitable for: cemetery staff at all levels, and those with a responsibility for cemeteries but who are not involved in their day-to-day management.</p>	<p>Part 1: 30th April 9:15—12:30</p> <p>Part 2: 1st May 9:15—12:30</p>	MS TEAMS

<p>Memorial Management & Inspections— delivered by:</p> <p>Price £72.50 plus VAT</p>	
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Description	Date(s)	Venue
<p>Course Overview: Scope of the problem; Legal/health & safety issues</p> <p>Inspection of memorials: How to start; Initial inspection; Inspection forms; The inspection - visual & physical; Actions; Programme of work; Consecrated ground (England only); Other considerations and guidance (MoJ/HSE guidance)</p> <p>Codes of practice, Registration Schemes, Right to end a memorial, Unauthorised memorials, Practical inspections.</p> <p>Suitable for: anyone involved in managing or working in a cemetery, or with responsibility for cemeteries.</p> <p>The afternoon session will take place in a cemetery, therefore suitable outdoor clothing must be worn, together with sensible boots or shoes.</p>	10th September 10:00—16:00	Dunholme Old School 8 Market Rasen Road Dunholme Lincoln LN2 3QR

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


Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Essential Skills		
Course	Description	
Anti-bribery essentials	Explores what is, and what is not, considered bribery under UK law and provides tips and advice on staying compliant with the Bribery Act 2010. By the end of the course you should be able to: <ul style="list-style-type: none"> • Define bribery and corruption • Understand the Bribery Act 2010 and the penalties for breaking the law • Recognise what constitutes a crime under the Bribery Act • Know the six principles organisations should follow when designing their bribery policies and procedures • Know what actions you should take should you suspect bribery 	
Anti-money laundering essentials	This aims to increase awareness of money laundering and offers tips on how to identify and prevent it within your organisation. By the end of the course you should be able to: <ul style="list-style-type: none"> • Describe what money laundering is and how it is done • Understand UK legislation and regulations regarding money laundering and what they cover • Explain how to prevent money laundering • Recognise the consequences of non-compliance with anti-money laundering legislation 	
Customer service essentials	This course showcases effective communication with customers, arms you with a 'customer service toolkit', and explores managing complaints using the customer complaint resolution cycle. By the end of this course you should be able to: <ul style="list-style-type: none"> • Understand the principles of customer loyalty and how to build it through your interactions • Communicate more persuasively and effectively via the phone, video calls, face to face, and in writing • Provide a better level of customer service by using your customer service skills 'toolkit' • Understand the customer complaint resolution cycle and how to deal with common customer service challenges 	
Data Protection essentials	This course covers data protection regulations in the UK and provides essential training for anyone who is in the position of processing personal data. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Recognise why fair and effective data management is important to individuals and society as a whole • Understand relevant data protections legislation and regulations, along with the penalties for breaching these • Work with information in a way that doesn't breach the date protection principles and individuals' rights • Respond to requests for information from individuals in a way that is legal and effective 	

Contact LALC to book Nimble eLearning—these cannot be booked via the LALC website

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


Courses delivered directly by LALC or partners

<p>eLearning - delivered by:</p> <p>£25 plus VAT per course.</p>	
<p>Essential Skills</p>	
<p>Course</p>	<p>Description</p>
<p>Display Screen Equipment (DSE) workstation assessment essentials</p>	<p>This course addresses the health and safety requirements of DSE and advises on posture and safe working techniques. You will learn how to complete your own DSE risk assessment that you can provide to your employer. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Understand the importance of DSE workstation assessment • Identify whether you are a high, medium or low-risk user • Recognise the effects of poor posture • Adjust your posture so that you have a good posture while working • Adjust your workstation to suit you • Carry out a DSE risk assessment
<p>Environmental awareness essentials</p>	<p>This course addresses the environmental crisis and looks at what businesses can do to reduce their impact on climate change and other pressing environmental issues. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise the benefits of a greener approach to your working practices • Know how positive action in the workplace can make a difference to our environment • Take steps to reduce the negative impact your workplace can have on the environment • Make waste management choices that are better for the planet
<p>Equality, diversity and inclusion essentials</p>	<p>This course addresses threats to equality such as discrimination, harassment and victimisation, and looks at how you can promote fairness, diversity and inclusion at work. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Understand what is meant by 'equality', 'diversity' and 'inclusion', and recognise how they benefit us • Identify who is protected by the Equality Act, and explain what happens if their rights are compromised • Recognise discrimination and other unfair practices in the workplace and know how to act on them • Understand what you can do yourself to promote equality, diversity and inclusion
<p>Fire safety essentials</p>	<p>This course highlights the essentials of fire safety awareness in the office environment and when working from home. It explores best practice fire safety procedures and provides an overview of the equipment required under fire safety regulations. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Understand employers' responsibilities under fire safety law • Prevent fires by using the fire triangle theory • Identify fire safety signs and appreciate the importance of knowing where they are in your workplace • Identify fire safety equipment and understand how it should be used • Recognise the need to periodically check fire safety procedures • Carry out the fire safety procedures in place for your organisation

Contact LALC to book Nimble eLearning — these cannot be booked via the LALC website

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Courses delivered directly by LALC or partners

<p>eLearning - delivered by:</p> <p>£25 plus VAT per course.</p>	
<p>Essential Skills</p>	
<p>Course</p>	<p>Description</p>
<p>Freedom of information essentials</p>	<p>This course addresses the essentials of the Freedom of Information Act, highlighting who it applies to and how to handle and respond to different types of requests for information. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise when and where the main provisions of the Freedom of Information Act apply • Understand the types of information that will be shared in an organisation’s publication scheme • Make or handle requests for information in an appropriate way • Understand the rights of individuals under the Act and the consequences of not complying with the legislation
<p>Health and safety essentials</p>	<p>This course provides an understanding of potential health and safety issues at work, the legislation surrounding it , and how to improve safety in your workplace. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise what health and safety is important for individuals, employers and society as a whole • Understand the frameworks of health and safety legislation • Recognise the responsibilities your employer has for your health and safety • Use a range of health and safety techniques and good practice to help keep yourself safe at work (and beyond)
<p>Home working essentials</p>	<p>This course offers guidance on effective home working, and covers workspace set-up, safety at home, communicating remotely, and maintaining productivity. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise the characteristics of an effective home working environment • Develop and maintain safe home working behaviours • Maintain effective information security and data protection practices • Understand the important of good communication when working remotely • Identify practical strategies to increase your productivity • Recognise the importance of looking after your mental health and wellbeing
<p>Human factors essentials</p>	<p>This course explores the role and impact of human error in the workplace. You’ll learn how to manage common ‘error traps’ and understand which Human Performance (HuP) tools you can use to mitigate error traps that can’t be removed. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Understand the main types of errors that humans make • Identify key workplace error traps in order to remove or manage them • Recognise which Human Performance (HuP) tools can be used to mitigate error traps that can’s be removed

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Courses delivered directly by LALC or partners

<p>eLearning - delivered by:</p> <p>£25 plus VAT per course.</p>	
<p>Essential Skills</p>	
<p>Course</p>	<p>Description</p>
<p>Information security awareness essentials</p>	<p>This course addresses the different threats to an organisation’s information security and explores best practices for keeping data safe, whenever and wherever you work. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise why information security is essential to organisations • Identify secure working practices to safeguard company data • Protect information when working remotely and on mobile device • Improve your awareness of online risks and how to stay safe on the internet • Respond to and report information security issues
<p>Manual handling essentials</p>	<p>This course outlines manual handling risks, advises on how to properly plan moving or lifting tasks, and looks at proper technique to be used when manual handling. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise the potential risks of injury from manual handling tasks • Appreciate the importance of keeping yourself and colleagues safe from risk • Assess a range of manual handling factors and take steps to reduce risks • Plan moving and lifting tasks more effectively • Use safer technique when handling loads—individually, as a team, and with common workplace aids
<p>Menopause essentials</p>	<p>This course helps you become more ‘menopause aware’ and overcomes the stigma. Menopause symptoms affect 75% of all women and yet there’s still a widespread lack of understanding and reluctance to talk about it. It will help you recognise symptoms and understand the impact menopause can have on you and your workplace. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Recognise how menopause affects women in different ways • Take steps to create a more supportive workplace for those experiencing menopause
<p>Modern slavery essentials</p>	<p>This course explores the concept of modern day slavery and addresses the signs that might suggest a vulnerable person is being exploited. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Appreciate the extent of modern slavery in the UK and the many forms it takes • Recognise the factors that can increase a person’s risk of exploitation • Spot signs of modern slavery and human trafficking that can help them identify potential victims • Understand the measures available to punish perpetrators and support potential victims • Report their suspicions or concerns to the appropriate organisation

Contact LALC to book Nimble eLearning —these cannot be booked via the LALC website

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


Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Essential Skills		
Course	Description	
Personal safety essentials	This course seeks to improve personal safety awareness and provides tips and advice on how to keep yourself at work, at home, in public places and while travelling. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Recognise the importance of confidence and preparation in staying safe • Understand how reducing 'opportunity' for criminals increases safety • Avoid situations and environments that may place you at greater risk • Practice safe behaviours at work, home, in public, and while travelling • Know what to do if you feel unwell or become a victim of crime 	
Stress management essentials	This course explains what stress is, looks at ways to reduce stress and offers coping strategies to better manage stress levels. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand and identify stress and why it can be detrimental for you • Identify stress and stressors in yourself and others • Reduce your exposure to stress • Develop your own Wellness Action Plan • Implement coping strategies in your work and personal life 	
Team leadership essentials	This course explores what it means to be an effective team leader by examining leadership styles and the essential skills required to get a team to thrive under your directions. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand your own leadership style • Apply your knowledge of leadership styles in different situations • Know how to build relationships and engage your team members • Identify and employ effective team leadership skills and techniques 	
Time management essentials	This course will help you claim back control of your time with easy-to-implement techniques that will help you better manager and organise your daily workload, making you more productive in your role and, by default, everyday life. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand why good time management is important • Recognise common challenges to effective time management • Apply techniques to improve your own time management skills 	
Working at height essentials	This course helps to identify activities that are classed as work at height under the law. It demonstrates how employers and employees need to work together under the Working at Heigh Regulations (2005) to implement safety measures, assess risks and follow best practice for any work performed at height. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Recall which type of activities classify as 'work at height' (WaH) • Recognise your employer's and your own responsibilities under the Work at Height Regulations 2005 (WaH) • Identify risks most commonly associated with working at height • Plan a safe approach to performing work at height • Use stepladders and leaning ladders safely 	

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


Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Course	Description	
COSHH Essentials	Every year, thousands of workers suffer from illnesses caused by hazardous substances in the workplace. By the end of this course, learners should be able to: <ul style="list-style-type: none"> • Explain what COSHH is and why it's important in the workplace • Identify and interpret the hazard symbols used in COSHH • Recognise hazardous substances you might encounter at work and understand their risks to your health • Use control measures and safe handling to minimise your exposure to hazardous substances 	
Infection Control Essentials	This course covers the fundamentals of how to slow the spread of those harmful microbes which can make us unwell. T he online learning is aimed at anyone who might come into contact with infections during their work. Reducing the spread of everyday illnesses is desirable for everyone. We all want fewer periods of illness and less risk of passing infection on to others!	
Unconscious Bias Essentials	Have you ever jumped to the wrong conclusion or misjudged someone you just met? We all do it, with just about everyone we come across. We make snap judgements about people based on the very little information we know about them. And mostly, we do it without even knowing. Our unconscious biases can have a big influence on how we feel about people and affect the decisions we make every day. Because these biases are often rooted in inaccurate or incomplete information, they can lead to unfair assumptions and poor decision-making, without us realising. This course aims to increase your awareness of unconscious bias and give practical tips on how you can reduce the effect it has on your decisions, attitudes and behaviour.	

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

Courses delivered directly by LALC or partners

<p>eLearning - delivered by:</p> <p>£25 plus VAT per course.</p>	
<p>Local (parish and town) council courses</p>	
<p>Course</p>	<p>Description</p>
<p>Introduction to local councils</p>	<p>This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> • Understand the role of the local councillor • Identify the council's purpose • Appreciate how decisions are made • Identify the principles of public life • Recognise the council's legal context • Understand how the council manages its money
<p>Introduction to planning for local councils</p>	<p>This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should know:</p> <ul style="list-style-type: none"> • What is planning? • Role of the Parish Council • What is controlled by planning • Types of planning applications • Material & non-material considerations • The parish council recommendation • Planning conditions • Developer contributions
<p>Understanding precepts</p>	<p>This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for councillors, clerks and other officers who may be new to the role or would like information on what the precept is and how it works for the council. By the end of this course, you should know:</p> <ul style="list-style-type: none"> • What a precept is and how a Parish Council receives it • What a Parish Council needs to do in preparation for setting it • How a Parish Council can justify the money it seeks • Who should be consulted

Contact LALC to book Nimble eLearning — these cannot be booked via the LALC website

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






Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Course	Description	
Standards in public life 	This module is primarily designed to support those elected or co-opted and/or working in local councils, to understand the principles of conduct expected of all councillors. Information is based upon national model code of conduct produced by The Local Government Association but recognises that councillors must abide by your own council's code of conduct, and so also provides some generic support for those wishing to better understand the behaviours expected of all councillors.	
Respectful and positive social media for councils and councillors 	This introductory module from Breakthrough Communications will consider the opportunities and risks associated with social media from a civility and respect perspective. It will explore a range of proactive and pre-emptive strategies councils and councillors can put in place to set themselves up for success. It will explore what to do if things go wrong and how to manage a range of scenarios from trolling to harassment and what practical steps you can take,	
Leadership in challenging situations for councils and councillors 	This introductory module from Breakthrough Communications will consider different leadership styles in the context of your role at the council, exploring which styles we personally 'default' to and which styles can work effectively for different situations. It will also discover how to build, support and get the most from an effective and motivated team.	
An introduction to emotional Intelligence and personal resilience 	This introductory module from Breakthrough Communications will develop a better understanding of where our behaviour comes from and will consider what emotional intelligence and resilience means for us in the context of our roles within the council. There will be opportunities to explore role-focussed scenarios and consider how we might respond to them. It will also explore strategies to deal with and manage a range of situations.	

Contact LALC to book Nimble eLearning —these cannot be booked via the LALC website

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

Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Course	Description	
An introduction to changing behaviours 	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, teaches us how we can rewire our brains to form new neural connections, freeing ourselves from pre-learnt behaviours to bring about positive change. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Be aware of how habits and behaviours form • Understand the psychological habit loop • Identify and focus on what you want to change • Set yourself an action plan to make positive behavioural changes 	
An introduction to resilience 	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, brings us the core principles and practical advice needed to build our personal resilience via positivity and the ability to successfully deal with change. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Understand the fundamental principles of personal resilience • Be more aware of the benefits of being open and receptive to change • Think positively and view challenges more optimistically • Take personal responsibility and commit to positive action 	
An introduction to behavioural agility 	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, shows us how to reduce unhealthy stress and lighten our loads by adopting a growth mindset and embracing change. By the end of this course, you should be able to: <ul style="list-style-type: none"> • Adopt a growth mindset and explore your potential • Understand how to positively embrace change as an essential evolution for personal success • Let go of unhelpful thinking and learn to manage uncertainty and complexity • Tap into your dynamic capability and be bolder 	
Mental health awareness 	This course has been developed by healthcare training experts, Espirita. It seeks to highlight the issues related to mental health disorders and ensure that learners are equipped with practical knowledge on how to recognise, manage and support those suffering from poor mental health—which could include themselves.	

Contact LALC to book Nimble eLearning —these cannot be booked via the LALC website

After each training session you will be sent an email asking you to complete a short feedback form (**CLICK ON THE FEEDBACK LINK**). Please take the time to complete this. Without your feedback, we cannot assess the effectiveness of the training we provide.

If you're looking for training not currently on our schedule, please let us know.

The LALC Annual Training Scheme (ATS): 1st April 2024—31st March 2025

CORE training is included in the ATS. This covers essential training that is common to all councils. Light refreshments e.g. tea/coffee are provided. Member councils will be invoiced £12.50 plus VAT per delegate to cover lunch for full day (in-person) events.

Councils who are not members of the ATS can still attend but additional charges apply (as per non-core training below).

NON-CORE training is not included in the ATS and an additional charge of £30 plus VAT per delegate for any morning/afternoon/evening session (including refreshments) will apply. There will be a charge of £72.50 plus VAT per delegate for an all-day in person event (including lunch and refreshments). An all-day remote session will be charged at £60 plus VAT.

Non-core charges apply to ATS and non-ATS members.

Please note that ATS charges are in addition to the LALC annual membership fees.

Bookings

Bookings should be made by the Clerk via the online portal, unless otherwise specified. When booking via the portal, **please ensure that delegate email addresses are correct**, otherwise they will not receive joining instructions. For those courses specifying 'contact LALC', email enquiries@lalc.co.uk.

*Please notify us if a delegate has specific dietary, learning or access requirements when booking.

Cancellations

- For part day courses – please ensure we receive cancellations at least 48 hours in advance
- For full day events – please ensure we receive cancellations at least 5 working days in advance, as we need to pre-order and pay for lunches

Due to persistent non-attendance at booked events, it is unfortunate that LALC have had to amend the way we impose our cancellation fees. All members are charged 50% of the training cost when insufficient notice is received (as above) for non-attendance at training events. No shows will be charged at 100% of the course fee. All charges are regardless of whether the council is a member of the ATS or not.

Contact us

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PAPER J

Standing Orders

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Reviewed & Adopted – 7 May 2024

1. Rules of debate at meetings

1.1. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

1.2. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

1.3. A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

1.4. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

1.5. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

1.6. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

1.7. A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

1.8. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

1.9. Subject to standing order 1.11 below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

1.10. One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

1.11. A councillor may not move more than one live amendment to an original or substantive motion.

1.12. The mover of an amendment has no right of reply at the end of debate on it.

1.13. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

1.14. Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- a) to speak on an amendment moved by another councillor;
- b) to move or speak on another amendment if the motion has been amended since he last spoke;
- c) to make a point of order;
- d) to give a personal explanation; or

e) in exercise of a right of reply.

1.15. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

1.16. A point of order shall be decided by the chair of the meeting and his decision shall be final.

1.17. When a motion is under debate, no other motion shall be moved except:

- a) to amend the motion;
- b) to proceed to the next business;
- c) to adjourn the debate;
- d) to put the motion to a vote;
- e) to ask a person to be no longer heard or to leave the meeting;
- f) to refer a motion to a committee or sub-committee for consideration;
- g) to exclude the public and press;
- h) to adjourn the meeting; or
- i) to suspend particular Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.

1.18. Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

1.19. Excluding motions moved under Standing Order 1.17, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three (3) minutes without the consent of the chair of the meeting.

2. Disorderly conduct at meetings

2.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

2.2. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

2.3. If a resolution made under standing order 2.2 above is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- ▶ Full Council meetings
- ▲ Committee meetings
- ▼ Sub-committee meetings

▶ **3.1. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

▶ **3.2. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

▲ **3.3. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

▶ **3.4. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

3.5. The Council does not accept apologies for non-attendance at meetings but will note apologies received except in exceptional circumstances.

3.6. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3.7. The period of time designated for public participation at a meeting in accordance with standing order 3.6 shall not exceed fifteen (15) minutes unless directed by the chair of the meeting.

3.8. Subject to standing order 3.7, a member of the public shall not speak for more than three (3) minutes.

3.9. In accordance with Standing Order 3.6, a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

3.10. A person shall raise his hand when requesting to speak. The chair of the meeting may at any time request a person to stand when speaking except when a person has a disability or is likely to suffer discomfort.

3.11. A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.

3.12. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

3.13. Subject to standing order 3.14, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

3.14. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

3.15. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

3.16. Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).

3.17. The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

3.18. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or non-councillors with voting rights present and voting.

3.19. The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.

See standing orders 5.8 and 5.9 for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

3.20. Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

3.21. The minutes of a meeting shall include an accurate record of the following:

a) the time and place of the meeting;

- b) the names of councillors who are present and the names of councillors who are absent;
- c) interests that have been declared within the meeting by councillors and non-councillors with voting rights;
- d) the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- e) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- f) if there was a public participation session; and
- g) the resolutions made.

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▶ **3.22. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

▶ **3.23. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4.4 (h) for the quorum of a committee or sub-committee meeting.

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▶ 3.24. If within ten minutes of the scheduled start of a meeting there are insufficient members to provide a quorum business will be adjourned to a time and place fixed by the Chairman at the time the meeting is adjourned or, if no such time or place is fixed, it will be adjourned until the next ordinary meeting.

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▶ **3.25. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

3.25. A meeting shall generally not exceed a period of two (2) hours, unless by resolution of members attending the meeting agree to extend.

4. Committees and sub-committees

4.1. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

4.2. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

4.3. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-

councillors.

4.4. The Council may appoint standing committees or sub-committees / working groups as may be necessary, and:

- a) shall determine their terms of reference;
- b) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of Council;
- c) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- d) shall, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of members of such a committee;
- e) may, subject to standing orders 4.2 and 4.3, appoint substitute members to a committee (maximum two (2)) whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (1) day before the meeting that they are unable to attend;
- f) shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- g) shall permit a sub-committee / working group other than a standing committee, to appoint its own chair at the first meeting of the sub-committee / working group;
- h) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three (3);
- i) shall determine if the public may participate at a meeting of a committee;
- j) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- k) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- l) may dissolve a committee or a sub-committee.

4.5 An individual member shall not be the Chair of more than one standing committee and also hold the role of Leader or Chair of the Council.

5. Ordinary Council meetings

5.1. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.

5.2. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.

5.3. If no other time is fixed, the annual meeting of the Council shall take place at

6pm.

5.4. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.

5.5. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.

5.6. The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.

5.7. The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

5.8. In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

5.9. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

5.10. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

- a) **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
- b) Confirmation of the accuracy of the minutes of the last meeting of the Council;
- c) Receipt of the minutes of the last meeting of a committee;
- d) Consideration of the recommendations made by a committee;
- e) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- f) Review of the structure and functions for committees;
- g) Appointment of members to existing committees;
- h) Appointment of any new committees in accordance with standing order 4;

- i) Review and adoption of appropriate Standing Orders, Financial Regulations and Code of Conduct;
- j) Review of representation on or work with external bodies and arrangements for reporting back;
- k) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- l) Review of inventory of land and other assets including buildings and office equipment;
- m) Confirmation of arrangements for insurance cover in respect of all insurable risks;
- n) Review of the Council's and/or staff subscriptions to other bodies;
- k)o) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence (GPC only in an election year)
- h)p) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the Council and committees and sub-committees

6.1. The Chair of the Council may convene an extraordinary meeting of the Council at any time.

6.2. If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.

6.3. The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

6.4. If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven (7) days of having been requested by to do so by three (3) members of the committee or the sub-committee, any two (2) members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

7. Previous resolutions

7.1. A resolution shall not be reversed within six (6) months except either by a special motion, which requires written notice by at least six (6) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

7.2. When a motion moved pursuant to standing order 7.1 has been disposed of, no similar motion may be moved within a further six (6) months.

8. Voting on appointments

8.1. Where more than two (2) persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one (1) person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

9.1. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

9.2. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

9.3. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9.2, correct obvious grammatical or typographical errors in the wording of the motion.

9.4. If the Proper Officer considers the wording of a motion received in accordance with standing order 9.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five (5) clear days before the meeting.

9.5. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

9.6. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

9.7. Motions received shall be recorded and numbered in the order that they are received.

9.8. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

10.1. The following motions may be moved at a meeting without written notice to the

Proper Officer;

- a) to correct an inaccuracy in the draft minutes of a meeting;
- b) to move to a vote;
- c) to defer consideration of a motion;
- d) to refer a motion to a particular committee or sub-committee;
- e) to appoint a person to preside at a meeting;
- f) to change the order of business on the agenda;
- g) to proceed to the next business on the agenda;
- h) to require a written report;
- i) to appoint a committee or sub-committee and their members;
- j) to extend the time limits for speaking;
- k) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- l) to not hear further from a councillor or a member of the public;
- m) to exclude a councillor or member of the public for disorderly conduct;
- n) to temporarily suspend the meeting;
- o) to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements);
- p) to adjourn the meeting; or
- q) to close the meeting.

11. Management of information

See also standing order 20

11.1. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

11.2. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

11.3. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal

data without legal justification.

11.4. Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes




12.1. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

12.2. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10.1(a).

12.3. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

12.4. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

   **12.5. If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

12.6. Subject to the publication of draft minutes in accordance with Standing Order 12.5 and Standing Order 20.1 and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3.22 above.

13.1. All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.

13.2. Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

13.3. Unless he/she/they has been granted a dispensation, a councillor or non-councillor

with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's Code of Conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

13.4. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

13.5. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

13.6. A dispensation request shall confirm:

- a) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- b) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- c) the date of the meeting or the period (not exceeding four (4) years) for which the dispensation is sought; and
- d) an explanation as to why the dispensation is sought.

13.7. Subject to standing orders 13.4 and 13.6, a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.

13.8. A dispensation may be granted in accordance with standing order 13.5 if having regard to all relevant circumstances any of the following apply:

- a) **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- b) **granting the dispensation is in the interests of persons living in the Council's area; or**
- c) **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

14.1. Upon notification by the District or, Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.

14.2. Where the notification in standing order 14.1 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and

the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14.4.

14.3. The Council may:

- a) provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- b) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

14.4. Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. Proper Officer

15.1. The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

15.2. The Proper Officer shall:

- a) **at least three (3) clear days before a meeting of the Council, a committee or a sub-committee**
 - **serve on councillors, by delivery or post at their residences, or by email authenticated in such manner as the Proper Officer this fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3.2 for the meaning of clear days for a meeting of a full Council and standing order 3.3 for the meaning of clear days for a meeting of a committee.

- b) subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five (5) days before the meeting confirming his withdrawal of it;
- c) **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
- d) **facilitate inspection of the minute book by local government electors;**
- e) **receive and retain copies of byelaws made by other local authorities;**
- f) hold acceptance of office forms from councillors;

- g) hold a copy of every councillor's register of interests;
- h) assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- i) liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- j) receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- k) assist in the organisation, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- l) arrange for legal deeds to be executed;
(see also standing order 23);
- m) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- n) record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- o) refer a planning application received by the Council to the planning committee
- p) manage access to information about the Council via the publication scheme; and
- q) retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. Responsible Financial Officer

16.1. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent for a period that would seriously harm and damage the Council's financial affairs were it not for that appointment and that appointment would be considered on a case by case basis depending on the seriousness of the absence.

17. Accounts and accounting statements

17.1. "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

17.2. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

17.3. The Responsible Financial Officer shall supply each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to

summarise:

- a) the Council's income and expenditure for each quarter;
- b) the Council's aggregate income and expenditure for the year to date;
- c) the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

17.4. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- a) each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
- b) to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

17.5. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council or income and expenditure for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least fourteen (14) days prior to anticipated approval by Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

18.1. The Council shall consider and approve Financial Regulations drawn up by the Finance and Strategy Committee, which shall include detailed arrangements in respect of the following:

- a) the keeping of accounting records and systems of internal controls;
- b) the assessment and management of financial risks faced by the Council;
- c) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- d) the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- e) whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from tendering process or procurement exercise.

18.2. Financial Regulations shall be reviewed regularly and at least annually ~~by the Finance and Strategy Committee~~ for fitness of purpose.

18.3. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18.6 is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

18.4. Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- a) a specification for the goods, materials, services or the execution of works shall be drawn up;
- b) an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- c) the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- d) tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- e) tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- f) tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

18.5. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

18.6. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. Handling staff matters

19.1. A matter personal to a member of staff that is being considered by a meeting of Council, and or any relevant committee, sub-committee or working group thereof is subject to standing order 11.

19.2. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

19.3. In accordance with Standing Order 11.1 persons authorised by the Town Clerk shall have access to staff records referred to in Standing Orders 19.26.

20. Responsibilities to provide information

See also standing order 21.

20.1. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

20.2. The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under data protection legislation

(Below is not an exclusive list).

See also Standing Order 11.

~~a The Council may appoint a Data Protection Officer.~~

ba The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.

eb The Council shall have a written policy in place for responding to and managing a personal data breach.

ec The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

ed The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

fe The Council shall maintain a written record of its processing activities.

22. Relations with the press/media

22.1. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also Standing Orders 15.2(l) and (q).

23.1. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

23.2. Subject to Standing Order 23.1 above, any two (2) councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

23.3 Subject to Standing Order 23.1, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

The above is applicable to a Council with a common seal.

24. Communicating with District and County or Unitary councillors

24.1. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

24.2 Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

25.1. Unless authorised by a resolution, no councillor shall:

- a) formally inspect any land and/or premises which the Council has a right or duty to inspect; or
- b) issue orders, instructions or directions to any officer or employee of the Council.

26. Standing Orders generally

26.1. All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

26.2. A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least six (6) councillors to be given to the Proper Officer in accordance with Standing Order 9.

26.3. The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor as soon as possible.

26.4. The decision of the chair of a meeting as to the application of Standing Orders at the meeting shall be final.

PAPER K

Structure and Functions

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Document History

Adopted by Council – 26 April 2021

Updated – 2 June 2021

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Reviewed and adopted– **7 May 2024**

1. Introduction

- 1.1 This document sets out key arrangements, processes, and structures of the Town Council. A Scheme of the Delegation has been included which makes clear the decision-making structure of the Town Council.
- 1.2 Where particularly complicated or specific arrangements are required, they will be added as an appendix to the document. This should be done to assist with review and provide clarity.
- 1.3 This document should be read in conjunction with other key Town Council documents. In particular Standing Orders and Financial Regulations should be referenced.
- 1.4 It is expected that this document will be reviewed once a year at the Annual Meeting of the Town Council.

2. Structures and Arrangements

- 2.1 This section will briefly set out the structures and arrangements of the Town Council.

Committee structure

- 2.2 It is important that councillors, officers, and members of the public are able to understand the key structures and arrangements of the Town Council.
- 2.3 The Town Council consists of Council (usually called Full Council) and four Committees. The four (4) Committees are as follows:
 - Finance and Strategy Committee
 - Personnel Committee
 - Planning Committee
 - Property and Services Committee
- 2.4 The roles and delegated powers and functions of each Committee will be described in depth later in this document.
- 2.5 The Annual Parish Meeting is administered by the Town Council; however, it is not part of the formal Committee structure.

General description of Committees and Working Groups

Committees

- 2.6 Technically called 'Standing Committees' they sit under Council and undertake the delegated powers and functions assigned to them.
- 2.7 Where delegated powers and functions exist, there is usually no need for a Committee to refer a matter to Council. This is because Council has already taken the decision to delegate that power or function.
- 2.8 Each Committee must have a Terms of Reference setting out its role and function. Membership of a Committee will usually be nine Members of the Town Council.
- 2.9 There will be no limit on how long a Committee should be in place for. The arrangements should however be reviewed on a regular basis to ensure that they are fit for purpose.

Sub-Committees

- 2.10 A Sub-committee sits underneath a Committee. They often have a smaller group of Members which focus on a particular function or area of business.
- 2.11 Where delegated powers and functions exist, there is no need for a Sub-committee to refer a matter to the parent Committee or to Council. This is because a decision has already been made to delegate that power and function.
- 2.12 Each Sub-committee must have a Terms of reference setting out their role and function. Membership will usually be five (5) Members of the Town Council.
- 2.13 There will be no limit on how long a Sub-committee should be in place for. The arrangements should however be reviewed on a regular basis to ensure that they are fit for purpose.

Working Groups

- 2.14 Working Groups are appointed to study and report on a particular question or issue. Once a final position has been reached a recommendation should be made to the parent body based.
- 2.15 Working Groups are considered to have the role of an 'advisory committee'. Such committees can have non-members on them as they do not regulate finances.
- 2.16 Working Groups have a function that is similar to a 'task and finish' panel. A specific task will be allocated to the Working Group and once the task is completed and a recommendation made it will cease to function.
- 2.17 Each Working Group must have a Terms of Reference setting out its function. Other than research and quote gathering a Working Group will not have any other powers or functions delegated to it.
- 2.18 A Working Group must have a minimum of three (3) Members of the Town Council. A further six (6) non-members can be appointed or co-opted to provide additional experience to the Working Group.
- 2.19 Under no circumstances will a Working Group have budgetary responsibility or be able to regulate finances.
- 2.20 The number of formal Working Groups should be kept to a minimum. They must not distract from the work of Council and Committees or take up a disproportionate amount of time and number of resources.

Creation of new Committees, Sub-Committees and Working Groups

- 2.21 From time to time, it might be necessary to create new Committees, Sub-committees, and Working Groups.
- 2.22 Committees and Sub-committees in particular require a great deal of resource to service and significantly increase the workload for Town Councillors and staff.
- 2.23 Before Committees and Sub-committees are established Council should consider the additional resources and time implications.
- 2.24 The process of creating new Committees, Sub-committees, and Working Groups is set out at section 4 of Standing Orders and is a matter reserved to Council.

Office Holders

2.25 Some Town Councillors are appointed or elected to certain positions. These are referred to as Office Holders. In some cases, they will have delegated powers and functions.

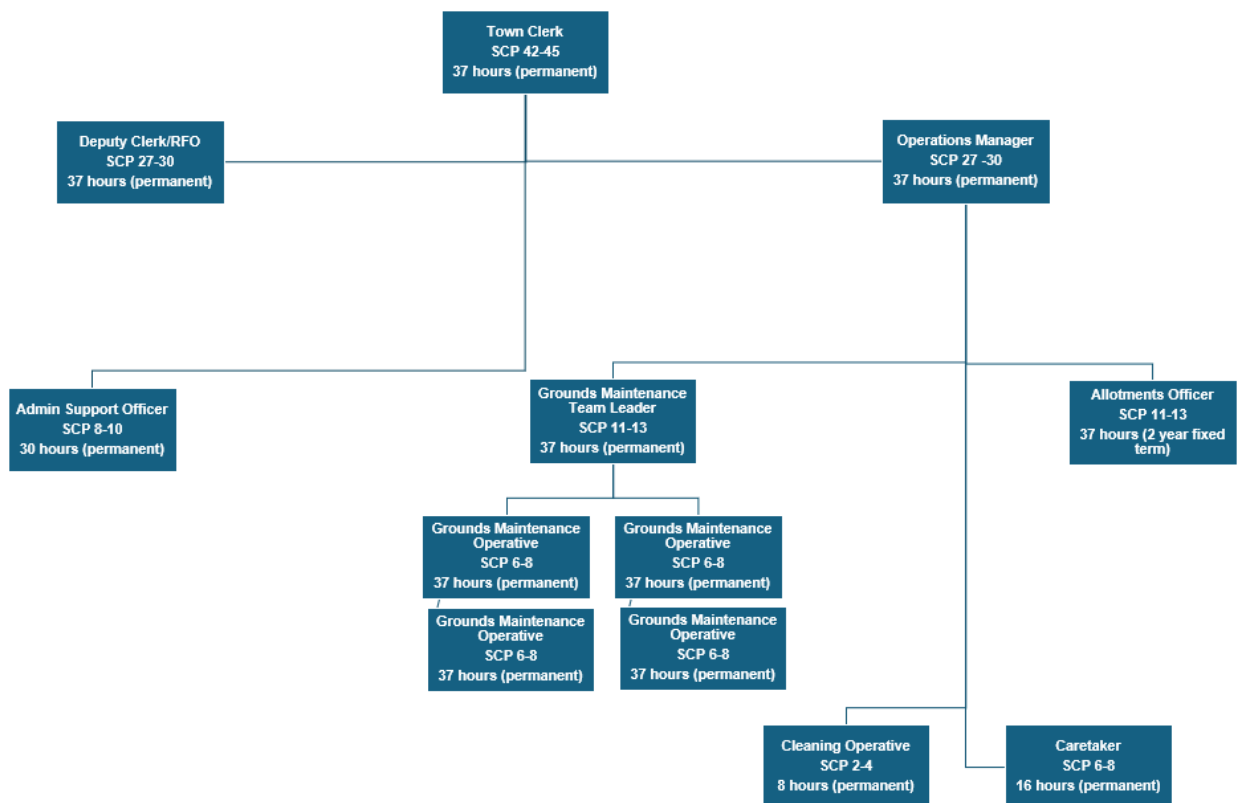
2.26 Office Holder positions are as follows:

- Chair of the Town Council (Mayor)
- Vice Chair of the Town Council (Deputy Mayor)
- Leader of the Council
- Chair of a Committee
- Vice Chair of a Committee
- Representative on an outside body

Council Officers

2.27 The Town Council is serviced by a team of officers. They carry out the decisions made by the Town Council and in some cases have delegated powers and functions. The current staff structure is set out below.

Table 1. Staff structure diagram



3. Policies

What is a policy

- 3.1 It is important that the Town Council has procedures in place for the creation and review of policies.
- 3.2 A policy is a document setting out principles to guide the decisions of the Town Council. It ensures that rational outcomes are achieved and is a statement of intent which is implemented as a procedure.

- 3.3 Town Council policies provide the framework and strategies through which decisions are made and functions are carried out.
- 3.4 Not every document therefore is a policy. Documents that could be described as routine or managerial are not policies. This would include, but is not limited to, the following: waiting lists, forms, and notices.

How policies are created

- 3.5 It is important that policies are created in a consistent way that is not open to challenge. The process will be as follows.

Committee with delegated powers

- 3.6 If there is a Committee with delegated powers a draft of the policy will be considered. At this stage Members can reject the policy, defer consideration, or recommend to Council that the policy be adopted.
- 3.7 Once recommended the matter will be put to Council. If approved by Council, the policy will be considered to have been 'adopted'.
- 3.8 Once adopted it will be the responsibility of the Committee to review the document. Unless substantially change to the policy is proposed Council will not need to consider the matter.

No delegated powers or a reserved matter

- 3.9 A draft will be placed before the Finance and Strategy Committee for review. At this stage Members can reject the policy, defer consideration, or recommend to Council that the policy be adopted.
- 3.10 Once recommended the matter will be put to Council. If approved by Council, the policy will be considered to have been 'adopted'.
- 3.11 Once adopted it will be the responsibility of the Finance and Strategy Committee to review the policy.
- 3.12 If the matter is not reserved to Council, the Finance and Strategy Committee may make changes to the policy unless substantial change is proposed.
- 3.13 In the case of a reserved matter Council will need to approve any changes or amendments to the policy.

How are policies reviewed

- 3.14 The Town Council has a large number of policies. It is important that they are reviewed on a regular basis.
- 3.15 The table below sets out how policies are to be reviewed and by which Committee. The frequency of review will either be:
- I. Annually – once a year
 - II. Biennially – once every two years

Table 2. Review of policies

Policy	Council or Committee to review the policy	Frequency of review
<u>Acting Up Additional Duties Policy</u>	<u>Personnel</u>	<u>Biennially</u>
Adoption Leave Policy	Personnel	Biennially

All allotments policies: <u>- and terms and conditions</u> <u>Allotment Tenancy Agreement</u> <u>Animals on Allotments Policy</u> <u>Waste Management Policy</u> <u>Tenancy Breach Policy</u> <u>A Guide to Gardening</u>	Property and Services	Annually (because of the period of notice) <u>Biennially</u>
Anti-Fraud and Corruption Policy	Finance and Strategy	Biennially
Child and Vulnerable Adult Welfare and Safeguarding Policy and Procedures	Personnel	Biennially
Code of Conduct	Council (undertaken by <u>Policy Review Working Group</u> Finance and Strategy)	Annually
Communications Policy <u>Strategy</u>	Finance and Strategy	Biennially
Community Grants Policy	Property and Services	Biennially
Complaints Policy	Finance and Strategy	Biennially
Confidential Reporting Policy	Personnel	Biennially
Councillor / Employee Protocol	Finance and Strategy	Biennially
Councillor Vacancy (Co-option) Policy	Finance and Strategy	Biennially
Debt Recovery Policy	Finance and Strategy	Biennially
<u>Dignity at Work Policy</u>	<u>Personnel</u>	<u>Biennially</u>
<u>Equality and Diversity Policy</u>	<u>Personnel</u>	<u>Biennially</u>
<u>All cemetery policies: -</u> Exhumation Policy <u>Guidance Notes on Practices and Regulations</u> <u>Memorial Safety Policy</u> <u>Memorial Bench Policy</u>	Property and Services	Biennially
<u>Expenses Policy</u>	<u>Personnel</u>	<u>Biennially</u>
Filming and Recording of Meetings Policy	Finance and Strategy	Biennially
Financial Regulations	Council (undertaken by <u>Policy Review Working Group</u> Finance and Strategy)	Annually
<u>Flexible Working Policy</u>	<u>Personnel</u>	<u>Biennially</u>
Freedom of Information	Finance and Strategy	Biennially

General Data Protection Regulations (GDPR) Policies and Procedures	Finance and Strategy	Annually
<u>Health and Safety Policy</u>	<u>Personnel</u>	<u>Biennially</u>
Investment Strategy	Finance and Strategy	Annually
<u>Lone Worker Policy</u>	<u>Personnel</u>	<u>Biennially</u>
Maternity Leave Policy	Personnel	Biennially
<u>Member Training and Development Policy</u>	<u>Finance and Strategy</u>	<u>Annually</u>
<u>Memorial Safety Policy</u>	<u>Property and Services</u>	<u>Biennially</u>
<u>Mobile Phone Policy</u>	<u>Personnel</u>	<u>Biennially</u>
Name Badge & ID Card Policy	Finance and Strategy	Biennially
<u>No Smoking Policy</u>	<u>Personnel</u>	<u>Biennially</u>
<u>Parental Bereavement Policy</u>	<u>Personnel</u>	<u>Biennially</u>
Paternity Leave Policy	Personnel	Biennially
Pensions Discretions Policy	Finance and Strategy	Biennially
Protocol for the Death of a Senior Figure	Finance and Strategy	Biennially
Public Participation at Meetings Policy	Finance and Strategy	Biennially
Publication Scheme	Finance and Strategy	Biennially
<u>Remote Meeting Protocol and Procedures</u>	<u>Council (undertaken by Finance and Strategy)</u>	<u>Biennially</u>
<u>Reserves Policy</u>	<u>Finance and Strategy</u>	<u>Annually</u>
Risk Management <u>Policy</u>	Finance and Strategy	Annually
<u>Risk Register</u>	<u>Finance and Strategy</u>	<u>Annually</u>
Scheme of Members' Allowances	Council (undertaken by Finance and Strategy)	Biennially
Share Parental Leave Policy	Personnel	Biennially
Social Media Policy	Finance and Strategy	Biennially
Staff Appraisal Policy	Personnel	Biennially
Staff Handbook, Appendices, and associated policies	Personnel	Biennially
<u>Staff Training Policy</u>	<u>Personnel</u>	<u>Biennially</u>
Standing Orders	Council (undertaken by <u>Finance and sTRATEgy Policy Review Working Group</u>)	Annually
Structure and Functions	Council (undertaken by <u>Policy Review Working</u>)	Annually

	<u>Group Finance and Strategy)</u>	
Use of Work Vehicles by Councillors and Staff for Personal Domestic Use	Finance and Strategy	Biennially
<u>Vexatious Complaints Policy</u>	<u>Finance and Strategy</u>	<u>Biennially</u>
Volunteer Policy	Personnel	Biennially
<u>Wellbeing Policy</u>	<u>Personnel</u>	<u>Biennially</u>
<u>Whistle-Blowing and Confidential Reporting Policy</u>	<u>Personnel</u>	<u>Biennially</u>

4. Scheme of Delegation

Introduction

- 4.1 The Town Council's Scheme of Delegation sets out the decision-making structure of the Town Council. It makes clear how powers and functions have been delegated and the matters reserved to Council.
- 4.2 The Scheme of Delegation provides a broad framework which should be reviewed from time to time. It should be seen as a living document that will evolve to meet the needs of the Town Council.
- 4.3 The delegated powers and functions of the Committees are set out in the form of Terms of Reference.
- 4.4 The Scheme of Delegation in some cases might not provide sufficient detail. In such a situation the matter should be clarified, and the additional details set out as an appendix to this document.
- 4.5 This Scheme of Delegation does not seek to repeat in detail what has already been set out in other key documents. This document should therefore be read in conjunction with those key documents.

Authorisation of expenditure

- 4.6 Financial Regulation 4.1 sets out delegations in relation to revenue expenditure in the following way:
- 4.7 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £10,000; or
 - a duly delegated committee of the Council for items over ~~£50,000~~ £53,000; or
 - the Clerk and / or RFO, in consultation with Chair of Council or Chair of the appropriate committee, for any items ~~over £500 and~~ below £53,000; or
 - the Clerk, ~~and / or~~ Deputy Clerk (RFO) and / or Operations Manager for items below £1,500.
- 4.8 The authorisation by the Town Clerk or Deputy Clerk (RFO) of expenditure up to £1,500 relates to 'routine expenditure' budget lines. Such lines will be made clear at the time the budget is set.

- 4.9 All expenditure by the Town Clerk or Deputy Clerk (RFO) will be reported to the next meeting of the Finance and Strategy Committee.

Emergency delegated powers

- 4.10 It is important that a set of delegated powers are clearly set out for use in an emergency situation.
- 4.11 Emergency delegated powers should be seen as an action of 'last resort'. They are to be used in a situation which meets one or more of the following criteria:
- Service delivery is severely compromised, or needs to be rapidly adapted to a new circumstance;
 - public safety is in immediate and significant danger;
 - the health and safety of staff is being or could be seriously compromised;
 - significant damage to Council property will result from inaction, and/or;
 - the usual management of Council business is impossible due to the urgent nature of a decision or external constraint.
- 4.12 Before using emergency delegated powers, the Town Clerk will attempt to inform the Chair of the Town Council and the Leader of the Town Council. At this stage it will be determined if the matter justifies an extraordinary meeting and if there is enough time to call one.
- 4.13 In a situation such as that described above, the Town Clerk has the emergency delegated power to:
- i. Authorise payments of up to £3,000. Before the payment is made one of the following must be informed:
 - Chair of the Town Council
 - Leader of the Town Council
 - Chair of the appropriate committee.
 - ii. Review and update the policy and procedures of the Town Council as required by legislation, government guidance or operational experience.
 - iii. Authorise the temporary closure of Council property and the suspension of services (in the absence of the Town Clerk this power should be exercised by the Operations Manager).
 - iv. Undertake the following:
 - Delegate to officers of the Council additional appropriate duties necessary to minimise service disruption and ensure business continuity;
 - take decisive and proportionate action to ensure staff health & safety and public safety;
 - Manage emergency communications on behalf of the Town Council;
 - cancel or postpone Town Council events;
 - cancel or postpone meetings of the Town Council, and;
 - Arrange for formal meetings of the Town Council to be held remotely should legislation allow for it.

- 4.14 Whenever an emergency delegated power is used a brief written report will be posted on the Town Council website within seven (7) working days. The report will be presented to the next meeting of Council or the appropriate Committee for ratification.

Limitations

- 4.15 Committees (including Sub-committees and Working Groups) and officers shall act in accordance with Council's Standing Orders, Financial Regulations and, where applicable, any other rules, legislation, regulations, policies, procedures, schemes, by-laws, or orders.
- 4.16 Delegated powers and functions must be exercised in line with the limitations described above and within the constraints set out in the budget.
- 4.17 Any matter not explicitly set out below in the Scheme of Delegation will be treated as a reserved matter for Council.

Matters reserved to Council

- 4.18 The following matters are reserved to Council:

- a) Adoption and alteration of Standing Orders, Financial Regulations, and the Code of Conduct;
- b) Approving and alteration of the Structures and Functions document, which includes, the committee structure, Terms of Reference, Scheme of Delegation, and the associated appendices;
- c) Appointing the membership (including non-voting members) of all Committees, Sub-committees, and Working Groups;
- d) Set a timetable for meetings, which includes, meetings of Council (Full Council), Annual Parish Meeting, Annual Town Council Meeting, and all meetings of Committees, Sub-committees, and Working Groups;
- ~~d) To receive recommendations from committees~~
- e) Setting the annual budget and the precept levied on the principal authority;
- f) To complete Section 1 of the Annual Governance and Accountability Return (Annual Governance Statement) and to approve Section 2 of the Annual Governance and Accountability Return (Accounting Statements)
- e)g) To receive and note the results of the annual external audit report
- f)h) Authorising borrowings;
- g)i) Authorising the incurring of expenditure required by Financial Regulations or above £10,000;
- h)j) The power of incurring capital expenditure not specifically included in the Council's budget or delegated to a committee;
- i)k) Adoption of a Member's Allowance Scheme;
- j)l) Appointing Town Council representatives to outside bodies;
- k)m) Election of the Leader of the Town Council;
- l)n) Confirming the appointment of the Town Clerk;

- m) Appointment or designation of the roles of Proper Officer and Responsible Financial Officer;
- n) Making, amending, revoking, re-enacting, or adopting byelaws and local legislation;
- o) Agreement to assume devolved services and functions;
- p) Decision to review or create a Neighbourhood Plan;
- q) Prosecution or defence in a court of law;
- r) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters delegated to a committee;
- s) Change the name of the Town Council, and;
- t) All other matters which must by law be reserved to Council.
- u) To adopt any plans and strategies the Council is required by statute or regulations to approve

Office Holders

- 4.19 All Office Holders will be elected or appointed annually at the Annual Meeting of the Town Council.
- 4.20 The following powers and functions are delegated to Officer Holders of the Town Council.

Chair of the Council – Mayor

- 4.21 The following are delegated to the Chair of the Council:
- The Chair of the Council will be the Mayor and act as the ceremonial representative of the Town Council and town;
 - Chair of Council meetings and to undertake all the duties set out in legislation and policy;
 - Act as the spokesman on matters for importance to the whole town and those not specifically delegated to another office holder;
 - To be an ex-officio member of all Town Council committees, sub-committees and working groups;
 - Manage business in an urgent or emergency situation;
 - Be an additional point of contact for employees, and;
 - Routine liaison with the Town Clerk and Leader of the Town Council.

Vice Chair of the Council – Deputy Mayor

- 4.22 The following are delegated to the Vice Chair of the Council:
- The Vice Chair will be the Deputy Mayor of the Town Council, and;
 - To carry out all the duties and functions of the Chair of the Town Council (Mayor) in their absence.

Committee Chairman

- 4.23 Some Committee Chair will have specific delegated functions which will be set out in the Terms of Reference.
- 4.24 More generally, the Committee Chair will have the following delegated functions:
- Act as spokespeople for issues relating to the work of their Committee;
 - Act as Chair for meetings of the relevant committee and undertake all the functions set out in Standing Orders and other policies, and;
 - Act as the point of contact for officers in the relevant policy and service areas.

Representatives to outside bodies

- 4.25 The following are delegated to representatives on outside bodies:
- Represent the corporate position of the Town Council on the relevant outside body, and;
 - Feedback to Council and/or the relevant committee about the work and discussions of the outside body.

Leader of the Council

- 4.26 The Leader of the Council will:
- Be an ex-officio member of all Council committees, Sub-committees, and Working Groups;
 - act as the immediate point of contact for the Town Clerk and approve requests for annual leave and lieu time.
 - appraise and evaluate the performance of the Town Clerk, along with the Chair of the Personnel Committee, and;
 - regularly liaise with the Town Clerk and Chair of the Town Council about routine matters.
- 4.27 Since no individual member may act alone in an executive capacity, the Town Clerk is delegated and directed to work with the Leader as follows:
- Overseeing work to implement strategy;
 - managing business in an urgent or emergency situation;
 - liaising with political groups and Members of the Town Council to find a consensus on the Town Council's priorities;
 - develop working relationships with key partners;
 - identify training and development needs of members, and;
 - act as an additional point of contact for staff.

Officer delegated functions

- 4.28 Functions delegated to officers of the Town Council are set out below.
- 4.29 In general, the senior officers of the Town Council have delegated powers to undertake routine and managerial work.

- 4.30 The Town Clerk, Deputy Clerk and Operations Manager may, where it is appropriate to do so, delegate functions to other officers of the Council.
- 4.31 The Town Clerk, Deputy Clerk and Operations Manager are authorised to attend meetings with third parties and represent the Council.

Town Clerk

- 4.32 The Town Clerk will act as the Proper Officer for the purposes set out in Standing Orders, and for all other purposes prescribed by law, which includes but is not limited to:
- Receive declarations of acceptance of office.
 - Receive and retain plans and documents.
 - Sign notices or other documents on behalf of Council.
 - Receive copies of by-laws made by the principal authority.
 - Certify copies of by-laws made by Council.
 - Sign summonses to attend meetings of the Council or its committees.
- 4.33 In addition, the Town Clerk has the delegated authority to undertake all managerial duties, which principally involve the routine management and administration of the Town Council's services and functions.
- 4.34 The Town Clerk has the following delegated functions in relation to Communications:
- Editorial management of the Council's website and social media;
 - Draft and issue press on behalf of the Town Council and to generally manage public relations;
 - Develop working relationships with external bodies, in particular West Lindsey District Council and Lincolnshire County Council;
 - Receive and deal with correspondence and documents on behalf of the Town Council.
 - Issue correspondence as a result of the instructions of, or the known policy of, the Council.
- 4.35 The following are delegated to the Town Clerk in relation to documentation and processes:
- Sign on behalf of Council any document necessary to give effect to any decision of the Council or a committee.
 - Be responsible for the provision and management of information and communication technology including, the replacement of out-dated/broken equipment or the purchase of new equipment;
 - Notify the Returning Officer of all casual vacancies and to liaise them regarding the conduct of elections.
 - Overall responsibility for responding to Freedom of Information requests.
 - Take a lead role in relation to data protection.

- Manage dispensation requests from members under the Code of Conduct.
- Make recommendations about the effective use of property and land to Council or the appropriate committee.
- Initiating legal action or proceedings against unauthorised use or occupation of Town Council managed or owned land.
- Work with the Operations Manager to ensure the Town Council's obligations in relation to risk assessments are met.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- Hold the Town Council's Seal and apply it to documents as instructed.
- Authorisation to organise extraordinary meetings, the Council Chair or the relevant committee Chair will be liaised with.
- Lead officer in relation to safeguarding matters.

4.36 In the areas of finance and budgets the Town Clerk will:

- Liaise with the Deputy Clerk on the management and monitoring of all budgets in accordance with Council policy;
- Work with the Deputy Clerk to maintain effective internal controls, as well as the internal audit and the external audit process;
- Be authorised to make payments following a resolution by Council or a committee, and;
- Incur expenditure in accordance with the Standing Orders, Financial Regulations and the process set out in the Structures and Functions document.

4.37 In matters relating to staff the Town Clerk has the following delegated powers and functions:

- Undertake all managerial duties in connection with being the senior officer of the Town Council.
- Authorised to sign written contracts of employment on behalf of the Town Council. The contract of the Town Clerk must be signed by the Chair of the Town Council.
- Authorised to make recommendations for employees' increments and administer them thereafter.
- Authorised to seek HR advice directly from the approved HR Advisors.

Deputy Clerk

4.38 In the absence of the Town Clerk the Deputy Clerk will assume all the delegated roles and functions relating to that post, including those of the Proper Officer.

4.39 The Deputy Clerk occupies the position of the Responsible Financial Officer and should undertake all the functions set out in legislation and Council policy.

4.40 In addition, the Deputy Clerk has the following delegated powers and functions:

- Monitor and report on the effective management of Town Council financial resources.
- Support the Town Clerk in ensuring statutory obligations are complied with and to manage these in the Town Clerk's absence.
- Delegated to take the lead role in managing internal audits, the external audit process, and the AGAR.
- Authorised to submit the precept to the Principal Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information.
- Authorised to make payments following a resolution by Council or a committee.
- Responsible for the overall management and monitoring of all budgets in accordance with Council policy.
- To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
- To bank regularly all money received by the Council and to ensure that all money due to the Council is billed and collected promptly.
- To manage the cash flow and to control investments and bank transfers.
- To control payments made by cheque and online banking
- Write-off outstanding debts in accordance with Financial Regulations and any decision of Council or a committee;
- Undertake the processing of payments in accordance with contracts approved by Council or a committee (salaries, utility bills, office rent, etc.) or legal obligations (HMRC, pension, external audit, etc.).
- Ensure adequate insurance is in place and that a suitable risk management system exists.
- Ensure that effective internal controls are in place.
- Take overall responsibility for overseeing the payroll process, which is outsourced at this time, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
- To manage the risks faced by the Council and to recommend such insurance as is required or is mandatory (Employer's Liability and Fiduciary Guarantee).
- To maintain the Council's asset register.
- Authorised to seek HR advice directly from the approved HR Advisors.

Operations Manager

- 4.41 The Operations Manager has delegated power for the operational management of services and facilities.
- 4.42 In addition, the Operations Manager has the following delegated powers and functions:

- Manage operational services which includes routine maintenance and inspections of assets, property, and land.
- Advise the Town Council on the acquisition, security, and maintenance of new equipment and to ensure any appropriate training is carried out.
- Make recommendations about the effective use of assets, property, and land.
- Approve repairs and maintenance to equipment and property, assuming authorisation for any expenditure is given.
- Ensure with the support of the Town Clerk that all management procedures put in place for the effective management of Health & Safety and public safety.
- Lead officer in managing operational risk.

5. Scheme of Delegation for Committees

Introduction

- 5.1 This section is a continuation of the Scheme of Delegation but has been separated from it for reasons of clarity.
- 5.2 The Terms of Reference for each Committee will be set out below. Each Terms of Reference sets out the delegated powers and functions that a Committee has.
- 5.3 When considering a matter Members should be advised by the meeting clerk if a matter is within the Committee's remit.
- 5.4 If delegated powers are in place for a committee the minutes will usually record the decision as "RESOLVED".
- 5.5 If they are not, then the minutes will show the decision as "RECOMMENDED". The business will then appear on the next agenda of the responsible Committee, or in the case of a reserved matter it will appear on the Council agenda.

6. Finance and Strategy Committee Terms of Reference

Committee membership and quorum

- 6.1 Membership will be nine (9) Members of the Town Council. Two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 6.2 The quorum of the meeting shall be three (3).

Meeting frequency

- 6.3 One (1) meeting every calendar month. The meeting will take place on the ~~fourth~~^{third} Tuesday of every month at ~~6:30~~⁷pm.

Principle meeting officers

- 6.4 Town Clerk and Deputy Clerk

Principle objective

- 6.5 Committee is to consider matters relating to finance, strategy, policy, and management of business.

Budgetary matters

- 6.6 The Committee has extensive delegated powers in relation to budget monitoring and management.
- 6.7 The following specific budgetary areas are considered as part of the Committee's remit:
- Administration

Delegated roles and functions

- 6.8 Responsibility for the monitoring and administration of the Town Council's agreed budget.
- 6.9 Receive and consider reports and documents relating to finance, administration, and the general strategy of the Town Council.
- 6.10 Responsibility for recommending a budget to Full Council, which should include:
- The budget (income and expenditure)
 - Three-year estimate
 - Investments
 - Reserves
 - Fees and charges
- 6.11 Power to amend fees and charges for Town Council services.
- 6.12 Management and negotiation of land transactions on behalf of the Council including the content of leases.
- 6.13 Policy review and adoption not otherwise reserved to Full Council or other committees.
- 6.14 Consider and review policies relating to finance, administration, and strategy.

- 6.15 Consider all matters relating to the audit process and where required to make recommendations to Full Council.
- 6.16 Ensure that effective risk management and adequate insurance is in place.
- 6.17 Consider expenditure that is not delegated to another committee of the Council. This would not apply to reserved matters.
- 6.18 Establish, monitor, and review a long-term strategy for the Town Council.
- 6.19 To be responsible for civil emergency planning.
- 6.20 Consider matters relating to communications.
- 6.21 To receive, note and action all matters arising from Councils internal audit report and review its effectiveness.
- 6.22 To be responsible for grants to the Council from external bodies.
- 6.23 To be responsible for the control of fixed assets.
- 6.24 To receive reports in relation to complaints received and consider any complaint not disposed of by direct action by the Town Clerk.
- 6.25 To be responsible for sales.

7. Personnel Committee Terms of Reference

Committee membership and quorum

- 7.1 Membership will be nine (9) members of the Town Council. Two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 7.2 The quorum of the meeting shall be three (3).

Meeting frequency

- 7.3 One meeting every calendar month (with the exception of August). The meeting will take place on the second Wednesday of the month at 6:30pm.

Principle meeting officer

- 7.4 Town Clerk

Principle objective

- 7.5 Committee is to consider matters relating to staff, Human Resources (including Members), and volunteers.

Budgetary matters

- 7.6 The Committee has limited role in relation to direct expenditure but has a large role to play in recommending and monitoring staffing budgets.
- 7.7 The following budgetary areas are considered as part of the Committee's remit:
- Employee Costs

Delegated roles and functions

- 7.8 Consider matters relating to personnel, Human Resources (including Members) and volunteers.
- 7.9 To establish and review the staffing levels and management structure
- 7.10 Consider and review all personnel and volunteer policies.
- 7.11 Oversee the job recruitment process with the power to appoint personnel (except in the case of a reserved matter).
- 7.12 Recommend to the Finance and Strategy Committee a staffing budget as part of the annual budget creation process.
- 7.13 Manage any process leading to dismissal or redundancy of staff.
- 7.14 Review performance management (including annual appraisals, target setting) and consider matters relating to training (including Member and Volunteer training) and staff Continuous Professional Development.
- 7.15 Determine matters relating to staff pay, which includes increment increases and appeals.
- 7.16 Monitor staff absence and manage any issues arising.
- 7.17 Keep under review staff working conditions, including health and safety procedures.
- 7.18 Consider grievance or disciplinary matters.

- 7.19 Nominate a Member or Members of the Personnel Committee to seek HR advice in conjunction with the Leader of the Council directly from the HR advisors when any matter concerns the Town Clerk or Deputy Clerk.
- 7.20 Ensure the Council complies with all legislative requirements relating to volunteers and the employment of staff.

8. Planning Committee Terms of Reference

Committee membership and quorum

- 8.1 Membership will be nine (9) Members of the Town Council. Two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 8.2 The quorum of the meeting shall be three (3).
- 8.3 It is expected that Members of the Committee will undertake planning training within three (3) months of being appointed. Committee members must keep up to date with planning legislation, policy, and guidance.

Meeting frequency

- 8.4 One (1) meeting every calendar month. The meeting will take place on the ~~third~~^{fourth} Tuesday of every month at ~~6:30~~⁷pm.

Principle meeting officer

- 8.5 Deputy Clerk

Principle objective

- 8.6 Committee is to consider all matters relating to planning and development in the Gainsborough Town Council area.
- 8.7 This includes all matters relating to planning applications, street naming, tree preservation orders, ad-hoc licencing applications, the Neighbourhood Plan and matters relating to regulations on the highway.

Budgetary matters

- 8.8 The Committee has delegated budgetary powers in relation to the Neighbourhood Plan should there be a review in the future.
- 8.9 The Committee will also monitor Community Infrastructure Levy (CIL) funds and make recommendations to Council on how they could be spent.

Delegated roles and functions

- 8.10 Act as a statutory consultee to the planning authority.
- 8.11 Consider and comment on all planning matters and planning applications (including those related to listed buildings, advertisements, and trees) relative to Gainsborough submitted by other authorities and to forward observations to the appropriate authorities.
- 8.12 Respond on behalf of the Council to planning appeals and where required represent the Town Council.
- 8.13 Consider matters relating to licensing that are presented to the Town Council.
- 8.14 Comment on behalf of the Council on highways proposals.
- 8.15 Liaise with other agencies on matters concerning highways.
- 8.16 Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations and S106 agreements.
- 8.17 Recommend to Council how Section 106 and CIL funds should be allocated.

- 8.18 Make any determinations that are required under the Neighbourhood Plan.
- 8.19 Management of future reviews of the Neighbourhood Plan.
- 8.20 Respond to all consultations on planning, development, highways, and licensing matters. This includes reviewing the Neighbourhood Plans submitted by other authority.

9. Property and Services Committee Terms of Reference

Committee membership and quorum

- 9.1 Membership will be nine (9) Members of the Town Council. Two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 9.2 The quorum of the meeting shall be three (3).

Meeting frequency

- 9.3 One (1) meeting every calendar month (with the exception of August). The meeting will take place on the second Tuesday of every month at ~~6:30~~7pm.

Principle meeting officer

- 9.4 Town Clerk and Operations Manager

Principle objective

- 9.5 Committee is to consider all matters relating to existing property and services of the Town Council.

Budgetary matters

- 9.6 The following areas are considered to be part of the Committee's remit:
- Grounds Maintenance
 - Richmond House & Park
 - Sports Grounds
 - Cemetery
 - Play Areas
 - Allotments
 - Public Realm
 - Events
 - Christmas Lights

Delegated roles and functions

- 9.7 Consider matters relating to the Town Councils property and services.
- 9.8 Responsible for the management and maintenance of play areas, adult gyms, and skate parks.
- 9.9 Responsible for the management and maintenance of Richmond Park and Richmond House and all associated buildings.
- 9.10 Responsible for the management and maintenance of Playing Fields.
- 9.11 Responsible for the management and maintenance of Sports Grounds.
- 9.12 Consider matters relating to grounds maintenance.
- 9.13 Consider all matters concerning the operation and maintenance of the General Cemetery and North Warren cemetery.

- 9.14 Consider matters relating to the Town Council's allotments with the power to make decisions and approve expenditure.
- 9.15 To be responsible for the establishment of allotment garden site self-management arrangements and for regulating those arrangements once they are established.
- 9.16 Responsible for the Town Council's public lighting.
- 9.17 Responsible for the maintenance of car parks.
- 9.18 Responsible for the maintenance of the Town Council's footpaths and road surfaces.
- 9.19 Responsible for the management and maintenance of the Town Council's property.
- 9.20 Consider matters relating to the management and maintenance of the War Memorial.
- 9.21 To be responsible for the provision of Christmas illuminations.
- 9.22 Recommend to the Finance and Strategy Committee various budget lines associated with property and services as part of the budget setting process.
- 9.23 Consider and determine applications for grant aid in accordance with Community Grants Policy.
- 9.24 Define the policies, standards of service and budgets for services and facilities.
- 9.25 To be responsible for overseeing the development and improvement of services and facilities.
- 9.26 Consider capital investment in property and services.

10. Earmarked Reserves

10.1 The budgetary remit and responsibility of Committees for the Earmarked Reserves is as set out in the table below.

EAR MARKED RESERVE	Committee
General Fund	Finance & Strategy
Mayors Charity Account	Finance & Strategy
Roses AWP Sinking Fund	Finance & Strategy
Roses Key Deposits	Property and Services
Marshalls Key Deposits	Property and Services
Levellings Key Deposit	Property and Services
Staff Training	Personnel
<u>Civic Service 2023/24</u>	<u>Finance & Strategy</u>
<u>Mayoral Expenses 2023/24</u>	<u>Finance & Strategy</u>
Community Grants	Property and Services
<u>Election Costs</u>	<u>Finance & Strategy</u>
<u>Governance Support / Recruitment</u>	<u>Finance & Strategy</u>
Mayflower 400	Property and Services
Building Valuations	Finance & Strategy
Richmond House Maintenance	Property and Services
Richmond House Conservatory <u>replacement</u>	Property and Services
Richmond Park Toilet Renovations	Property and Services
Richmond Park Compound Fence	Property and Services
<u>Aviary Replacement</u>	<u>Property and Services</u>
<u>Vehicle Returns</u>	<u>Property and Services</u>
General Tree/ <u>hedge</u> Maintenance & Survey	Property and Services
General Footpath/Road Maintenance	Property and Services
General Litter Bin Referb / Replace	Property and Services
General Green Waste Removal	Property and Services
Marshalls Pavilion Maintenance	Property and Services
<u>Marshalls Ditch Clearance</u>	<u>Property and Services</u>
Ground Maintenance & Renovations	Property and Services
Marshalls Cricket Renovations	Property and Services
Cemetery Topple Testing	Property and Services

Cemetery Boundary Fence Maintenance	Property and Services
Cemetery Woodland Burial	Property and Services
Cemetery Chapel Maintenance	Property and Services
Cemetery Extension B Land Sinking Fund	Property and Services
Cemetery Compound	Property and Services
Cemetery Drainage, <u>Toilets</u> & Tapstands	Property and Services
Cemetery – Burial Software	Property and Services
General Play Equipment Maintenance	Property and Services
Wet Pour Maintenance	Property and Services
Levellings Changing Room Maintenance	Property and Services
Levellings Defibrillator	Property and Services
Grass Verge Cutting	Property and Services
Aisby Walk Skate Park Maint.	Property and Services
Kings Ramps Event (Aisby Walk)	Property and Services
Levellings Future Development	Property and Services
Silver Street Sculpture Maintenance	Property and Services
Allotment Site Maintenance	Property and Services
Love Lane Allotment Pond	Property and Services
Showfield Allotment Wall Maintenance	Property and Services
North Warren Allotment Fence Replacement	Property and Services
Foxby Hill Allotment Association Funds	Property and Services
Armed Forces & Community Day	Property and Services
<u>CIL</u>	<u>Planning</u>
Street Furniture – Benches	Property and Services
Street Furniture – Notice Boards	Property and Services
War Memorial Future Project	Property and Services
WW2 Veteran Acknowledgement Award	Property and Services
Armed Forces & Community Day 2020	Property and Services
Armed Forces & Community Day 2021	Property and Services
Community Rail Partnership Travel Guide	Finance & Strategy
Neighbourhood Plan	Planning
Mayoral Expenses	Finance & Strategy
Fixed Electrical Testing	Property and Services

Computer / Server Upgrade	Finance & Strategy
2018 WW1 Centenary Event	Property and Services
Armed Forces / Community Day 2019	Property and Services
Richmond Park Fountain Maintenance	Property and Services
Richmond House Heating System	Property and Services
New Grounds Equipment	Property and Services

11. Appendix 1 – Allotment management and administration

Introduction

- 11.1 This appendix sets out the specific arrangements that are in place for the management and administration of allotments.
- 11.2 The Property and Services Committee has overall responsibility for the administration and management of allotments.

Powers and functions delegated to Officers

- 11.3 The following functions are delegated to the Town Clerk who could further delegate to other officers as appropriate:
- Issuing of tenancy agreements and the letting of plots
 - Maintenance of the allotment register
 - Management of waiting lists
 - Inspections
 - Enforcement in relation to non-cultivation, illegal activity and serious breaches of the Tenancy Agreement terms and conditions (Termination of a Tenancy Agreement will be reserved to the Property and Services Committee)
 - Correspondence relating to allotments
 - Issuing of notices (both statutory and non-statutory)
 - Rent and charge collection
 - Approval of expenditure of less than £500 relating to skip hire and miscellaneous expenditure within the agreed budget.
 - Issuing written permissions that conform to the rules as set out in the Terms and Conditions Tenancy Agreement at Schedule 1 – 1.1, 1.2, 2.4, 8.1, 8.2, 9.2, 9.3, 12.1.
- 11.4 A report will be provided to the Property and Services Committee on a quarterly basis setting out the use of the above functions.

Site Secretary

- 11.5 Site Secretaries shall be a voluntary role of the Council and must be guided by officers of the Council.
- 11.6 Site Secretaries for each allotment garden site will be elected annually and be appointed at a meeting of the Town Council following the election.
- 11.7 All plot holders shall be eligible for election unless they have previously been removed from office as site secretary, failed to pay their rent on time or are under notice for other breaches of their Tenancy Agreement.
- 11.8 The elected and appointed Site Secretary must:
- Sign a declaration of office.
 - Adhere to any standards set out by the Town Council in the Declaration of Office and

- Abide by the Allotment Tenancy Agreement Terms and Conditions and all associated policies and procedures.
- Agree to carry out the functions below set out in the 'The role of the Site Secretary'.

- 11.9 Failure to do so may result in the Site Secretary's removal from the position.
- 11.10 The Town Council could then arrange for an election or appoint someone else for the remainder of the year. In either case any person removed from the office of Site Secretary will not be eligible for election.
- 11.11 The elected Site Secretary for each site will not be required to pay rent for one plot that they have a tenancy agreement in place for while they occupy the position.
- 11.12 Usually there will be only one (1) Site Secretary per site, with the exception of Foxby Hill site where due to the size of the site two (2) Site Secretaries will be accepted.

The role of the Site Secretary

- 11.13 Any matter that is not explicitly set out below will be retained by the Town Council.
- 11.14 The Site Secretary is elected by the plot holders of the site to represent them and to play a part in the general administration and management of the site.
- 11.15 They shall be elected annually.
- 11.16 All nominated candidates will be vetted as to their eligibility before the election takes place.
- 11.17 Where there is only one eligible candidate, this candidate shall be returned as elected unopposed.
- 11.18 Provide a report to the Council about the site on a quarterly basis. It should detail any issues, concerns, or proposals the Site Secretary or plot holders have in relation to the Site.
- 11.19 Be the first point of contact for plot holders and to pass information to plot holders from the Town Council.
- 11.20 Work with the allotment officer to carry out introductory sessions for new and prospective plot holders.
- 11.21 Monitor the site infrastructure and utilities and to inform the Town Council about any issues.
- 11.22 Inform the Town Council about non-cultivation or other breaches of the Tenancy Agreement Terms of Conditions. These should be passed to the Town Council who will compile a list to check when the next inspection is taking place.
- 11.23 Provide advice and support to plot holders on the site.
- 11.24 Build a sense of community on the site and play a positive role in helping to resolve disputes.
- 11.25 Attend training offered by the Town Council.

11.26 Gain or have a good general knowledge of the Town Council's Tenancy Agreement~~Terms and Conditions~~, policies and procedures which relate to the allotments.

PAPER L

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Gainsborough Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://gainsborough-tc.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

PAPER M

Consolidated Balance Sheet

Unaudited

31/03/23

31/03/24

£

£

Current assets

0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
6,966.68	VAT Recoverable	12,766.33
34,602.26	Debtors	42,174.78
3,083.48	Payment in Advance	3,626.38
<u>569,682.51</u>	Cash in Hand & at Bank	<u>565,256.38</u>
614,334.93	TOTAL CURRENT ASSETS	623,823.87
<u>614,334.93</u>	TOTAL ASSETS	<u>623,823.87</u>

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
5,696.41	Creditors	51,648.95
0.00	Receipts in Advance	0.00
<u>5,696.41</u>	TOTAL CURRENT LIABILITIES	<u>51,648.95</u>
<u>608,638.52</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>572,174.92</u>
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u><u>608,638.52</u></u>	NET ASSETS	<u><u>572,174.92</u></u>

Represented by

210,953.40	General Fund	214,693.49
0.00	Mayors Charity Account	680.00
59,500.00	Roses AWP Sinking Fund	59,500.00
950.00	Roses Key Deposits	950.00
700.00	Marshalls Key Deposits	750.00
0.00	Levellings Key Deposit	0.00
2,000.00	Staff Training	2,000.00
0.00	Civic Service 23/24	1,600.00
0.00	Mayoral Expenses 23/24	400.00
4,840.00	Community Grants	3,110.00
22,000.00	Election Costs	21,391.77
2,500.00	Governance Support / Recruitment	1,000.00
26,000.00	Richmond House Maintenance	18,000.00
15,000.00	Richmond House Conservatory replacement	24,100.00
1,583.57	Richmond Park Toilet Renov	2,600.00
4,000.00	Richmond Park Compound Fence	6,000.00

Consolidated Balance Sheet

Unaudited

31/03/23		31/03/24
£		£
0.00	Aviary sale	1,000.00
0.00	Vehicle Returns	600.00
15,700.00	General Tree/hedge Maintenance & Survey	30,000.00
38,650.00	General Footpath/Road Maintenance	28,000.00
2,000.00	General Litter Bin refurb / replacement	3,000.00
5,500.00	General Green Waste Removal	1,250.00
	Electrics, Boiler, Solar	
5,500.00	Marshalls Pavilion Maintenance	9,400.00
8,000.00	Marshalls Ditch Clearance	3,000.00
15,118.00	Cemetery Topple Testing	15,118.00
5,000.00	Cemetery Boundary Fence Maint.	7,500.00
0.00	Cemetery Chapel Maintenance	4,725.00
	Sinking Fun	
47,000.00	Cemetery Extension B Land	55,000.00
0.00	Cemetery Compound	1,000.00
0.00	Cemetery Drainage, Toilets & Tapstands	3,240.00
10,500.00	General Play Equip Maint.	4,700.00
1,000.00	Wet Pour Repairs	2,000.00
2,217.17	Levellings Pavilion Maint.	2,217.17
400.00	Levellings Difibrillator	400.00
0.00	Love Lane Allotment Pond	3,889.00
2,000.00	Showfield Allotment Wall Maintenance	8,630.00
5,200.00	North Warren Allotment Fence	9,000.00
108.07	Foxby Hill Allotment Asso Funds	108.07
1,000.00	Silver Street Sculpture Maint	1,000.00
19,410.05	CIL	18,122.42
0.00	Armed Forces Day	2,500.00
26,000.00	Allotment Officer	0.00
2,000.00	Cemetery Woodland Burial	0.00
16,295.50	Levellings Future Development	0.00
18,000.00	Aisby Walk Skate Park repairs	0.00
6,000.00	Allotments Site Maintenance & promotion	0.00
4,012.76	Kings Coronation event	0.00
	Marshalls & Levellings	
2,000.00	Grounds Maint & Renovations	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
608,638.52		572,174.92
397,685.12	Reserves total excluding general fund and liabilities	357,481.43
0.00	Reserves total of liabilities e.g. deposits	0.00
210,953.40	General fund total	214,693.49
608,638.52		572,174.92

Consolidated Balance Sheet

Unaudited

31/03/23

£

31/03/24

£

Notes:

0.00

Long Term Borrowing

0.00

Signed _____

Chairman

Date _____

AUDIT OPINION

Responsible Financial Officer

PAPER N

Income and Expenditure Account

Unaudited

31/03/23 £		31/03/24 £
	INCOME	
0.00	Public Realm	0.00
1,150.06	Events	2,052.40
0.00	Christmas Lights	0.00
19,203.15	Community Infrastructure Levy	15,212.37
0.00	Neighbourhood Plan	0.00
338.00	Mayors Charity	680.00
0.00	Interest on Investments	0.00
554,258.00	Precept	612,785.00
0.00	Employee Costs	0.00
29,413.77	Administration	16,324.79
5,927.46	Grounds Maintenance	5,938.97
8,578.42	Richmond Park & House	14,316.06
22,289.92	Sports Grounds	24,751.80
58,327.97	Cemeteries	47,411.26
0.00	Play Areas	8,000.00
10,563.72	Allotments	4,549.50
710,050.47	TOTAL INCOME	752,022.15
	EXPENDITURE	
290,543.89	Employee Costs	326,517.46
49,536.49	Administration	37,439.27
35,372.05	Grounds Maintenance	45,832.41
31,111.86	Richmond Park & House	48,422.99
33,245.86	Sports Grounds	41,673.36
24,746.68	Cemeteries	46,879.47
2,533.08	Play Areas	2,641.11
6,775.02	Allotments	15,667.63
3,221.24	Public Realm	3,518.76
6,045.90	Events	14,312.57
25,228.33	Christmas Lights	24,658.53
0.00	Community Infrastructure Levy	0.00
56,782.73	Ear Marked Reserves	180,922.19
0.00	Neighbourhood Plan	0.00
338.00	Mayors Charity	0.00
25.00	S. 137 Payments	0.00
	Capital reduction of long term borrowing	0.00
565,506.13	TOTAL EXPENDITURE	788,485.75

Income and Expenditure Account

31/03/23		31/03/24
£	EXPENDITURE	£
161,468.07	Balance as at 01/04/23	210,953.40
710,050.47	Add Total Income	752,022.15
<hr/>		<hr/>
871,518.54		962,975.55
565,506.13	Deduct Total Expenditure	788,485.75
<hr/>		<hr/>
0.00	Stock Adjustment	0.00
-95,059.01	Transfer to/ from reserves	40,203.69
210,953.40	Balance as at 31/03/24	214,693.49
<hr/> <hr/>		<hr/> <hr/>

Signed

Chair

Clerk / Responsible Financial Officer

PAPER O

I & E Accounts Analysis

Start of year 01/04/23

Balances at the start of the year

Ordinary Accounts

HSBC Current/ Deposit Account	£569,582.51
Petty Cash	£100.00
Total	£569,682.51

	1	2	3	4	5	1+2-3-4+5
INCOME	Receipts	Debtors	Receipts in advance	Opening Debtors	Opening Receipts in advance	INCOME
Public Realm	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Events	£2,052.40	£0.00	£0.00	£0.00	£0.00	£2,052.40
Christmas Lights	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Community Infrastructure Levy	£15,212.37	£0.00	£0.00	£0.00	£0.00	£15,212.37
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Mayors Charity	£680.00	£0.00	£0.00	£0.00	£0.00	£680.00
Interest on Investments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Precept	£612,785.00	£0.00	£0.00	£0.00	£0.00	£612,785.00
Employee Costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Administration	£16,324.79	£0.00	£0.00	£0.00	£0.00	£16,324.79
Grounds Maintenance	£5,938.97	£0.00	£0.00	£0.00	£0.00	£5,938.97
Richmond Park & House	£14,378.42	£4,481.06	£0.00	£4,543.42	£0.00	£14,316.06
Sports Grounds	£15,277.82	£33,046.33	£0.00	£23,572.35	£0.00	£24,751.80
Cemeteries	£49,033.35	£4,272.16	£0.00	£5,894.25	£0.00	£47,411.26
Play Areas	£8,000.00	£0.00	£0.00	£0.00	£0.00	£8,000.00
Allotments	£4,766.51	£375.23	£0.00	£592.24	£0.00	£4,549.50
INCOME TOTAL	£744,449.63	£42,174.78	£0.00	£34,602.26	£0.00	£752,022.15
EXPENDITURE	1	2	3	4	5	1+2-3-4+5
	Payments	Creditors	Payments in advance	Opening Creditors	Opening Payments in advance	EXPENDITURE
Employee Costs	£326,480.46	£37.00	£0.00	£0.00	£0.00	£326,517.46
Administration	£37,445.01	£993.24	£1,144.70	£923.52	£1,069.24	£37,439.27
Grounds Maintenance	£45,714.51	£838.87	£0.00	£720.97	£0.00	£45,832.41
Richmond Park & House	£44,127.65	£5,109.97	£642.01	£387.13	£214.51	£48,422.99
Sports Grounds	£37,598.61	£5,093.42	£624.23	£1,016.55	£622.11	£41,673.36
Cemeteries	£42,505.99	£4,485.08	£485.33	£87.97	£461.70	£46,879.47
Play Areas	£2,639.53	£0.00	£347.97	£0.00	£349.55	£2,641.11
Allotments	£16,095.92	£94.51	£382.14	£507.03	£366.37	£15,667.63
Public Realm	£3,348.44	£1,325.56	£0.00	£1,155.24	£0.00	£3,518.76
Events	£10,312.57	£4,000.00	£0.00	£0.00	£0.00	£14,312.57
Christmas Lights	£24,562.85	£95.68	£0.00	£0.00	£0.00	£24,658.53
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Ear Marked Reserves	£152,244.57	£29,575.62	£0.00	£898.00	£0.00	£180,922.19
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Mayors Charity	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
S. 137 Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

I & E Accounts Analysis

Start of year 01/04/23

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE
Capital reduction long term borrowing	0.00					0.00
EXPENDITURE TOTAL	<u>£743,076.11</u>	<u>£51,648.95</u>	<u>£3,626.38</u>	<u>£5,696.41</u>	<u>£3,083.48</u>	<u>£788,485.75</u>

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Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
<u>Administration</u>									
105 WLDC Precept Contribution	£100.00	£0.00	£0.00	£0.00	£0.00	£100.00	£100.00		3 Receipts
201 VAT overclaim	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-171.47		3 Receipts
205 Bank Interest	£14,666.88	£0.00	£0.00	£0.00	£0.00	£14,666.88	£2,833.35		3 Receipts
210 Insurance Reimbursement (GTF)	£1,557.91	£0.00	£0.00	£0.00	£0.00	£1,557.91	£-424.47		3 Receipts
215 Legal Fee Reinbursement	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
220 Subject Access Request / FOI	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
225 Insurance Claims	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£27,076.36		3 Receipts
Total Administration	£16,324.79	£0.00	£0.00	£0.00	£0.00	£16,324.79	£29,413.77	-44.50%	-£13,088.98
<u>Allotments</u>									
800 Allotments	£3,769.01	£7.73	£0.00	£592.24	£0.00	£3,184.50	£9,671.22		3 Receipts
815 Garage Space Ropery Road	£997.50	£367.50	£0.00	£0.00	£0.00	£1,365.00	£892.50		3 Receipts
Total Allotments	£4,766.51	£375.23	£0.00	£592.24	£0.00	£4,549.50	£10,563.72	-56.93%	-£6,014.22
<u>Cemeteries</u>									
600 General Cemetery	£49,033.35	£4,272.16	£0.00	£5,894.25	£0.00	£47,411.26	£58,563.77		3 Receipts
610 North Warren Cemetery		£0.00	£0.00	£0.00	£0.00	£0.00	£-235.80		3 Receipts
Total Cemeteries	£49,033.35	£4,272.16	£0.00	£5,894.25	£0.00	£47,411.26	£58,327.97	-18.72%	-£10,916.71
<u>Christmas Lights</u>									
1100 Shop Christmas Tree Scheme	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
Total Christmas Lights	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	£0.00
<u>Community Infrastructure Levy</u>									
14000 CIL	£15,212.37	£0.00	£0.00	£0.00	£0.00	£15,212.37	£19,203.15		3 Receipts
Total Community Infrastructure Lev	£15,212.37	£0.00	£0.00	£0.00	£0.00	£15,212.37	£19,203.15	-20.78%	-£3,990.78
<u>Events</u>									
1005 Richmond Park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts

Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
1015 Marshalls Sports Ground	£552.40	£0.00	£0.00	£0.00	£0.00	£552.40	£150.06		3 Receipts
1030 Levellings Playing Field	£1,000.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00		3 Receipts
1040 Aisby Walk Playing Field	£500.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00		3 Receipts
Total Events	£2,052.40	£0.00	£0.00	£0.00	£0.00	£2,052.40	£1,150.06	78.46%	£902.34
<u>Grounds Maintenance</u>									
300 Vehicle Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
310 LCC Contribution towards Highwa	£5,814.17	£0.00	£0.00	£0.00	£0.00	£5,814.17	£5,307.66		3 Receipts
320 Sale of Grounds Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
330 Scrap	£124.80	£0.00	£0.00	£0.00	£0.00	£124.80	£619.80		3 Receipts
Total Grounds Maintenance	£5,938.97	£0.00	£0.00	£0.00	£0.00	£5,938.97	£5,927.46	0.19%	£11.51
<u>Mayors Charity</u>									
1200 Events & Donations	£680.00	£0.00	£0.00	£0.00	£0.00	£680.00	£338.00		3 Receipts
Total Mayors Charity	£680.00	£0.00	£0.00	£0.00	£0.00	£680.00	£338.00	101.18%	£342.00
<u>Neighbourhood Plan</u>									
1300 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
Total Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	£0.00
<u>Play Areas</u>									
700 Funding	£8,000.00	£0.00	£0.00	£0.00	£0.00	£8,000.00	£0.00		3 Receipts
Total Play Areas	£8,000.00	£0.00	£0.00	£0.00	£0.00	£8,000.00	£0.00	100.00%	£8,000.00
<u>Precept</u>									
100 Precept	£612,785.00	£0.00	£0.00	£0.00	£0.00	£612,785.00	£554,258.00		2 Precept
Total Precept	£612,785.00	£0.00	£0.00	£0.00	£0.00	£612,785.00	£554,258.00	10.56%	£58,527.00
<u>Public Realm</u>									

Income and Expenditure Figures by Budget Headings

INCOME	1 Receipts	2 Debtors	3 Receipts in advance	4 Opening Debtors	5 Opening Receipts in advance	1+2-3-4+5 INCOME	INCOME Last year	INCOME Variance	Annual Return Box
900 Corringham Road Roundabout	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
910 War Memorial Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
920 Bus Shelters	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		3 Receipts
Total Public Realm	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	£0.00
<u>Richmond Park & House</u>									
400 Richmond Park	£14,378.42	£4,481.06	£0.00	£4,543.42	£0.00	£14,316.06	£8,578.42		3 Receipts
Total Richmond Park & House	£14,378.42	£4,481.06	£0.00	£4,543.42	£0.00	£14,316.06	£8,578.42	66.88%	£5,737.64
<u>Sports Grounds</u>									
500 Roses	£0.00	£31,000.00	£0.00	£23,250.00	£0.00	£7,750.00	£7,750.00		3 Receipts
510 Marshalls	£14,386.72	£1,775.13	£0.00	£322.35	£0.00	£15,839.50	£13,679.07		3 Receipts
520 Levellings	£891.10	£271.20	£0.00	£0.00	£0.00	£1,162.30	£860.85		3 Receipts
Total Sports Grounds	£15,277.82	£33,046.33	£0.00	£23,572.35	£0.00	£24,751.80	£22,289.92	11.04%	£2,461.88
EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
<u>Administration</u>									
2000 Office Supplies & Telecom	£11,348.51	£521.74	£0.00	£264.52	£0.00	£11,605.73	£11,554.73		6 Payments
2010 Publicity	£0.00	£240.00	£0.00	£0.00	£0.00	£240.00	£120.00		6 Payments
2020 Subscriptions	£3,020.74	£0.00	£0.00	£0.00	£0.00	£3,020.74	£3,077.71		6 Payments
2030 Democratic & Civic	£1,635.15	£0.00	£373.31	£0.00	£386.26	£1,648.10	£2,019.77		6 Payments
2040 Grants	£2,000.00	£0.00	£0.00	£0.00	£0.00	£2,000.00	£2,025.00		6 Payments
2060 Insurance	£12,082.06	£0.00	£0.00	£0.00	£0.00	£12,082.06	£18,998.39		6 Payments
2070 HR & Finances	£4,768.15	£231.50	£771.39	£159.00	£682.98	£4,752.24	£10,037.97		6 Payments
2080 Legal Fees	£2,590.40	£0.00	£0.00	£500.00	£0.00	£2,090.40	£2,011.20		6 Payments
Total Administration	£37,445.01	£993.24	£1,144.70	£923.52	£1,069.24	£37,439.27	£49,536.49	-24.42%	-£12,097.22

Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
<u>Allotments</u>									
8000 Foxby Hill	£3,364.02	£0.00	£0.00	£134.11	£0.00	£3,229.91	£2,116.00		6 Payments
8010 Love Lane	£7,694.31	£0.00	£0.00	£10.82	£0.00	£7,683.49	£1,170.25		6 Payments
8020 North Warren	£1,254.17	£0.00	£0.00	£0.00	£0.00	£1,254.17	£98.46		6 Payments
8030 Showfield	£644.99	£0.00	£0.00	£208.33	£0.00	£436.66	£608.33		6 Payments
8040 Spital Hill	£2,232.93	-£0.49	£0.00	£153.77	£0.00	£2,078.67	£1,350.97		6 Payments
8050 Love Lane Garage Site	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£185.82		6 Payments
8060 All Sites	£905.50	£95.00	£382.14	£0.00	£366.37	£984.73	£1,321.56		6 Payments
Total Allotments	£16,095.92	£94.51	£382.14	£507.03	£366.37	£15,667.63	£6,775.02	131.26%	£8,892.61
<u>Cemeteries</u>									
6000 General Cemetery	£41,641.47	£4,485.08	£485.33	£87.97	£461.70	£46,014.95	£24,223.50		6 Payments
6010 North Warren Cemetery	£864.52	£0.00	£0.00	£0.00	£0.00	£864.52	£823.35		6 Payments
Total Cemeteries	£42,505.99	£4,485.08	£485.33	£87.97	£461.70	£46,879.47	£24,746.68	89.44%	£22,132.79
<u>Christmas Lights</u>									
11010 Anchor Point / Electrical Testin	£1,573.67	£500.00	£0.00	£0.00	£0.00	£2,073.67	£1,291.95		6 Payments
11020 Electrical Contractor - Main Lig	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
11030 Electrical Contractor - Shop Tre	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
11040 Market Place Christmas Tree	£1,000.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00		6 Payments
11050 Blachere Contract	£19,497.48	£0.00	£0.00	£0.00	£0.00	£19,497.48	£19,817.48		6 Payments
11055 Electrical Contractor for potenti	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
11060 Trinity Street Electricity	£1,875.28	-£404.32	£0.00	£0.00	£0.00	£1,470.96	£4,118.90		6 Payments
11070 Lamp Post Electricity	£616.42	£0.00	£0.00	£0.00	£0.00	£616.42	£0.00		6 Payments
Total Christmas Lights	£24,562.85	£95.68	£0.00	£0.00	£0.00	£24,658.53	£25,228.33	-2.26%	-£569.80
<u>Ear Marked Reserves</u>									
12000 Ear Marked Reserves	£152,244.57	£29,575.62	£0.00	£898.00	£0.00	£180,922.19	£52,953.51		6 Payments
Total Ear Marked Reserves	£152,244.57	£29,575.62	£0.00	£898.00	£0.00	£180,922.19	£56,782.73	218.62%	£124,139.46

Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
<u>Employee Costs</u>									
1000 Payroll	£320,061.34	£0.00	£0.00	£0.00	£0.00	£320,061.34	£286,137.70		4 Staff
1010 Travel and Training	£3,599.74	£0.00	£0.00	£0.00	£0.00	£3,599.74	£3,061.47		6 Payments
1020 Workwear & ID	£2,819.38	£37.00	£0.00	£0.00	£0.00	£2,856.38	£1,344.72		6 Payments
Total Employee Costs	£326,480.46	£37.00	£0.00	£0.00	£0.00	£326,517.46	£290,543.89	12.38%	£35,973.57
<u>Events</u>									
10010 Mayflower 400 (Illuminate)	£0.00	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00		6 Payments
10020 Armed Forces Day	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
10030 Queen's Platinum Jubilee	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
10035 King Charles III Coronation	£5,000.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	£0.00		6 Payments
10040 Remembrance Sunday	£170.01	£0.00	£0.00	£0.00	£0.00	£170.01	£45.90		6 Payments
10050 Local Event Support	£0.00	£3,000.00	£0.00	£0.00	£0.00	£3,000.00	£0.00		6 Payments
11000 Switch On Event	£5,142.56	£0.00	£0.00	£0.00	£0.00	£5,142.56	£5,000.00		6 Payments
Total Events	£10,312.57	£4,000.00	£0.00	£0.00	£0.00	£14,312.57	£6,045.90	136.73%	£8,266.67
<u>Grounds Maintenance</u>									
3000 Vehicle Costs	£17,018.90	£479.08	£0.00	£618.39	£0.00	£16,879.59	£17,101.23		6 Payments
3010 Grounds Maintenance - All Sites	£27,122.40	£359.79	£0.00	£0.00	£0.00	£27,482.19	£17,352.53		6 Payments
3020 Cleaning Products	£1,573.21	£0.00	£0.00	£102.58	£0.00	£1,470.63	£918.29		6 Payments
Total Grounds Maintenance	£45,714.51	£838.87	£0.00	£720.97	£0.00	£45,832.41	£35,372.05	29.57%	£10,460.36
<u>Mayors Charity</u>									
14005 Mayor Events (HSBC)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
14010 Mayors Charity Donation (HSB)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£338.00		6 Payments
Total Mayors Charity	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£338.00	-100.00%	-£338.00
<u>Neighbourhood Plan</u>									
13000 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments

Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
Total Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	£0.00
<u>Play Areas</u>									
7000 Play Equipment Maintenance	£505.53	£0.00	£0.00	£0.00	£0.00	£505.53	£300.24		6 Payments
7005 Wet Pour Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£940.00		6 Payments
7010 Levellings		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
7020 Aisby Walk	£948.00	£0.00	£0.00	£0.00	£0.00	£948.00	£517.69		6 Payments
7030 Danes Road	£20.00	£0.00	£0.00	£0.00	£0.00	£20.00	£0.00		6 Payments
7040 Mayflower Close		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
7050 Sandsfield Lane North		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
7080 St Georges		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
7090 Play Area Inspections	£1,166.00	£0.00	£347.97	£0.00	£349.55	£1,167.58	£1,124.70		6 Payments
Total Play Areas	£2,639.53	£0.00	£347.97	£0.00	£349.55	£2,641.11	£2,533.08	4.26%	£108.03
<u>Public Realm</u>									
9000 Roundabouts / Islands		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
9010 Street Furniture	£2,963.44	£1,325.56	£0.00	£1,155.24	£0.00	£3,133.76	£2,836.24		6 Payments
9020 War Memorial	£385.00	£0.00	£0.00	£0.00	£0.00	£385.00	£385.00		6 Payments
9030 Gainsborough in Bloom	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
9040 Community Rail Partnership	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		6 Payments
Total Public Realm	£3,348.44	£1,325.56	£0.00	£1,155.24	£0.00	£3,518.76	£3,221.24	9.24%	£297.52
<u>Richmond Park & House</u>									
4000 Richmond Park & House	£44,127.65	£5,109.97	£642.01	£387.13	£214.51	£48,422.99	£30,939.94		6 Payments
Total Richmond Park & House	£44,127.65	£5,109.97	£642.01	£387.13	£214.51	£48,422.99	£31,111.86	55.64%	£17,311.13
<u>Sports Grounds</u>									
5000 Roses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£375.46		6 Payments
5010 Marshalls	£34,695.59	£4,494.97	£624.23	£872.04	£622.11	£38,316.40	£31,365.10		6 Payments
5020 Levellings	£2,903.02	£598.45	£0.00	£144.51	£0.00	£3,356.96	£2,003.81		6 Payments

Income and Expenditure Figures by Budget Headings

EXPENDITURE	1 Payments	2 Creditors	3 Payments in advance	4 Opening Creditors	5 Opening Payments in advance	1+2-3-4+5 EXPENDITURE	EXPENDITURE Last year	EXPENDITURE Variance	Annual Return Box
Total Sports Grounds	£37,598.61	£5,093.42	£624.23	£1,016.55	£622.11	£41,673.36	£33,245.86	25.35%	£8,427.50

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Summary Trial Balance

Year ending 31/03/24

	Credit	Debit
Income		
Public Realm	0.00	
Events	2,052.40	
Christmas Lights	0.00	
Community Infrastructure Levy	15,212.37	
Neighbourhood Plan	0.00	
Precept	612,785.00	
Mayors Charity	680.00	
Interest on Investments	0.00	
Employee Costs	0.00	
Administration	16,324.79	
Grounds Maintenance	5,938.97	
Richmond Park & House	14,316.06	
Sports Grounds	24,751.80	
Cemeteries	47,411.26	
Play Areas	8,000.00	
Allotments	4,549.50	
	<hr/>	
Income Total	752,022.15	

Expenditure

Employee Costs		326,517.46
Administration		37,439.27
Grounds Maintenance		45,832.41
Richmond Park & House		48,422.99
Sports Grounds		41,673.36
Cemeteries		46,879.47
Play Areas		2,641.11
Allotments		15,667.63
Public Realm		3,518.76
Events		14,312.57
Christmas Lights		24,658.53
Community Infrastructure Levy		0.00
Ear Marked Reserves		180,922.19
Neighbourhood Plan		0.00
Mayors Charity		0.00
S. 137 Payments		0.00
Capital reduction of long term borrowing		0.00
		<hr/>
Expenditure Total		788,485.75

Summary Trial Balance

Expenditure

Balance Sheet Assets

Stocks		0.00
Stock Adjustment		0.00
VAT Recoverable		12,766.33
Debtors		42,174.78
Payment in Advance		3,626.38
Cash in Hand & at Bank		565,256.38
Investments		0.00
Long term assets		0.00
Loans Made		0.00

Balance Sheet Liabilities

Loans Received	0.00	
VAT Payable	0.00	
Creditors	51,648.95	
Receipts in Advance	0.00	
Reserves (at start of year)	608,638.52	
Trial Balance Total	1,412,309.62	1,412,309.62

Total of credits and debits match.

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Section 2 – Accounting Statements 2023/24 for

Gainsborough Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	464,094	608,639	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	554,258	612,785	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	155,792	139,237	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	286,138	320,061	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	279,368	468,424	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	608,639	572,175	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	569,683	565,256	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,991,840	7,089,018	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

25/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

PAPER S

Rachel Allbones

Subject: FW: Gainsborough Town Council Insurance Renewal - 1st June 2024

From: Jonathan Meiseles
Sent: Wednesday, May 1, 2024 8:49 AM
To: Rachel Allbones <Rachel.Allbones@gainsborough-tc.gov.uk>
Subject: RE: Gainsborough Town Council Insurance Renewal - 1st June 2024

Good morning Rachel

No with the long term agreements, it isn't the price that stays the same it is the underlying rates. At each renewal index linking is applied to your sums insured which will affect the premium. Also staffing levels will effect parts of the premium such as Public Liability. But that will only affect the premium if your staffing and salaries change.

Yes you can do a 1 year and then another next year. The price at next year's renewal based on this method would still be the same as with the 2 year extension.

The legal cover costs are in my email below. Those are the premiums. The cover is as per the schedule read in conjunction with the policy wording

I look forward to hearing from you

Kind regards

Jonathan

Jonathan Meiseles (Cert CII)
Customer Account Manager
Tel 01243 832117 or Mobile:
Renewals Team Tel: 0800 917 9531
Email:

Follow us: 



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Confidential \ Personal Data

From: Rachel Allbones <Rachel.Allbones@gainsborough-tc.gov.uk>
Sent: Wednesday, May 1, 2024 8:09 AM
To: Jonathan Meiseles
Subject: [EXTERNAL] RE: Gainsborough Town Council Insurance Renewal - 1st June 2024

Good Morning,

I put this to committee last night and they are recommending to Council to extend for 2 years.

Just a couple of things to clarify please: -

- 1) If we did a 2 year extension would both years be £12,856.20
- 2) If we did a one year extension could we do another one year extension next year? Would the cost potentially change from £12,856.20?
- 3) Are you able to provide a breakdown of the legal cover please? Or when we had a conversation did you advise that it wasn't clear what the costs would be yet?

I still need to put this to Full Council next week as it's over £10k, but just wanted to clarify the above points for them to make an informed decision.

Look forward to hearing from you.

Kind Regards

Rachel Allbones

Interim Town Clerk & Responsible Finance Officer

01427 811573 | Direct number: 020 4512 0190

Richmond House | Richmond Park | Morton Terrace | Gainsborough | Lincolnshire | DN21 2RJ



Gainsborough
TOWN COUNCIL



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From: Jonathan Meiseles

Sent: Tuesday, April 23, 2024 4:29 PM

To: Rachel Allbones <Rachel.Allbones@gainsborough-tc.gov.uk>

Subject: Gainsborough Town Council Insurance Renewal - 1st June 2024

Good afternoon Rachel

Thank you for sending all the information over.

I have worked on the renewal figures and attach our proposal together with the proposed schedule, policy wording and notice to policyholders.

As discussed, when we proposed the 3 year deal in 2021 there was the extension option included which gave the Council the option to extend the 3 year agreement by 1 or 2 years at the end of the 3 years. So I have quoted this option together with quoting for a new 3 year long term agreement (we no longer offer the extension option on new 3 year agreements). As you can see from the figures in the proposal, the new 3 year agreement is substantially more than the extension option. Over the last 3 years insurance premiums have been increasing quite dramatically across the market. This has been caused by several things including substantial

claims across the insurance industry due to storms, uninsured motor claims but also the costs of individual claims rising due to increasing costs of materials.

Also at this year's renewal there has been a substantial change to the Legal Expenses cover under the policy – part P. This is the only part of the policy that is not Zurich. The cover is provided and administered by DAS and they govern both the cover and the pricing. 10 years ago we negotiated a special price with them for the Legal Expenses which meant you have paid £56 per annum since 2013. To get that price, the cover was Mandatory for those who had Public Liability and the Contract Disputes part of the policy was limited to £5,000. It is not subject to the Long Term Agreement.

The changes that are being made are as follows:

- Cover is no longer Mandatory so you can now choose to exclude all or a couple of sections of the policy(further details below with the pricing
- Contracts Disputes no longer have the £5000 limit and is covered up to the £200,000
- The premium at this year's renewal for the full cover is £308.00
- Debt Recovery under the policy can be removed – it costs £56.00
- Contract Disputes can be removed – it costs £28.00

Unless I hear from you otherwise, I will include the full Legal Expenses cover but can easily be amended. The premiums for both the extension and the new 3 year agreement are affected by this

Any questions, please let me know.

I look forward to hearing from you

Kind regards

Jonathan

Jonathan Meiseles (Cert CII)

Customer Account Manager

Tel 01243 832117 or Mobile:

Renewals Team Tel: 0800 917 9531

Email:

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INSURANCE RENEWAL PROPOSAL
FOR
Gainsborough Town Council

Prepared by

Mr Jonathan Meiseles

23rd April 2024

1. Introduction

Thank you for insuring with us last year.

We hope that you will renew your policy with us for the coming year. If you do, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

Zurich are also pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week in the event that an accident or assault renders a vital member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing vital staff or volunteers.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager (you have my direct line and email address); no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so, whatever may happen, you will have experts on your side.

Competitive pricing

We are proposing premiums shown in the table below

LTA Term*	Price proposed for this year (including all applicable taxes)
Extension for either 1 or 2 years	£12,856.20
3 Year	£20,911.75

* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

In addition to these benefits, if you choose to renew with us you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

2. Next steps

It is important that you **carefully read the attached document your 'Local Council Policy Schedule'** and check that the facts we have about you are correct and that we have included all the covers that you want. Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.

3. The cost of this policy

The cost of this policy is £12,856.20 (including taxes, based on a 1 year agreement).

This is made up of £11,478.75 for your policy, £1,377.45 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £0.00 VAT

This quotation is valid for 90 days from the quotation date specified on the front cover of this proposal.

4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase

We will index-link your sums insured.

- b) Your levels of indemnity increase

Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.

- c) Your claims history is poor

If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

6. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms.

Business Interruption – We have applied a new endorsement that can be found on your policy schedule. This endorsement restates the special extension provided under section 5.2 in respect of notifiable diseases. Whilst our policy limits remain unchanged, notifiable diseases are now clearly defined under the policy providing clarity as to when this cover will operate.

Please email or call me if you have any questions about these changes.

7. How to purchase this policy

To renew this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

8. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832117 or at jonathan.meiseles@uk.zurich.com

We hope that a combination of our council expertise, the service we provide, and the price offered will convince you to renew your insurance with us.

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Miss Rachel Allbones
Gainsborough Town Council
Richmond House
Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720417213
Insured	Gainsborough Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st June 2024
To	31 st May 2025

and any other period for which cover has been agreed.

Renewal Premium	TBC
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	130279766
Long term agreement active until	TBC
Preparation Date	23 rd April 2024
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACG08

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. New Sports Pavilion, Address, Ropery Rd, Gainsborough, Lincolnshire, DN21 2SG	£189,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Cemetery Chapel, Address, Coxs Hill, Gainsborough, Lincolnshire, DN21 1HH	£1,008,000.00	N/A	£2,455.59	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Richmond House inc outbuildings, Address, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ	£2,142,000.00	£7,462.01	£58,427.41	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Roses Sports Pavilion, Address, North Warren Road, Gainsborough, Lincolnshire, DN21 2TU	£1,625,400.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Marshall Sports Pavilions, Address,	£2,520,000.00	N/A	£2,609.07	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Middlefield Lane, Gainsborough, Lincolnshire, DN21 1TY									
6. 2 Toilets at Cemetery, Address, Cemetery, Coxs Hill, Gainsborough, Lincolnshire, DN21 1HH	£220,557.38	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4, 5, 6

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5 & 6

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
Ropery Rd, Gainsborough, Lincolnshire, DN21 2SG	N/A		N/A		£1,300	12
Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ	£60,000	36	N/A		N/A	
North Warren Road, Gainsborough, Lincolnshire, DN21 2TU	N/A		N/A		£183,820	12
Middlefield Lane, Gainsborough, Lincolnshire, DN21 1TY	N/A		N/A		£10,805.75	12

For Premises: 1, 2, 3, 4, 5, 6

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All Risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Item Description	Premises Address (if applicable)	Sum Insured	Excess
Contents (c)	Richmond House, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ	£4,911.19	£100

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Noticeboards/Signs	£8,784.43	£100
Bus shelters	£74,778.36	£100
Benches	£7,363.70	£100
Bins and Benches at Cemetery	£12,277.97	£100
Town Clock & Coat of Arms	£31,037.33	£100
Sculpture	£26,351.63	£100
Floodlights	£175,671.92	£100
Fencing and gates at Hickman Bacon Memorial	£12,579.61	£100
Railings on dog walk	£28,972.87	£100
War memorial	£70,505.24	£100
War memorial railings & Brass flag pole	£37,935.08	£100
Play Equipment/All Weather Pitch/ Ground Surfaces	£750,000.00	£100
Skate Park Equipment	£200,411.90	£100
Grounds Equipment	£86,304.75	£100
Football goals/ nets/posts	£11,685.48	£100
Civic regalia inc Town criers outfit	£7,673.74	£100
6 x Laptops	£4,382.07	£100
Banners	£920.86	£100
Christmas Lights	£65,867.45	£100
Tables and Chairs	£7,673.74	£100
Railings at North Warren Cemetery	£15,546.95	£100
3G Pitch and associated items	£668,367.00	£100
North Warren Allotment Fence	£11,000.00	£100
Beaumont Street Bus Shelter	£8,478.53	£100

Church Street Bus Shelter	£9,592.04	£100
Gordon Street Bus Shelter	£8,137.21	£100
Shakespeare Street Bus Shelter	£7,102.86	£100
Christmas Lighting - Silver Street Ceiling of Light, Market Street Zigzag Icicles, Flag Alley Ceiling of Light	£5,162.65	£100
Ferris Wright SRS36 Stand on zero turn	£9,290.00	£100
Ferris Wright SRS48 Stand on zero turn	£9,695.00	£100
Hired in Plant and Equipment for up to 7 days at any one time per year	£21,000.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part I – Motor Vehicles

Insured Vehicle: All as described in Persons Entitled to Drive: the Certificate of Limitation as to Use: Motor Insurance	Cover: Section 22 A. Comprehensive
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Excess : Section 23	
Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party
Additional to any other Excess which applies	

Age and Inexperienced Driver Excess: Section 11		
(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150
Additional to any other Excess which applies		

Repair Limit: £Nil
Section 12

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150
Section 13

Medical Expenses Limit: £250
Section 14

Additional Cover : Section 25

U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery

Limit of Indemnity:

£100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity Guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £500,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Volunteers

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Directors/Councillors

Capital Sum		£50,000.00
Weekly Sum		£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

Key Personnel

Key Personnel	Town Clerk, Deputy Clerk/RFO, Operation Manager, Admin Support Officer, Grounds Operative Team Leader, 5 x Grounds Maintenance Operatives, 2 x Cleaning Operatives/Caretaker	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any

benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html
Business interruption		Tel: 0800 028 0336
Money		Email: farnboroughpropertyclaims@uk.zurich.com
Works in progress		Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html
Employers liability		Tel: 0800 783 0692
Personal assault under Money		Email: fnlc@uk.zurich.com
Personal accident		Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Financial and administrative liability		
Motor Claims	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html
		Tel: 0800 916 8872
		Email: zmnewmotorclaims@uk.zurich.com
		Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

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Select for Local Councils

Notice to policyholders

This document details the main changes to the updated policy wording. It does not contain a record of every amendment or those made to individual client policies. Please ensure that you read in full any documentation provided in conjunction with the updated policy wording to determine the full terms, conditions, limitations and exclusions of the policy cover.

Part E - Public Liability

Abuse - Special Provision

- Abuse cover is still provided. Multiple incidents to a claimant will constitute one claim which will be recorded as the date the first claim was made against the insured.
- Associated definitions of Abuse and Abuse Event have been included for clarity.

Part I - Motor Vehicles

Motor - Law Applicable - Special Condition

- A new law applicable special condition has been added so that the law and courts of the place where the vehicle is used for the majority of the period of insurance applies. If there is any disagreement about which law applies, the law and courts of the place where the vehicle is registered will apply.

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A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

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PAPER T

GAINSBOROUGH TOWN COUNCIL COMMITTEE TIMETABLE

2024

Some meetings may be subject to change.

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
MAY	WED	THU	FRI	SAT	SUN	MON BH	TUE ACL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON BH	TUE FS	WED	THU	FRI
JUN	SAT	SUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	
JUL	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE	WED
AUG	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON BH	TUE FS	WED	THU	FRI	SAT
SEP	SUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	
OCT	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU
NOV	FRI	SAT	SUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	
DEC	SUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED FS	THU	FRI	SAT	SUN	MON	TUE	WED BH	THU BH	FRI	SAT	SUN	MON	TUE

2025

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	WED BH	THU	FRI	SAT	SUN	MON	TUE CL	WED PE	THU	FRI	SAT	SUN	MON	TUE PS	WED	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI
FEB	SAT	SUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI			
MAR	SAT	SUN	MON	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	THU	FRI	SAT	SUN	MON
APR	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	MON BH	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE FS	WED	
MAY	THU AP	FRI	SAT	SUN	MON BH	TUE CL	WED	THU	FRI	SAT	SUN	MON	TUE PS	WED PE	THU	FRI	SAT	SUN	MON	TUE PL	WED	THU	FRI	SAT	SUN	MON BH	TUE FS	WED	THU	FRI	SAT

KEY

ACL	Annual Council	May
CL	Council	Monthly (except August)
FS	Finance & Strategy Committee	Monthly
PS	Property & Services Committee	Monthly (except August)
PL	Planning Committee	Monthly
PE	Personnel Committee	Monthly (except August)
AP	Annual Public Meeting	Annually between 1 March and 1 June

OC	Offices Closed
BH	Bank Holiday

PAPER U

**Officer Report to the
Full Council**

Report Author: Amanda Clarke
Report Date: 30.04.2024.



Gainsborough
TOWN COUNCIL

Site Secretary Report

1. Summary

11.6 of the Council's Structure and Functions states: -

Site Secretaries for each allotment garden site will be elected annually and be appointed at a meeting of the Town Council following the election.

Tenants across the five allotment sites were invited to nominate themselves to be site secretary for 2024-2025.

2. Background

Nominee's as follows,

Love Lane – Rachael Du-Rose

Foxby Hill – Paul Hooton and Jonny Dukes.

Showfield – Kyle Leak, Lynda Clements, and Kevin Boswell

North Warren – Nathan Smith and Kevin Codd

Kyle Leak and Kevin Boswell withdrew their nominations due to personal commitments.

An election took place at North Warren on Tuesday 23rd April, Cllr Davies was present. Nathan Smith was voted in as site secretary.

There was no election called for Foxby Hill as the nominees were site secretary for 2023-2024. Both have worked well together.

Having two secretaries for a large site has proven to work well.

3. Cost

11.11 of the Council's Structure and Functions states: -

The elected Site Secretary for each site will not be required to pay rent for one plot that they have a tenancy agreement in place for while they occupy the position.

4. Recommendation

To approve appointment the site secretaries as follows: -

Love Lane – Rachael Du-Rose

Foxby Hill- Paul Hooton and Jonny Dukes

Showfield- Lynda Clements

North Warren – Nathan Smith

Once appointed the Allotment Officer will request each secretary to sign a Declaration of Officer and Confidentiality Statement.

PAPER V

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 30 April 2024



Gainsborough
TOWN COUNCIL

Correspondence Previously Circulated

- NALC: Newsletter – 20 March 2024
- NALC: Chief Executive’s Bulletin – 21 March 2024
- WLDC: Parish Newsletter – 26 March 2024
- LCC: Town and parish council newsletter March 2024 – 26 March 2024
- NALC: Newsletter – 27 March 2024
- NALC: Chief Executive’s Bulletin – 28 March 2024
- Marshalls Yard: News release: Couple inspired by experience caring for grandparents moving social care company to Marshall’s Yard – 28 March 2024
- Virgin MediaO2: Virgin Media O2 works in Gainsborough – 28 March 2024
- WLDC: West Lindsey News March 2024 – 29 March 2024
- NALC: Newsletter – 3 April 2024
- NALC: Chief Executive’s Bulletin – 4 April 2024
- WLDC: Police & Crime Commissioner Election - Thursday 2 May 2024 – 5 April 2024
- WLDC: Upcoming Events in West Lindsey this April! – 6 April 2024
- Lincolnshire Police: NC02 - NC04 News and updates – 10 April 2024
- WLDC: Business Brief – 12 April 2024
- WLDC: Special Edition: Open Weekend at RAF Ingham Heritage Centre – 16 April 2024
- NALC: Newsletter – 17 April 2024
- WLDC: Agenda - Extraordinary Council 25 April 2024 – 18 April 2024
- LCC: Have your say on Lincolnshire Moves: your voice, your roads – 19 April 2024
- LCC: RG/4004 Gainsborough - Footpath from Sandsfield Lane to Foxby Hill – 24 April 2024
- LCC: Extension of Lincolnshire Moves: Your voice, your roads till the 17th May – 24 April 2024
- WLDC: Upcoming Events in West Lindsey this May! – 29 April 2024
- LCC: Town and parish council newsletter April 2024 – 30 April 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