

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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## FULL COUNCIL MINUTES

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

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

Councillor Sean Brennan  
Councillor Dennis Dannatt  
Councillor David Dobbie  
Councillor Paul Hooton  
Councillor Stuart Morley  
Councillor James Plastow  
Councillor Kenneth Woolley

Councillor Nicholas Coxon  
Councillor Michael Devine  
Councillor Richard Doy  
Councillor Paul Key  
Councillor Liam Muggridge  
Councillor James Ward

**In Attendance:**

Rachel Allbones Interim Town Clerk (ITC)

**Also Present:** 3 members of the public

**FC25/001 Election of the Chair of the Town Council for the 2024/25 Civic year (Paper A)**

**RESOLVED:** to elect Councillor Woolley Chair and Town Mayor for the 2024-25 municipal year.

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

Councillor Woolley signed and read out the Declaration of Acceptance of Office which was also signed before the Proper Officer.

**FC25/002 Election of the Vice Chair of the Town Council for the 2024/25 Civic year (Paper B)**

Councillors Davies and Plastow were both proposed and seconded.  
At the request of Councillor Dobbie a recorded vote was taken as follows: -

Councillor Plastow

For: - Councillors Coxon, Dannatt, Dobbie, Key, Muggridge, Plastow, Ward, Woolley

Against: - Councillors Brennan, Davies, Devine, Hooton, Morley

Abstained: - Councillor Doy

Councillor Davies

For: - Councillors Brennan, Davies, Devine, Hooton, Morley

Against: - Councillors Dannatt, Dobbie, Key, Muggridge, Plastow

Abstained: - Councillors Coxon, Doy, Ward, Woolley

**RESOLVED:** to elect Councillor Plastow Vice Chair and Deputy Town Mayor for the 2024-25 municipal year.

Councillor Plastow signed and read out the Declaration of Acceptance of Office which was also signed before the Proper Officer.

## **Open Forum      Public participation**

No public questions received.

### **FC25/003 Apologies for Absence (Paper C)**

Apologies for absence were received from Councillors N Bowler, R Craig and K Panter.

### **FC25/004 Declarations of Interest**

No declarations of interest were made.

### **FC25/005 Dispensation Requests**

No dispensation requests were received.

### **FC25/006 Items for Exclusion of Public and Press**

No items for the exclusion of press and public.

### **FC25/007 Minutes of the Previous Meeting (Paper C)**

**RESOLVED:** that the minutes of the Council meeting held on Tuesday 2 April 2024 be approved as a true and accurate record and signed by the Chairman.

Note: Councillors Hooton & Ward abstained from voting on the above resolution.

### **FC25/008 Committee Meeting Minutes (Papers D - H)**

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

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

### **FC25/009 Announcements (Paper I)**

- i. Chair of Council

The newly elected Chair advised he looked forward to working together with the Council in some important projects in the next year.

- ii. Leader of Council

Not in attendance.

iii. Interim Town Clerk

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

**FC25/010 Recommendation made by Committee**

Planning Committee held 26 March 2024 (PL24/238 20's Plenty for Us):

Councillor Dobbie advised the recommendation should read: - *to support the 20's Plenty Campaign for more school safety zones and encourage people to drive slower in residential streets.*

**RESOLVED:** to suspend Standing Orders to allow the members of the public speak, they were then reinstated.

It was proposed and seconded to defer the item until the Road Safety Partnership had been contacted about presenting about the 20's Plenty Campaign to the Council.

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

For: - Councillors, Dannatt, Devine, Doy, Hooton, Key, Morley, Plastow, Ward, Woolley

Against: - Councillors Brennan, Coxon, Dobbie, Muggridge

Abstained: - Councillor Davies

**RESOLVED:** to defer the recommendation from the Planning Committee.

Note: Two members of the public left the meeting.

**FC25/011 Recommendation made by Committee**

Personnel Committee held 14 March 2024 (PC24/108 Interim Town Clerk Trial Review):

**RESOLVED:** 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.

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

**FC25/012 Recommendation made by Committee (Paper J)**

Policy Review Working Group held 18 April 2024 (PO24/005 Standing Order Review):

**RESOLVED:** to adopt the reviewed Standing Orders.

**FC25/013 Recommendation made by Committee (Paper K)**

Policy Review Working Group held 18 April 2024 (PO24/006 Structure and Functions Review):

**RESOLVED:** to adopt the reviewed Structure and Functions with the addition of a Deputy Leader.

Note: Councillor Key voted against the above resolution.

**FC25/014 AGAR: Section 1 – Annual Governance Statement (Paper L)**

**RESOLVED:** that 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:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  
YES
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  
YES
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.  
YES
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.  
YES
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.  
YES
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  
YES
7. We took appropriate action on all matters raised in reports from internal and external audit.  
YES
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.  
YES
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.  
N/A

**FC25/015 Recommendation made by Committee (Paper M - Q)**

Finance and Strategy Committee held 30 April 2024 (FS24/127 Year End Accounts 2023/24)

**RESOLVED:** to approve of the following reports for the 2023/24 financial year: -

- i. Consolidated Balance Sheet (Paper M)
- ii. Income and Expenditure Account Report (Paper N)

- iii. Income and Expenditure Account Analysis Report (Paper O)
- iv. Income and Expenditure by Budget Headings Report (Paper P)
- v. Trial Balance (Paper Q)

**FC25/016 Recommendation made by Committee (Paper R)**

Finance and Strategy Committee held 30 April 2024 (FS24/128 AGAR - Section 2 Accounting Statements)

**RESOLVED:** to approve Section 2 - Accounting Statements of the AGAR.

**FC25/017 Recommendation made by Committee (Paper S)**

Finance and Strategy Committee held 30 April 2024 (FS24/129 Insurance)

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

**FC25/018 Council Leader**

Councillors Craig and Key were both proposed and seconded.

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

Councillor Key

For: - Councillors Brennan, Coxon, Davies, Devine, Doy, Key, Morley, Woolley

Against: - Councillors Dannatt, Dobbie, Hooton, Muggridge, Plastow

Abstained: - Councillor Ward

Councillor Craig

For: - Councillors Dannatt, Dobbie, Hooton, Muggridge, Plastow

Against: - Councillors Brennan, Coxon, Doy, Key, Morley

Abstained: - Councillors Davies, Devine, Ward, Woolley

**RESOLVED:** to appoint Councillor Key as the Leader of the Council for the 2024-25 municipal year.

**FC25/019 Finance and Strategy Committee**

**RESOLVED:** to appoint Councillors Bowler, Brennan, Craig, Devine, Dobbie, Muggridge and Plastow to the Finance and Strategy Committee, with Councillors Woolley and Key ex-officio members for the 2024-25 municipal year. No Councillors were appointed as substitute members.

**RESOLVED:** to appoint Councillor Bowler as Chair of the Finance and Strategy Committee for the 2024-25 municipal year.

**FC25/020 Property and Services Committee**

**RESOLVED:** to appoint Councillors Coxon, Craig, Dannatt, Davies, Hooton, Morley and Plastow to the Property and Services Committee, with Councillors Woolley and Key ex-officio members and Councillors Ward and Warriner as substitute members for the 2024-25 municipal year.

**RESOLVED:** to appoint Councillor Dannatt as Chair of the Property and Services Committee for the 2024-25 municipal year.

**RESOLVED:** under Standing Order 3.25 to approve for meeting to exceed a period of two (2) hours.

**FC25/021 Personnel Committee**

**RESOLVED:** to appoint Councillors Bowler, Brennan, Craig, Dannatt, Davies, Morley and Plastow to the Personnel Committee, with Councillors Woolley and Key ex-officio members and Councillors Coxon and Hooton as substitute members for the 2024-25 municipal year.

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

**RESOLVED:** to appoint Councillor Craig as Chair of the Personnel Committee for the 2024-25 municipal year.

Note: Councillors Coxon and Ward voted against the above resolution.

**FC25/022 Planning Committee**

**RESOLVED:** to appoint Councillors Craig, Dobbie, Doy, Morley, Muggridge, Plastow and Ward to the Planning Committee, with Councillors Woolley and Key ex-officio members and Councillors Brennan and Devine as substitute members for the 2024-25 municipal year.

**RESOLVED:** to appoint Councillor Plastow as Chair of the Planning Committee for the 2024-25 municipal year.

Note: Councillors Brennan and Woolley left the meeting at 9:11pm.

**FC25/023 Neighbourhood Plan Working Group**

**RESOLVED:** to appoint Councillors Craig, Dobbie, Muggridge, Plastow and Ward to the Neighbourhood Plan Working Group with Councillors Woolley and Key ex-officio members for the 2024-25 municipal year.

Note: Councillor Coxon voted against the above resolution.

**FC25/024 Policy Review Working Group**

**RESOLVED:** to appoint Councillors Brennan, Davies and Devine to the Policy Review Working Group with Councillors Woolley and Key ex-officio members for the 2024-25 municipal year.

**FC25/025 Review / appointment of representation on or work with external bodies and arrangements for reporting back**

**RESOLVED:** to appoint the following representatives to outside bodies;

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

**FC25/026 Authorised signatories – Payments**

**RESOLVED:** to appoint Councillors Bowler, Craig, Davies, Key and Plastow as authorised payment signatories for 2024/25 (5 authorised of which 2 sign).

**FC25/027 Authorised signatories - Legal documents**

**RESOLVED:** to appoint the Town Clerk and RFO, and those members on the Town Council's bank mandate, which currently are Councillors Bowler, Craig, Davies, Key and Plastow as authorised persons to sign legal documents for 2024/25.

**FC25/028 Meeting calendar for 2024 / 2025 (Paper T)**

**RESOLVED:** to approve a meeting schedule for 2024/25.

**FC25/029 Subscriptions**

**RESOLVED:** 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.*

**FC25/030 Allotment Secretaries (Paper U)**

**RESOLVED:** to the appointment of the Site Secretaries for Foxby Hill, Love Lane, North Warren and Showfield Allotments.

**FC25/031 Correspondence (Paper V)**

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

**FC25/032 Items for Notification**

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

**FC25/033 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 4 June 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 9:40pm.

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