

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 14 May 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Dennis Dannatt (Chair)

Councillor Paul Key  
Councillor James Plastow

Councillor Stuart Morley  
Councillor Kenneth Woolley  
(arrived at 6:59pm)

**In Attendance:**

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

### **PS25/001 Apologies for Absence**

Apologies for absence were received from Councillor R Craig, C Davies and P Hooton. Councillor K Woolley advised he would be late.

### **PS25/002 Vice Chair**

**RESOLVED:** to appoint Councillor C Davies Vice Chair for this committee for 2024/25.

Note: Councillor Plastow voted against the above resolution.

### **PS25/003 Public Participation Period**

No public in attendance.

### **PS25/004 Declarations of Interest**

Councillor Plastow declared a personal interest in agenda item PS25/018 as he knows the applicant for i. and son attends ii.

### **PS25/005 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 PS25/010, PS25/011, PS25/012, PS25/013, PS25/014, PS25/015 & PS25/016 in accordance with the

Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

**PS25/007 Minutes of the Previous Meeting (Paper A)**

**RESOLVED:** that the minutes of the Property and Services Committee meeting held on Tuesday 9 April 2024 be approved as a true and accurate record and signed by the Chairman.

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

**PS25/008 Matters Arising Schedule (Paper B)**

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

**PS25/009 Allotment Officer Report (Paper C)**

Note: Councillor Woolley arrived at the meeting at 6:59pm.

**RESOLVED:** to NOTE the update report from the Allotments Officer and the use of the delegated functions.

**PS25/010 Allotment Tenancy Breaches (Paper D)**

**RESOLVED:** to approve the termination of tenancies under the Tenancy Breach Policy for the x5 plots contained in the report.

**PS25/011 Marshalls Sports Ground Carpark (Paper E)**

**RESOLVED:**

- a) That contractor A be appointed as soon as possible to undertake the pothole repairs at Marshalls Sports Ground as soon as the weather and their work schedule permits.
- b) That a discretion (£500) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.

**PS25/012 Levellings Dog Walk Footpath (Paper F)**

**RESOLVED:** to defer until the next meeting for a site visit to take place.

Note: The Allotments Officer left the meeting at 7:34pm.

**PS25/013 General Cemetery Trees (Paper G)**

**RESOLVED:** to NOTE the content of the report and await the recommendations of the next Tree Survey and Report. This to be commissioned this summer.

**PS25/014 General Cemetery Memorial Tributes (Paper H)**

**RESOLVED:**

- a) That the Operations Manager, in consultation with the Town Clerk, continue a dialogue with the widow, via her father, to remove the CCTV camera and tributes at the earliest opportunity.
- b) The Committee receive an update report in November 2024 and review the situation.
- c) That the Council review the amended cemeteries rules and Regulations when updated and completed.

**PS25/015 General Cemetery Issue (Paper I)**

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

**PS25/016 General Cemetery Extension – Old Nursery Site (Paper J)**

**RESOLVED:** to NOTE the costings received and to report back following the meeting with WLDC.

**PS25/017 Marshalls Sports Ground Booking**

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

**RESOLVED:** for the Operations Manager to meet with the event organiser to again reiterate the need for protection of the site and what information is still required. The Operations Manager in consultation with the Chair of P&S Committee and Leader can decline the booking if all documentation is not provided.

**PS25/018 Community Grant Applications (Papers K, L & M)**

**RESOLVED:** to award the following: -

- i. St Paul's Church, Morton - £1,000
- ii. Stepping Stone Theatre For Mental Health - £350

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

**PS25/019 Items for Notification**

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

- Community Grants Policy & Application Form Review
- Exhumation Policy Review
- Memorial Safety Policy Review
- Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- Play Area RoSPA Safety Inspection Reports – June
- General Cemetery Trees – September
- Tree Safety Survey report - September
- Memorial Tributes - November
- General Cemetery potential carpark area
- General Cemetery Chapel
- Richmond House conservatory replacement
- Richmond House Fire Risk Assessment review

**PS25/020 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 11 June 2024 at 6:30pm at Richmond House, Morton Terrace.

Note: Councillor Plastow gave apologies for the above meeting.

The meeting closed at 8:46pm

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