

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 11 June 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Nick Coxon
Councillor Paul Key
Councillor Kenneth Woolley
(arrived at 6:54pm)

Councillor Paul Hooton
Councillor James Ward (sub)

In Attendance:

Rachel Allbones

Town Clerk

Stephen Coulman

Operations Manager

PS25/021 Apologies for Absence

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

PS25/022 Public Participation Period

No public in attendance.

PS25/023 Declarations of Interest

- i. Councillor Key declared a personal interest in agenda item PS25/029 i, as he is a friend of GAPA's accountant.
- ii. Councillor Coxon declared a personal interest in agenda item PS25/029 ii, as the applicant is a personal friend.
- iii. Councillor Hooton declared a personal interest in agenda item PS25/029 ii, as he knows the applicant from Foxby Hill Allotments.

PS25/024 Dispensation Requests

No dispensation requests were received.

PS24/025 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS25/030 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/026 Minutes of the Previous Meeting (Paper A)

Initialled:

Property and Services Committee minutes 2024-25

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 14 May 2024 be approved as a as a true and accurate record and signed by the Chair.

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

PS25/027 Matters Arising Schedule (Paper B)

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

PS25/028 Play Area RoSPA Safety Inspection Reports (Paper C)

Note: Councillor Wooley arrived at the meeting at 6:54pm.

Councillor Key questioned if collars could be made for the wooden trails to stop trimmer damage. The Operations Manager advised they could inspect the equipment following the meeting.

It was NOTED that the Grounds Team will be producing a list of items needed for the remedials.

RESOLVED: to NOTE the annual RoSPA reports and action resulting.

PS25/029 Community Grant Applications (Papers D, E & F)

RESOLVED: to award / advise the following: -

- i. Gainsborough Adventure Playground – Request to resubmit application as unable to retrospectively award a community grant.
- ii. Gainsborough Men’s Shed - £1,004.95

PS25/030 Tractor Purchase (Paper G)

RESOLVED:

- i. To purchase a 40hp tractor and ancillary equipment as detailed in a – f below.
 - a. a 40hp horsepower (hp) compact tractor with cab and grass tyres.
 - b. a front loader with grab bucket.
 - c. fork attachments and counterbalance.
 - d. a caged 2 tonne tipping trailer.
 - e. a rear mounted side arm finger bar hedge cutter.
 - f. a rear mounted rotavator.
- ii. The purchase to be made via a formal tender process on Contract Finder.
- iii. To recommend funds come from General Reserves.
- iv. That the Selection Panel to consist of Councillors Dannatt and Key, Town Clerk, Operations Manager and Grounds Maintenance Team Leader who will recommend direct to Full Council.

PS25/031 Levellings Dog Walk Footpath (Paper F)

RESOLVED: for the Operations Manager prepare a specification of works and plans, to support the decision made to remove and grass both current footpaths either side of the fence on the dog walk and produce a new footpath down the middle of the dog walk away from the Cherry Trees for submission to the WLDC Land & Property Group.

PS25/032 Items for Notification

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

- i. Community Grants Policy & Application Form Review
- ii. Exhumation Policy Review
- iii. Memorial Safety Policy Review
- iv. Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- v. General Cemetery Trees – September
- vi. Tree Safety Survey report - September
- vii. Memorial Tributes - November
- viii. General Cemetery potential carpark area
- ix. General Cemetery Chapel
- x. Richmond House conservatory replacement
- xi. Richmond House Fire Risk Assessment review

PS25/033 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 9 July 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:47pm

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