

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



## FULL COUNCIL AGENDA

### To: All Members of Gainsborough Town Council:

Councillor Nigel Bowler	Councillor 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 James Plastow	Councillor James Ward
Councillor Kenneth Woolley	

**Notice** is hereby given that a meeting of the **Council** which will be held on **Tuesday 3 December 2024** commencing at **6:30pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

## AGENDA

### Open Forum      Public Participation

(Members of the public are welcome to present any matter relevant to the wellbeing of Gainsborough Town and each 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](#) 3.6 - 3.9 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](#).

### **FC25/117 Apologies for Absence**

To note apologies for absence.

### **FC25/118 Declarations of Interest**

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

### **FC25/119 Dispensation Requests**

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

**FC25/120 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.

**FC25/121 Community Emergency Planning**

To receive a presentation from Lincolnshire Fire and Rescue regarding Community Emergency Planning.

**FC25/122 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 A** Wednesday 20 November 2024 (pages 4 to 6)

**FC25/123 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 12 November 2024 **Paper B** (pages 7 to 10)
- ii. Personnel Committee, Wednesday 13 November 2024 **Paper C** (pages 11 to 13)
- iii. Planning Committee, Tuesday 19 November 2024 **Paper D** (pages 14 to 19)
- iv. Finance and Strategy Committee, Tuesday 26 November 2024 **Paper E** (pages 20 to 23)

**FC25/124 Announcements**

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper F** (pages 24 to 28)

**FC25/125 Committee Vacancies**

To consider making appointments to vacancies on committees.

- i. Finance and Strategy Committee two substitute vacancies
- ii. Personnel Committee two substitute vacancies
- iii. Planning Committee one substitute vacancy
- iv. Property and Services Committee one substitute vacancy

**Paper G** (pages 29 to 31)

**FC25/126 Civility and Respect Pledge**

To consider passing a resolution to sign up to the civility and respect pledge.

**Paper H** (pages 32 to 35)

**FC25/127 Enabling remote attendance and proxy voting at local authority meetings consultation**

To complete, or otherwise, consultation document.

**Paper I** (pages 36 to 41)

**FC25/128 Correspondence**

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

**Paper J** (pages 42 to 43)

**FC25/129 Items for Notification**

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

**FC25/130 Time and Date of Next Meeting**

To note the date and time of the next Full Council meeting is scheduled for Tuesday 7 January 2025 at 6:30pm.

Rachel Allbones  
Town Clerk  
Richmond House  
Gainsborough

Thursday, 28 November 2024

# PAPER A

# Gainsborough Town Council

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Gainsborough, Lincolnshire, DN21 2RJ

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## DRAFT FULL COUNCIL MINUTES

Minutes of the extraordinary Town Council meeting held on **Wednesday 20 November 2024** at **6:30pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Kenneth Woolley (Chair)

Councillor Nicholas Coxon

Councillor Dennis Dannatt

Councillor David Dobbie (arrived at the meeting at 6:31pm)

Councillor Paul Key

Councillor Richard Craig

Councillor Michael Devine

Councillor Richard Doy

Councillor James Plastow

**In Attendance:**

Rachel Allbones

Stephen Coulman

Sean Alcock

Town Clerk

Operations Manager

Operations Manager

### FC25/108 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, C Davies, P Hooton, S Morley.

### FC25/109 Declarations of Interest

No declarations of interest were made.

### FC25/110 Dispensation Requests

No dispensation requests were received.

### FC25/111 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from items FC25/114 and FC25/115 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

Note: Councillor Dobbie arrived at the meeting at 6:31pm.

### FC25/112 Minutes of the Previous Meeting (Paper A)

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

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

### **FC25/113 Recommendation made by Committee**

Property and Services Committee held 12 November 2024 (PS25/095 Richmond House Survey):

**RESOLVED:** to:

- i. Subject to the following, that the specialist contractor, Timberwise, be appointed as soon as possible to undertake the works to repair and undertake reinstatement to the dry rot affected areas (£16,290.51 plus VAT) as soon as their work schedule permits.
  - a) That as soon as a response is received from the Building Conservation Officer stating the specification of works is acceptable the specialist contractor, Timberwise, is instructed to undertake the necessary works.
  - b) That should a response be received from the Building Conservation Officer requiring additional matters to be included in the specification of works the specialist contractor, Timberwise, is requested to quote for the additional works and to undertake the necessary works.
  - c) That a 20% discretion (£3,258 ex VAT) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
  - d) That the necessary funds come from the General Reserve.
  - e) The budget be adjusted accordingly.

### **FC25/114 Levellings Dog Walk Footpath (Paper B)**

**RESOLVED:** to accept the tender from Hemswell Surfacing for the footpath refurbishment at Levellings, Gainsborough.

Note: The Town Clerk and Operations Managers left the meeting at 7:00pm

### **FC25/115 Complaint**

Councillor Woolley informed members of the complaint received.

**RESOLVED:** that Councillor Craig would review the process and make recommendations to a future Full Council meeting and that no discussion would take place until the conclusion of the review.

Councillors were reminded that this was a confidential matter and should not be discussed outside of the meeting.

### **FC25/116 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 3 December 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:??pm.

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

# PAPER B

# Gainsborough Town Council

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## DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 12 November 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

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

Councillor Nicholas Coxon	Councillor Richard Craig
Councillor Caz Davies	Councillor Paul Hooton
Councillor Paul Key	Councillor James Plastow
Councillor Kenneth Woolley	

**In Attendance:**

Rachel Allbones	Town Clerk
Stephen Coulman	Operations Manager
Sean Alcock	Operations Manager

### PS25/086 Apologies for Absence

Apologies for absence were received from Councillors S Morley, K Woolley.

### PS25/087 Public Participation Period

No public in attendance.

### PS25/088 Declarations of Interest

No declarations of interest were received.

### PS25/089 Dispensation Requests

No dispensation requests were received.

### PS24/090 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from items PS25/095 and PS25/096 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### PS25/091 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Property and Services Committee meeting held on Tuesday 8 October 2024 be approved as a as a true and accurate record and signed by the Chair.

**PS25/092 Illuminate (Paper B)**

**RESOLVED:** to approve funding contribution of £1,000 for the Illuminate event in 2025.

**PS25/093 Memorial Mason Guidance (Paper C)**

**RESOLVED:** to adopt the revised Memorial Mason Guidance within Gainsborough Town Councils Cemeteries.

**PS25/094 Tree Safety Survey (Paper D)**

**RESOLVED:** to NOTE tree safety survey for Council managed sites and that the Operations Manager will produce a maintenance plan for a future meeting.

**PS25/095 Richmond House Survey (Paper E)**

**RESOLVED:** to **RECOMMEND TO FULL COUNCIL** to:

- i. Subject to the following, that the specialist contractor, Timberwise, be appointed as soon as possible to undertake the works to repair and undertake reinstatement to the dry rot affected areas (£16,290.51 plus VAT) as soon as their work schedule permits.
- ii. That as soon as a response is received from the Building Conservation Officer stating the specification of works is acceptable the specialist contractor, Timberwise, is instructed to undertake the necessary works.
- iii. That should a response be received from the Building Conservation Officer requiring additional matters to be included in the specification of works the specialist contractor, Timberwise, is requested to quote for the additional works and to undertake the necessary works.
- iv. That a 20% discretion (£3,258 ex VAT) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- v. That the necessary funds come from the General Reserve.
- vi. The budget be adjusted accordingly.

**PS25/096 General Cemetery Memorial Tributes**

**RESOLVED:** to write to the grave owner further requesting removal of tributes and to become compliant with the Council's Guidance Notes on Practices and Regulations within Cemeteries. For the Town Clerk to contact the insurance provider to see if the Council are covered should the matter go to court in the future.

**PS25/097 2025 / 2026 Budget (Paper F)**

**RESOLVED:** to **NOTE** proposed budget requirements for 2025/26 for this Committee and discuss further at the next meeting.

The following specific budgetary areas are considered as part of the Committee's remit:

- i. Grounds Maintenance
- ii. Richmond House & Park
- iii. Sports Grounds
- iv. Cemetery
- v. Play Areas
- vi. Allotments
- vii. Public Realm
- viii. Events

ix. Christmas Lights

**PS25/098 Items for Notification**

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

- i. General Cemetery Trees – December
- ii. Love Lane Dyke – December
- iii. Communities Officer Report (Allotments) – December
- iv. Grass Verge Cutting – December
- v. Bus Shelters – December
- vi. Richmond House Fire Risk Assessment review – December
- vii. Marshalls Boiler
- viii. Richmond House Conservatory Replacement
- ix. General Cemetery Extension
- x. General Cemetery potential carpark area
- xi. General Cemetery Chapel

**PS25/099 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 10 December 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:05pm.

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

# PAPER C

# Gainsborough Town Council

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## DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 13 November 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Richard Craig (Chair)  
 Councillor Nigel Bowler  
 Councillor Dennis Dannatt  
 Councillor Paul Key  
 Councillor Kenneth Woolley  
 Councillor Nicholas Coxon  
 Councillor Paul Hooton  
 Councillor James Plastow

**In Attendance:**  
 Rachel Allbones  
 Sean Alcock  
 Town Clerk (TC)  
 Operations Manager (OM)

### PC25/054 Apologies for Absence

Apologies for absence were received from Councillor Morley.

### PC25/055 Declarations of Interest

No declarations of interest were made.

### PC25/056 Dispensation Requests

No dispensation requests were received.

### PC25/057 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from item PC25/064 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### PC25/058 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Personnel Committee meeting held on Wednesday 9 October 2024 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Bowler, Craig and Hooton abstained from voting on the above resolution.

### PC25/059 National Salary Award (Paper B)

**RESOLVED:** to NOTE 2024-25 National Salary Award.

Initialled:

**PC25/060 Health and Safety Policy (Paper C)**

**RESOLVED:** to adopt the revised Health and Safety Policy.

**PC25/061 Staff Appraisal Policy (Paper D)**

**RESOLVED:** to adopt the reviewed Staff Appraisal Policy.

**PC25/062 Staff Training (Paper E)**

**RESOLVED:** to sign up to a 36month access to IHASCO e-learning courses.

**PC25/063 2025 / 2026 Budget (Paper F)**

**RESOLVED:** to **NOTE** proposed budget requirements for 2025/26 for this Committee and discuss further at the next meeting.

The following specific budgetary areas are considered as part of the Committee's remit:

- i. Employee Costs

**PC25/064 Staffing Issue (Paper G)**

**RESOLVED:**

- i. To accept request and be placed on the highest SCP for the role.
- ii. To advertise the vacancy internally.

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

**PC25/065 Items for Notification**

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

- i. Wellbeing Policy Review
- ii. Shared Parental Leave Policy Review
- iii. Adoption Leave Policy Review
- iv. Parental Bereavement Policy Review
- v. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- vi. Volunteer Policy Review
- vii. No Smoking Policy Review
- viii. Employee Code of Conduct Review
- ix. Staff Training Policy Review
- x. Electronic Information and Communication Systems Policy

**PC25/066 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 11 December 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:35pm.

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

# PAPER D

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## DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 19 November 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor James Plastow (Chair)  
 Councillor Nicholas Coxon  
 Councillor Richard Doy  
 Councillor David Dobbie  
 Councillor Paul Key

**In Attendance:**  
 Natasha Gardener  
 Assistant Clerk

### PL25/123 Apologies for Absence

Apologies for absence were received from Councillors S Morley & K Woolley.

### PL25/124 Public Participation Period

No public was present.

### PL25/125 Declarations of Interest

No declarations of interest were made.

### PL25/126 Dispensation Requests

No dispensation requests were received.

### PL25/127 Items for Exclusion of Public and Press

No items for exclusion of public and press.

### PL25/128 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Planning Committee meeting held on Tuesday 15 October 2024 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillor Key abstained from voting on the above resolution

### PL25/129 Planning Application

[Application Ref No: WL/2024/00817 \(15/10/24, 24 days\)](#)

[Proposal: Planning application for the erection of an Extra Care home \(Class C2\) containing up to 48no. apartments of mixed one and two bedroom apartments.](#)

[with associated amenities, staff facilities, landscaping and parking being variation of condition 4 of planning permission 144221 granted 5 October 2023 - amendment to design](#)

[Location: Former Cedars Residential Home, Morton Terrace, Gainsborough](#)

**RESOLVED:** to support the application.

Note: Councillor Key abstained on voting on the above resolution

**PL25/130 Planning Application**

[Application Ref No: WL/2024/00839 \(21/10/24, 24 days\)](#)

[Proposal: Planning application for the conversion of first floor to form 2no. flats and associated changes to building.](#)

[Location: 11-15 Silver Street, Gainsborough](#)

**RESOLVED:** to support the application as the Town Council is supportive of town centre living but raised concerns about lack of parking.

**PL25/131 Planning Application**

[Application Ref No: WL/2024/00885 \(29/10/24, 24 days\)](#)

[Proposal: Planning application for replacement roof tiles.](#)

[Location: 5 Silver Street, Gainsborough](#)

**RESOLVED:** to take PL25/131 and PL25/132 together and to support the application.

**PL25/132 Planning Application**

[Application Ref No: WL/2024/00886 \(29/10/24, 24 days\)](#)

[Proposal: Listed building consent for replacement roof tiles.](#)

[Location: 5 Silver Street, Gainsborough](#)

**RESOLVED:** to take PL25/131 and PL25/132 together and to support the application.

**PL25/133 Planning Application**

[Application Ref No: WL/2024/00896 \(01/11/24, 24 days\)](#)

[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 being variation of conditions 2 of planning permission 148059 granted 28 May 2024 - install mf ceiling to flat 1, excluding panelled room. install pan tiles to roof, drylining of external walls, removal of existing small staircase from flat 1 to flat 3 entrance, alter structural steel work found within wall in flat 1.](#)

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

**RESOLVED:** to take PL25/133 and PL25/134 together and support, and to request any further information available regarding the steel structure.

**PL25/134 Planning Application**

[Application Ref No: WL/2024/00897 \(01/11/24, 24 days\)](#)

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 being variation of condition 2 of listed building consent 148060 granted 28 May 2024 install mf ceiling to flat 1, excluding panelled room. install pan tiles to roof, drylining of external walls, removal of existing small staircase from flat 1 to flat 3 entrance, alter structural steel work found within wall in flat 1.

Location: 16 Silver Street, Gainsborough

**RESOLVED:** to take PL25/133 and PL25/134 together and support, and to request any further information available regarding the steel structure.

### **PL25/135 Planning Application**

**Application Ref No: WL/2024/00908 (06/11/24, 24 days)**

Proposal: Planning Application for Two Storey and additional single storey extensions to rear of semi-detached dwelling.

Location: 37 Beckett Avenue, Gainsborough

**RESOLVED:** to support the application because it helps the owner to improve their property and its value.

### **PL25/136 Planning Application**

**Application Ref No: WL/2024/00910 (06/11/24, 24 days)**

Proposal: Planning application for addition of 1no. flat at ground floor level, amendments to the first floor layout of existing Unit 10, and provision of residential storage, refuse storage and cycle storage.

Location: The Maltings, 2b Lea Road, Gainsborough

**RESOLVED:** to support the application.

### **PL25/137 Decision Notice (Paper B)**

**Application Ref No: WL/2024/00718 GRANTED** (delegated)

Proposal: Listed building consent for to install awning to the shop front elevations.

Location: 16 Silver Street, Gainsborough

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

### **PL25/138 Decision Notice (Paper C)**

**Application Ref No: WL/2024/00717 GRANTED** (delegated)

Proposal: Planning application to install awning to the shop front elevations.

Location: 16 Silver Street, Gainsborough

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

### **PL25/139 Decision Notice (Paper D)**

**Application Ref No: WL/2024/00069 GRANTED** (delegated)

Proposal: Listed Building Consent for change of use of bank to serviced office accommodation with meeting room and 8no. residential units, including removal of existing rear extensions, erection of replacement rear extension, new rear extension and removal of trees being variation of condition 9 of listed building consent 145243 granted 5 April 2023 - improvements and changes in layout

Location: 10 Silver Street, Gainsborough

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

**PL25/140 Decision Notice (Paper E)**

**Application Ref No: WL/2024/00187 GRANTED** (delegated)

Proposal: Planning application for change of use of bank to serviced office accommodation with meeting room and 8no. residential units, including removal of existing rear extensions, erection of replacement rear extension, new rear extension and removal of trees being variation of condition 10 of planning permission 145242 granted 5 April 2023 – improvements and changes in layout.  
Location: 10 Silver Street, Gainsborough

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

**PL25/141 Decision Notice (Paper F)**

**Application Ref No: WL/2024/00765 GRANTED** (delegated)

Proposal: Listed building consent to install access ramp & level access shower being variation of condition 2 of listed building consent 147781 granted 28 March 2024 - position of toilet & basin to be relocated onto opposite wall.  
Location: Prospect House, Summer Hill, Gainsborough

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

**PL25/142 Decision Notice (Paper G)**

**Application Ref No: WL/2024/00585 GRANTED** (Committee)

Proposal: Planning application for the demolition of the remaining Baltic Mill wall.  
Location: Baltic Mill, Bridge Street, Gainsborough

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

**PL25/143 Street Naming Requests**

No street naming requests were received.

**PL25/144 Tree Preservation Orders**

No tree preservation orders were received.

**PL25/145 Traffic Regulation Order (Paper H)**

Members considered a request from a member of the public regarding parking on Balfour Street.

**RESOLVED:** to provide further information to the enquirer including the following – there would likely be more of a response if they got a petition to send to their County Councillor and County Council. To inform the enquirer that while resident parking permits are an option they would incur a cost to the residents in that area.

**PL25/146 Definitive Map Modification Order (DMMO) Applications (Paper I)**

Members considered the application process to apply for a definitive map modification order:

- i. footpath between Sweyn Way and the Belt Road, beside the new development

- ii. footpath from the end of Mayfield Avenue to Margaret Close.

**RESOLVED:** 'i' – to contact the developer regarding the footpath between Sweyn Way and Belt Road, as it's a public right of way. Cllr Dobbie to supply the photos taken on-site to the office prior to us approaching the developer.

**RESOLVED:** 'ii' – Councillor Dobbie to gauge community support by putting out signs/flyers in the surrounding area relating to setting up a DMMO for the footpath from the end of Mayfield Avenue to Margaret Close.

**PL25/147 LCC Traffic / Highway Request overview (Paper J)**

Members NOTED the traffic / highway requests since May 2022, action taken and responses received.

**PL25/148 Items for Notification**

- i. Baltic Mill Wall Mural
- ii. Considerations about DMMOs – asking other Councillors for their input
- iii. Motion - Cross Street One Way

**PL25/149 Time and Date of Next Meeting**

**RESOLVED:** To **NOTE** the date and time of the next Planning Committee meeting is scheduled for Tuesday 17<sup>th</sup> December 2024 at 6:30pm.

The meeting closed at 8:24pm.

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

PAPER E

# Gainsborough Town Council

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## DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 26 November 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor Nigel Bowler (Chair)

Councillor Nicholas Coxon	Councillor Michael Devine
Councillor David Dobbie	Councillor Paul Hooton
Councillor Paul Key	Councillor James Plastow

**In Attendance:**

Rachel Allbones	Town Clerk & Responsible Finance Officer (TC)
Sean Alcock	Operations Manager

### FS25/080 Apologies for Absence

Apologies for absence were received from Councillor K Woolley.

### FS25/081 Public Participation Period

No public in attendance.

### FS25/082 Declarations of Interest

No declarations of interest were made.

### FS25/083 Dispensation Requests

No dispensation requests were received.

### FS25/084 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

### FS25/085 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Finance and Strategy Committee meeting held on Tuesday 22 October 2024 be approved as a as a true and accurate record and signed by the Chair.

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

## **FS25/086 Finance Reports (Papers B, C & D)**

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

- i. Unpaid Expenditure Transactions for 21 November.
- ii. Cashbook Summary (including due and unpaid transactions) for 21 November 2024.
- iii. Budget Comparison Report (including due and unpaid transactions) for 21 November 2024.
- iv. Also to look into what it entails for having Marshalls as a warm space.

## **FS25/087 Bank Reconciliation (Paper E)**

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

## **FS25/088 Budget 2025 / 2026 (Paper F)**

Members thoroughly reviewed the draft budget.

**RESOLVED:**

- i. To **NOTE** the draft proposed budget for 2025/26;
- ii. To remove £20,000 from budget line 1000/3 and earmark unspent budget;
- iii. To submit a precept estimate of £687,201 to WLDC.

Note: Councillor Dobbie voted against the above resolution.

## **FS25/089 Items for Notification**

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

- i. Rolling Project Plan – December
- ii. Strategic Plan
- iii. Registrar Lease renewal
- iv. Filming and Recording Meetings Policy Review
- v. Public Participation at Meetings Policy Review
- vi. Communications Policy Review
- vii. GDPR Policy Review
- viii. Councillor Vacancy (Co-option) Policy Review
- ix. Employee / Councillor Protocol Review
- x. Social Media Policy Review
- xi. Publication Scheme & FOI Review
- xii. Pensions Discretionary Policy Review
- xiii. Member Training and Development Policy Review
- xiv. LCAS Quality Status submission – July 2025

## **FS25/090 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for **Wednesday** 18 December 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:09pm.

Initialled:

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

DRAFT

# PAPER F

## **Officer Report to the Council**

**Report Author:** Rachel Allbones

**Report Date:** 28 November 2024



**Gainsborough**  
TOWN COUNCIL

## **Subject: Town Clerk's Report**

### **Summary**

This report will seek to bring together the various matters for Council to note.

### **Incidents**

In the last month there have been no incidents of ASB.

### **Chair's Group Meeting**

The next meeting is on Monday 9 December at 10:00am.

### **WLDC Markets and Events**

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

### **Councillor Training**

The latest LALC Training Bulletin for Councillor training sessions will be shared at the next meeting.

### **Christmas Lights Festival**

The festival was held on Friday 15 November 2024 4pm-8pm and Saturday 16 November 2024 12pm – 8pm and was another successful event enjoyed by many. We will hold a debrief meeting WLDC in the near future.

### **Meeting with LCC Registration Service**

The Town Clerk and Operations Managers attended a meeting with the registration service, main topics discussed were the dry rot and timescales, fire safety and lease renewal.

### **Meeting with Gainsborough CC**

The Town Clerk, Operations Manager and Communities Officer met with Gainsborough Cricket Club on Tuesday 26<sup>th</sup> November at Marshalls. Main topics discussed was the astro training strip and potential to remove and obtain grant funding for a new netted training area, communication, renovations and weekly maintenance during the season. It was a positive meeting.

### **Lincolnshire County Council Community Emergency Planning Induction Event**

The Town Clerk, Operations Manager and Leader attended a Community Emergency Planning Induction event in Lincoln on Thursday 28 November to discuss what community emergency planning is, why it's a good idea to get involved and how to achieve it and what support is available.

### **Christmas Opening**

- Tuesday 24 December 2024      Open 9am – 3pm
- Wednesday 25 December 2024      Closed

- Thursday 26 December 2024 Closed
- Friday 27 December 2024 Closed
- Monday 30 December 2024 Email and calls will be answered 9am – 3pm, but office may be closed. X3 grounds team members working.
- Tuesday 31 December 2024 Closed
- Wednesday 1 January 2025 Closed
- Thursday January 2025 Open 9am – 3pm

## Levellings Footpaths

Following Full Council approval for the works to be undertaken on 20 November the successful contractor has been advised but now have works booked in for December, so this will now take place in the new year.

## Richmond House Dry Rot

Following Full Council approval for the works to be undertaken on 20 November and the contractor having a window to proceed with the works in December, this is not able to take place as the Conservation Officer has advised Listed Building Consent will need to be obtained prior to any works being carried out.

## Remembrance Sunday

The Remembrance Sunday service at the church and War Memorial was again well attended. The Council did not come across any issues whilst managing the road closures on the day.

## NALC Website

### **New website launch success — create your account today!**

We're excited to share that the launch of our new website has been a great success! Thank you to everyone who has already visited and provided positive feedback. I encourage all councillors, clerks, and council staff members of parish and town councils in membership to take the next step by creating their accounts to gain full access to our wide range of tools and resources. To help you get started, head over to our contact page, where you'll find all the guidance and support you need. If you haven't explored the new site yet, do visit it today and see all the improvements we've made to serve you better!

## LWL Parish Council Engagement Session - 14th January 2024

The Council have again been invited for one representative to attend the Parish Community Engagement Session. The last two sessions have been attended by the Leader.

*The meetings will again have the Police and Crime Commissioner in attendance, the area Local Policing Supt, District Chief Inspector and Neighbourhood Policing Inspector. Taking the feedback into consideration we will give more time for Questions to be asked so there will be greater opportunity for Parishes to raise questions and again we will include local updates from your Neighbourhood Policing Inspector.*

*We again will be holding 4 meetings, one for each of our Policing Districts of Lincoln & West Lindsey, Boston & South Holland, East Lindsey and North & South Kesteven.*

*Due to limitations around numbers we can manage in a meeting using the Microsoft Teams platform we would ask that there is **one** representative from each Parish Council at the meeting. We will again circulate prior to the meeting a form for questions to be raised and we*

*will share the recordings of the meeting and presentations after the meeting to enable you to share these with your other council members and the community.*

## **Trinity Street Electric**

The second of the two electric meters was removed on 30 October from Trinity Street. They were redundant meters which had not been used for approx. 8 years. There has been struggles over the years with sorting out the disconnection and removal. This is now complete and the last two years of payments to the electricity company have been returned.

## **Lea Road Verge**

Further to the report in September I am pleased to advise that the verge has been cut back and it will be included in the Parish Verge Cutting Scheme for 2025.



## **Election**

Elections have been called for the vacancies in the Gainsborough North West Parish of the Town.

At the time of writing paperwork and a date for the election had not been received from WLDC. The indicative date is 6 February – but awaiting confirmation from Polling Stations.

## **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>

# PAPER G

# GAINSBOROUGH TOWN COUNCIL

## Committee Membership 2024/2025

<b>Finance &amp; Strategy</b>
Councillor Nigel Bowler (C)
Councillor Nicholas Coxon
Councillor Michael Devine (VC)
Councillor David Dobbie
Councillor Paul Hooton
Councillor Liam Muggridge
Councillor James Plastow
Ex-officio - Councillor Kenneth Woolley
Ex-officio - Councillor Paul Key
Substitute -
Substitute -
Officers: Town Clerk/RFO

<b>Property &amp; Services</b>
Councillor Nicholas Coxon
Councillor Richard Craig
Councillor Dennis Dannatt (C)
Councillor Caz Davies (VC)
Councillor Paul Hooton
Councillor Stuart Morley
Councillor James Plastow
Ex-officio - Councillor Kenneth Woolley
Ex-officio - Councillor Paul Key
Substitute - Councillor James Ward
Substitute -
Officers: Town Clerk, Operations Manager

<b>Planning</b>
Councillor Nicholas Coxon
Councillor David Dobbie
Councillor Richard Doy
Councillor Stuart Morley
Councillor Liam Muggridge (VC)
Councillor James Plastow (C)
Councillor James Ward
Ex-officio - Councillor Kenneth Woolley
Ex-officio - Councillor Paul Key
Substitute - Councillor Michael Devine
Substitute -
Officers: Assistant Clerk

<b>Personnel Committee</b>
Councillor Nigel Bowler
Councillor Nicholas Coxon
Councillor Richard Craig (C)
Councillor Dennis Dannatt (VC)
Councillor Paul Hooton
Councillor Stuart Morley
Councillor James Plastow
Ex-officio - Councillor Kenneth Woolley
Ex-officio - Councillor Paul Key
Substitute -
Substitute -
Officers: Town Clerk

**The Mayor and Leader are ex-officio member of all Council committees, sub-committees and working groups**

**GAINSBOROUGH TOWN COUNCIL**

**Committee Membership 2024/2025**

<b>Neighbourhood Plan Working Group</b>
Councillor Richard Craig
Councillor David Dobbie
Councillor Liam Muggridge
Councillor James Plastow
Councillor James Ward
Ex-officio - Councillor Kenneth Woolley
Ex-officio - Councillor Paul Key

<b>Policy Review Working Group</b>
Councillor Nicholas Coxon
Councillor Caz Davies
Councillor Michael Devine
Ex-officio - Councillor Kenneth Woolley
Ex-officio - Councillor Paul Key

# PAPER H

**Officer Report to the Council**

**Report Author:** Rachel Allbones

**Report Date:** 28 November 2024



**Gainsborough**  
TOWN COUNCIL

**Subject: Civility and Respect Pledge**

To pass a resolution to sign up to the civility and respect pledge.

<https://www.nalc.gov.uk/campaigns/civility-and-respect/civility-and-respect-pledge.html>

**Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

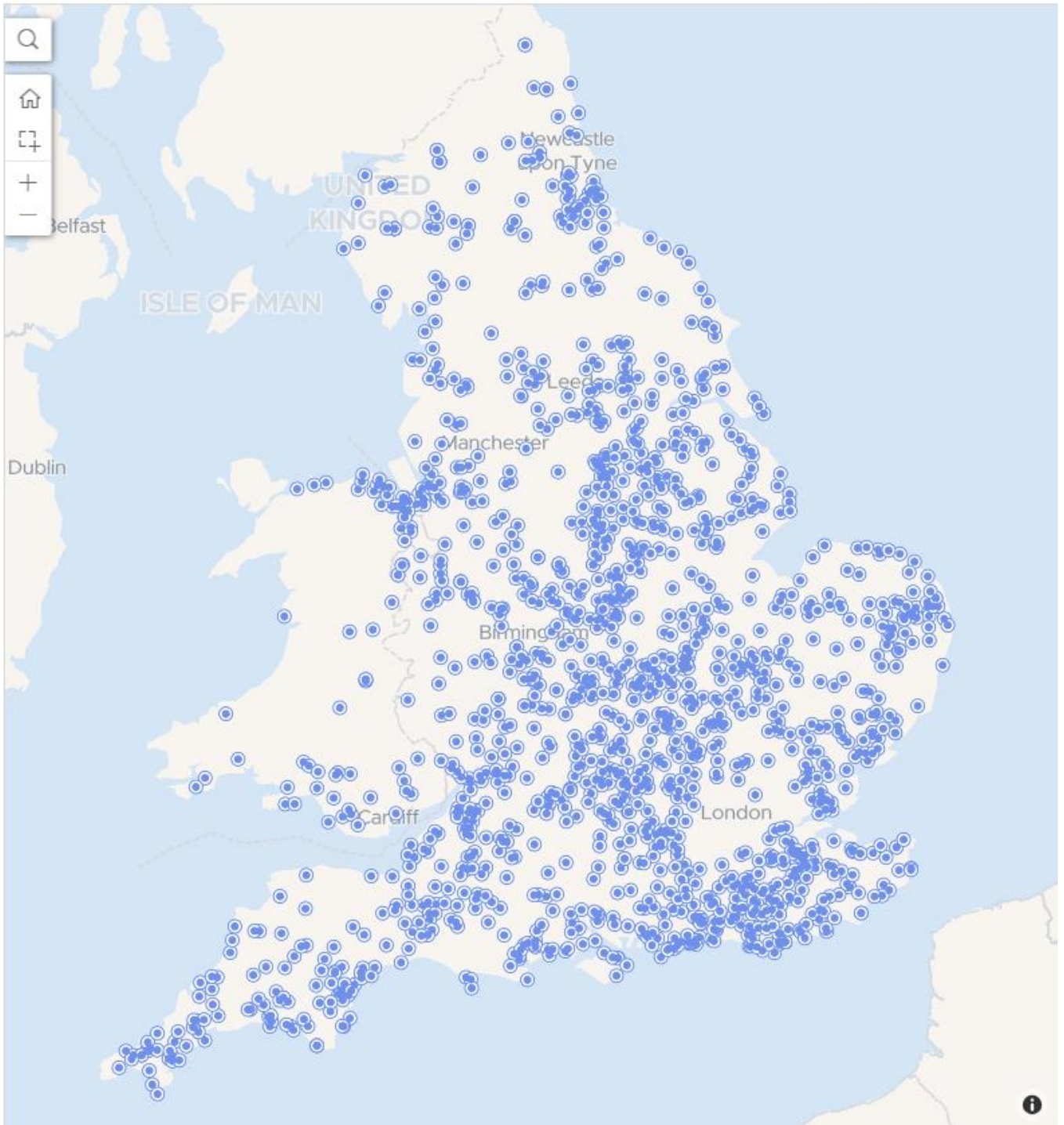
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our Council signing up to the civility and respect pledge we are demonstrating that our Council is committed to treating Councillors, Clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.



### Civility and Respect Pledge map



Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our Council has agreed that it will treat all Councillors, Town Clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our Council has put in place a training programme for Councillors and staff	
Our Council has signed up to Code of Conduct for Councillors	
Our Council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our Council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our Council will commit to calling out bullying and harassment when it happens.	
Our Council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Once completed, you'll receive a certificate by email, and your council will be listed alongside others a national map, showing the councils that have signed up.

# PAPER I

## Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 27 November 2024



Gainsborough  
TOWN COUNCIL

## Subject: Enabling remote attendance and proxy voting at local authority meetings

<https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>

### Topic of this consultation

This short consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

### Scope of this consultation

Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

### Duration

This consultation will last for 8 weeks from 24 October 2024.

### Who we would like to hear from

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

### Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority

- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

## **The proposal for remote attendance**

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies. The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

### **Question 2**

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

### **Question 3**

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.
- b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.
- c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.
- d) [Free text box]

### **Question 4**

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

### **Question 4a**

If you answered No please use the free text below  
[Free text box]

**Question 4b**

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

**Question 5**

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

**Question 6**

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) [Free text box]

**Question 7**

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.
- b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.
- c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

**Question 8**

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

<b>Should be considered because</b>	<b>Should not be considered because</b>
It is a positive modernising measure.	Councillors should be physically present at all formal meetings.
It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.	It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.
Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.	It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.
Free text box – please state any other reasons	Free text box – please state any other reasons

**Question 9**

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.  
[Free text box]

**Proxy voting**

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence. It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority’s governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

**Question 10**

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

**Question 11**

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

**Question 12**

Are there circumstances in which you feel proxy voting would not be appropriate?  
[Free text box]

**Question 13**

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?  
[Free text box]

# PAPER J

## Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 28 November 2024



Gainsborough  
TOWN COUNCIL

### Subject: Correspondence Previously Circulated

- WLDC: Upcoming Events this month – 4 November 2024
- PCC Lincolnshire Alert: Lincolnshire Police have been having reports of doorstep scams - How to keep yourself safe. [#339526349] – 5 November 2024
- NALC: Chief Executive's Bulletin – 7 November 2024
- WLDC: Notice of Vacancy – 7 November 2024
- WLDC: Parish News – 7 November 2024
- WLDC: Post Office Service Change – Gainsborough – 11 November 2024
- NALC: Chief Executive's Bulletin – 14 November 2024
- WLDC: Business Brief – 19 November 2024
- PCC Lincolnshire Alert: Have you had your say on the future of policing in Lincolnshire? [#348709030] – 20 November 2024
- WLDC: Parish Newsletter – 25 November 2024
- VCS: Christmas by the Green update – 25 November 2024
- WLDC: Upcoming Events this month – 25 November 2024
- Marshalls Yard: News release: Get into the Christmas spirit as Marshall's Yard hosts magical two-day festive market – 25 November 2024
- LCC: Town and parish council newsletter November 2024 – 26 November 2024
- WLDC: West Lindsey News November 2024 – 27 November 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