

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 Nicholas Coxon
Councillor Richard Craig	Councillor Dennis Dannatt
Councillor Caz Davies	Councillor Michael Devine
Councillor David Dobbie	Councillor Richard Doy
Councillor Jacob Flear	Councillor Paul Hooton
Councillor Paul Key	Councillor Stuart Morley
Councillor Liam Muggridge	Councillor Thomas Padden
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 5 November 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](#).

FC25/091 Apologies for Absence

To note apologies for absence.

FC25/092 Declarations of Interest

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

FC25/093 Dispensation Requests

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

FC25/094 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.

FC25/095 Presentation from Gainsborough Community Links

To receive a presentation from Jennifer Blair, Project Lead, regarding a new initiative funded by PCC of Lincolnshire Police and based at Gainsborough Police Station. The project looks to support the young people of Gainsborough in diverting them away from criminality.

FC25/096 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 Tuesday 1 October 2024 (pages 5 to 8)

FC25/097 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 8 October 2024 **Paper B** (pages 9 to 14)
- ii. Personnel Committee, Wednesday 9 October 2024 **Paper C** (pages 15 to 18)
- iii. Planning Committee, Wednesday 15 October 2024 **Paper D** (pages 19 to 23)
- iv. Finance and Strategy Committee, Tuesday 22 October 2024 **Paper E** (pages 24 to 28)

FC25/098 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 29 to 63)

FC25/099 Committee Vacancies

To consider making appointments to vacancies on committees.

- i. X1 Finance and Strategy Committee, plus two substitute vacancies
- ii. X1 Personnel Committee, plus one substitute vacancy
- iii. Planning Committee one substitute vacancy
- iv. Property and Services Committee one substitute vacancy
- v. X1 Policy Review Working Group

Paper G (pages 64 to 66)

FC25/100 Outside Body Vacancy

To consider making appointment to vacancy on outside body.

- i. Gainsborough Transport Strategy

FC25/101 Recommendation made by Committee

To consider the following recommendation from Property and Services Committee held 8 October 2024 (PS25/082 General Cemetery Extension – Old Nursery Site):
RESOLVED: to **RECOMMEND to FULL COUNCIL** for the Town Clerk to draft a letter to West Lindsey District Council for approval at Full Council stating the Councils stance on the General Cemetery potential extension.

Paper H (pages 67 to 70)

Exclusion of Public and Press recommended due to the confidential nature of discussion.

FC25/102 Recommendation made by Committee

To consider the following recommendation from Planning Committee held 15 October 2024 (PL25/118 20's Plenty):

RESOLVED: to **RECOMMEND to FULL COUNCIL** that the Town Council sign up to the 20s Plenty Campaign and elect a spokesperson/lead contact.

Paper I (pages 71 to 72)

FC25/103 Recommendation made by Committee

To consider the following recommendation from Finance and Strategy Committee held 22 October 2024 (FS25/073 Investments):

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

- i. To invest in an instant access account.
- ii. To invest with CCLA Public Sector Deposit Fund (PSDF).
- iii. To initially invest £200,000 (made up of Roses Sinking Fund, Cemetery Extension sinking fund, CIL + £50,000).
- iv. That the Town Clerk / RFO in consultation with the Finance and Strategy Chair manages the flow of the fund and report the Finance and Strategy Committee initially on a monthly basis.

Paper J (pages 73 to 75)

FC25/104 Recommendation made by Committee

To consider the following recommendation from Finance and Strategy Committee held 22 October 2024 (FS25/077 Budget 2025/26):

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

- i. amend Structure and Functions document in order for Finance and Strategy Committee to allocate Community Grants as follows: -
 - a) 3.15 Community Grants Policy change to Finance and Strategy Committee
 - b) Removal of 9.23 *Consider and determine applications for grant aid in accordance with Community Grants Policy* and reallocate to a new 6.26.
 - c) 10.1 Community Grants to Finance and Strategy Committee
- ii. amend Community Grants Policy as follows: -
 - a) 1.3, 4.6 & Part B replace Property and Services Committee with Finance and Strategy Committee.

FC25/105 Correspondence

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

Paper K (pages 76 to 78)

FC25/106 Items for Notification

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

FC25/107 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 3 December 2024 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 31 October 2024

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 1 October 2024** at **6:30pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present:

Councillor Kenneth Woolley (Chair)	
Councillor Nigel Bowler	Councillor Nicholas Coxon
Councillor Dennis Dannatt	Councillor David Dobbie (arrived at 6:31pm)
Councillor Richard Doy	Councillor Paul Hooton
Councillor Paul Key	Councillor James Plastow

In Attendance:
Rachel Allbones Town Clerk

Open Forum Public participation

No public questions received.

FC25/079 Apologies for Absence

Apologies for absence were received from Councillors R Craig, C Davies, M Devine, S Morley, L Muggridge.

FC25/080 Declarations of Interest

No declarations of interest were made.

FC25/081 Dispensation Requests

No dispensation requests were received.

FC25/082 Items for Exclusion of Public and Press

No items for exclusion of public and press.

FC25/083 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Council meeting held on Tuesday 3 September 2024 be approved as a as a true and accurate record and signed by the Chair.

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

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

FC25/084 Committee Meeting Minutes (Papers B - D)

- i. Property and Services Committee, Tuesday 10 September 2024 Paper B
- ii. Personnel Committee, Wednesday 11 September 2024 Paper C
- iii. Planning Committee, Wednesday 18 September 2024 Paper D
- iv. Finance and Strategy Committee, Tuesday 24 September Paper E

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

FC25/085 Announcements (Paper E)

- i. Chair of Council

The Chair informed Members of the Cemetery Working Group meeting, presentation of the Citizen of the Year award to John Lyden at the Men's Shed Open Day and the Gainsborough in Bloom award.

- ii. Leader of Council

The Leader informed Members of the Cemetery Working Group meeting, presentation of the Citizen of the Year award to John Lyden at the Men's Shed Open Day, meeting with Gainsborough Trinity Foundation and Trustees discussing ways to move forward with the sand-based pitch and looking at a further meeting with WLDC as the Council was originally informed they would be quarterly.

- iii. Representatives on Outside Bodies

Councillor Bowler advised that Gainsborough Together southwest ward walk arounds were open to all Councillors to attend and he would forward details.

Councillor Dobbie advised he was unable to attend the Central Lincolnshire Design Code Parish/Town Council event as he was working but would read documents provided and report to the Planning Committee.

- iv. Town Clerk

RESOLVED: to support the proposed reduction in speed limit, to 30mph on Corringham Road.

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

FC25/086 Motion from Councillor Coxon

Following the recent walkabout with the police commissioner, leader and representatives from various organisations, I wanted to share an exciting opportunity that came up during discussions myself and the leader had with Marc.

We talked about collaborating with the probation service to engage in community payback initiatives. Specifically, we're looking into organising a litter pick as part of the community service programme. I was included in an email with Marc's assistant and the probation service, which provided guidance on how to apply for this programme.

Given the positive impact this could have on our town, I would like to propose that our Council applies to join the probation service's community payback

scheme. It's a fantastic way to not only improve our local environment but also to support the rehabilitation process for those involved.

I'm asking colleagues to support this initiative and back the Town Council making an application? Your support would be invaluable in moving this forward.

No second was obtained therefore the motion was treated as though it was never offered.

FC25/087 Motion from Councillor Coxon

I am seeking colleague support for a proposal I believe will greatly benefit our community. It has been brought to my attention by several visitors to the park that the current parking situation is less than ideal, particularly for those who require wheelchair access. At present, visitors have to unload their wheelchairs and then find parking on the road, which poses significant inconvenience and potential safety concerns.

In light of this, I am proposing the establishment of a public car park where the Avery was located at the front of Richmond House. This new facility would vastly improve accessibility for all visitors.

Additionally, I would like to address the current state of our toilet facilities. I believe there is a strong case for not only upgrading these facilities but also introducing a dedicated changing place. This would involve seeking financial support from the West Lindsey District Council to ensure that we can provide a fully accessible and accommodating environment for all park visitors.

Colleague support and input would be invaluable in moving this proposal forward. I am confident that, with their support, we can make these necessary improvements a reality.

The motion was **WITHDRAWN** by the proposer.

FC25/088 Correspondence (Paper G)

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

FC25/089 Items for Notification

Presentation from Community Links Project at the November meeting.

FC25/090 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 5 November 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:01pm.

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

Initialled:

PAPER B

Gainsborough Town Council

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Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 8 October 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 Paul Key
Councillor James Plastow

Councillor Caz Davies
Councillor Stuart Morley
Councillor Kenneth Woolley

In Attendance:

Rachel Allbones
Stephen Coulman

Town Clerk
Operations Manager

PS25/068 Apologies for Absence

Apologies for absence were received from Councillors R Craig, P Hooton.

PS25/069 Public Participation Period

No public in attendance.

PS25/070 Declarations of Interest

Councillor Plastow declared a personal interest in agenda items PS25/078 & PS25/079 as he personally knows both applicants.

Councillor Davies declared a personal interest in agenda items PS25/078 & PS25/079 as he personally knows both applicants.

PS25/071 Dispensation Requests

No dispensation requests were received.

PS24/072 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/080, PS25/081 and PS25/082 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/073 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 10 September 2024 be approved as a as a true and accurate record and signed by the Chair.

Initialled:

Property and Services Committee minutes 2024-25

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

PS25/074 Matters Arising Schedule (Paper B)

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

RESOLVED: to receive quarterly reports going forward rather than monthly.

PS25/075 Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries (Paper C)

RESOLVED: to remove the word 'not' from 4.2.

It was proposed and seconded to amend 17.32 to read On the grounds of safety all children ten (10) years or younger must be accompanied by a responsible person whilst they are visiting any of the Council's the cemeteries.

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

For: Councillors Coxon, Dannatt, Davies, Morley, Plastow, Woolley

Against: Councillor Key

RESOLVED: to amend 17.32 to read On the grounds of safety all children ten (10) years or younger must be accompanied by a responsible person whilst they are visiting any of the Council's the cemeteries.

RESOLVED:

- i. To adopt the revised Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries.
- ii. That the delegations in paragraphs 19.1, 23.2, 24.5 and 25.7 of the draft revised regulations are made.
- iii. That the superseded policies in relation to Memorials, Exhumations and Benches, which now form part of the new Council Guidance and Regulations within Gainsborough Town Councils Cemeteries, are revoked / cancelled.

PS25/076 Community Grant Policy (Paper D)

RESOLVED: to adopt the revised Community Grant Policy.

PS25/077 Christmas Lights Festival (Paper E)

Members received a verbal update from Councillor Key following the meeting with WLDC.

RESOLVED: to

- i. agree to support the Christmas Lights Festival with a £5,000 contribution as budgeted,
- ii. agree to provide school choirs selection boxes,
- iii. request more frequent meetings earlier in the organising stage for the 2025 event,
- iv. ask WLDC what sort of contribution they would be looking for towards the 2025 event.

PS25/078 Event Application (Paper F)

RESOLVED: to approve the application in principle to hold a Community Family Fun Day on Levellings Playing Field on 5 July 2025 subject to: -

Initialled:

Property and Services Committee minutes 2024-25

- i. provision of a final event plan, including layout plan
- ii. proof of PLI
- iii. provision RAMS
- iv. evidence of consultation with the Safety Advisory Group
- v. own public toilets to be provided
- vi. classic cars to provide drip trays for rear end and axels
- vii. no fee to be levied for 2025 event.

PS25/079 Event Application (Paper G)

RESOLVED: to approve the application in principle to hold a Gainsborough Pride on Levellings Playing Field on 16 August 2025, subject to the below by 31 March 2025 and review at April Committee meeting: -

- i. provision of a final event plan, including layout plan
- ii. proof of PLI
- iii. provision RAMS
- iv. evidence of consultation with the Safety Advisory Group
- v. own public toilets to be provided
- vi. no areas of the playing field / park area to be closed off, or restrictions to the public
- vii. no fee to be levied for 2025 event.

Note: Councillor Key voted against the above resolution.

PS25/080 Tree Felling (Paper H)

RESOLVED:

- i. That contractor A (Fenton Tree Surgery) be appointed to undertake the works of felling the Ash tree (number 22) as soon as reasonably practicable at the cost of £1,800 +VAT. This being subject to their risk assessments and method statements being satisfactory.
- ii. That upon receipt of the written tree safety report the outgoing Operations Manager and incoming Operations Manager discuss and prepare a tree action plan, as necessary.
- iii. That the incoming Operations Manager, in conjunction with Elected Members, consider and consult with the Tree and Landscape Officer at West Lindsey District Council with regard to planting additional heavy standard trees in Richmond Park. As well as replacing lost 'specimen trees' any new trees will provide an enhanced vista / backdrop for wedding photographs and the overall appearance of the park.

PS25/081 Levellings Dog Walk Footpath (Paper I)

RESOLVED:

- i. to undertake the specified works as detailed in paragraphs 2a to 2m within the report.
- ii. that quotations be obtained via a formal tender process on Contract Finder.
- iii. that a selection panel of Members and Officers be appointed and recommend to Full Council.
- iv. that the Grounds Maintenance, Footpath / Road Maintenance, General Footpath / Road and General Reserves Budget are adjusted accordingly.
- v. to note that any future deterioration in the footpaths / tarmac areas in Levellings Park, however caused, should be addressed as soon as possible on safety grounds.

- vi. to consider setting aside reserves for future resurfacing works in Levellings Park.

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

PS25/082 General Cemetery Extension – Old Nursery Site (Paper J)

Members **NOTED** the current position with a potential General Cemetery extension.

RESOLVED: to **RECOMMEND to FULL COUNCIL** for the Town Clerk to draft a letter to West Lindsey District Council for approval at Full Council stating the Councils stance on the General Cemetery potential extension.

Note: Councillor Woolley left the meeting at 8:42pm.

PS25/083 2025 / 2026 Budget

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

Councillor Coxon requested a budget for 6 Town Council bus shelters to be replaced, this was not supported by the Committee.

RESOLVED: to **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to reallocate of the Community Grants budget (2040/2) to the Property and Services Committee from Finance and Strategy Committee.

PS25/084 Items for Notification

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

- i. Tree Safety Survey - November
- ii. Bus Shelters - November
- iii. Memorial Mason Guidance Review - November
- iv. Marshalls Boiler
- v. Richmond House Conservatory Replacement
- vi. General Cemetery Extension
- vii. General Cemetery potential carpark area
- viii. General Cemetery Chapel
- ix. Richmond House Fire Risk Assessment review

PS25/085 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 12 November 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:53pm.

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

DRAFT

PAPER C

Gainsborough Town Council

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 9 October 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 James Plastow
Councillor Paul Key

In Attendance:
Rachel Allbones
Town Clerk (TC)

PC25/041 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, R Craig, P Hooton, S Morley, K Woolley.

PC25/042 Declarations of Interest

No declarations of interest were made.

PC25/043 Dispensation Requests

No dispensation requests were received.

PC25/044 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/049 and PC25/050 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/045 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 11 September 2024 be approved as a as a true and accurate record and signed by the Chair.

PC25/046 NJC Extra Statutory Days (Paper B)

RESOLVED: to set the two occasional days as Friday 27 December 2024 and Tuesday 31 December 2024.

PC25/047 Flexible Working Policy (Paper C)

RESOLVED: to adopt the revised Flexible Working Policy following changes to the Employment Relations (Flexible Working) Act 2023 and Flexible Working (Amendment) Regulations 2023.

PC25/048 Paternity Leave and Pay Policy (Paper D & E)

RESOLVED: to adopt the NALC Model Paternity Leave and Pay Policy.

PC25/049 Operations Manager Recruitment Update (Paper F)

Members NOTED the update Members on the Operations Manager recruitment.

PC25/050 HR Advisor Contract (Paper G)

RESOLVED: to appoint Contractor B (Stallard Kane) to provide HR service provision for 3 years at a cost of £98.18+VAT per month.

PC25/051 2025 / 2026 Budget

RESOLVED: to budget for the current staff structure plus 6 weeks (approx. £5,000) for possible agency staff for 2025/26 and for the Committee to discuss further at the next meeting.

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

- Employee Costs

RESOLVED: to **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to reallocate of the Payroll Services (2070/3), HR Provider (2070/6), Occupational Health (2070/7) and Recruitment (2070/8) budgets to the Personnel Committee from Finance and Strategy Committee.

PC25/052 Items for Notification

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

- i. 2025/26 Budget
- ii. Health and Safety Policy Review
- iii. Shared Parental Leave Policy Review
- iv. Adoption Leave Policy Review
- v. Parental Bereavement Policy Review
- vi. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- vii. Volunteer Policy Review
- viii. No Smoking Policy Review
- ix. Employee Code of Conduct Review
- x. Staff Training Policy Review
- xi. Staff Appraisal Policy Review
- xii. Electronic Information and Communication Systems Policy
- xiii. HR Management Software

PC25/053 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 13 November 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:05pm

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

DRAFT

PAPER D

Gainsborough Town Council

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Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 15 October 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 David Dobbie
Councillor Richard Doy

In Attendance:
Natasha Gardener Assistant Clerk
Rachel Allbones Town Clerk

Also Present: 1 Member of the public

PL25/101 Apologies for Absence

Apologies for absence were received from Councillors M Devine, P Key, S Morley, L Muggridge & K Woolley.

PL25/102 Public Participation Period

A resident spoke of privacy and overlooking concerns relating to PL25/109 Cox's Water Tower if it was turned into a dwelling.

PL25/103 Declarations of Interest

Councillor Plastow declared a personal interest in agenda items PL25/107 and PL25/108 as he knows the applicant.

Councillor Coxon declared a personal interest in agenda item PL25/111 as he knows the applicant.

PL25/104 Dispensation Requests

No dispensation requests were received.

PL25/105 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL25/106 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Planning Committee meeting held on

Wednesday 18 September 2024 be approved as a as a true and accurate record and signed by the Chair.

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

PL25/107 Planning Application

[Application Ref No: WL/2024/00717 \(18/09/24, 28 days\)](#)

[Proposal: Planning application to install awning to the shop front elevations.](#)

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

RESOLVED: to support the application.

PL25/108 Planning Application

[Application Ref No: WL/2024/00718 \(18/09/24, 28 days\)](#)

[Proposal: Listed building consent for to install awning to the shop front elevations.](#)

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

RESOLVED: to support the application.

PL25/109 Planning Application

[Application Ref No: WL/2024/00763 \(01/10/24, 28 days\)](#)

[Proposal: Planning application for 3no. dwellings and the conversion of the existing water tower into 1no. dwelling.](#)

[Location: Cox's Water Tower, Heapham Road, Gainsborough](#)

RESOLVED: to raise concerns about overlooking and loss of privacy of existing properties. Concerns regarding the junction at the top of the hill specifically vehicular access and highway safety.

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

For: Councillors Coxon, Doy, Plastow

Abstained: Councillor Dobbie

PL25/110 Planning Application

[Application Ref No: WL/2024/00764 \(01/10/24, 28 days\)](#)

[Proposal: Listed building consent for 3no. dwellings and the conversion of the existing water tower into 1no. dwelling.](#)

[Location: Cox's Water Tower, Heapham Road, Gainsborough](#)

RESOLVED: to raise concerns about overlooking and loss of privacy of existing properties. Concerns regarding the junction at the top of the hill specifically vehicular access and highway safety.

Note: The member of the public left the meeting.

PL25/111 Planning Application

[Application Ref No: WL/2024/00765 \(02/10/24, 28 days\)](#)

[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 support the application as it helps the resident(s) to have a better standard of living.

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

PL25/112 Planning Application

[Application Ref No: WL/2024/00777 \(07/10/24, 28 days\)](#)

[Proposal: Prior approval application for proposed change of use of commercial, business and service to 4no. dwellings.](#)

[Location: TUI, 23-25 Market Place, Gainsborough](#)

RESOLVED: to support the application as the Town Council supports town centre living.

PL25/113 Decision Notice (Paper B)

Application Ref No: WL/2024/00097 GRANTED (delegated)

Proposal: Planning application for the change of use and redevelopment to form 3no. dwellings.

Location: Former Melrose Sports and Social Club, 51 Melrose Road, Gainsborough

RESOLVED: to NOTE the decision notice.

Councillor Dobbie raised concerns regarding the existing boundary line of the bowls area, local residents have previously raised the boundary line had been removed, it will impact the biodiversity of the area.

PL25/114 Decision Notice (Paper C)

Application Ref No: WL/2024/00608 GRANTED (delegated)

Proposal: Planning application to demolish an existing timber framed conservatory structure, provide new windows to replace existing doors to the Registration Office and Ceremony Room, repairs to brickwork.

Location: Richmond House, Morton Terrace, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/115 Decision Notice (Paper D)

Application Ref No: WL/2024/00609 GRANTED (delegated)

Proposal: Listed building consent to demolish an existing timber framed conservatory structure, provide new windows to replace existing doors to the Registration Office and Ceremony Room, repairs to brickwork.

Location: Richmond House, Morton Terrace, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/116 Street Naming Requests

No street naming requests were received.

PL25/117 Tree Preservation Orders

No tree preservation orders were received.

PL25/118 20's Plenty (Paper E)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** that the Town Council sign up to the 20s Plenty Campaign and elect a spokesperson/lead contact.

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

PL25/119 Proposed Stopping Up of Part of the Public Highway at Heapham Road, Gainsborough (Paper F)

RESOLVED: to support the stopping up of Part of the Public Highway at Heapham Road, but to request LCC consider reinstating the vehicular access gate to stop vehicles accessing the footpath.

PL25/120 DMMO Applications (Paper G)

RESOLVED: that Councillor Dobbie will take photos of the footpaths near Sweyn Lane and bring it back to a future meeting.

PL25/121 Items for Notification

- i. Caskgate Street Zebra Crossing Response
- ii. DMMO Applications

PL25/122 Time and Date of Next Meeting

RESOLVED: To **NOTE** the date and time of the next Planning Committee meeting is scheduled for Tuesday 19 November 2024 at 6:30pm.

The meeting closed at 7:40pm.

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

PAPER E

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 22 October 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 David Dobbie (arrived at 6:43pm)
 Councillor Kenneth Woolley
 Councillor Michael Devine
 Councillor Paul Key

In Attendance:
 Rachel Allbones
 Town Clerk & Responsible Finance Officer (TC)

FS25/064 Apologies for Absence

Apologies for absence were received from Councillor J Plastow.

FS25/065 Public Participation Period

No public in attendance.

FS25/066 Declarations of Interest

No declarations of interest were made.

FS25/067 Dispensation Requests

No dispensation requests were received.

FS25/068 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FS25/074, FS25/075 and FS25/076 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FS25/069 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 24 September 2024 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Bowler and Woolley abstained from voting on the above resolution.

Initialled:

FS25/070 Finance Reports (Papers B, C & D)

Note: Councillor Dobbie arrived at the meeting at 6:43pm.

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

- i. Unpaid Expenditure Transactions for 17 October 2024
- ii. Cashbook Summary (including due and unpaid transactions) for 17 October 2024
- iii. Budget Comparison Report (including due and unpaid transactions) for 17 October 2024

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

FS25/071 Bank Reconciliation (Paper E)

RESOLVED: to approve and sign the monthly bank reconciliations for 30 September 2024.

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

FS25/072 Record Retention Policy (Paper F)

RESOLVED: to adopt the reviewed Record Retention Policy.

FS25/073 Investments (Paper G)

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

For: Councillors Bowler, Devine, Dobbie and Woolley

Against: Councillor Key

Abstained: Councillor Coxon

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

- i. To invest in an instant access account.
- ii. To invest with CCLA Public Sector Deposit Fund (PSDF).
- iii. To initially invest £200,000 (made up of Roses Sinking Fund, Cemetery Extension sinking fund, CIL + £50,000).
- iv. That the Town Clerk / RFO in consultation with the Finance and Strategy Chair manages the flow of the fund and report the Finance and Strategy Committee initially on a monthly basis.

FS25/074 Cemetery Fees (Paper H)

RESOLVED: to

- i. Request 1 – Reduce the additional non-resident charge by 40% due to details contained within the report.

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

- ii. Request 2 – Waiver the fee due to details contained within the report.

FS25/075 Complaints (Paper I)

RESOLVED: to **NOTE** the report.

FS25/076 Debtor Report (Paper J)

RESOLVED: to: -

- i. Note the debtor in 3.1 of the report

Initialled:

Finance and Strategy Committee minutes 2024-25

- ii. Send a final demand letter to the debtor in 3.2 of the report.

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

FS25/077 Budget 2025 / 2026

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:

- Administration

It was proposed and seconded that the allocation of Community Grants is by Finance and Strategy Committee.

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

For: Councillors Bowler, Devine, Key and Woolley

Against: Councillor Coxon

Abstained: Councillor Dobbie

RESOLVED: to **REJECT the recommendation from Property and Services Committee** to reallocate of the Community Grants budget (2040/2) to the Property and Services Committee from Finance and Strategy Committee.

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

- i. amend Structure and Functions document in order for Finance and Strategy Committee to allocate Community Grants as follows: -
 - a) 3.15 Community Grants Policy to Finance and Strategy Committee
 - b) Removal of 9.23 *Consider and determine applications for grant aid in accordance with Community Grants Policy* and reallocate to a new 6.26.
 - c) 10.1 Community Grants to Finance and Strategy Committee
- ii. Amend Community Grants Policy as follows: -
 - a) 1.3, 4.6 & Part B replace Property and Services Committee with Finance and Strategy Committee.

RESOLVED: to reallocate of the Payroll Services (2070/3), HR Provider (2070/6), Occupational Health (2070/7) and Recruitment (2070/8) budgets to the Personnel Committee from Finance and Strategy Committee.

FS25/078 Items for Notification

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

- i. 2025 / 2026 Budget – November
- ii. Rolling Project Plan - November
- iii. Strategic Plan
- iv. Registrar Lease renewal
- v. Filming and Recording Meetings Policy Review
- vi. Public Participation at Meetings Policy Review
- vii. Communications Policy Review
- viii. GDPR Policy Review
- ix. Councillor Vacancy (Co-option) Policy Review

- x. Employee / Councillor Protocol Review
- xi. Social Media Policy Review
- xii. Publication Scheme & FOI Review
- xiii. Pensions Discretionary Policy Review
- xiv. Member Training and Development Policy Review
- xv. LCAS Quality Status submission – July 2025

FS25/079 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 26 November 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:40pm.

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

PAPER F

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 31 October 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 11 November at 10:00am.

WLDC Markets and Events

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

Councillor Training

Please see at Appendix A LALC Training Bulletin—October 2024, Councillor training sessions.

Meeting with WLDC (Christmas Lights)

The Town Clerk and Leader met with the Commercial, Cultural and Leisure Development Manager and Cultural Support Officer on Monday 7 October 2024 regarding the upcoming Christmas Lights Festival. The festival being held on Friday 15 November 2024 4pm-8pm and Saturday 16 November 2024 12pm – 8pm.

<https://www.west-lindsey.gov.uk/events/christmas-lights-festival-2024>

Meeting with WLDC (Richmond House Listing)

The Town Clerk, Operations Manager and Leader met with the Chief Executive, Development Management Team Manager and Conservation Officer on Tuesday 8 October 2024 regarding the listing status of Richmond House and Park.

Meeting with GiB

The Town Clerk and Mayor met with the Gainsborough in Bloom Committee on Thursday 10 October 2024 to discuss the success of the 2024 competition and plans for 2025.

Large Town: Silver Award

Score: Horticulture 27/40, Environment 19/30, Community 18/30

Total 64/100

GiB are looking for an increased contribution from the Town Council for 2025.

Meeting with the Together Team

The Operations Manager met with Mary Hollis, Projects Consultant, Together Team on Wednesday 2 October 2024 regarding the wildflower planting scheme at the bottom of Thorndyke Way going forward.

Meeting regarding Collaborative Working

A meeting has been arranged for mid-December at WLDC with WLDC, Lincolnshire Police, Acis, Lincolnshire Fire and Rescue and the PCC (not responded to the invitation).

Levellings Footpaths

The Town Clerk met with 5 contractors for the footpath tendering. The tender submissions closed at midday on 4 November. The date for the tender opening is set for Tuesday 12 November with Councillors Dannatt, Craig, Dannatt and Key. The tender panel will then make a recommendation to Full Council in due course.

Richmond House Dry Rot

Contractors were onsite on Thursday 10 October to carry out an invasive survey to find the extent of the rot. A report is yet to be received (unless it is in the Operations Managers inbox).

North West Ward Election

The election for both vacancies in the North West Ward took place on Thursday 24 October 2024. Congratulations to Jacob Flear and Thomas Padden on being successfully elected.

Name of Candidate	Description (if any)	Number of Votes*	
EDDOWES, Michael Harry Edward	Labour Party	51	
FLEAR, Jacob William	Liberal Democrats	312	Elected
PADDEN, Thomas Richard	Liberal Democrats	266	Elected
SMITH, Perry Peter	Labour Party	47	

Grave Digging

Unfortunately Retford Memorials, current grave digging contractor under an SLA, has given the Council 3 months' notice to terminate the contract with the Council due to personal circumstances.

North Warren Allotments

The installation of the fence on the northern boundary of the allotments was completed on Monday 28 October 2024.

Love Lane Allotments

The installation of the fence surrounding the pond was completed on Friday 11 October 2024. Following the removal of the vegetation along the dyke Councillor Dannatt approved the quotation to the dredging to take place, the works are yet to be complete, but the contractor has been instructed.

Play Areas

4 new swings have been installed at St Georges play area along with 2 new litter bins. 2 new litter bins and been installed on the eastern and western side of Levellings playing field and 1 new litter bin has been installed at Aisby Walk play area to accompany the new litter bin installed a few months ago.

Communities Officer

The Communities Officer officially commenced the role on 1 November 2024. They have already attended some training courses on grants and bid writing and further training has been booked in.

Neighbourhood Plan Working Group

The Neighbourhood Plan Working Group meeting scheduled for Monday 21 October 2024 at 11:00am was cancelled 1 hour prior to the commencement time due to the meeting being inquorate for the second time.

Richmond House Offices Heating

The boiler in the office (flat) area at Richmond House was install on 31 October, which was welcomed by Officers.

Community Infrastructure Levy (CIL)

The Council received the below payment of CIL funds on 22 October 2024. The Council have 5 years to spend the fund.

Ref	Site Address	Proposal Description	Parish Portion
145066	Land North East Of Highfields Roundabout, Corringham Road, Gainsborough	Reserved matters application for Phase 1A to erect 130no. dwellings, considering appearance, landscaping, layout and scale, following outline planning permission 136937 granted 15 September 2020.	£34,367.08

Conservatory Replacement

The Council have received planning permission and listed building consent for the revised plans for the conservatory area. A quote is being sought for the works and conversations will commence with WLDC regarding the way forward.

Burial and Cremation Consultation

The Town Clerk attended a 'Spotlight on the Law Commission: Understanding Their Latest Consultation with Q&A' through the ICCM facilitated by Plotbox. The consultation ends on 9 January 2025, the Town Clerk will discuss this with the new Operations Manager.

Enabling remote attendance and proxy voting at local authority meetings

Member were sent a 'special edition of the NALC's chief executive's bulletin' on 29 October, Angela Rayner MP, announced in her [speech](#) that the government will consult on:

- *Changes to the standards regime include removing the requirement for councillors' home addresses to be published and introducing sanctions.*
- *Allowing councils to use virtual attendance at council meetings. A [consultation paper](#) has been published with a closing date of 19 December. We will be responding, and I encourage all parish and town councils, county associations, and individual councillors and clerks to participate in this important consultation. Your responses are vital in demonstrating the strong support for this flexibility, building on the momentum from the previous call for evidence.*

This will be an agenda item on Decembers Full Council in order for the Council to submit a formal response.

Remembrance Sunday

Remembrance Sunday is on Sunday 10 November 2024, the service at All Saints Parish Church begins at 10am followed by the service at the war memorial at 11am. Council employees will be managing the road closures on the day.

Local Council Award Scheme — Introducing to the New Criteria

The Town Clerk & Assistant Clerk attended an online session introducing the new criteria for LCAS. The Council currently holds the Foundation level, old awards were Foundation, Quality, Quality Gold. The new scheme is Bronze, Silver and Gold. The main change for the new criteria is the adoption of the Civility and Respect Pledge through all 3 levels. If the Council chose not to sign up to the pledge after the 4 years of the Foundation level, we will simply no longer hold an award. The Town Clerk was aiming for a September 2025 submission for the Silver award. The Town Clerk will need a steer from Members if they would to sign up to the pledge to progress the awards.

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

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- *Has put in place a training programme for councillors and staff*
- *Has signed up to the Code of Conduct for councillors*
- *Has good governance arrangements in place including staff contracts and a dignity at work policy*
- *Will seek professional help at the early stages should civility and respect issues arise*
- *Will commit to calling out bullying and harassment if and when it happens*
- *Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme*
- *Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate*

Sign up your council to the pledge. 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.

Election

An election has been called following the resignation of Sean Brennan for the Hill Ward, at the time of writing paperwork and a date for the election had not been received from WLDC.

Interest Forms

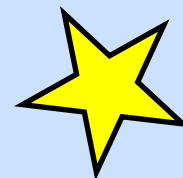
It may be appropriate for members to consider reviewing their interest forms. All Councillors are required to complete a Register of Interests form. For example: Have you moved address? Have you changed job? Has your partner changed job? Any changes such as these need to be recorded with 28 days. Please 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>

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

What's New This Month?

Councillor Induction & Refresher—see page 2
Effective Meetings—see page 3
New Clerk's Induction—see page 3
End of Year & Audit Processes—see page 3
Breakthrough: Data Protection/Freedom Of Information—see page 12
Allotments Management 1 (including tenancy agreements and policies) - see page 17
Allotments Management 2 (site facilities and health & safety) - see page 17
Cemetery Compliance & Management (2-part) - see page 18
Play Areas—Routine Inspections (non-exam) - see page 19
Play Areas—Routine Inspections (with exam) - see page 19



Picking up contact information when booking places

If you have set your councillors up on the portal, you can now select their details from a drop-down list when booking a place on one of our courses. If you do not have your councillors set up, the drop-down list will be blank and you will have to type their details in manually. Please ensure that the email address is correct, otherwise they will not receive the automated email reminders.

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	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	3rd December 18:00—21:00 28th January 18:00—21:00	Zoom Zoom
Chair's Workshop	This training session will suit Chairs of parish and town councils, Chairs of Committees and Vice Chairs. 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	12th November 18:00—21:00	Zoom

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
Effective Meetings	Ideal for new clerks and an excellent refresher for existing clerks, covering: • 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	10th December 18:00—21:00	Zoom
New Clerk's Induction	New Clerk's Induction Day, covering key points and duties for the Clerk's role. New Clerks may also want to consider attending Effective Meetings and End of Year & Audit Processes Briefing training.	12th November 10:00—16:00	LALC Office Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR
End of Year & Audit Processes	Ideal for new and experienced Clerks. Topics Covered: • Internal Controls • Internal Audit • External Audit • End Of Year AGAR • End Of Year Documents • Publication • Transparency Code • Common Mistakes	18th February 10:00—13:00 25th March 13:00—16:00	Zoom North Kyme Village Hall Vacherie Lane North Kyme LN4 4DL

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>

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	For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge. 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.	5th December, 10:00 11th February, 10:00 1st May, 10:00 24th June, 10:00
Finance for Councillors	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	14th November, 10:00 19th November, 18:30 3rd December, 10:00 10th December, 18:30 23rd January, 10:00 30th January, 18:30 4th March, 10:00 24th April, 10:00 3rd June, 10:00 10th July, 10:00
New clerk's finance	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. Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance & Accountability Return; Internal and external audit.	20th November, 10:00 12th December, 10:00 28th January, 10:00 26th March, 10:00 8th May, 10:00 17th June, 10:00 17th July, 10:00
VAT—Partial exemption	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. 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.	4th February, 10:00 19th 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***



PARKINSON
PARTNERSHIP

Course	Description	Date(s)
Introduction to VAT (VAT for unregistered councils - VAT126)	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. Topics include: • 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	19th November, 10:00 16th January, 10:00 18th February, 10:00 27th March, 10:00 29th April, 10:00 5th June, 10:00 15th July, 10:00
Procurement Act 2023	For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils. This session introduces the new rules of the Procurement Act 2023, which comes into force on 28 October 2024 and replaces the Public Contracts Regulations 2015. This session is an introduction to the basics of procurement for local councils: • Inviting quotes • Producing specifications and tender documentation • Achieving competition and value for money • Managing contracts.	21st January, 10:00 27th February, 10:00 22nd April, 10:00 12th June, 10:00
Internal controls	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	31st October, 10:00 4th December, 10:00 22nd January, 10:00 19th February, 10:00 2nd April, 10:00 28th May, 10:00 23rd July, 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***



PARKINSON
PARTNERSHIP

Course	Description	Date(s)
Budgeting	This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring their council's budgets. Topics include: • Setting a budget and precept • Contingencies and reserves • How the council tax base affects the budget • Inflation • Budget monitoring	7th November, 10:00 12th November, 10:00 21st November, 10:00 22nd July, 10:00
The role of internal audit	This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls. Topics include: • Legislation and guidance • Roles and responsibilities • Internal controls • How the council appoints an internal auditor • Scope of internal audit • Reviewing internal control • Internal audit reports	1st November, 10:00 15th January, 10:00 5th March, 10:00
Year end and audit—councils over £25,000	This session is aimed at councils that spend between £25,000 and £200,000 a year and prepare simple accounts on a receipts and payments basis. It is also relevant for councils under £25,000 that choose not to exempt themselves from external audit, as well as for and councils that regularly spend over £200,000 and are already comfortable with preparing income and expenditure accounts. Topics include: • Closing the accounts • Assets and borrowing • Reviewing internal control • Internal audit • The Annual Return • Electors rights • Audit • Publication requirements	13th February, 10:00 25th February, 10:00 11th March, 10:00 20th March, 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***



PARKINSON
PARTNERSHIP

Course	Description	Date(s)
Year end & transparency— councils under £25,000	For officers of councils that spend and receive less than £25,000 a year, who want to understand how to prepare and publish their council's Annual Governance & Accountability Return to comply with the Accounts & Audit Regulations, as well as publishing the information required by the Transparency Code for Smaller authorities. Topics include: • Closing the accounts • Exemption from external audit • Internal audit • Reviewing internal control • The Annual Return • Electors rights • Transparency and publication requirements	6th March, 10:00 18th March, 10:00
Income & expenditure accounts (for larger councils)	For officers who want to understand how to prepare their council's Annual Governance & Accountability Return on an income and expenditure basis (mandatory for councils regularly spending over £200,000) and comply with the requirements of the audit process. This session explains how to convert receipts & payments accounts to income & expenditure accounts, how this affects the Annual Return and the timing of year-end activities and the audit process, enabling you to complete all the relevant steps correctly. Topics include: • Closing the accounts • Debtors and creditors • Assets and borrowing • Internal audit • Reviewing internal control • The Annual Return • Electors rights • Publication requirements	13th March, 10:00 25th March, 10:00

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.

£30 plus VAT.



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.	19th November 9:30 21st January, 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.	10th December, 9:30 12th February, 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.	14th November 9:30 28th January, 9:30
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.	17th December, 9:30 15th January, 18:30 24th February, 13:00
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.	12th November 9:30 22nd January, 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.

£30 plus VAT.



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 December, 9:30 4th February, 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.	5th December, 9:30 6th February, 9:30
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 November, 9:30 15th January, 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.	12th December, 9:30 26th February, 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.	13th November 18:30 14th January, 18:30

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Council Communications

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£30 plus VAT.



Course	Description	Date(s)
Emotional intelligence and resilience in practice for clerks, councillors and officers	This is 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.	Awaiting new dates
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.	11th November, 18:30 29th January, 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.	21st November 9:30 30th January, 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.	19th December, 9:30 11th February, 9:30

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Council Communications

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£30 plus VAT.



Course	Description	Date(s)
Data Protection for councils Part 1: Foundations & theory	It is important that councils have the most up-to-date understanding of data protection legislation. They should also have a good grasp of their data protection obligations. This introductory session covers the theory and core principles of UK GDPR and other relevant legislation and explains what policies, practices and processes local councils need to have in place.	4th November, 9:30 13th January, 9:30
Data Protection for councils Part 2: Accountability and lawfulness	This session deep dives into how councils demonstrate accountability with UK GDPR, considering the different lawful bases for the processing of personal data. Also how to create the policies and documents required for local councils. We will explore the requirements of the published Privacy Notice, how to create Legitimate Interest Assessments and Data Protection Impact Assessments.	18th November, 9:30 20th January, 9:30
Data Protection for councils Part 3: Data subject rights and information security	In this session we consider how to deal with data subject rights requests, including Subject Access Requests (SARs). We explore the steps to take to ensure you are compliant and consider what exemptions may apply. There is also an introduction to information security for local councils and what this means in practice.	2nd December, 9:30 3rd February, 9:30
Councillors training: Data protection training for parish and town councillors	This session clarifies a councillor's legal responsibilities to themselves and the council. We will guide you on the right procedures and best practice. We will also introduce Freedom of Information and the implications it has for councillors.	2nd December, 18:30 24th February, 18:30
Freedom of Information for local councils: obligations, procedures and exemptions	This course examines the obligations of local councils regarding Freedom of Information (FOI). We discuss the necessary policies and procedures. How your council could ensure awareness among officers and councillors about FOI. Consider the steps to follow when managing an FOI request including the use of exemptions.	9th December, 9:30 10th February, 9:30

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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.	29th January 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	
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):	26th February, 10:00—13:00
CiLCA Day 2 (Remote):	26th March, 10:00—13:00
CiLCA Day 3 (Remote):	23rd April, 10:00—13:00
CiLCA Day 4 (Remote):	4th June, 10:00—13:00

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

Offerings from LALC partners

Dispute Resolution Programme		Personnel Advice & Solutions Ltd (Chris Moses)
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. For further details contact p.d.solutions@zen.co.uk		
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 plus VAT
2—Legal issues	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. 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.	£150 plus VAT
3—Practical issues	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 . 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.	£150 plus 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 plus VAT

**Clerk's Networking Day including SLCC
Lincolnshire Branch AGM**

£20.00 plus VAT



Description	Date	Venue
Come and network with fellow Clerks! Schedule for the day 9:30 Registration for SLCC members 10:00 SLCC Lincolnshire Branch AGM 10:00 Registration for non SLCC members 10:30 Joe Russell from Complete Communities, presenting on “Beyond Ideas: Tips for writing engaging plans and strategies”. This session is primarily aimed at officers and clerks. It focusses on finding ways to make public sector documents engaging and readable for residents and businesses. We will cover: • The importance of a strategic approach • Phraseology and perceptions • Improving your story telling and narrative • Tips for improving readability and engaging people with your plans 12:00 Lunch 13:00 Grant White and Paul Drury will be running a joint workshop on Effective engagement/consultation and tips to write successful bid applications.	26th November 9:30—15:30	Welbourn Village Hall 38A Beck Street Welbourn LN5 0LZ

Health & Safety Awareness and Risk Assessments for councils —delivered by: £72.50 plus VAT		
Description	Date	Venue
Join us for this interesting day which is being run in conjunction with our colleagues at ERNLLCA (East Riding and Northern Lincolnshire Local Councils Association), and will be delivered by our H&S partner, Worknest. The event is suitable for clerks and councillors. The morning session will be a presentation from Worknest on 'Health & Safety Awareness for Councils'. This will be followed in the afternoon session by Health & Safety Awareness workshops where delegates will be able to produce their own Risk Assessments with guidance from Worknest. Items to be covered are expected to be risk assessing meeting venues and events such as Remembrance and Christmas events as well as some of the employer duties that may face councils ensuring that employees and volunteers are safe. Refreshments and buffet lunch is included. Please note that free car parking is available in the Market Square.	29th October 9:30—15:30	Kirton in Lindsey Town Hall High Street Kirton in Lindsey Gainsborough DN21 4LZ

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

Allotment Management including tenancy agreements and policies — delivered by:
£30 plus VAT



Description	Date	Venue
Covering: • Types of allotment, and the basics of legislation • Newer trends, including the inclusion of allotments in new developments • Land acquisition • Management options and responsibilities • The pros & cons for the self-management of allotments by Local Authorities • What to include within the tenancy agreement • Standard clauses in line with allotment legislation • Templates available • Issues that can arise • Practical tips, using examples from day-to-day problems	5th March 10:00—11:30	Zoom

Allotment Management including site facilities and health & safety —delivered by:
£30 plus VAT



Description	Date	Venue
• Site accessibility • What types of facilities can be included on site? • What policies and procedures need to be covered? • The importance of plot cultivation and inspection • Health and Safety risk assessments, insurance and implications for volunteers carrying out maintenance on site • Security for sites • Practical tips, using examples from day-to-day problems	12th March 10:00—11:30	Zoom

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

Cemetery compliance and management (2 part)—delivered by: £35 plus VAT		
Description	Date	Venue
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 All the topics listed above will be covered over the 2 session course 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.	Session 1 of 2 6th May 9:15—12:30 Session 2 of 2 7th May 9:15—12:30	MS TEAMS—link to be circulated by the presenter

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

Play areas—Routine Inspectors course (non exam) delivered by: £77.50 plus VAT	 The Play Inspection Co.	
Description	Date	Venue
Covering: • The benefits of play • Injuries occurring on playgrounds • Legal responsibilities • Inspection techniques for basic equipment types • The inspection procedures of their verifying employer This is a non-exam course. The Play Inspection Company will issue a Certificate of Training to all participants who complete this course.	13th May 9:30—16:00	Washingborough Sports Pavilion Washingborough Playing Fields Fen Road Washingborough LN4 1AB

Play areas—Routine Inspectors course (with exam) delivered by: £77.50 plus £130 RPII exam fee - plus VAT	 The Play Inspection Co.	
Description	Date	Venue
Covering: • The benefits of play • Injuries occurring on playgrounds • Legal responsibilities • Inspection techniques for basic equipment types • The inspection procedures of their verifying employer At the end of the day delegates will take the Register of Play Inspectors International (RPII) Routine inspector exam, which would qualify the delegate to conduct daily/weekly inspections on playground equipment; this could be for their own site/s or for other sites. There is no conflict of interest.	14th May 9:30—16:00	Washingborough Sports Pavilion Washingborough Playing Fields Fen Road Washingborough LN4 1AB Exam to be taken at: Station Road Recreation Ground Station Road Heighington LN4 1QJ

Seeking expressions of interest in IOSHH training

LALC are currently gathering expressions of interest for this in-person 1-day certified “Safety for Executives & Directors (SED)” training, delivered by our H&S partners, Worknest.

This course will help delegates develop an improved understanding of the moral, legal and business case for adopting a proactive approach to health and safety and will learn essential skills in effective risk management.

Please register your expression of interest on the event via the portal.

If enough people express interest then LALC will seek to arrange a course event with a specific date, start time and location and you will be notified and invited to book a place.

LALC will aim to arrange it during the period specified but this is subject to trainer and venue availability and cannot be guaranteed.

Limited places will be available and places will be taken on a first come first served basis.

The actual cost will be specified before booking a place.

An Expression of Interest is not a guarantee of a place nor a binding agreement that you will book a place if the event takes place.

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: • 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: • 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: • 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: • 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

eLearning - delivered by: £25 plus VAT per course.		
Essential Skills		
Course	Description	
Display Screen Equipment (DSE) workstation assessment essentials	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: • 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	
Environmental awareness essentials	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: • 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	
Equality, diversity and inclusion essentials	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: • 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	
Fire safety essentials	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: • 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	

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eLearning - delivered by: £25 plus VAT per course.		
Essential Skills		
Course	Description	
Freedom of information essentials	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: • 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	
Health and safety essentials	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: • 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)	
Home working essentials	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: • 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 importance of good communication when working remotely • Identify practical strategies to increase your productivity • Recognise the importance of looking after your mental health and wellbeing	
Human factors essentials	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: • 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't be removed	

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eLearning - delivered by: £25 plus VAT per course.		
Essential Skills		
Course	Description	
Information security awareness essentials	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: • 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	
Manual handling essentials	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: • 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	
Menopause essentials	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: • Recognise how menopause affects women in different ways • Take steps to create a more supportive workplace for those experiencing menopause	
Modern slavery essentials	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: • 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	

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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: • 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: • 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: • 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: • 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 Height 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: • 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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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: • 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

eLearning - delivered by: £25 plus VAT per course.			
Local (parish and town) council courses			
Course		Description	
Introduction to local councils		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: • 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	
Introduction to planning for local councils		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: • 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	
Understanding precepts		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: • 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.	

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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	
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-learned behaviours to bring about positive change. By the end of this course, you should be able to: • 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: • 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: • 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 2025—31st March 2026

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 £13.00 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 £35 plus VAT per delegate for any morning/afternoon/evening session (including refreshments) will apply. There will be a charge of £77.50 plus VAT per delegate for an all-day in person event (including lunch and refreshments). An all-day remote session will be charged at £65 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

Office: 01673 866596

Mobile 1: (Katrina) 07422 963475

Mobile 2: (Andrew) 07549 019842

PAPER G

GAINSBOROUGH TOWN COUNCIL

Committee Membership 2024/2025

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

Property & Services
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

Planning
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

Personnel Committee
Councillor Nigel Bowler
Councillor Nicholas Coxon
Councillor Richard Craig (C)
Councillor Dennis Dannatt (VC)
Councillor Stuart Morley
Councillor James Plastow
Ex-officio - Councillor Kenneth Woolley
Ex-officio - Councillor Paul Key
Substitute - Councillor Paul Hooton
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

Neighbourhood Plan Working Group
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

Policy Review Working Group
Councillor Caz Davies
Councillor Michael Devine
Ex-officio - Councillor Kenneth Woolley
Ex-officio - Councillor Paul Key

PAPER H

PAPER I

How to Set Up a 20mph Campaign

A 20's Plenty for Us Briefing Nov 2016

<http://www.20splenty.org/setupacampaign>

20's Plenty for Us helps volunteers to persuade elected Councillors to agree to 20mph limits. We recruit and assist people to be effective local activists for 20mph limit signs and education. Anyone can use our resources and advice to make lobbying easier. 20's Plenty for Us is the leading UK campaign for 20mph. We are FREE to join. Contact us today to help you get civilised speeds.

20's Plenty for Us

...making your place a better place to be

For 20mph (red circle) signs erected locally please ask 20's Plenty for Us to help. It will maximise your chances of winning democratic change from your Councillors, especially the Member for Transport. Joining the national campaign brings more weight, reliable information and free resources. Join over 340 grass roots groups.

Email anna.s@20splenty.org or info@20splentyforus.org.uk to join the campaign for default 20mph limits for most roads with signs, lines and driver education. Some roads can have other limits where warranted. We do not recommend you to campaign for blanket speeds, humps, single roads, part-time or voluntary limits.

Campaign Name - Pick a branch name, usually your location. Get a placename@20splentyforus.org.uk email and optional local website to update online. Our template is easily customised eg with pictures.

Who will lead? And ask for a Starting Pack. The lead can be more than one person. Give 20's Plenty for Us your address for a free postal pack and we email key campaign document templates like a petition and letterhead.

Key Emails. Compile an email list of targets. Key is the cabinet member for transport for your highway authority. Include all Councillors, Director of Public Health, Police and Crime Commissioner and media. Share the list with 20's Plenty. Ring the cabinet member and be friendly. Ask them how to get 20mph limits agreed. Ask for advice from local democratic services council staff too – find their number on your council website.

Ask other local campaigners about the state of play. Map at http://www.20splenty.org/local_campaigns

Press Release & Social Media Tell others about your campaign. Issue a press release by email and on social media - maybe make a Facebook page and/or twitter account. We send you a template press release document.

Demonstrate Support - Get petition signatures. Ask people to sign up on their doorstep, outside schools etc. Clip boarding works! Use paper petitions or your council site, 38 Degrees or Change.org. Collect an email list of supporters. Share on social media. Ask democratic staff or Councillors how many names matter. Ask a friendly Councillor to submit the petition to Council. In big places, responses from residents of sample streets can show how popular 20's Plenty is. Asking people to display stickers (you can buy them from 20's Plenty), posters or let you use their logo also works.

Keep in Touch Update us on progress. We critique the replies you get from officials for instance.

Anna Semlyen, National Campaign Manager of 20's Plenty for Us said:- *"People use different campaign methods. What works is to be polite, friendly, aim to solve the councillor's problems with 20mph. Keep it non political and be very, very persistent!"*

20's Plenty For Us campaigns for a 20mph default speed limit in built up areas without physical calming.

Web www.20splenty.org **Twitter** @20splentyforus

Rod King MBE
Founder & Campaign Director
rod.k@20splenty.org
07973 639781 @20splentyforus

Anna Semlyen
Campaign Manager
anna.s@20splenty.org
07572 120439 @AnnaSemlyen1

Jeremy Leach
London Campaign Co-ordinator
jeremy.l@20splenty.org
07415 243015

PAPER J

The Public Sector Deposit Fund

Fund fact sheet – 30 September 2024

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

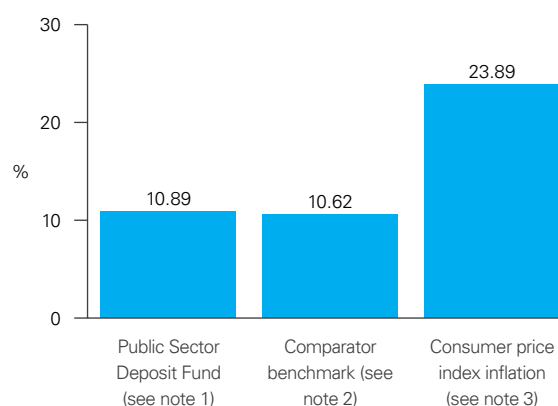
Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

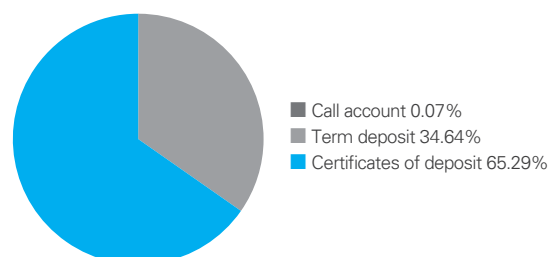
Share class 4 yield as at 30 September 2024

4.99%

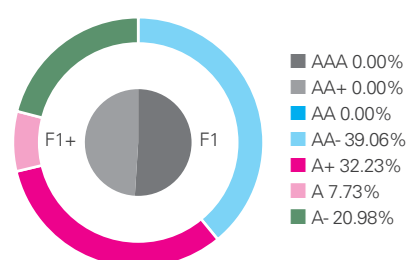
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 counterparty exposures (%)

9.94%	HM Treasury
9.94%	Landesbank Baden-Wuerttemberg
9.94%	Yorkshire Building Society
4.79%	DBS Bank Limited
4.05%	Canadian Imperial Bank of Commerce
4.05%	UBS AG
3.68%	Bank of Nova Scotia (The)
3.68%	BNP Paribas
3.68%	Credit Agricole Corporate and Investment Bank
3.68%	Deutsche Zentral-Genossenschaftsbank (DZ Bank AG)

Top 10 country exposures (%)

27.57%	UK
13.62%	Germany
13.62%	Japan
12.42%	France
11.78%	Canada
9.20%	Singapore
4.05%	Switzerland
3.68%	Finland
1.47%	Netherlands
1.10%	United States

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

Average yield over the month	5.00%
Yield at the month-end shown	4.99%

Total return performance by year

	2020	2021	2022	2023	2024
12 months to 30 September					
The Public Sector Deposit Fund	+0.47%	+0.04%	+0.67%	+4.03%	+5.35%
Comparator benchmark	+0.21%	+0.01%	+0.73%	+4.05%	+5.32%
Relative (difference)	+0.26%	+0.03%	-0.06%	-0.02%	+0.03%

Annualised total return performance

	1 year	3 years	5 years
Performance to 30 September			
The Public Sector Deposit Fund	+5.35%	+3.33%	+2.09%
Comparator benchmark	+5.32%	+3.35%	+2.04%
Relative (difference)	+0.03%	-0.02%	+0.05%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

As expected, the Bank of England's monetary policy committee held its official interest rate at 5% during September with Governor Andrew Bailey noting that, although inflation has come down towards target levels, there are still concerns around sustaining long-term inflation at the target level. The inflation figures released in September supported these concerns as despite CPI remaining at 2.2%, core inflation and services inflation remain higher at 3.6% and 5.6% respectively.

The gradual improvement in services inflation and deceleration in wage growth suggests that a second-interest rate cut is likely to occur in November with the potential for an additional reduction in December should trends continue without any significant economic disruption. Without a meeting of the monetary policy committee in October, all eyes will be on the Labour government's first Budget since winning the July General Election.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,358m
Fitch money-market fund rating	AAAmf
Weighted average maturity	50.2
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.10% (currently reduced to 0.08%) (see note 6)

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge (including portfolio transaction costs).

Please Contact

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Risk warning and disclosures

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PAPER K

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 31 October 2024



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- LCC: Notification of temporary traffic regulation Order - Gainsborough TTR009339 – 27 September 2024
- Nottinghamshire County Council: Notice of Public Consultation on the Nottinghamshire County Council Draft Biodiversity Net Gain Supplementary Planning Document - End Date 8th November 2024 – 27 September 2024
- LCC: Notification of temporary traffic regulation Order - Gainsborough (Date Amendment) TTR008912 – 27 September 2024
- Central Lincolnshire Local Plans Team: Central Lincolnshire Design Code Parish/Town Council event – 30 September 2024
- LCC: TRO Consultation - Gainsborough, Market Place – 30 September 2024
- NALC: Chief Executive's Bulletin – 3 October 2024
- Lincolnshire Alert: 2024 Crime and Community Survey launched – 7 October 2024
- WLDC: West Lindsey News October 2024 – 14 October 2024
- Lincolnshire Police: NC02 - NC04 News and updates – 14 October 2024
- LCC: Notification of temporary traffic regulation Order - Gainsborough TTR008892 – 15 October 2024
- Marshalls Yard: News release: Spooky fun as Marshall's Yard hosts Witchy Fayre for Halloween – 16 October 2024
- LCC: Notification of temporary traffic regulation Order - Gainsborough TTR009453 – 16 October 2024
- NALC: Chief Executive's Bulletin – 17 October 2024
- WLDC: Consultation on planning application WL/2024/00817 – 21 October 2024
- WLDC: Upcoming Events this month – 23 October 2024
- NALC: Chief Executive's Bulletin – 24 October 2024
- Keepmoat: Planned Highway Improvement Works - Lea Road / Foxby Hill – 24 October 2024
- WLDC: Election of Two New Councillors - Gainsborough Town Council North West Ward – 25 October 2024
- LCC: Notification of temporary traffic regulation Order - Gainsborough TTR009687 – 25 October 2024
- VCS: Halloween on the Green – 25 October 2024
- WLDC: Agenda for upcoming Council - 4 November 2024 – 28 October 2024
- LCC: RH/2095 Corringham Road Gainsborough - Proposed Reduction in Speed Limit – 28 October 2024
- WLDC: Business Brief – 28 October 2024
- NALC: Special Edition of the Chief Executive's Bulletin – 24 October 2024
- LCC: Town and parish council newsletter September 2024 – 29 October 2024
- PCC Lincolnshire Alert: Winter Payment Scam [#336355807] – 30 October 2024
- NALC: Chief executive's bulletin - 31 October 2024 – 31 October 2024
- LCC: Notification of temporary traffic regulation Order - Gainsborough TTR009 751 – 31 October 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