

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

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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 Michael Devine
Councillor Paul Key
Councillor Kenneth Woolley

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.

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

- 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