

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PROPERTY AND SERVICES COMMITTEE MINUTES

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

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Nicholas Coxon
Councillor Caz Davies
Councillor Paul Key
Councillor Kenneth Woolley

Councillor Richard Craig
Councillor Paul Hooton
Councillor James Plastow

In Attendance:

Rachel Allbones
Stephen Coulman
Sean Alcock

Town Clerk
Operations Manager
Operations Manager

PS25/086 Apologies for Absence

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

PS25/087 Public Participation Period

No public in attendance.

PS25/088 Declarations of Interest

No declarations of interest were received.

PS25/089 Dispensation Requests

No dispensation requests were received.

PS24/090 Items for Exclusion of Public and Press

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

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

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

PS25/092 Illuminate (Paper B)

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

PS25/093 Memorial Mason Guidance (Paper C)

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

PS25/094 Tree Safety Survey (Paper D)

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

PS25/095 Richmond House Survey (Paper E)

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

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

PS25/096 General Cemetery Memorial Tributes

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

PS25/097 2025 / 2026 Budget (Paper F)

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

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

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

ix. Christmas Lights

PS25/098 Items for Notification

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

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

PS25/099 Time and Date of Next Meeting

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

The meeting closed at 8:05pm.

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