

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 10 December 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 James Plastow

Councillor Richard Craig
Councillor Paul Key

In Attendance:

Rachel Allbones	Town Clerk
Stephen Coulman	Operations Manager
Sean Alcock	Operations Manager
Amanda Clarke	Communities Officer

PS25/100 Apologies for Absence

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

PS25/101 Public Participation Period

No public in attendance.

PS25/102 Declarations of Interest

Councillor Davies declared a personal interest in agenda item PS25/110 as she knows the applicant who wishes to move the bus shelter.

PS25/103 Dispensation Requests

No dispensation requests were received.

PS24/104 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/109, PS25/110 and PS25/111 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/105 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 12 November 2024 be approved as a true and accurate record and signed by the Chair.

Initialled:

Property and Services Committee minutes 2024-25

PS25/106 Communities Officer Report (Allotments) (Paper B)

Members **NOTED** the update report from the Communities Officer and the use of the delegated functions and **RESOLVED** to rod the drains on Love Lane Allotments prior to engaging a contractor to carry out a CCTV survey.

PS25/107 Communities Officer Report (Grants & Community) (Paper C)

Members **NOTED** the report from the Communities Officer on identified projects for funding and opportunities and **RESOLVED** approve the projects 3.1 – 3.8 for the Communities Officer to source funding for with 3.1, 3.3 and 3.6 being the priorities.

PS25/108 Allotment Site Secretary (Paper D)

Members consider recommendation to amend the name of the site secretary and election period.

RESOLVED:

- i. to approve the name change to Site Representative.
- ii. to approve elections for Site Secretaries be every three years.
- iii. to **RECOMMEND TO FULL COUNCIL** to amend Structure and Functions 11.5 – 11.26 accordingly.

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

PS25/109 Allotment Application (Paper E)

RESOLVED: Following legal advice received to follow due process with allotment allocations as per current allocation process.

Note: The Communities Officer left the meeting.

PS25/110 Bus Shelters (Paper F)

RESOLVED:

- i. **Part A.** That contractor B be appointed to undertake the cleaning of the Council's bus shelters for a 12-month period.
- ii. **Part B.** If complaints are received, consider undertaking a public / user consultation to see if there is need / demand for benches / seats and that another quotation / estimate be obtained from a second contractor.
- iii. **Part C.** That the Committee agrees to formally add the bus shelter on Morton Terrace: near the White Cottage, opposite Thonock to the Council's asset register.
- iv. **Part D.** That the Operations Manager undertake the necessary research with regard to relocating / installing a new bus shelter, as appropriate.
- v. **Part E.** Not to allow advertising within bus shelters at the current time but contact advertising companies to investigate potentially installing small billboards within bus shelters.

PS25/111 General Cemetery Memorial Tributes (Paper G)

RESOLVED:

- i. That the report is noted.

- ii. That the Operations Manager continue the dialogue with the widow until full compliance with the Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries is achieved.
- iii. That any application for a permanent memorial be conditional on absolute compliance with the Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries.

PS25/112 2025 / 2026 Budget (Paper H)

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

PS25/113 Items for Notification

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

- i. Matter Arising Schedule - January
- ii. Grass Verge cutting - January
- iii. Cemetery tree works - January
- iv. Fire Risk Assessments - January
- v. Marshalls Boiler - January
- vi. Richmond House Conservatory Replacement
- vii. General Cemetery Extension
- viii. General Cemetery potential carpark area
- ix. General Cemetery Chapel

PS25/114 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 14 January 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:24pm.

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