

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 Mark Binns	Councillor Nigel Bowler
Councillor Nicholas Coxon	Councillor Richard Craig
Councillor Dennis Dannatt	Councillor Caz Davies
Councillor Michael Devine	Councillor David Dobbie
Councillor Richard Doy	Councillor Paul Hooton
Councillor Paul Key	Councillor Stuart Morley
Councillor Liam Muggridge	Councillor James Plastow
Councillor James Ward	Councillor Kenneth Woolley

Notice is hereby given that a meeting of the **Council** which will be held on **Tuesday 4 February 2025** 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](#).

FC25/146 Apologies for Absence

To note apologies for absence.

FC25/147 Declarations of Interest

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

FC25/148 Dispensation Requests

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

FC25/149 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.

FC25/150 Community Emergency Planning

To receive a presentation from Steve Eason-Harris, Emergency Planning and Business Continuity Officer regarding Community Emergency Planning.

FC25/151 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 7 January 2025 (pages 5 to 8)

FC25/152 Committee Meeting Minutes

To note receipt of the draft minutes of the Committee meetings and the decisions contained therein.

- i. Personnel Committee, Wednesday 8 January 2025 **Paper B** (pages 9 to 11)
- ii. Property and Services Committee, Tuesday 14 January 2025 **Paper C** (pages 12 to 15)
- iii. Planning Committee, Tuesday 21 January 2025 **Paper D** (pages 16 to 22)
- iv. Finance and Strategy Committee, Tuesday 28 January 2025 **Paper E** (pages 23 to 28)

FC25/153 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 65)

FC25/154 Committee Vacancies

To consider making appointments to vacancies on committees.

- i. Finance and Strategy Committee one substitute vacancy
- ii. Personnel Committee, one vacancy and two substitute vacancies
- iii. Planning Committee, one vacancy and one substitute vacancy
- iv. Neighbourhood Plan Working Group one vacancy
- v. Policy Review Working Group one vacancy

Paper G (pages 66 to 68)

FC25/155 Recommendation made by Committee

To consider the following recommendation from Property and Services Committee held 14 January 2025 (PS25/123 Grass Verge Cutting):

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to appoint Glendale Services as the grass verge contractor for 2025/26.

Paper H (pages 69 to 74)

FC25/156 Recommendation made by Committee

To consider the following recommendation from Property and Services Committee held 14 January 2025 (PS25/125 General Cemetery Tree Works):

RESOLVED: to RECOMMEND TO FULL COUNCIL:

- i That the Council appoint Foxstone Forestry Ltd to undertake the tree management works as quoted.
- ii That a 10% discretion be afforded to the Operations Manager to allow for any price fluctuations or unforeseen works.

Paper I (pages 75 to 78)

FC25/157 Motion from Councillor Coxon

I would like to formally propose a motion for colleagues' support regarding a feasibility study aimed at the establishment of an indoor market.

I am asking the Council to consider conducting a feasibility study regarding the potential interest in establishing an indoor market within our town.

To initiate this process, I propose that we simply gauge public sentiment by placing a poll on the Council's website. This poll could provide insights into whether there is sufficient interest to warrant further discussion around the operational aspects, funding, and management of such a market.

It is important to note that this proposal is intended to be a separate initiative from the existing market and does not involve the West Lindsey District Council in any capacity.

The potential benefits to our community from establishing an indoor market are significant:

1. Community Impact: The indoor market would provide opportunities for existing businesses to expand their reach and engage with new audiences.
2. Support for Entrepreneurs: It would encourage new entrepreneurs to start their ventures with minimal risk, fostering a culture of innovation and growth.
3. Economic Regeneration: The knock-on effects of this initiative could include filling empty retail spaces in the town centre, stimulating further regeneration, and opening doors for new opportunities and investments.

I believe that conducting a feasibility study will allow us to explore this opportunity in depth and assess how we can best serve our community's needs.

FC25/158 Annual Town Meeting

To agree a date and format for the Annual Town Meeting.

Paper J (pages 79 to 81)

FC25/159 Election Complaint

To consider result of the review carried out regarding complaint discussed in November FC25/115.

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

Paper K (pages 82 to 84)

FC25/160 Correspondence

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

Paper L (pages 85 to 86)

FC25/161 Items for Notification

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

FC25/162 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 4 March 2025 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 30 January 2025

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 7 January 2025** at **6:30pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Kenneth Woolley (Chair)

Councillor Mark Binns
Councillor Nicholas Coxon
Councillor David Dobbie
Councillor Paul Hooton
Councillor James Plastow

Councillor Nigel Bowler
Councillor Michael Devine
Councillor Richard Doy
Councillor Paul Key
Councillor James Ward

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

Also Present: One member of the public

Open Forum Public participation

No public participation.

FC25/131 Apologies for Absence

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

FC25/132 Declarations of Interest

No declarations of interest were made.

FC25/133 Dispensation Requests

Dispensation requests were received and **APPROVED** for Councillors Binns, Coxon, Hooton and Key as Gainsborough residents on the decision on Precept demand – FC25/141, dispensations are up to 2027 elections.

FC25/134 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FC25/135 Minutes of the Previous Meeting (Paper A)

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

Note: Councillors Binns and Ward abstained from voting on the above resolution.

FC25/136 Committee Meeting Minutes (Papers B - D)

- i. Property and Services Committee, Tuesday 10 December 2024 Paper B
- ii. Planning Committee, Tuesday 17 December 2024 Paper C
- iii. Finance and Strategy Committee, Wednesday 18 December 2024 Paper D

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

FC25/137 Announcements (Paper E)

- i. Chair of Council

The Chair thanked the Members that attended the Christmas Day lunch at The Blues Club, noted that he attended the Collaborative Working meeting and thanks all Members for the time and working being put into Council work.

- ii. Leader of Council

The Leader informed Members attended and Chaired the Collaborative Working meeting and pressed the motion. Advised he attended a Breast Cancer Awareness event in Wheatly with the Mayor, and thanked Members as believes the Council is currently in a good position.

- iii. Representatives on Outside Bodies

Councillor Dobbie advised he was unable to attend the North Notts and Lincs Community Rail Partnership CIC meeting due to only receiving 2 days' notice.

- iv. Town Clerk

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

FC25/138 Committee Vacancies (Paper F)

- i. **RESOLVED:** to appoint Councillor Binns as a substitute to the Finance and Strategy Committee.
- ii. **RESOLVED:** to appoint Councillor Binns as a substitute to the Property and Services Committee.

FC25/139 Recommendation made by Committee (Paper G)

Property and Services Committee held 10 December 2024 (PS25/108 Allotment Site Secretary):

RESOLVED: to amend Structure and Functions 11.5 – 11.26 accordingly with the amendment of 11.6 to read *Site Representatives for each allotment garden site will be elected every four (4) years and be appointed at a meeting of the Town Council prior to the end of the calendar year following the full Council elections.*

Note: Councillor Key voted against the above resolution.

Note: Councillors Binns abstained from voting on the above resolution.

FC25/140 Recommendation made by Committee (Paper H)

Finance and Strategy Committee held 18 December 2024 (FS25/100 Rolling Project Plan):

RESOLVED: to adopt the Rolling Project Plan with the amendment of the climbing wall at Richmond Park becoming a palisade fence.

Note: Councillors Binns abstained from voting on the above resolution.

FC25/141 Recommendation made by Committee (Paper I)

Finance and Strategy Committee held 18 December 2024 (FS25/101 Draft 2025/26 Budget):

RESOLVED: to approve the draft proposed budget for 2025/26 with a precept of £691,000 which equates to a 3% rise.

FC25/142 LWL Parish Council Engagement Session - 14th January 2024

RESOLVED: to appoint Councillor Craig as the Council representative to attend the Parish Community Engagement Session on 14th January, with Councillor Plastow as reserve.

Note: Councillors Binns abstained from voting on the above resolution.

FC25/143 Correspondence (Paper J)

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

FC25/144 Items for Notification

- Lincolnshire County Council Community Emergency Planning Presentation

FC25/145 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 4 February 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:30pm.

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

PAPER B

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 8 January 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chair)

Councillor Nigel Bowler	Councillor Nicholas Coxon
Councillor Paul Hooton	Councillor Paul Key
Councillor James Plastow	Councillor Kenneth Woolley

In Attendance:

Rachel Allbones	Town Clerk (TC)
Sean Alcock	Operations Manager (OM)

PC25/067 Apologies for Absence

Apologies for absence were received from Councillors D Dannatt, S Morley.

PC25/068 Declarations of Interest

No declarations of interest were made.

PC25/069 Dispensation Requests

No dispensation requests were received.

PC25/070 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/073, PC25/074, PC25/075 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/071 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 13 November 2024 be approved as a as a true and accurate record and signed by the Chair.

PC25/072 Wellbeing Policy (Paper B)

RESOLVED: to adopt the revised Wellbeing Policy but look at including points of referral in 3.3.

PC25/073 Staff Sickness, Absence and Leave (Paper C)

RESOLVED: to NOTE the sickness absence and holiday report, monitor lieu time and encourage members of staff to use annual leave.

PC25/074 Recruitment and Probation Reviews (Paper D)

RESOLVED:

- i. To note recruitment of new Grounds Maintenance Team Leader on 3-month probation.
- ii. To make the Communities Officer contract permanent following a successful 3-month probation period (ending on 30th January).
- iii. To make the Operations Manager contract permanent following a successful 3-month probation period (ending on 2nd February).

PC25/075 Appraisals (Paper E)

RESOLVED: to NOTE the staff appraisal report, and the current SCP range be maintained.

PC25/076 Items for Notification

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

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

PC25/077 Time and Date of Next Meeting

RESOLVED: to NOTE the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 February 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:22pm.

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

PAPER C

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 14 January 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Caz Davies (Chair)

Councillor Mark Binns
Councillor Paul Hooton

Councillor Nicholas Coxon
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

PS25/115 Apologies for Absence

Apologies for absence were received from Councillors R Craig, D Dannatt, P Key, S Morley, K Woolley.

PS25/116 Public Participation Period

No public in attendance.

PS25/117 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.

PS25/118 Dispensation Requests

No dispensation requests were received.

PS24/119 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/123 and PS25/125 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

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

PS25/120 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 10 December 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: Councillors Binns and Hooton abstained from voting on the above resolution.

PS25/121 Matters Arising Schedule (Paper B)

RESOLVED: to note current position of previously agreed actions and remove all recommended actions.

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

PS25/122 Fire Risk Assessment (Paper C)

Members **NOTED** the Fire Risk Assessment Report for Richmond House. A review of progress of matters that require attention to taken place in 3 months' time.

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

PS25/123 Grass Verge Cutting (Paper D)

Members consider quotations received for parish grass verge cutting for 2025/26.

RESOLVED: to RECOMMEND TO FULL COUNCIL: to appoint Glendale Services as the grass verge contractor for 2025/26.

PS25/124 Trees Safety Report (Paper E)

RESOLVED:

- i. That the tree report and actions to date are noted.
- ii. That the Operations Manager, in conjunction with an Elected Member, determine the level of works required to Chestnut (T217) within the North Warren Cemetery, due to the severity of consequences from any possible failure.
- iii. There are numerous references within the report regarding tree strategies and replacement schemes and it is recommended that the Operations Manager, in conjunction with the Councils appointed Arboriculturist, produce a strategy containing proactive tree management guidance and replanting advice.

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

PS25/125 General Cemetery Tree Works (Paper F)

Members considered quotations received to carry out works on the boundary trees in the General Cemetery following the safety survey.

RESOLVED: to RECOMMEND TO FULL COUNCIL:

- i. That the Council appoint Foxstone Forestry Ltd to undertake the tree management works as quoted.
- ii. That a 10% discretion be afforded to the Operations Manager to allow for any price fluctuations or unforeseen works.

RESOLVED:

- i. That the Operations Manager speak with ONGO Housing and agree access arrangements so as to allow the appointed contractor to prepare and provide their RAMS, insurances etc. A time frame should also be agreed at this point

for the necessary tree management works (felling, crown lifting, pollarding etc.) before house building commences and access is no longer possible or is restricted.

PS25/126 Items for Notification

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

- i. Fire Risk Assessment (Marshalls)
- ii. Fire Risk Assessment review of progress (Richmond House) – April
- iii. Pride Event review of event plan - April
- iv. Marshalls Boiler
- v. Volunteer Recognition
- vi. Richmond House Conservatory Replacement
- vii. General Cemetery Extension
- viii. General Cemetery potential carpark area
- ix. General Cemetery Chapel

PS25/127 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 11 February 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:52pm.

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

PAPER D

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 21 January 2025** 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 James Ward – arrived at the meeting at 7:29pm.

Councillor Michael Devine

Councillor Richard Doy

In Attendance:

Natasha Gardener

Assistant Clerk

PL25/175 Apologies for Absence

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

PL25/176 Public Participation Period

No public was present.

PL25/177 Declarations of Interest

Councillor Plastow declared a personal interest in PL25/200 as he was approached by hill ward residents over the issue.

PL25/178 Dispensation Requests

No dispensation requests were received.

PL25/179 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL25/180 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Planning Committee meeting held on Tuesday 17 December 2024 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillor Devine abstained from voting on the above resolution

PL25/181 Planning Application

[Application Ref No: WL/2024/01025](#) (received 12/12/24) any observations to make on the application, please make them by 13/01/2025

Proposal: Planning application for demolition of the former Lindsey Shopping Centre and proposal to develop multiplex cinema, car parking and commercial units in the following use classes, Class A1 (shops), Class A2 (financial and professional services), Class A3 (restaurants and cafes), Class A4 (drinking establishments), Class A5 (hot food takeaways) and Class D2 (assembly and leisure), together with associated works being variation of condition 10 of planning permission 140235 granted 27 January 2022 - change in design being variation of condition 1 and removal of conditions 7 & 10 of planning permission 147844 granted 14 May 2024 -amendment to design & elevations.

Location: The Lindsey Centre, 13 – 19 Market Place, Gainsborough

RESOLVED: to comment that they're sorry to see that one of the amendments doesn't include a Changing Places toilet.

PL25/182 Planning Application

[Application Ref No: WL/2024/01032](#) (received 16/12/24) any observations to make on the application, please make them by 20/01/2025

Proposal: Planning application for external alterations to facilitate internal subdivision of unit.

Location: Unit 2B Marshalls Yard, Beaumont Street, Gainsborough

Note: Councillor Coxon left the room at 6:44pm.

Note: Councillor Coxon returned to the room at 6:46pm.

RESOLVED: to **NOTE** the application.

PL25/183 Planning Application

[Application Ref No: WL/2025/00005](#) (received 03/01/25) any observations to make on the application, please make them by 03/02/2025

Proposal: Listed building consent to rebuild section of boundary wall being variation of conditions 2-8, 12, 13 and 15 of listed building consent 145568 granted 1 December 2022 re: adjustment to the extent of the wall for underpinning and rebuilding.

Location: Trinity Arts Centre, Trinity Street, Gainsborough

RESOLVED: to support the application.

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

PL25/184 Planning Application

[Application Ref No: WL/2025/00013](#) (received 08/01/25) any observations to make on the application, please make them by 10/02/2025

Proposal: Planning application for erection of new substation to replace existing redundant substation.

Location: The Former Lindsey Centre, 13-19 Market Place, Gainsborough

RESOLVED: to support the application.

PL25/164 Decision Notice (Paper B)**Application Ref No: WL/2024/00839 GRANTED** (Committee)

Proposal: Planning application for the conversion of first floor to form 2no. flats and associated changes to building including the installation of an awning to the front elevation.

Location: 11-15 Silver street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/185 Decision Notice (Paper B)**Application Ref No: WL/2024/00292 GRANTED** (delegated)

Proposal: Outline Application for up to 14no. dwellings with All Matters Reserved including Demolition of the Existing Public House within the Site.

Location: Gainsborough Park, Glentham Road, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/186 Decision Notice (Paper C)**Application Ref No: WL/2024/00982 GRANTED** (delegated)

Proposal: Planning application for Façade works.

Location: 23-25 Market Place, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/187 Decision Notice (Paper D)**Application Ref No: WL/2024/00979 GRANTED** (delegated)

Proposal: Advertisement consent for 5no. fascia signs.

Location: White Hart Hotel, 49 Lord Street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/188 Decision Notice (Paper E)**Application Ref No: WL/2024/00941 GRANTED** (delegated)

Proposal: Listed Building Consent for Replacement of non-original, dilapidated bay window to building façade.

Location: The Gainsborough Hotel, 49 Lord Street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/189 Decision Notice (Paper F)**Application Ref No: WL/2024/00960 GRANTED** (delegated)

Proposal: Planning Application to install roller shutter doors and windows.

Location: 376 The Fish Lodge, Ropery Road, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/190 Decision Notice (Paper G)**Application Ref No: WL/2024/00777 Prior Approval Not Required** (delegated)

Proposal: Prior approval application for proposed change of use of commercial, business and service to 3no. dwellings.

Location: TUI, 23-25 Market Place, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/191 Decision Notice (Paper H)

Application Ref No: WL/2024/00817 GRANTED (delegated)

Proposal: Planning application for the erection of an Extra Care home (Class C2) containing up to 48no. apartments of mixed one and two bedroom apartments, with associated amenities, staff facilities, landscaping and parking being variation of condition 4 of planning permission 144221 granted 5 October 2023 - amendment to design.

Location: Former Cedars Residential Home, Morton Terrace, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/192 Decision Notice (Paper I)

Application Ref No: WL/2024/00764 GRANTED (delegated)

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 take PL25/192 and PL25/193 together. To comment and note that one of the dwellings looks like it will be on the northern side, so the entrance will be past the brow of Cox's Hill. To note the Town Council has suggested a mirror on the far side, so traffic coming up the hill can see any traffic trying to exit from Cox's Hill.

PL25/193 Decision Notice (Paper J)

Application Ref No: WL/2024/00763 GRANTED (delegated)

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

See resolution above.

PL25/194 Decision Notice (Paper K)

Application Ref No: WL/2024/00897 GRANTED (delegated)

Proposal: Listed building consent for the creation of 3no. flats to the upper three storeys with internal modifications including the erection of timber stud partitions the addition of 2no. internal stair cases, 9no. skylights & the widening & replacement of the South West elevation access door being variation of condition 2 of listed building consent 148060 granted 28 May 2024- Alterations to approved plans.

Location: 16 Silver Street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/195 Decision Notice (Paper L)

Application Ref No: WL/2024/00896 GRANTED (delegated)

Proposal: Planning application for the creation of 3no. flats to the upper three storeys with internal modifications including the erection of timber stud partitions the addition of 2no. internal stair cases, 9no. skylights & the widening &

replacement of the South West elevation access door being variation of condition 2 of listed building consent 148060 granted 28 May 2024- Alterations to approved plans.

Location: 16 Silver Street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/196 Decision Notice (Paper M)

Application Ref No: WL/2024/00111 GRANTED (delegated)

Proposal: Planning application to remove and replace portal frame building.

Location: Wilco Motosave Ltd, 2 Southolme, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/197 Street Naming Requests

No street naming requests were received.

PL25/198 Tree Preservation Orders

No tree preservation orders were received.

PL25/199 Traffic Regulation Order (Paper N)

Members considered consultation on proposed waiting restriction on Tooley Street.

RESOLVED: to support the proposed waiting restriction on Tooley Street and include the County Councillor for the area, Councillor Young, in the response.

PL25/200 Traffic Regulation Order (Paper O)

Members considered consultation on proposed waiting restriction on Park Springs Road & Pilgrims Approach.

RESOLVED: to support the proposed waiting restriction on Park Springs Road & Pilgrims Approach and include the County Councillor for the area, Councillor Boles, in the response.

PL25/201 Traffic Regulation Order (Paper O)

Members considered request from a member of the public regarding parking against their dropped kerb on Cromwell Street.

Note: Councillor Plastow left the room at 7:29pm.

Note: Councillor Plastow returned to the meeting at 7:29pm.

Note: Councillor Ward arrived at the meeting at 7:29pm.

RESOLVED: To advise the enquirer that double yellow lines wouldn't be possible for outside the dropped kerb only, consequently if longer double yellow lines extending further is required to please contact their County Councillor.

To also advise that a single white line is an option in front of the dropped kerb – to please contact their County Councillor regarding this.

In the meantime, report any concerns to the Police.

PL25/202 Items for Notification

- i. LCC motion regarding powers to request 20mph speed limit - information to be provided by Councillor Coxon.

The motion, submitted by the Independent Group at LCC, pertains to the implementation of 20 mph speed limits in certain areas. It is important to note that this proposal does not advocate for a blanket 20 mph limit across the entire county. Instead, it will focus on specific zones that will be identified by town and parish councils as suitable for this measure.

The next step in this process is for the motion to be reviewed by the Scrutiny Panel, which will conduct public engagement to gather further insights and opinions.

- ii. Baltic Mill update
- iii. DMMO Applications

Note: Councillor Dobbie marked the footpath on the Sweyn Way map. Fencing removed which blocked the footpath, clearance has blocked the footpath. Councillor Doy mentioned that the DMMO deadline for 2036 is no longer in place.

- iv. Cross Street update

PL25/203 Time and Date of Next Meeting

RESOLVED: To **NOTE** the date and time of the next Planning Committee meeting is scheduled for Tuesday 18 February 2025 at 6:30pm.

The meeting closed at 7:50pm.

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 28 January 2025** 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
Councillor Paul Key

Councillor Michael Devine
Councillor Paul Hooton
Councillor James Plastow

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer (TC)

FS25/104 Apologies for Absence

No apologies were received.

FS25/105 Public Participation Period

No public in attendance.

FS25/106 Declarations of Interest

No declarations of interest received.

FS25/107 Dispensation Requests

No dispensation requests were received.

FS25/108 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FS25/109 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Wednesday 18 December 2024 be approved as a as a true and accurate record and signed by the Chair.

FS25/110 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 23 January 2025.
- ii. Cashbook Summary (including due and unpaid transactions) for 23 January 2025.

Initialled:

- iii. Budget Comparison Report (including due and unpaid transactions) for 23 January 2025.

FS25/111 Bank Reconciliation (Paper E)

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

FS25/112 Budget Revision 2024 / 2025 (Paper F)

RESOLVED: to approve the second draft revised budget for 2024/25.

FS25/113 Commercial Credit Card (Paper G)

RESOLVED: to approve the provision of a £500 Commercial Card to the Operations Manager and amend 6.20 of the Finance Regulations accordingly.

FS25/114 Fees and Charges (Paper H)

RESOLVED: to

- 1) Approve the 2025/26 Sports Grounds charges as set in Appendix A.
- 2) Approve the 2025/26 Cemetery charges as set in Appendix B.
- 3) Approve the 2026/27 Allotment charges at £0.1323 per square metre and £0.1433 per square metre for Non-residents.
- 4) Approve the 2025/26 water charges for Spital Hill at £10 per standard plot and Foxby Hill at £3 per standard plot.
- 5) Approve the 2025/26 Garage space charge at £57.89.
- 6) Approve the fee for fairs/circuses at £250 per trading day.
- 7) Approve the fee for the Motor caravanners for 2025/26 at £500 (Fri – Sun).
- 8) Approve the fee Charity / community groups for Marshalls whole site at £150 per event day.

FS25/115 Items for Notification

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

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

FS25/116 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 25 February 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:32pm.

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

DRAFT

Gainsborough Town Council

Cemetery Charges for 1st April 2025 to 31st March 2026

Part 1 Exclusive Right of Burial	£
Cremated Remains 25 years	£279.57
50 years	£557.92
99 years	£743.89

Part 2 Interments	£
Stillborn child under 24 weeks	£0.00
**Child under 18 years of age Single	£743.89
**Child under 18 years of age Double	£880.03
Adult Single	£743.89
Adult Double	£880.03
Adult Triple (each application for a triple depth grave will be considered individually from the perspective of health and safety as not every location in the General Cemetery is suitable)	TBC with Grave Digger
Cremated Remains	£279.56
Extra Spoils removal	TBC with Grave Digger
Additional fee where outside standard hours (full burial)	£285.64
Additional fee where outside standard hours (cremation burial)	£99.68

Exhumation	£
Body	TBC with Grave Digger
Cremated Remains	£433.93

Use of	£
Chapel (including use of organ)	£123.98
Grass Matting	FOC

Part 3 Memorials	£
Headstone up to 3' (exclusive right for 30 years)	£247.97
Headstone up to 3' including kerbing (exclusive right for 30 years)	£279.56
Plaque	£93.60
Vase with an inscription	£93.60
Additional inscription	£66.15

ALL CHARGES ARE DOUBLED FOR RESIDENTS LIVING OUTSIDE OF THE GAINSBOROUGH PARISH

**An application to the Children's Funeral Fund will be made by the burial authority to meet these costs rather than the charge being collected directly.

Marshalls and Levellings Sports Ground Fees

1st April 2025 - 31st March 2026

Football Pitch - Seniors 11v11	£49.83	(per match)
Football Pitch - Juniors 9v9 & 11v11	£32.66	(per match)
Football Pitch - Juniors 5v5 & 7v7	£19.45	(per match)
Training Pitch	£13.37	

Cricket Pitch - Senior (not including use of kitchen or function room)	£54.69	(per match)
Cricket Pitch - Senior (Evening League) (not including use of kitchen or function room)	£31.61	(per match)
Cricket Pitch - Junior (per match, not including use of kitchen or function room)	£25.53	(per match)

Marshalls Bowls Club	£1,487.78	(per season)
----------------------	-----------	--------------

	Regular User	
	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	£18.30	£13.89

	Casual User	
	Peak	Off Peak
Marshalls Function Room (per hour, includes use of kitchen)	£22.05	£16.54

Peak Times	Monday - Friday	5:00pm - 12:00am
Off Peak Times	Monday - Friday	9:00am - 5:00pm
	Saturday - Sunday	All Day

PAPER F

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 30 January 2025



Gainsborough
TOWN COUNCIL

Subject: Town Clerk's Report

Summary

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

Incidents of ASB

- i. Love Lane allotment site has been targeted by thieves since December 2024. Many sheds were broken into and items such as strimmers were stolen. More recent brake ins have seen, sheds being broken into the contents thrown onto the gardens and minimal items being stolen. The Communities Officer believes that the December brake ins were thieves, however the more recent reports of brake ins indicate this could be down to youths, as items stole were several cans of coke.
The Communities Officer has liaised with Lincolnshire Police and the clear message received from them is for any individuals targeted must report this to 101. The Communities Officer has advised the tenants to report to the Police on several occasions and to pass on their incident number to her to allow partnership working with Lincolnshire Police. The Communities Officer has received minimal responses from the tenants at Love Lane, being the same individuals reporting and advising the problem is greater than what is being reported.
- ii. On 28 February the swing hammock in the Levellings infant play area was damaged, the parts have been ordered to repair the equipment and will be reinstalled once received.

Chair's Group Meeting

The next meeting is on Monday 3 February 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—December 2024, Councillor training sessions.

Below are training identified that Members may be interested in: -

Councillor Induction & Refresher

18th March 18:00—21:00, viz Zoom

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

Introduction to Planning

11th February 18:30—20:30, via Zoom

In this session we aim to help councils understand their role within the planning system and how to get the most out of it. It will explore:

- Roles and responsibilities of local councils in planning
- Local plan making
- The National Planning Policy Framework (2012)
- Guidance on how to respond effectively to planning applications
- Use of material considerations and Community Infrastructure Levy (CIL) system.

Finance for Councillors

4th March, 10:00-11:40, via Zoom

24th April, 10:00-11:40, via Zoom

3rd June, 10:00-11:40, via Zoom

10th July, 10:00-11:40, via Zoom

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

Internal controls

19th February, 10:00-11:40, via Zoom

2nd April, 10:00-11:40, via Zoom

28th May, 10:00-11:40, via Zoom

23rd July, 10:00-11:40, via Zoom

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

Budgeting

22nd July, 10:00-11:40, via Zoom

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

Meeting with WLDC

The Town Clerk and Communities Officer met with the Communities Manager, Community Engagement Officer and Growth and Specials Project Officer on Tuesday 14 January. Topics discussed was the reestablishment of the Green Forum which they would like the Town

Council to be a part of, an Officer of the Town Council joining the Together Initiative meetings, review of the Neighbourhood Plan, creation of an Emergency Plan and a number of other items.

Meeting with WLDC

The Town Clerk met with the Communities Officer- Sport and Physical Activity on Thursday 9 January. The role is a new role for WLDC and was looking to build relationships with local Councils to understand more about their role in promoting sport and physical activity and interested in learning more about the sites usage and if there are any plans for growth. She also shared ideas about the strategy she is looking to create and how this can support local Councils.

Meeting with WLDC

The Communities Officer met with the Team Manager Property & Assets and the Estates Officer on Wednesday 29 January to discuss permissions for the below:

- i. Richmond Park, Aviary Site - To turn this space into a nature area, comprising of raised beds with perennial bee and butterfly enhancing flowers and shrubs. Raised beds to serve as a community food sharing e.g. strawberries. Small water feature and seating area such as picnic benches.
- ii. Marshalls – Astro Net Training Pitch

A follow up email will be sent confirming request from the Town Council which will then be put in front of the WLDC Properties Team on 27 February.

Christmas Lights Festival Debrief with WLDC

The Town Clerk and Leader have requested a debrief meeting with WLDC, dates have been suggested by WLDC but we are yet to confirm a date.

WLDC Corporate Peer Challenge: Focus Group

In January 2025, West Lindsey District Council was to take part in a Corporate Peer Challenge (CPC), overseen by the Local Government Association. It is a requirement on all Councils to undergo a CPC every five years; presenting WLDC with a positive opportunity to celebrate what they do well, and learn where they can improve.

A team of Officer and Member Peers from other local authorities undertook a site visit to the Guildhall between 21st and 24th January where they spoke to a wide range of officers, elected members, and other key stakeholders in order to build a picture of life at West Lindsey.

The Town Clerk, along with the Town Clerk and Chair of Saxilby with Ingleby Parish Council and the Chair of Dunholme Parish Council met the Peer Team on Thursday 23 January via MS Teams to explore views on West Lindsey District Council which could be used to shape the final report and recommendations, which will be used to drive continuous learning and improvement across the Council.

Internal Audit

The Internal Auditor was due to visit the Town Council offices on Tuesday 21 January to carry out the annual internal audit, due to illness this was cancelled and will be rescheduled in due course. The report will be sent to Finance and Strategy Committee once the audit is complete.

HR Compliance Audit

The Town Clerk met with the HR Advisor on Monday 13 January to carry out the annual HR Audit, the report will be sent to Personnel Committee in due course.

Gainsborough Aspiration Programme

The Town Clerk and Communities Officer are meeting with Angie Waplington the Thursday 6 February. Angie is the lead for the Gainsborough Aspiration programme which in its second year is instigating a number of key beneficial projects for the DN21 schools and children within.

Gainsborough in Bloom

The Town Clerk, Operations Manager and Communities Officer are meeting with the GiB committee on Monday 3 February to discuss the siting of the boat and other potential extended projects for GiB 2025.

Together Initiative

The Town Clerk is meeting Laura Lee – Project Officer (Voluntary Centre Services) with on Monday 10 February. Laura is in the process of applying through the Together Initiative to the Arts Council to deliver art workshops to organisations across Gainsborough. Laura is actively making new connections to strengthen her ACE bid.

Cemetery Tree Works

The pollarding of the Lime trees on the Cemetery Extension (bottom of Pingle Close) has been complete. Residents in the vicinity have thanked the Council for the works undertaken.

Cemetery Wreath Removal

Christmas wreaths will be removed from grassed grave plots for maintenance purposes in February. Members may have seen the Facebook comments and consequent Look North coverage on Wednesday 15 January 2025. This is a practice that happens annually, but this year we provided users with advance notice of the Council carrying out the task.

Civic Service

The Mayors Civic Service will be held on Sunday 16 March 2025 at 3pm at All Saints Parish Church followed by a reception at The Blues Club, invites will be sent from the Assistant Clerk, please ensure you RSVP by the specified date.

Neighbourhood Plan Review

Nev Brown, Senior Neighbourhood Planning Policy Officer, who was previously involved with our current Plan has offered to provide support and advice in the process of preparing its review.

Nev will be attending a meeting a Richmond House on **Thursday 27 February at 2:00pm** to discuss the need for the review and then explain how it would need to be undertaken.

All Members that are available are urged to attend the meeting whether on the Working Group or not, as it is an essential document for the development of the town.

Richmond House Dry Rot & Planning Application

Ross Davy Associates have submitted to WLDC a planning application and listed building consent for the dry rot works, installation of palisade fencing to replace the Heras fencing on the rose garden, demolition of the old greenhouse and installation of palisade fencing near the gym equipment where the leylandii was subject to an arson attack. Observations on the applications must be received by 3 March. A request has been submitted to WLDC as Landlord for approval to complete the works. Then we can progress with the works on the dry rot.

VE Day

Thursday 8 May 2025 marks the 80th anniversary of Victory in Europe Day, the Town Council are planning on doing a flag raising at Richmond Park, time and other plans are yet to be decided.

WLDC Tourism Signage

The Town Clerk received an email from Project Officer- Levelling Up Fund regarding Cinema Signage on Market Street.

I am in the process of applying for updated highways signage for the cinema.

For the application, we require a letter of support from the Parish/Town Council:

Is this something that you can please provide once you have relevant approval?

I am currently unsure as to the amount of signage we will require. Looking at the current level of signage, I envisage:

- *1 x new brown sign on Market Street (outside Ladbrokes) directing traffic left down Heaton Street*

- *Where possible update signage on A159/A631 to include cinema*

The above will be guided by Highways and once we have the application in I can provide an update on locations etc.

The Town Clerk has provided a letter of support on the Town Council's behalf.

Elections

The elections for the two vacancies in North West Ward is being held on Thursday 6 February 2025.

Marshalls Boiler Meeting

The Town Clerk is still waiting for a meeting with WLDC to discuss the boiler and extended facilities issues. A new line of contact has now been provided so that is being followed up.

Marshalls External Water Supply

A trace of the of the line of pipes and production of a schematic serving the bowls green building / garage and standpipes including the pipe to the cricket square has been carried out and a repair of the water leak that was affecting the cricket has been repaired. The cricket club have thanked the Council for rectifying the issue.

Richmond House Conservatory

An estimate for works has been received for the works required for the removal and renovation of the area. The Town Clerk will work with the Operations Manager to go through the estimate and report next possible steps to the Property and Services Committee. In a recent conversation with the Team Manager Property & Assets from WLDC he advised that the £50k he had put aside for the project for the last 5 years had been released and no longer ringfenced for the project. A request has been submitted to WLDC as Landlord for approval to complete the works.

Cemetery Extension Letter

Following approval from Full Council on 5 November the letter was sent to the Chief Executive. The Director of Corporate Services requested a full breakdown of the £500k costs and the indicative build costs produced by CDS were sent on 25 November. The Town Clerk was advised - *we have sought some advice on the matter and will look to provide you with a response after receiving the advice and speaking members.* No further communication has been received.

Levellings Footpaths

The works commenced on Monday 13 January and was completed on Friday 17 January. The areas of topsoil on the site which will be grass seeded when the weather permits.



Co-op Green Space Volunteers

The Communities Officer, Operations Manager and Town Clerk are meeting Co-op Community Co-ordinator Mary Jane Storr via Teams on Wednesday 5 February about Green space volunteers. The Community Team at Lincolnshire Coop regularly look for local green space / clean up opportunities to support and try and bring the community together. They have previously worked with parish councils and community groups and advise its always great to see how much they can achieve with colleagues and members of the local community working together.

Burial and Cremation Consultation

NALC consultation response was submitted on 8 January 2025. The consultation on burial and cremation invited views on the Law Commission's proposals to provide modern, certain and consistent regulation across different funerary methods. The proposals formed part of a consultation to bring the law on burial and cremation, which in parts is over 170 years old, up to date.

Key messages

- NALC welcomes this consultation from the Law Commission on burials and cremations. We call in our manifesto for the reform of outdated legislation and have been calling for reform of burial law for many years.
- NALC considers that there needs to be changes in burial legislation to allow local councils to enter into some form of joint arrangement with churches of all denominations, to enable them to manage and maintain a churchyard.
- The government should review legislation to give appropriate powers to parish and town councils (who are burial authorities) to extinguish rights of burials and to disturb human remains for the purpose of increasing space for interments when rights of burial have not been exercised for 75 years and in accordance with all the notice provision and safeguards included in the Bishop's Stortford Cemetery Act 2024.
- NALC supports the majority of proposed changes to legislation governing grave re-use and cemetery management being proposed by the Law Commission. Parish and town councils (and local government) are still covered by outdated laws and rules across public policy, including grave re-use, which urgently need to be modernised, simplified and updated by the government.

Lidl Grant

The Communities Officer has successfully put a bid into Lidl Community Fund and has been awarded £500 towards the Mayors Charity. As the fund cannot be award local authorities the cheque will be written in the name of St Barnabas Hospice for the Mayor to award along with his Charity funds at a later date.

Staff Training

The Assistant Clerk attended the Introduction to CiLCA session on Wednesday 29 January, future training sessions will be via MS Teams over the next 4 months.

The Operations Manager attended a ICCM 'Baggage for the Beyond, 'An exploration of grave goods in the UK today training session on Thursday 30 January. He is also attending a number of Edge Webinars, Grave ownership and registration, Burial law in the UK and Allotments to increase his knowledge of the Councils IT software.

Town Clerk Annual Leave

The Town Clerk has booked annual leave on Friday 7 February and Monday 17 March – Thursday 27 March. The Finance and Strategy Committee meeting will require changing the date, but this will be discussed with the Chair of the committee and reported to Members.

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>

Ground Team Projects

- i. Levellings Goalposts - Installed
- ii. Richmond Park Compound Clearance – Almost completed – Compost from leaf and grass cuttings being distributed around allotment sites
- iii. Marshalls bowls green hedges - Completed
- iv. Marshalls artificial cricket wicket removal and reinstatement – Artificial wicket now removed and soil base installed, grass seed to be added as soon as weather conditions permit
- v. Mayflower Close hedges - Completed
- vi. Dane's Park hedges - Completed
- vii. Aisby Walk overhanging hedges and path clearance - Completed
- viii. Levellings small/self-set tree removal – Small/self-set trees removed that were causing issue with neighbouring fencing
- ix. Levellings infant park maintenance – Fencelines cleared and large areas of moss growth removed from beneath benches and entrance to toddler area
- x. Richmond Park tree works and woodland clearance – Removal of smaller trees identified within the tree safety survey. Maintenance of Rose Garden, old croquet lawn and woodland including tree lifting, shrub, hedge and flower bed maintenance
- xi. Cemetery compound clearance and chipping – The newly purchased chipper attachment is being used regularly to reduce piles of brash, it is hoped that the chippings can be utilised around the Council's allotment sites and for possible Richmond Park and Cemetery projects
- xii. Team Leader IOSH – The Team Leader is well underway with his IOSH Managing Safely training
- xiii. iHasco Training – Council staff are steadily completing training courses as enrolled and over 75 certificates have already been issued
- xiv. Cricket/Bowls Maintenance Training – The grounds team and a member of the Gainsborough Cricket Club have completed fine turf training with Ashby Grass Care
- xv. Allotment maintenance – Resource and equipment is being utilised by the Communities Officer on a weekly basis with the aim of bringing previously unserviceable allotment plots into use and removing dangerous structures

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

What's New This Month?

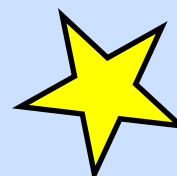
Introduction to Planning—see page 3

Councillor Induction & Refresher—see page 2

JADU bite-sized themed sessions—see page 3:

- Agendas and minutes—How to put them on the website
- Announcement and news items—How to use them
- Homepages—what they are and how to build them

First Aid at Work—see page 18



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	28th January 18:00—21:00 18th March 18:00—21:00  New dates	Zoom Zoom
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	Awaiting new date	
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

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
JADU: Agendas and minutes—How to post them on the website	Webmaster Tony Shaw will be providing short bite-sized themed sessions on specific functions of the JADU website (for those councils who use the free LCC website).	24th January 10:00—11:00 27th January 18:00—19:00	Zoom Zoom
JADU: Announcement and news items—How to use them	If there is sufficient demand, we will look to organise an evening session for those who are unable to attend the daytime session.	7th February 10:00—11:00	Zoom
JADU: Homepages—What they are and how to build them	If there is sufficient demand, we will look to organise an evening session for those who are unable to attend the daytime session.	21st February 10:00—11:00	Zoom

Introduction to Planning —delivered by: Andrew Towlerton of Andrew Towlerton Associates.			
Description	Date	Venue	
In this session we aim to help councils understand their role within the planning system and how to get the most out of it. It will explore: • Roles and responsibilities of local councils in planning • Local plan making • The National Planning Policy Framework (2012) • Guidance on how to respond effectively to planning applications • Use of material considerations and Community Infrastructure Levy (CIL) system.	11th February 18:30—20:30	Zoom	

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.	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	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.	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	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	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***



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	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	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.	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.	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.	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.	22nd January, 9:30 5th March, 9:30 20th March, 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.	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.	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.	15th January, 9:30 13th March, 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.	26th February, 9:30 26th March, 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.	14th January, 18:30

Book Breakthrough Communications training via:

<https://breakthroughcomms.co.uk/calc-training-events/>

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)
Emotional intelligence and resilience in practice for clerks, councillors and officers	This 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.	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.	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

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)
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.	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.	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.	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.	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.	10th February, 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

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	Awaiting new dates
CiLCA Day 2 (FTF): LO11—LO20	Awaiting new dates
CiLCA Day 3 (FTF): LO21—LO30	Awaiting new dates

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

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: £78 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: £78 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

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

First Aid at Work—delivered by Medrock Training Limited £78 plus VAT		
Description	Date	Venue
Upon completion participants will receive a certificate, in recognition of demonstrating competence in Emergency First Aid at Work. The certificate is valid for 3 years. If you've done this course before, please check your certificate in case it has expired/is due to expire soon. If so, here's your opportunity to get it renewed.	10th June 9:30—16:00 28th October 9:30—16:00	Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR

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	

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	
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	

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	
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	

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	
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	

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	
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.	

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.		
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.	

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	
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 £78 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 Paul Hooton
Councillor Liam Muggridge
Councillor James Plastow
Ex-officio - Councillor Kenneth Woolley
Ex-officio - Councillor Paul Key
Substitute - Councillor Mark Binns
Substitute -
Officers: Town Clerk/RFO

Property & Services
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 - Councillor Mark Binns
Officers: Town Clerk, Operations Manager

Planning
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 - Councillor Paul Hooton
Officers: Assistant Clerk

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

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

GAINSBOROUGH TOWN COUNCIL

Committee Membership 2024/2025

Neighbourhood Plan Working Group
Councillor Richard Craig
Councillor David Dobbie
Councillor Liam Muggridge
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

PAPER J

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 28 January 2025



Gainsborough
TOWN COUNCIL

Subject: Annual Assembly of the Town Meeting

1. Summary

The Council needs to consider the date and format of the Annual Town Meeting or less equivocal the Annual Assembly of the Town Meeting.

2. Background

The Annual Town Meeting as it is commonly known, is often confused with the Annual Meeting of the Town Council. The two meetings are quite separate.

A Parish Meeting (or Town Meeting) must be held once a year, between 1st March and the 1st June (inclusive), i.e. the Annual Meeting. The meeting should not commence before 6:00pm but it may commence later.

The Annual Town Meeting is usually summoned by the Chairman of the Town Council, but it may also be called by two Councillors or six local electors. The meeting is **not** called by the Town Clerk.

The notice of the meeting must be given with 7 clear days' in advance.

Because the Annual Town Meeting is a meeting of all the local government electors for the Parish and **not** a meeting of the Town Council care should be taken with the room layout to avoid any impression that this is a Town Council Meeting.

Town Councillors attending the meeting do so either as an elector or a non-electors with the exception of the Council's Chairman.

It is common for the Mayor/Chairman to give a Chairman's report. This could contain preliminary Y/E financial reports.

Other suggested content of the meeting may be:

- Report on the Mayor's fund raising for charity.
- A report on the grants given by the Council – this may also be an opportunity for the grant recipients to showcase their cause.
- Opportunity for local organisations such as schools, voluntary organisations, charities etc to talk about their cause.

The format of the meeting is not prescribed in too much detail. Many towns and villages provide refreshments, for instance.

3. 2024 Annual Town Meeting

The 2024 Annual Town Meeting was held at Marshalls Sports Ground Function Room on Thursday 18 April 2024. The agenda for the meeting is below:

1. *Welcome by the Town Mayor, Councillor Caz Davies*
2. *Approve and sign the Minutes of the Annual Town Meeting held on Thursday 9 March 2023*

3. *Matters arising from the Minutes*
4. *Town Mayor's Report – Councillor Caz Davies*
5. *Presentations from local community organisations:*
 - a. *West Lindsey District Council – Levelling Up Fund*
 - b. *LCC Councillor Richard Davies – Gainsborough Transport Strategy*
 - c. *Gainsborough Trinity Foundation*
 - d. *Night Light Café*
 - e. *Salvation Army Food Bank*
 - f. *Shaw Trust*
 - g. *Changing Places*
 - h. *Bearded Fishermen*
6. **OPEN FORUM** – *questions, comments and concerns by any Local Government Elector concerning the Town's affairs.*

The meeting was attended by 11 speakers, 7 info stall participants, 1 other participant, 20 members of public, 2 staff.

4. 2025 Annual Town Meeting

The date and venue scheduled for the 2025 meeting is Thursday 1 May 2025 at 6pm at Marshalls Sports Ground Function Room.

Officers are of the opinion to only have 4/5 speakers as the 2024 meeting exceeded 3 hours.

5. Recommendation

- i. To confirm the date and venue for the 2025 meeting.
- ii. To confirm organisations to invite to present at the meeting.

PAPER K

PAPER L

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 30 January 2025



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- NALC: Our chair has penned an open letter to parish and town councils – 6 January 2025
- LCC: Budget and Council Tax proposal 2025/26 – 8 January 2025
- NALC: Chief executive's bulletin - 9 January 2025
- LCC: National Highways & Transport (NHT) Surveys – 15 January 2025
- WLDC: Business Brief – 20 January 2025
- WLDC: Agenda for Council - 27 January 2025 – 20 January 2025
- LCC: Consultation on the Proposed Development of a Mainstream Special Educational Needs and Disabilities (SEND) Hub at St George's Church of England Primary School, Gainsborough – 20 January 2025
- Tall Oaks Academy Trust: SEND Hub Consultation – 20 January 2025
- The Gainsborough Academy: SEND Hub Consultation Letter – 21 January 2025
- Lincolnshire Police: NC02 - NC04 News and updates – 20 January 2025
- Central Lincolnshire Local Plans Team: Central Lincolnshire Authority Wide Design Code Update – 22 January 2025
- NALC: Chief Executive's Bulletin – 23 January 2025
- VCS: Scouts Hill Community Tree Planting Day – 24 January 2025
- LALC: E-news – 24 January 2025
- LCC: Town and parish council newsletter January 2025 – 28 January 2025
- NALC: Chief Executive's Bulletin – 30 January 2025

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