

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 Sheila Bibb | Councillor Mark Binns |
| Councillor Stephen Blogg | 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 March 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](#).

FC25/163 Apologies for Absence

To note apologies for absence.

FC25/164 Declarations of Interest

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

FC25/165 Dispensation Requests

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

FC25/166 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.

FC25/167 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 4 February 2025 (pages 4 to 9)

FC25/168 Committee Meeting Minutes

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

- i. Property and Services Committee, Tuesday 11 February 2025 **Paper B** (pages 10 to 13)
- ii. Personnel Committee, Wednesday 19 February 2025 **Paper C** (pages 14 to 17)
- iii. Planning Committee, Tuesday 18 February 2025 **Paper D** (pages 18 to 23)
- iv. Finance and Strategy Committee, Tuesday 25 February 2025 **Paper E** (pages 24 to 27)

FC25/169 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 28 to 79)

FC25/170 Appointment for Representation on Outside Body

To consider making appointment to Marshalls & Rose Brothers Memorial Charity.

FC25/171 Committee Vacancies

To consider making appointments to vacancies on committees.

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

Paper G (pages 80 to 82)

FC25/172 Recommendation made by Committee

To consider the following recommendation from Personnel Committee held 19 February 2025 (PC25/084 Sexual Harassment Policy):

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Sexual and General Harassment Policy and Procedure.

Paper H (pages 83 to 88)

FC25/173 Recommendation made by Committee

To consider the following recommendation from Finance and Strategy Committee held 25 February 2025 (FS25/125 Environment and Sustainability Policy):

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Environment and Sustainability Policy.

Paper I (pages 89 to 94)

FC25/174 Recommendation made by Committee

To consider the following recommendation from Finance and Strategy Committee held 25 February 2025 (FS25/126 Investment Strategy):

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the reviewed Investment Strategy.

Paper J (pages 95 to 101)

FC25/175 Correspondence

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

Paper K (pages 102 to 103)

FC25/176 Items for Notification

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

- i. Community Emergency Planning – April
- ii. Annual Town Meeting update - April
- iii. Standing Orders review – May
- iv. Structure and Functions review – May
- v. Finance Regulations review – May
- vi. Members Code of Conduct review - May

FC25/177 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 1 April 2025 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 27 February 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 4 February 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 Richard Craig
Councillor Caz Davies
Councillor David Dobbie
Councillor Paul Hooton

Councillor Nicholas Coxon
Councillor Dennis Dannatt
Councillor Michael Devine
Councillor Richard Doy
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

Open Forum Public participation

No public participation.

FC25/146 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, P Key, S Morley, J Ward.

FC25/147 Declarations of Interest

No declarations of interest were made.

FC25/148 Dispensation Requests

No dispensation requests were made.

FC25/149 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FC25/159 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FC25/150 Community Emergency Planning

Deferred due to the Emergency Planning and Business Continuity Officer being unable to attend.

FC25/151 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Council meeting held on Tuesday 7 January 2025 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Craig, Dannatt and Davies abstained from voting on the above resolution.

FC25/152 Committee Meeting Minutes (Papers B - E)

- i. Personnel Committee, Wednesday 8 January 2025 Paper B
- ii. Property and Services Committee, Tuesday 14 January 2025 Paper C
- iii. Planning Committee, Tuesday 21 January 2025 Paper D
- iv. Finance and Strategy Committee, Tuesday 28 January 2025 Paper E

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

FC25/153 Announcements (Paper F)

- i. Chair of Council

The Chair advised he'd attended a meeting with Gainsborough in Bloom and continues to support local charities.

- ii. Leader of Council

The Leader had sent apologies for the meeting.

- iii. Representatives on Outside Bodies

Councillor Dobbie advised he had received an email from 20's Plenty and sent it onto the Assistant Clerk.

- iv. Town Clerk

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

FC25/154 Committee Vacancies (Paper G)

RESOLVED: to defer all vacancies until the next meeting.

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

FC25/155 Recommendation made by Committee (Paper H)

Property and Services Committee held 14 January 2025 (PS25/123 Grass Verge Cutting):

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

FC25/156 Recommendation made by Committee (Paper H)

Property and Services Committee held 14 January 2025 (PS25/125 General Cemetery Tree Works):

RESOLVED:

- 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.

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.

Councillor Davies seconded the motion at the meeting.

RESOLVED: under Standing Order 10.1k to exclude the press and public from a meeting for the agenda item.

Note: Councillors Binns, Devine, Dobbie and Plastow abstained from voting on the above resolution.

An amendment to the motion was proposed, seconded and accepted by the original proposer and seconder.

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

For: Councillors Coxon, Craig, Dannatt, Davies, Devine, Doy, Hooton, Woolley
Against: None

Abstained from voting: Councillors Binns, Dobbie, Plastow

RESOLVED: that the Council gauge public sentiment by placing a poll on the Council's website. This poll could provide insights into whether there is sufficient interest for the establishing an indoor market.

Poll question:

Would you like to see an indoor market reestablished within the town.
Possible Answers: Yes / No.

FC25/158 Annual Town Meeting (Paper J)

RESOLVED: to hold the Annual Town Meeting on Thursday 1st May 2025 at Marshalls Sports Ground. Should the date not be viable for speakers in consultation with the Chair this can be out back 7 or 14 days.

RESOLVED: to invite to present at the meeting:

- i. Local PC / PCSO
- ii. WLDC Levelling Up
- iii. Gainsborough Transport Board
- iv. Greener Gainsborough / Men's Shed
- v. Community Rail Partnership
- vi. Stagecoach Bus Service
- vii. St Johns Ambulance (possible stall or speaker)

FC25/159 Election Complaint (Paper K)

The Town Clerk and Operations Manager left the meeting at 7:35pm.

Recommendation

- i. The review conducted by Councillor Craig be accepted by Council.

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

For: Councillors Coxon, Craig, Dannatt, Davies, Devine, Doy, Hooton, Plastow, Woolley

Against: Councillor Dobbie

Abstained from voting: Councillor Binns

RESOLVED: That the review into the election complaint conducted by Councillor Craig be accepted by Council.

Recommendation

- ii. An independent review should now take place in relation to this complaint, and we submit our findings and outcomes to the Local Government Association.

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

For: Councillors Binns, Dobbie

Against: Councillors Coxon, Craig, Dannatt, Davies, Devine, Doy, Hooton, Woolley

Abstained from voting: Councillor Plastow

RESOLVED: That an independent review should NOT take place in relation to the election complaint.

FC25/160 Correspondence (Paper L)

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

FC25/161 Items for Notification

- i. Community Emergency Planning
- ii. Devolution
- iii. Declaration of acceptance of office, Local Government Act 1972, section 83 (4c)

FC25/162 Time and Date of Next Meeting

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

The meeting closed at 8:04pm.

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

DRAFT

PAPER B

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 11 February 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)
 Councillor Mark Binns (sub) Councillor Caz Davies
 Councillor Paul Key Councillor James Ward (sub)

In Attendance:
 Rachel Allbones Town Clerk
 Sean Alcock Operations Manager
 Amanda Clarke Communities Officer

PS25/128 Apologies for Absence

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

PS25/129 Public Participation Period

No public in attendance.

PS25/130 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.

PS25/131 Dispensation Requests

No dispensation requests were received.

PS24/132 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/136 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/133 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 14 January 2025 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Dannatt, Key and Ward abstained from voting on the above resolution.

PS25/134 Love Lane Allotment Dyke / Drainage (Paper B)

RESOLVED: to purchase additional rods to complete the resolution from PS25/106.

PS25/135 Fire Risk Assessment (Papers C & D)

Members **NOTED** the Fire Risk Assessment Report for Marshalls Sports Ground Main and Bowls pavilions. A review of progress of matters that require attention to taken place in 2 months' time.

PS25/136 Tree Management and Hedge Reduction (Paper E)

RESOLVED:

- i. That the Committee appoint Foxstone Forestry to undertake the tree management works as quoted in 3i, 3iii and 3iv of the report.
 - T458 – Italian Alder – General Cemetery – Fell - £250.00+vat
 - Horse Chestnut Trees – North Warren Cemetery – Re-pollard - £1,800.00+vat
 - T217 - Horse Chestnut - North Warren Cemetery – Fell - £1,800+vat *If a crane is required, an additional £1,600.00+ VAT will be attached. I'm hoping this won't be the case. Looking at the tree, as long as we can have access through the dentist surgery, we might be able to lower off a neighbouring tree*
- ii. That the Committee appoint B&B Tree Services to undertake the tree management works as quoted in 3ii, 3v, 3vi and 3vii of the report.
 - Conifer Hedge – General Cemetery – Reduce to 8ft - £1,050.00+vat
 - T11 – Ash – Richmond Park – Re-pollard/Remove Ivy - £550.00+vat
 - Approximately 90m of conifer hedge – Richmond Park – Reduce to 8ft - £1,200.00+vat
- iii. That a 10% discretion be afforded to the Operations Manager to allow for any price fluctuations or unforeseen works.

PS25/137 VE Day Event

RESOLVED: to work collaboratively with Gainsborough Trinity Foundation to look at holding a VE Day event at Roses Sport Ground, once establishing the responsibility and liability of the event and authorise to use the Armed Forces Day budget held in Ear Marked Reserves.

PS25/138 Items for Notification

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

- i. Fire Risk Assessment review of progress (Richmond House) – April
- ii. Pride Event review of event plan – April
- iii. Fire Risk Assessment review of progress (Marshalls) - 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

PS25/139 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 March 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:25pm.

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

DRAFT

PAPER C

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 19 February 2025 at 6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chair)
 Councillor Dennis Dannatt
 Councillor Paul Key
 Councillor Kenneth Woolley – arrived at the meeting at 7:00pm.
 Councillor Paul Hooton
 Councillor James Plastow

In Attendance:
 Rachel Allbones
 Town Clerk (TC)

PC25/078 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, S Morley, K Woolley would be late.

PC25/079 Declarations of Interest

No declarations of interest were made.

PC25/080 Dispensation Requests

No dispensation requests were received.

PC25/081 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/089, PC25/090 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/082 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 8 January 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PC25/083 Wellbeing Policy (Paper B)

RESOLVED: to adopt the revised Wellbeing Policy.

PC25/084 Sexual Harassment Policy (Paper C)
RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Sexual and General Harassment Policy and Procedure.

PC25/085 Staff Handbook Review (Paper D)
RESOLVED: to adopt the updated Staff Handbook.

PC25/086 Training and Development Policy Review (Paper E)
RESOLVED: to adopt the updated Training and Development Policy.

PC25/087 Employee Code of Conduct Review (Paper F)
RESOLVED: to adopt the reviewed Employee Code of Conduct.

PC25/088 HR Audit 2025 (Paper G)
RESOLVED: to **NOTE** the HR Audit for 2025 and the certification gained.

PC25/089 Health Surveillance Assessments (Paper H)
RESOLVED:

- i. To note the report.
- ii. To send the five members of staff for a further hearing medical assessment as advised.
- iii. To send the three members of staff for a HAVS tier 3 assessment as advised.
- iv. For the Operations Manager to review associated risk assessments with a view to reducing exposure to hand vibration tools where possible.
- v. To ensure members of staff wear respiratory protection at all times when exposed to respiratory sensitises such as dust, fumes, etc.
- vi. To encourage identified members of staff to refer to their GP regarding the results of the lung function testing. To encourage identified member of staff to refer to their GP regarding mild hearing loss.

PC25/090 Staffing Issues
Note: Councillor Woolley arrived at 7:00pm.

1)
RESOLVED: that Councillor Key looks into the complaint received and reports back to the Committee.

Note: Councillor Dannatt voted against the above resolution.

Note: The Town Clerk left the meeting at 7:19pm.

2)
RESOLVED: that Councillor Key carries out full investigation with regard to accusations made by Councillor Dobbie against the Town Clerk and the Council, also stated and published in material distributed as part of an election campaign and posted publicly on social media.
Therefore undermining both the work of the Town Clerk, and the Town Council.

PC25/091 Items for Notification
RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- i. Shared Parental Leave Policy Review
- ii. Adoption Leave Policy Review
- iii. Parental Bereavement Policy Review
- iv. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- v. Volunteer Policy Review
- vi. No Smoking Policy Review
- vii. Electronic Information and Communication Systems Policy

PC25/092 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 12 March 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:36pm.

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

DRAFT

PAPER D

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 18 February 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Chair)
 Councillor Michael Devine
 Councillor Paul Key
 Councillor Richard Doy
 Councillor Paul Hooton

In Attendance:
 Natasha Gardener
 Assistant Clerk

PL25/204 Apologies for Absence

Apologies for absence were received from Councillors D Dobbie, S Morley, J Ward, K Woolley

PL25/205 Public Participation Period

No public was present.

PL25/206 Declarations of Interest

Councillor Devine declared a personal interest in agenda item PL25/215 – as he is a patient of the practice.

PL25/207 Dispensation Requests

No dispensation requests were received.

PL25/208 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL25/209 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Planning Committee meeting held on Tuesday 21 January 2025 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Hooton and Key abstained from voting on the above resolution.

PL25/210 Planning Application

[Application Ref No: WL/2025/00044](#) (received 16/01/25) any observations to make on the application, please make them by 06/02/2025

[Proposal: Planning application to rebuild section of boundary wall being variation of conditions 2, 3, 5 and 6 of planning permission 145640 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 NOTE the application.

PL25/211 Planning Application

[Application Ref No: WL/2025/00070](#) (received 27/01/25) any observations to make on the application, please make them by 03/03/2025

[Proposal: Planning application for two storey side extension.](#)

[Location: 16 Turpin Close, Gainsborough](#)

RESOLVED: to NOTE the application

PL25/212 Planning Application

[Application Ref No: WL/2025/00074](#) (received 27/01/25) any observations to make on the application, please make them by 03/03/2025

[Proposal: Planning application for new security fence adjacent to current play area, repairs to main building, demolition of existing greenhouse and extension of vegetable patch, and installation of a palisade fence.](#)

[Location: Richmond House, Morton Terrace, Gainsborough](#)

RESOLVED: to take PL25/212 and PL25/213 and to support the application.

PL25/213 Planning Application

[Application Ref No: WL/2025/00075](#) (received 27/01/25) any observations to make on the application, please make them by 03/03/2025

[Proposal: Listed building consent for new security fence adjacent to current play area, repairs to main building, demolition of existing greenhouse and extension of vegetable patch, and installation of a palisade fence.](#)

[Location: Richmond House, Morton Terrace, Gainsborough](#)

RESOLVED: please see the above resolution

PL25/214 Planning Application

[Application Ref No: WL/2025/00091](#) (received 30/01/25) any observations to make on the application, please make them by 03/03/2025

[Proposal: Planning application for the change of use of an existing residential \(dwelling\) to a C2 accommodation.](#)

[Location: 87 All Saints Mews, Northolme, Gainsborough](#)

RESOLVED: to comment that there are concerns regarding the intended use and position of the property and recommend that WLDC Planning Committee review the application.

PL25/215 Planning Application

[Application Ref No: WL/2025/00101 \(received 03/02/25\) any observations to make on the application, please make them by 10/03/2025](#)

[Proposal: Planning application for change of use residential space to provide additional floor space to existing dental practice.](#)

[Location: 15 & 17 Spital Terrace, Gainsborough](#)

RESOLVED: to support the application, however, to raise concerns that the previous clearing works at the property didn't meet public health and safety standards, and we recommend that this is made a condition.

PL25/216 Planning Application

[Application Ref No: WL/2025/00131 \(received 10/02/25\) any observations to make on the application, please make them by 17/03/2025](#)

[Proposal: Reserved matters application for Phase 1A to erect 130no. dwellings, considering appearance, landscaping, layout and scale, following outline planning permission 136937 granted 15 September 2020 being variation of condition 1 of planning permission 145066 granted 18 May 2023 - amended layout plan.](#)

[Location: Land North East of Highfields Roundabout, Corringham Road, Gainsborough](#)

RESOLVED: to support the application, but to raise concerns about loss of parking spaces for 4 properties.

PL25/217 Decision Notice (Paper B)

To note decision notice received.

Application Ref No: WL/2024/01015 GRANTED (delegated)

Proposal: Advert consent for external signage for the new savoy cinema development including 1no. wall mounted back lit illuminated sign, 2no. internally illuminated fascia signs, 2no. internally illuminated poster boxes, 5no. roof mounter RGB uplighters. Car park signage including 2no. P signs, 2no. T&C info signs 2no. main signs, BB badge bay sign.

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

RESOLVED: to NOTE the decision notice.

PL25/218 Decision Notice (Paper C)

To note decision notice received.

Application Ref No: WL/2024/01032 GRANTED (delegated)

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

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

RESOLVED: to NOTE the decision notice.

PL25/219 Decision Notice (Paper D)

To note decision notice received.

Application Ref No: WL/2024/00981 GRANTED (delegated)

Proposal: Reserved matters application to erect 1no. dwelling considering access, appearance, landscaping, layout and scale following outline planning permission 144344 granted 24 April 2022.

Location: Land Adjacent Peartree Paddock, Bankside, Lea Road, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/220 Decision Notice (Paper E)

To note decision notice received.

Application Ref No: WL/2024/00908 REFUSED (delegated)

Proposal: Planning Application for Two Storey and additional single storey extensions to rear of semi-detached dwelling.

Location: 37 Beckett Avenue, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/221 Decision Notice (Paper F)

To note decision notice received.

Application Ref No: WL/2024/00957 GRANTED (delegated)

Proposal: Planning application refurbishment and restoration of previously fire-damaged single-storey commercial garage facility, including demolition of frontage to be rebuilt - front section of building to be increased in height.

Location: The Garage on the Corner, 2 Morton Terrace, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/222 Decision Notice (Paper G)

To note decision notice received.

Application Ref No: WL/2024/00910 GRANTED (delegated)

Proposal: Planning application for addition of 1no. flat at ground floor level, amendments to the first floor layout of existing Unit 10, and provision of residential storage, refuse storage and cycle storage.

Location: The Maltings, 2B Lea Road, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/223 Street Naming Requests

No street naming requests were received.

PL25/224 Tree Preservation Orders

No tree preservation orders were received.

PL25/225 Traffic Regulation Order (Paper H)

Members considered request from PC Glenn Patchett looking for support to help address school Safety Zones.

RESOLVED: to support the request and write to LCC Highways department, the County Councillor for the area and LCC Councillor Richard Davies about putting school safety zone TROs in place. To send a letter of thanks to PCSO Glenn Patchett, informing them that we support.

PL25/226 Traffic Regulation Order

Members considered request from a member of the public regarding extending double yellow lines in 2 separate areas.

- i. At the junction of Queen Street and Trinity Street (adjacent to Sew Eezy Shop). Cars parking on the corner makes it really awkward when turning left or, when a vehicle is turning into Queen Street from Trinity Street causes traffic to build up.
- ii. On Sandsfield Lane towards Tesco, the bend in particular, cars parking opposite the already placed double yellow lines cause more problems than not when it comes to emergency vehicles or regular traffic. Ideally the Double Yellow lines should/could run right up the Car Park Entrance to Trinity Arts Centre.

RESOLVED: to request that LCC Highways do a survey of the area covered by both i and ii, including a review of the junction of Queen Street and Trinity Street due to traffic congestion issues as we have received complaints about turning into Queen Street, and a review of the parking on Sandsfield Lane towards Tesco.

PL25/227 Items for Notification

- i. LCC motion regarding powers to request 20mph speed limit update
- ii. Baltic Mill update
- iii. DMMO Applications

Note: 8:13pm – Councillor Devine left the room.

- iv. Cross Street update

Note: 8:16pm – Councillor Devine returned to the room.

PL25/228 Time and Date of Next Meeting

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

The meeting closed at 8:20pm.

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 25 February 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 – arrived at the meeting at 6:36pm
Councillor Paul Key
Councillor Michael Devine
Councillor Paul Hooton
Councillor James Plastow

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

Also Present: Councillor Stephen Blogg – arrived at the meeting at 6:36pm.

FS25/117 Apologies for Absence

Apologies for absence were received from Councillors K Woolley.

FS25/118 Public Participation Period

No public in attendance.

FS25/119 Declarations of Interest

No declarations of interest received.

FS25/120 Dispensation Requests

No dispensation requests were received.

FS25/121 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FS25/122 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 28 January 2025 be approved as a as a true and accurate record and signed by the Chair.

FS25/123 Finance Reports (Papers B, C & D)

Note: Councillors Dobbie and Blogg arrived at the meeting at 6:36pm.

Initialled:

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

- i. Unpaid Expenditure Transactions for 20 February 2025.
- ii. Cashbook Summary (including due and unpaid transactions) for 20 February 2025.
- iii. Budget Comparison Report (including due and unpaid transactions) for 20 February 2025.

RESOLVED: to ask Property and Services Committee to review the gas and electricity charges for all Town Council premises.

FS25/124 Bank Reconciliation (Paper E)

RESOLVED: to approve and sign the monthly bank reconciliations for 31 January 2025.

FS25/125 Environment and Sustainability Policy (Paper F)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Environment and Sustainability Policy.

RESOLVED: to write WLDC Chief Executive and Leader regarding boiler issues at Marshalls Sports Ground resulting in excessive carbon emissions.

FS25/126 Investment Strategy (Paper G)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** the reviewed Investment Strategy and adopt amendments.

FS25/127 Community Grant Applications (Paper H & I)

Members considered grant applications received.

- i. Morton Festival - £750

RESOLVED: to match fund the Morton Parish Council Community Grant up to a maximum of £750 from 24/25 & 25/26 budgets.

FS25/128 Items for Notification

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

- i. Internal Audit - April
- ii. Earmarked Reserves – April
- iii. Outstanding Debtors – April
- iv. Risk Register and Risk Management Policy – April
- v. Internal Controls – April
- vi. Asset Register Review – April
- vii. Year End Accounts 2024/2025 – May
- viii. AGAR – Section 2 Accounting Statements - May
- ix. Strategic Plan
- x. Registrar Lease renewal
- xi. Filming and Recording Meetings Policy Review
- xii. Public Participation at Meetings Policy Review
- xiii. Communications Policy Review
- xiv. GDPR Policy Review
- xv. Councillor Vacancy (Co-option) Policy Review
- xvi. Employee / Councillor Protocol Review

- xvii. Social Media Policy Review
- xviii. Publication Scheme & FOI Review
- xix. Pensions Discretionary Policy Review
- xx. Member Training and Development Policy Review
- xxi. LCAS Silver Status submission – July 2025

FS25/129 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 22 April 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:39pm.

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

DRAFT

PAPER F

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 27 February 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

| Number | Date Identified | Location | Incident details | Reported to Police (and date) |
|--------|-----------------|--------------------------|---|-------------------------------|
| 56 | 06/01/2024 | General Cemetery | Vehicle appears to have been abandoned - 2009 Grey Ford - 2 tyres slashed and filled with rubbish | WLDC - 06/01/2024 |
| 57 | 06/01/2024 | Aisby Walk | Remains of a burnt out moped on Aisby Walk | Yes 06/01/2025 |
| 58 | 23/01/2025 | General Cemetery | Chapel has been broken into - door smashed and the combi lock cut off. | Yes 23/01/2025 |
| 59 | 10/02/2025 | Richmond Park | Fire started in a bin in the Remembrance Hut at Richmond Park | Yes 10/02/2025 |
| 60 | 17/02/2025 | Levellings playing field | Fire set and a section of burnt grass remains | Yes 17/02/2025 |

Chair's Group Meeting

The next meeting is on Monday 3 March 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—January 2025, 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 à Risk management
- Code of conduct
- Declarations of interest
- Community engagement
- Transparency code obligations

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

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

Christmas Lights Festival Debrief with WLDC

The Town Clerk and Leader met with WLDC Commercial, Cultural and Leisure Development Manager and Cultural Events and Marketing Officer on Wednesday 19 February 2025 to debrief the 2024 event and discuss proposals for the 2025 event including potential extension of the Christmas lights onto Whittons Gardens.

Internal Audit

The Internal Auditor visited the Town Council offices on Thursday 20 February to carry out the annual internal audit. The report will be sent to Finance and Strategy Committee once the audit is complete.

Gainsborough Aspiration Programme

The Town Clerk and Communities Officer met with Angie Waplinton Project Manager- The Gainsborough Aspiration Project the Thursday 6 February.

Angie facilitates meetings with headteachers within Gainsborough and through partnership working is beginning to see how improvements can be made in relation to outcomes for young people in Gainsborough. Angie's focuses on vulnerable children, improving health, wellbeing, school attendance and academic achievements.

Angie is keen to work in partnership with the Town Council. Projects discussed were,
An allotment for schools.
Richmond Park Bio-diversity garden.
Public consultation on Levelling's skate park

Angie has invited the Communities Officer to her next meeting with Gainsborough Head Teachers on Friday 2 May a QEHS by way of introduction and to gauge an interest from the schools in relation to their participation of the above projects.

Angie also advised she is linking in with Lincolnshire Police on the Gainsborough Community Links project engaging children and young people who are at risk of offending and to signpost these children to organisations for positive community engagement work, such as linking in with local businesses, charities and LAs. The Communities Officer suggested the children, who are chaperoned by employees of Lincolnshire Police, to help on the allotments, tenants who struggle due to age and health to manage their gardens. The Town Clerk and Communities Officer are due to discuss further projects that the children could engage with. This project is intended to reduce the likelihood of children entering the criminal justice service and to take pride in their community and give a sense of ownership and pride in the community whilst building strong foundations for future employment.
GAP Action Plan at Appendix B.

Meetings with Gainsborough Trinity Foundation

The Town Clerk met with the Head of Foundation and Foundation Manager on Tuesday 18 February 2025 discussing the VE Day event.

On Friday 21 February 2025 the Town Clerk met with Head of Foundation, Foundation Manager, WLDC Communities Officer- Sport and Physical Activity and Communities Manager to discuss issues with the site and look at ways to support the Foundation to become sustainable and move forward. Meetings and discussions will continue, and any proposals brought before the Council.

Meeting with Hastings Centre

The Operations Manager and Communities Officer met with two representatives from Hastings at Richmond Park on Tuesday 25th February. It was discussed the siting of Owl, bird and bat boxes and Hedgehog houses, that members of Hastings have made. The Operations Manager agreed to investigate the possibility of installation of owl boxes at Spital Hill allotment and the Cemetery Chapel. The bird boxes (2no) to be sited at Richmond park along with the bat boxes (2no) and the hedgehog houses (2no) to be placed on an allotment site, potentially Spital Hill. The Communities Officer and a representative from Hastings are due to visit Spital Hill allotment to agree on a suitable place to site the Owl box. The Operations manager agreed for the Grounds Team to site the boxes on trees within the wooded area of Richmond Park. The Communities Officer will also discuss the potential of the Hastings members to make more wildlife boxes and potentially sell them to the tenants on the allotment sites. The proceeds will go towards community activities for the members of the Hastings group.

VE Day

Thursday 8 May 2025 marks the 80th anniversary of Victory in Europe Day, the Town Council will be raising a VE Day Flag at Richmond Park at 9am (in line nationally).

Plans are progressing with Gainsborough Trinity Foundation for a VE Day celebrations event at Roses with a family fun day and 5 a-side football tournament.

Gainsborough in Bloom

GiB committee met on 18 February, but the Town Council were not invited to the meeting. Minutes of the meeting have been provided to the office and the Town Clerk has requested that the Council be represented at future meetings. Permissions from LCC are still being looked in to for the siting of the boat and barrier baskets.

Together Initiative

The Town Clerk is met with Laura Lee – Project Officer (Voluntary Centre Services) on Monday 10 February 2025. Laura is in the process of applying through the Together Initiative to the Arts Council to deliver art workshops to organisations across Gainsborough. The Town Clerk has put the Project Officer in touch with our Communities Officer to see if there are any joint working opportunities.

Marshalls Boiler Meeting

The Town Clerk and Operations Manager met with the WLDC Policy and Strategy Officer – Environment and Sustainability and the WLDC Energy Efficiency Project Officer on Tuesday 4 February 2025 to discuss potential ways forward.

The Operations Manager is meeting with the WLDC Energy Efficiency Project Officer and PID Controls Ltd Tuesday 4 March 2025 to look at the Trend BMS system settings. The WLDC Team Manager Property & Assets has provided the Town Clerk with a company who fitted their Trend BMS systems at The Guildhall and Fields Crematorium with remote access/controls to their BMS system.

General Cemetery Tree Works

Foxstone Forestry will begin the pollarding and felling of trees along the boundary with AMP Rose on Monday 3 March 2025, these works could take over a week so there is likely to be restricted vehicular/pedestrian access in some areas.

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 attended a meeting at Richmond House on Thursday 27 February to discuss the need for the review and then explained how it would need to be undertaken. Funding opportunities are available to fund the review through Locality and it was recommended to use a consultant to support the review.

A link to the Gainsborough Town Neighbourhood Plan is below.

<https://www.west-lindsey.gov.uk/planning-building-control/planning/neighbourhood-planning/gainsborough-town-neighbourhood-plan>

Richmond House Dry Rot & Planning Application

The planning application is still with WLDC 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. Communications and clarifications have been received from WLDC through Ross Davy Associates. Observations on the applications must be received by 3 March. No response has been received from WLDC as Landlord for approval to complete the works.

Devolution Workshop – Chippenham Town Council

Suffolk Association of Local Councils presented a workshop on Chippenham Town Council on Monday 17 February 2025. The link to the presentation is on their YouTube Channel <https://www.youtube.com/watch?v=U9DmhnF4OiM> the Town Clerk will also send the recordings and presentation via email to members.

Scouts Hill Community Tree Planting Day

The Communities Officer attended the tree planting day on Wednesday 19 February 2025 supporting the Voluntary Centre Services Together Initiative to plant 3,000 trees and hedge plants.

Aisby Walk/Dunstall Walk meet up

At the request of WLDC Councillor Boles a meet up with the WLDC Enforcement Officer, Acis and WLDC Chair of Prosperous Communities is being held on Friday 14 March 2025 regarding on going Flytipping/Littering issues in the area that is extremely detrimental to the land and residents alike and the Town Clerk has been invited and will be attending.

Elections

The election for both vacancies in the North West Ward took place on Thursday 6 February 2025. Congratulations to Sheila Bibb and Stephen Blogg on being successfully elected.

| Name of Candidate | Description (if any) | Number of Votes | |
|-------------------------|----------------------------------|-----------------|---------|
| BIBB, Sheila Christine | The Conservative Party Candidate | 111 | Elected |
| BLOGG, Stephen | Liberal Democrat | 192 | Elected |
| OLUMEKO, Olayide Sunday | The Conservative Party Candidate | 78 | |

Turnout: 7.77%

Richmond House Conservatory

The Town Clerk has contacted 5 companies approved by WLDC Conservation Officer in an attempt to gain indicative costs to determine a possible requirement for tender exercise. No response has been received to date from WLDC as Landlord for approval to complete the works.

Lincolnshire Co-op Green Space Volunteers

The Communities Officer, Operations Manager and Town Clerk met with the Lincolnshire Co-op Community Co-ordinator Mary-Jane Storr via Teams on Monday 10 February about Green space volunteers.

Mary-Jane advised that all employees who work for Lincolnshire Co-op are offered 16hrs a year to engage & support Local Authorities and Charities with community focussed projects. These projects could range from 'greener space projects' to 'painting sport facilities' 'painting children's play park equipment' to 'litter picking' Mary-Jane advised that the volunteers are most available from May – June and would require ample notice on projects to aid her in providing suitable volunteers for the job, and also to arrange welfare facilities for the volunteers. (Portaloo)

Risk assessments are carried out by Mary-Jane prior to commencement of works. The volunteers are protected by Lincolnshire Co-Ops Public and Employers Liability Insurance and the risks assessment undertaken by Mary -Jane.

Alongside the 16hr a year scheme, Mary-Jane advised there are opportunities for volunteers to be available on a weekly basis.

Lincolnshire Co-op fund is also open to Local Authorities, grants are available from £500.00-£1,000.00

Projects identified by the Town Clerk and Communities Officer where the volunteering opportunity could benefit Gainsborough Town Council are:

- Planting and maintenance of the flower beds within Richmond Park and the boat to support Gainsborough In Bloom.
- Little picking cemetery, parks and allotments.
- Painting St Georges play park equipment
- Helping tenants on allotments i.e. those who have had an illness or are elderly and whose allotments have deteriorated due to this.

Mary-Jane advised that the volunteers need supervising at the beginning of the project to ensure they are undertaking the work as requested. They have access to some equipment such as paint brushes, little pickers and some gardening equipment.

Marshalls Shutters

An inspection for the x17 Marshalls shutters has been carried out and a report and quote will go to the next Property and Services Committee meeting.

Aisby Walk S106 Funding

WLDC have updated the occupations for the site against our Council Tax records, and there are currently 31 properties occupied. The trigger for payment of the Public Open Space contribution is prior to occupation of 50% of the dwellings on the site, i.e. the 48th dwelling, so things are progressing steadily.

Sandsfield Lane North Play Area Anglian Water Works

During the severe water leak Anglian Water contractors accessed the site through the General Cemetery. Due to the size of the vehicle some areas of the grass have been damaged. The Operations Manager has been in correspondence with Anglian Water, and they have confirmed that the damage occurred throughout the Cemetery from the heavy plant would be reinstated and all paths/roadways will be pressure washed clean the week commencing 3rd March.

Foxby Hill Allotment Clearance

The Communities Officer, site representative and some of the grounds team in the last 5 weeks have filled 8 skips with waste that couldn't be reused or recycled, removed three unsafe structures, flailed ten gardens and strimmed two. All but two gardens are now ready to lease, and the waiting list is being worked.

Staff Training

The Town Clerk is attending the National Planning Policy Framework update on Thursday 13 March.

The Assistant Clerk has official began her CiLCA training and time will be set aside for support and completion of this.

The Operations Manager has attended the Edge Allotment & Asset system training
All staff iHasco training - 116 training certificates have been issued to date. Monitoring and time is being set aside for staff to complete set training.

Annual Leave

The Operations Manager has booked annual leave Monday 10 March – Friday 14 March.

The Town Clerk has booked annual leave Monday 17 March – Thursday 27 March. The Finance and Strategy Committee meeting has been cancelled for March.

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.

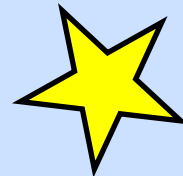
A guide on openness and transparency on personal interests can be found on the Gov.uk website for: <https://www.gov.uk/government/publications/openness-and-transparency-on-personal-interests-guidance-for-councillors>

Ground Team Projects

- i. North Warren Cemetery - All epicormic growth removed, clearance of all fence lines, removal of brambles, chippings added to fill pathways. Site cut / strimmed in preparation for spraying.
- ii. Richmond Park fountain and areas pressure washed.
- iii. Play area park signs removed and new signs ordered.
- iv. Compounds cleared at General Cemetery & Richmond Park, compost and chippings distributed to all allotment sites.
- v. Marshalls cricket wicket grass seeded.
- vi. Levellings new footpath areas grass seeded.
- vii. More unserviceable allotment plots brought back into use.
- viii. North Warren/Spital Hill allotment reclaiming pathways & bramble removal.
- ix. General Cemetery first cut almost completed.
- x. Removal & replacement of damaged play equipment at Levellings & Richmond Park.
- xi. Small equipment servicing completed in house.
- xii. Full inspection of assets completed.
- xiii. Radar lock replaced at Richmond Park.
- xiv. Some works identified within fire risk assessments completed.

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

What's New This Month?



Councillor induction & refresher—new dates. See page 2.
End of year & audit processes—new date. See page 2.
JADU sessions—new dates. See page 3.
New Clerk's Induction. See page 3.
Introduction to planning—National Planning Policy Framework. See page 4.
New Nimble course: Human factors essentials. See page 26.

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 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 | <p>Aimed at councillors with or without any experience, covering topics such as:</p> <ul style="list-style-type: none"> • 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 | 18th March 18:00—21:00 | Zoom |
| | | Limited places available. | |
| | | 8th May 18:00—21:00 | Zoom |
| | | 8th July 13:00—16:00 | LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR |
| Effective Meetings | <p>Ideal for new clerks and an excellent refresher for existing clerks, covering:</p> <ul style="list-style-type: none"> • 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 | <p>Ideal for new and experienced Clerks.</p> <p>Topics Covered:</p> <ul style="list-style-type: none"> • 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 SOLD OUT | Zoom |
| | | 12th March 13:30—16:30 | Zoom |
| | | 25th March 13:00—16:00 | 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 | 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). If there is sufficient demand, we will look to organise an evening session for those who are unable to attend the daytime session. | | |
| JADU: Agendas and minutes—How to post them on the website | | Awaiting new dates. | |
| JADU: Announcement and news items—How to use them | | 7th February 10:00—11:00 SOLD OUT 10th February 18:00—19:00 | Zoom Zoom |
| JADU: Homepages—What they are and how to build them | | 21st February 10:00—11:00 SOLD OUT 3rd March 18:00—19:00 | Zoom Zoom |
| New Clerk's Induction  | The New Clerk's Induction day covers the key points and duties for the Clerk's role. | 20th February 10:00—16:00 | LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR |

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

| | | |
|---|--|---------------------|
| <p>Introduction to Planning – National Planning Policy Framework, delivered by: Andrew Towleron of Andrew Towleron Associates.</p> |  | |
| <p>Description</p> | <p>Date</p> | <p>Venue</p> |
| <p>The government published the new version of the National Planning Policy Framework (NPPF) in December 2024. This is at the heart of the government’s ‘blitz’ of planning reforms, especially as the NPPF sets out the government’s planning policies for England and how these are expected to be applied.</p> <p>This webinar will outline the key aspects of the government reforms contained in the NPPF and more generally that will have implications for local councils and explore how they are likely to work in practice.</p> | <p>Earlier dates SOLD OUT</p> <p>13th March 18:00—19:00</p> | <p>Zoom</p> |

| | | |
|--|--|---------------------|
| <p>Introduction to Planning —delivered by: Andrew Towleron of Andrew Towleron Associates.</p> |  | |
| <p>Description</p> | <p>Date</p> | <p>Venue</p> |
| <p>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:</p> <ul style="list-style-type: none"> • Roles and responsibilities of local councils in planning • Local plan making • The new version of the National Planning Policy Framework • Guidance on how to respond effectively to planning applications • Use of material considerations and Community Infrastructure Levy (CIL) system. | <p>11th February 18:30—20:30</p> | <p>Zoom</p> |

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>

LALC Core training: Included within our Annual Training Scheme

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

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) |
|--|--|---|
| Introduction to VAT (VAT for unregistered councils - VAT126) | <p>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.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • 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 | 18th February, 10:00 27th March, 10:00 29th April, 10:00 5th June, 10:00 15th July, 10:00 |
| Procurement Act 2023 | <p>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 will now come into force on 24 February 2025 and replaces the Public Contracts Regulations 2015.</p> <p>This session is an introduction to the basics of procurement for local councils:</p> <ul style="list-style-type: none"> • Inviting quotes • Producing specifications and tender documentation • Achieving competition and value for money • Managing contracts. | 27th February, 10:00 22nd April, 10:00 12th June, 10:00 |
| Internal controls | <p>This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples* and case studies.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Roles and responsibilities • Financial risks • Purpose of internal controls • Case studies • Examples of controls • Review of internal controls | 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 | <p>This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring their council's budgets.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • 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 | <p>This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • 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 | 5th March, 10:00 |
| Year end and audit—councils over £25,000 | <p>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.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • 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***



| Course | Description | Date(s) |
|--|--|---|
| Year end & transparency— councils under £25,000 | <p>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.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Closing the accounts • Exemption from external audit • Internal audit • Reviewing internal control • The Annual Return • Electors rights • Transparency and publication requirements | <p>6th March, 10:00 18th March, 10:00 19th March, 18:30</p> |
| Income & expenditure accounts (for larger councils) | <p>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.</p> <p>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.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Closing the accounts • Debtors and creditors • Assets and borrowing • Internal audit • Reviewing internal control • The Annual Return • Electors rights • Publication requirements | <p>13th March, 10:00 25th March, 10:00</p> |

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 (pre 31st March)/£35 plus VAT (from 1st April). | |  |
|--|---|--|
| 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. | 31st March, 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 14th April, 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. | 19th February, 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. | 24th February, 13:00 17th March, 9:30 |
| Dealing with difficult people and conversations in our local councils | Handling professional relationships within local councils is critical. However, it can be tough dealing with challenging people and situations. In this session, we discuss practical techniques for managing difficult conversations and situations. | 12th February, 13:00 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 (pre 31st March)/£35 plus VAT
 (from 1st April).



| 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 7th March, 13:00 |
| 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. | 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. | 5th February, 18:30 10th March, 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 (pre 31st March)/£35 plus VAT
 (from 1st April).



| 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. | 7th April, 18:00 |
| 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. | 2nd April, 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. | 11th February, 9:30 30th April, 9:30 |

Book Breakthrough Communications training via:

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

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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 (pre 31st March)/£35 plus VAT
 (from 1st April).



| 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. | 7th March, 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. | 14th March, 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 18th April, 9:30 25th April, 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 24th March, 18:00 |
| 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 28th April, 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. | Awaiting new date | 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


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|------------------------------|--------------------|
| 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 | |  (Chris Moses) |
|---|---|---|
| <p>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.</p> <p>For further details contact p.d.solutions@zen.co.uk</p> | | |
| 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 | <p>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.</p> <p>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.</p> | £150 plus VAT |
| 3—Practical issues | <p>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 .</p> <p>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.</p> | £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 |


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| <p>Allotment Management including tenancy agreements and policies — delivered by: £30 plus VAT</p> |  |
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| Description | Date | Venue |
|--|----------------------------------|-------------|
| <p>Covering:</p> <ul style="list-style-type: none"> • 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 | <p>5th March 10:00—11:30</p> | <p>Zoom</p> |


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| <p>Allotment Management including site facilities and health & safety —delivered by: £30 plus VAT</p> |  |
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| Description | Date | Venue |
|---|-----------------------------------|-------------|
| <ul style="list-style-type: none"> • 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 | <p>12th March 10:00—11:30</p> | <p>Zoom</p> |

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


| <p>Cemetery compliance and management (2 part)—delivered by: £35 plus VAT</p> |  | |
|---|---|--|
| Description | Date | Venue |
| <p>Course overview</p> <ul style="list-style-type: none"> • 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 <p>All the topics listed above will be covered over the 2 session course</p> <p>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.</p> | <p>Session 1 of 2 6th May 9:15—12:30</p> <p>Session 2 of 2 7th May 9:15—12:30</p> | <p>MS TEAMS—link to be circulated by the presenter</p> |

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

| <p>Play areas—Routine Inspectors course (non exam) delivered by: £78 plus VAT</p> |  <p>The Play Inspection Co.</p> | |
|--|--|---|
| Description | Date | Venue |
| <p>Covering:</p> <ul style="list-style-type: none"> • The benefits of play • Injuries occurring on playgrounds • Legal responsibilities • Inspection techniques for basic equipment types • The inspection procedures of their verifying employer <p>This is a non-exam course. The Play Inspection Company will issue a Certificate of Training to all participants who complete this course.</p> | <p>13th May 9:30—16:00</p> <p>SOLD OUT— Contact LALC in case of cancellations</p> | <p>Washingborough Sports Pavilion Washingborough Playing Fields Fen Road Washingborough LN4 1AB</p> |

| <p>Play areas—Routine Inspectors course (with exam) delivered by: £78 plus £130 RPII exam fee - plus VAT</p> |  <p>The Play Inspection Co.</p> | |
|--|--|--|
| Description | Date | Venue |
| <p>Covering:</p> <ul style="list-style-type: none"> • The benefits of play • Injuries occurring on playgrounds • Legal responsibilities • Inspection techniques for basic equipment types • The inspection procedures of their verifying employer <p>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.</p> | <p>14th May 9:30—16:00</p> <p>SOLD OUT— Contact LALC in case of cancellations</p> | <p>Washingborough Sports Pavilion Washingborough Playing Fields Fen Road Washingborough LN4 1AB</p> <p>Exam to be taken at:</p> <p>Station Road Recreation Ground Station Road Heighington LN4 1QJ</p> |

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

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|---|--|---|
| <p>First Aid at Work—delivered by Medrock Training Limited £78 plus VAT</p> |  | |
| <p>Description</p> | <p>Date</p> | <p>Venue</p> |
| <p>Upon completion participants will receive a certificate, in recognition of demonstrating competence in Emergency First Aid at Work.</p> <p>The certificate is valid for 3 years.</p> <p>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.</p> | <p>10th June 9:30—16:00</p> <p>28th October 9:30—16:00</p> | <p>Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR</p> |

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

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| 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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

| | |
|---|---|
| <p>eLearning - delivered by:</p> <p>£25 plus VAT per course.</p> |  |
| <p>Essential Skills</p> | |
| <p>Course</p> | <p>Description</p> |
| <p>Display Screen Equipment (DSE) workstation assessment essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 |
| <p>Environmental awareness essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 |
| <p>Equality, diversity and inclusion essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 |
| <p>Fire safety essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • 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

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|---|--|
| <p>eLearning - delivered by:</p> <p>£25 plus VAT per course.</p> |  |
| <p>Essential Skills</p> | |
| <p>Course</p> | <p>Description</p> |
| <p>Freedom of information essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 |
| <p>Health and safety essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • 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) |
| <p>Home working essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 important of good communication when working remotely • Identify practical strategies to increase your productivity • Recognise the importance of looking after your mental health and wellbeing |
| <p>Human factors essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • 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’s be removed |

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Courses delivered directly by LALC or partners

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| <p>eLearning - delivered by:</p> <p>£25 plus VAT per course.</p> |  |
| <p>Essential Skills</p> | |
| <p>Course</p> | <p>Description</p> |
| <p>Information security awareness essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 |
| <p>Manual handling essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 |
| <p>Menopause essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • Recognise how menopause affects women in different ways • Take steps to create a more supportive workplace for those experiencing menopause |
| <p>Modern slavery essentials</p> | <p>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:</p> <ul style="list-style-type: none"> • Appreciate the extent of modern slavery in the UK and the many forms it takes • Recognise the factors that can increase a person’s risk of exploitation • Spot signs of modern slavery and human trafficking that can help them identify potential victims • Understand the measures available to punish perpetrators and support potential victims • Report their suspicions or concerns to the appropriate organisation |

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Courses delivered directly by LALC or partners

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| 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 Heigh 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: <ul style="list-style-type: none"> • Recall which type of activities classify as 'work at height' (WaH) • Recognise your employer's and your own responsibilities under the Work at Height Regulations 2005 (WaH) • Identify risks most commonly associated with working at height • Plan a safe approach to performing work at height • Use stepladders and leaning ladders safely | |

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Courses delivered directly by LALC or partners

| eLearning - delivered by: £25 plus VAT per course. | |  |
|--|--|--|
| Course | Description | |
| COSHH Essentials | <p>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:</p> <ul style="list-style-type: none"> • 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 | <p>This course covers the fundamentals of how to slow the spread of those harmful microbes which can make us unwell. T</p> <p>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!</p> | |
| Unconscious Bias Essentials | <p>Have you ever jumped to the wrong conclusion or misjudged someone you just met?</p> <p>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.</p> <p>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.</p> <p>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.</p> | |

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Courses delivered directly by LALC or partners

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| <p>eLearning - delivered by:</p> <p>£25 plus VAT per course.</p> |  |
| <p>Local (parish and town) council courses</p> | |
| <p>Course</p> | <p>Description</p> |
| <p>Introduction to local councils</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 |
| <p>Introduction to planning for local councils</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 |
| <p>Understanding precepts</p> | <p>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:</p> <ul style="list-style-type: none"> • 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 |
| <p>Human factors essentials</p>  | <p>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:</p> <ul style="list-style-type: none"> • Understand the main types of errors that humans make • Identify key workplace error traps to remove or manage them • Recognise which HuP tools can be used to mitigate error traps that can't be removed |

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Courses delivered directly by LALC or partners

| eLearning - delivered by: £25 plus VAT per course. | |  |
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| Course | Description | |
| Standards in public life  | This module is primarily designed to support those elected or co-opted and/or working in local councils, to understand the principles of conduct expected of all councillors. Information is based upon national model code of conduct produced by The Local Government Association but recognises that councillors must abide by your own council's code of conduct, and so also provides some generic support for those wishing to better understand the behaviours expected of all councillors. | |
| Respectful and positive social media for councils and councillors  | This introductory module from Breakthrough Communications will consider the opportunities and risks associated with social media from a civility and respect perspective. It will explore a range of proactive and pre-emptive strategies councils and councillors can put in place to set themselves up for success. It will explore what to do if things go wrong and how to manage a range of scenarios from trolling to harassment and what practical steps you can take, | |
| Leadership in challenging situations for councils and councillors  | This introductory module from Breakthrough Communications will consider different leadership styles in the context of your role at the council, exploring which styles we personally 'default' to and which styles can work effectively for different situations. It will also discover how to build, support and get the most from an effective and motivated team. | |
| An introduction to emotional Intelligence and personal resilience  | This introductory module from Breakthrough Communications will develop a better understanding of where our behaviour comes from and will consider what emotional intelligence and resilience means for us in the context of our roles within the council. There will be opportunities to explore role-focussed scenarios and consider how we might respond to them. It will also explore strategies to deal with and manage a range of situations. | |

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| 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-learnt behaviours to bring about positive change. By the end of this course, you should be able to: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. | |

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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



N.B. Dec updates in blue text

Gainsborough Aspiration Project



Review of Action Plan and Next Steps
January 2025



N.B. Dec updates in blue text

Priority 1: There is a co-ordinated and consistent approach to managing attendance, working with local partners such as children’s services, housing and health to remove out of school barriers and raise school attendance for all pupils.

| Activity | Review of progress – Sept 23 to Dec 24 in black type; Sept 24 to end of Dec 24 in blue type. | Next steps Jan – April 2025 |
|---|---|--|
| <p>A clear attendance pathway to ensure consistency across Gainsborough so that all schools are doing the same thing in regard to authorising holidays etc.</p> | <p>Gainsborough and District Schools’ Attendance Charter has been printed and distributed to all DN21 schools. Schools have also been asked to post a copy of the Charter on websites and include a section about the Charter in their attendance policies. Community Attendance Charter has been printed and distributed to local organisations that support children and families – e.g. GP surgeries, Guildhall, local Churches etc.</p> <p>Attendance data: between Jan 2023 and Jan 24, >10% absence rates decreased by 6.87%; >25% absence rate decreased by 0.67%.</p> <p>Following meeting with Jill Chandair-Nair and Anita Burton on 16/05/24, G.A.P. work on attendance was showcased as part of the LCC I&A School Attendance Strategy Briefing of all Lincolnshire Schools on 8th and 10th July.</p> <p>Attendance working party produced infographic around Sept 24 changes to penalty notices for non-attendance – distributed to all schools and local GP surgeries.</p> <ul style="list-style-type: none"> • Attendance working party met on 17/09/24 – and created a “notice to Improve” proforma to ensure consistency in local schools- later superseded by LCC pro-forma • Attendance Myth buster/ fact sheet shared with all schools/Local GP surgeries/ children’s services. | <ul style="list-style-type: none"> • Attendance working party to meet on 29th April – share and disseminate good practice. Julie Mellor from LCC to attend. • Collect Jan 25 attendance data and compare to 2023 and 2024. • AW to continue to attend LCC Attendance and Inclusion workshops and share information with settings unable to attend. |
| <p>Develop parental resilience and engagement through supporting parents and listening to what matters to them.</p> <ul style="list-style-type: none"> • Parenting support via Family Hub e.g., bedtime family routines • Parental support through the Pupil Re-integration team • Improved support for parental mental health | <p>Schools now providing families with access to online Solihull parenting programmes – no EHA to complete.</p> <p>Constructive links made with local NHS Primary Care Network (PCN) – community team. NHS is approaching adult mental health in a more holistic way and factoring in its effects on children living with adults who have mental health issues. Schools can refer parents/ carers directly into the service – no longer have to advise parents to get a referral from their GP. The team are also happy for professionals to ring them directly to get advice.</p> <p>Community Showcase Event on 29th September 2023 connected schools with organisations/ charities that will support parental mental health; all schools present also have details for BRIC who will</p> | <ul style="list-style-type: none"> • AW to continue to attend Gainsborough Mental Health Partnership Forums and feedback with key information/support which can be displayed on school website/ Parent Hub etc – next meeting 30/01/25. • AW, Alison Russell (new EHC with education background) and Victoria Brelsford (CDO) to meet with new Community connector – Becky Hails to look at how support for yp’s mental health can become more embedded within GMHP meetings. (21/01/24) |



N.B. Dec updates in blue text

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| <ul style="list-style-type: none"> Schools in Gainsborough have adopted EBSA policies and practice as a whole school, proactive, evidence-based response to meet needs | <p>do their own referrals and work with families in the home – no EHA needed.</p> <p>AW is attending bi-monthly meetings of Gainsborough Mental Health Partnership and disseminating key information back to pastoral leads.</p> <p>DSLs have online and hard copies of quarterly edition of Lincolnshire Shine brochure – contains contact details for mental health service and support for children and adults throughout Lincolnshire.</p> <p>Schools have contact details for community connector – Lorraine Rooks.</p> <p>Updated EBSA pathway and toolkit has been disseminated to all DSLs/ Attendance/ pastoral leads in Gainsborough.</p> <p>Schools now receiving three-monthly database of local support groups to share with families.</p> <p>Joint organisational working has secured future for GAPA – open access is now available for 3 sessions per week; nursery numbers are rising; holiday provision is well attended. G.A.PA. now offering breakfast provision and a walking bus to neighbouring school.</p> <ul style="list-style-type: none"> Key information from GMHP is disseminated to colleagues in Children’s Services and Family Hubs and local GP surgeries as well as schools. AW attended x2 Family Hub steering groups and Gainsborough network meetings – passing relevant information to school settings. Data in Sept 2024 indicated that Family Hubs/ Children’s Centres are used more by the local community in Gainsborough than majority of other areas. | |
| <p>All organisations/ agencies working with children and their families actively emphasise the value of education and good attendance.</p> <ul style="list-style-type: none"> Social care to prioritise attendance within plans and to liaise with schools to monitor. Buddy befriending peer support workers in schools | <p>Representatives from Children’s Services attend Gainsborough DSL cluster meetings – they are making their teams aware of the importance of good attendance, considering KCSIE Sept 2023 update.</p> <p>Ability to share attendance data with outside agencies and partners has led to a better understanding of issues schools are facing and a realisation that it’s something schools cannot solve themselves - evident from engagement of WLDC, ACIS etc with project.</p> <p>WLDC now running buddy befriending peer support workers in 2 schools – mentors drawn from local businesses – ongoing</p> | <ul style="list-style-type: none"> Update local partners with Jan 2025 attendance data. |



N.B. Dec updates in blue text

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| <ul style="list-style-type: none">School representatives attending NHS prescribing meetings | <p>discussions on how this can be extended and how WLDC can facilitate this for even more schools.</p> <p>Gainsborough Trinity Foundation undertaking weekly mentoring at TGA; in discussions to roll this out to QEHS.</p> <p>West Lindsey Early Help Team Manager training up local GP surgery staff about improving their “curious questions” - asking about children’s attendance etc during routine appointments.</p> <p>Neighbourhood Lead from Trent Care Network (NHS) and West Lindsey Early Help Team Manager are going to meet to look at a way of making the NHS early years assessments/ vaccinations more holistic – health professionals to be more curious – asking if children are attending any sort of pre-school provision. This information can be shared with EYCC who can follow up.</p> <p>Agreement has been given from relevant organisations for a Community Attendance charter to be displayed in local Children’s Centre’s, GP surgeries, WLDC- Guildhall etc Permission has also been given to use organisational logos on the posters.</p> <p>Community Charter has been printed and distributed.</p> <p>Youth Club at TGA is up and running – Fridays.</p> <p>DSLs from local GP surgeries are now attending DSL cluster meetings – more robust communication between organisations.</p> <p>First Health/ Education joint meeting took place on 06/06/24.</p> <p>Information was shared about roles; to provide clarity about EHCP process; to agree on common language around attendance expectations etc so that parents/ carer receive the same messages from health and education professionals.</p> <p>Information about changes to penalty notices re attendance ah been disseminated to children’s services and local GP surgeries</p> <ul style="list-style-type: none">G.P. Surgeries/ children services have copies of attendance myth busters. | |
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N.B. Dec updates in blue text

2.) There is a long-term strategy for successful transitions and a consistent pathway to adulthood throughout all education settings in Gainsborough, that promotes self-regulation, resilience, independence and life skills in children and young people.

| Activity | Review of progress – Sept 23 to Dec24 in black type; Sept 24 to end of Dec24 in blue type. | Next steps Jan - April 2025 |
|---|--|--|
| <p>Schools working collaboratively to develop robust guidance and/or structures for transition between pre-school/ nursery to school.</p> <ul style="list-style-type: none"> Gainsborough EYFS cluster group is meeting at least three times per year for professional support and development. Consistency in paperwork / information between settings and schools. Agree a Gainsborough transition programme to ensure consistency in approach. Accessible information for parents “what to expect from EYFS” in simplified form. | <p>Gainsborough EYS cluster met for first time on 10th October – good uptake- 11 out of possible 18 settings attended. Agreed to meet 6 x per year.</p> <p>Transition calendar distributed December 2023</p> <p>Re-establishment of “Meet the School” event/ marketplace. It will be held at Warren Wood Specialist Academy on Wednesday 29th November. Flyers/ leaflets have been sent out to all pre-school providers that feed into Gainsborough Schools.</p> <p>There will also be an event for schools to meet with pre-school settings to discuss new intake (Feb/March 2024?)</p> <p>All EYFS leads, Heads and SENDCOs have been given login details for Dingley’s Promise. (This is a charity funded by Comic relief that supports children in the early years with Special Educational Needs and Disabilities to achieve their full potential. They support both families and professionals and offer free training.</p> <p>Some PVI’s are now attending EYFS cluster meetings.</p> <p>EY SENDCOs have been given contact of School SENDCOs – this should lead to earlier conversation around children with additional needs who will need more robust transition plans.</p> <p>Early Years Locality Lead (Simon Trowbridge) has indicated that the EY team are in favour of using the information exchange portal for EY into primary school – Head Teachers will discuss this at the next meeting of the Gainsborough Head’s partnership.</p> <p>DATA update:</p> <p>EYFS take up of places in Gainsborough: June 23 =84.4%; Jan 24 = 85.5% +1.1%</p> <p>EY information exchange portal – Gainsborough Head teachers agreed to devise their own transition form to be used for transition into school. It has been trialled in summer term by Whites Wood Academy and Hillcrest Infant Academy – feedback to be given at next Heads Partnership meeting.</p> <p>Colleagues from 10 EY settings attended training around Early Help in the Early Years on 21/05/24.</p> | <ul style="list-style-type: none"> EY training offer for term 3– SEN in the Early Years. AW to meet with Amisha Stanney to discuss roll out of Gainsborough transition proforma to PVI EY settings – Honey Pots, GAPA, Lea (08/01/24) AW to arrange a meeting with new Gainsborough EYST and new LWL EY advisor. AW to continue disseminating training EYFS training offers/ updates. Work with EYST and LWL EY advisor to investigate promotion of Home learning environment, through a more flexible approach to ensure children are more school ready when they start school. Gather volunteers to collaborate on EYFS in Gainsborough leaflet. Update and distribute latest EY take up of places data – looking at Gainsborough and ward level. |



N.B. Dec updates in blue text

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| | <ul style="list-style-type: none"> • Head Teachers agreed Gainsborough Transition Form at meeting on 13/09/24. Shared with Amisha Stanney – LCC EY Transition Advisor on 07/10/24. • Meet the school event took place on 1st October at Warren Wood Specialist Academy – 20+ families attended; big improvement for 2023 event • EYFS take up of places: Jan 24 =85.5%; Jan 25= 89.3% +3.8% | |
| <p>Schools to review and revise their current transition from FS to KS1 so that they meet the needs of all children but particularly those with SEND.</p> <ul style="list-style-type: none"> • Promoting inclusivity across settings and school. • Improve link between special/mainstream schools so that special schools in the area are sharing best practice and support. • Effective use of available CPD resources including Teaching School Hub (TSH) and the SEND workforce development module, supporting transitions. • Ensure curriculum meets the needs of each cohort to help them meet /reach their next steps. | <p>Warren Wood EYFS lead is part of Cluster, and a session will be given over to how they successfully manage the transition of EYFS into KS1 for most vulnerable pupils.</p> <p>2022/23 EYFS data – Gainsborough analysis: the dip in LAU clearly links to the dip in comprehension so need a storytelling project in the area as that would hit both areas of ELG - whole cluster training around storytelling for EYFS/ Y1 teachers paid for by G.A.P. funding.</p> <p>Free EYFS Storytelling in the Curriculum took place at Parish School on Friday February 2nd. Colleagues from 11 settings (including 6 EY settings) participated. Feedback comments were positive – copies are available on request.</p> <ul style="list-style-type: none"> • Analysis of 2024 data show that % of children in Gainsborough achieving GLD is 60.9%, compared to 67.8% across Lincolnshire. Biggest gap is in speaking – this has been shared with EY leads | |
| <p>Schools in Gainsborough are facilitating the most effective transitions between primary feeder schools and secondary schools so that pupils make smoother and more effective starts at the secondary phase.</p> <ul style="list-style-type: none"> • Agreed consistent approach to transition - same dates, | <p>Investigating possibility of Gainsborough Primary Pledges, linked to Parish Pathway/TGA pledges, – made into a booklet that can be filled in and that travels with child through primary, into secondary.</p> <p>Positive Futures are developing more links with Primary Schools to develop their Young Leader programmes for Y5-6 pupils – this will support transition to KS3.</p> <p>TGA have employed a transition lead who is spending time in feeder primaries – building relationships, reporting back on strategies and support that is in pace for children who will be moving into KS3.</p> | <ul style="list-style-type: none"> • Continue to provide opportunities for primary school children to attend events at local secondary schools to support transition – use STEM activities/ employer encounter sessions as a vehicle for this. • Begin discussions with investigate how Gainsborough Pledges can be refined to use in local primary schools. |



N.B. Dec updates in blue text

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| <p>same expectations, same experience.</p> <ul style="list-style-type: none"> • Choice for families in Gainsborough. Primary staff need to be better informed about the choices available. • Transition from Primary special to secondary special, use the same type transport to support consistency – car type and mini bus etc. • Using older pupils to support myth busting including older pupils visiting primaries for Q&A sessions. • Primary schools to incorporate the Gainsborough pledge into their personal development curriculum – active citizenship; life skills and cultural experiences to develop resilience and consistent language across settings. | <p>TGA Transition lead attended SENDCo cluster meeting on 22nd March – discussion held around supporting most vulnerable children through the end of Y6 rollover.</p> <p>Suspension and exclusion data: No of pupils suspended reduced from 185 in Jan 2023 to 161 in Jan 2024 No of pupils permanently excluded dropped from 9 in Jan 2023 to 3 in Jan 2024.</p> <p>At Head Teacher Partnership meeting on 03/05/24 HT's agreed to devise a Gainsborough transition form that would be trialled by Whites Wood Academy and Hillcrest Infant Academy in term 6.</p> <ul style="list-style-type: none"> • Head Teachers finalised Transition form and it was disseminated in October 2024. • WPT insist that roll over to TGA will continue in its current form, however TGA continue to offer opportunities for USK2 pupils to visit the school to participate in various activities and are now making good use of social media to promote the setting and share positive stories. | |
| <p>Schools and partner organisations are working collaboratively to develop robust structures for post 16 transitions into education or training.</p> <ul style="list-style-type: none"> • Promotion of apprenticeships • Embedding of work experience following Covid-19 • Further Education Task Force led by WLDC. • Satellite college courses held in Gainsborough | <p>School updates are now a permanent agenda item at the West Lindsey Skills and employment Partnership meetings.</p> <p>Aegir School are working with Scott Eley the SEND co-ordinator from Lincolnshire County Council to secure work experiences for pupils.</p> <p>There is a steering group in place with employers such as NHS, WLDC, Noble Foods, Gelder, AMP Rose, Trinity Foundation and ACIS. The aim is to encourage employer assemblies, tours and up to 1 week work experience for the students.</p> <p>WLDC have drawn up a FE action plan – considering 3 main areas:</p> <ol style="list-style-type: none"> 1.) What are the key challenges for young people accessing and sustaining Post-16 education or training? 2.) How can data/information be used more effectively to track those that drop out of Post-16 education or training? | <ul style="list-style-type: none"> • AW to continue to attend WLDC Skills and employment partnership meetings- focussing on working with the 3 recognised West Lindsey FE providers – Lincoln College, Riseholme College and ASCIS to agree an information sharing protocol which would allow each organisation to inform the other if a student “drops out.” – Dec 2024 meeting postponed – next meeting March 2025. • AW to be part of proposed LSCP task and finish group around NEET. • AW to continue to liaise with Police Community Lincs project to signpost suitable mentoring/ diversionary activities – e.g. Gainsborough Old Hall Youth Ambassadors etc. |



N.B. Dec updates in blue text

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| | <p>3.) What skills/knowledge/training are local employers looking for and does the provision available match those needs? ACIS now working with TGA to mentor and track those yp at risk of NEET. Following the last multi-agency meeting, Lincolnshire Police have agreed to reduce the age limit for the Gainsborough community project to 11. AW met with Mandy Radley-Mitchell (LSCP) to discuss work being carried out in West Lindsey to reduce/ support those at risk of NEET.</p> <ul style="list-style-type: none"> • Progress of the Police community project- 12 yp referred and now being mentored. Majority of referrals from TGA. • AW visited Hill Hilt wood Oct 24 – they were then invited to TGA business breakfast on 30/11/24 | <ul style="list-style-type: none"> • AW to promote “Apprenticeship Week” – 10th -16th Feb with local settings and liaise with WLDC to invite apprentices into local secondary settings to give talks/ presentations to students. |
| <p>Embedding a transition pathway and return to mainstream settings from alternative provision.</p> | <p>PRT have met with local organisations – Connexions and GAPA to investigate using them as alternative provision for pupils on a PSP....will share any updates as they are received. PRT have provided G.A.P. with advice re transition from 16-week intervention placements. This has been put into a word document and shared with SENDCos.</p> <ul style="list-style-type: none"> • AW met with PRT 17/12/24 – passed on information re proposed primary behaviour hubs, TGA progress in establishing in-house AP. • AW visited organisations that offer AP – Hill Holt Wood, Wilder Doddington. This information had been shared with PRT and also CDO. • AW met with Lucy Yexley (ACIS) and Hannah Jackson (Future4Me) on 23/12/24. Discussed ACIS new ready to learn targeted intervention – SPARK - and how this can be made mobile across the county | <ul style="list-style-type: none"> • Continue to meet with local organisations and PRT to receive and share updates. • Following meeting with Karen Richardson (LCC Inclusion) lead in early January – AW has invited transition officer and LWL caseworker to next SEND cluster meeting (term 4/5) • AW to arrange follow up meeting with Lucy Yexley (ACIS) and TGA to further discuss SPARK and FLARE programmes for EHE yp and those at risk of NEET. |
| <p>Gainsborough Schools will work with Ethnic Minority and Traveller Education Team (EMTET) to pilot a project to ensure that Elective Home Education (EHE) applications for Gypsy, Roma, Traveller (GRT) children who are not transitioning into secondary school are completed by the end of Spring Term 2</p> | <p>Schools have been asked to complete EHE applications for any GRT pupils who will not be transition up to secondary school as soon as possible. Latest EHE data shows that, as of March 2024, 11 GRT pupils in DN21 area were EHE – 2 in Y6 and the remainder in Y7-11.</p> | <ul style="list-style-type: none"> • AW to contact EMTET for update re current offer of provision for GRT yp. |



N.B. Dec updates in blue text

3.) Schools have a curriculum that is ambitious and is adapted across all subjects so that it meets the needs of all pupils, including those with SEND and those who are disadvantaged, to raise aspirations and engagement and reduce the number of suspensions and exclusions.

| Activity | Review of progress – Sept 24 to Dec 24 in black type; Sept 24 to end of Dec 24 in blue type. | Next steps Jan – April 2025 |
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| <p>Enhancement of schools’ curriculum through support of local employers, charities and voluntary organisations.</p> <ul style="list-style-type: none"> • Life skills curriculum through EYFS – Primary – Secondary • Introduce the Gatsby Benchmarks for primary Schools. • Linking career organisations closer together so that duplication is reduced, and effectiveness is improved • Increase links with Teaching School and curriculum hubs. • Subject leaders to include enrichment opportunities in annual action plans for all curriculum areas, including STEM. | <p><u>Primary careers education:</u> All primary schools have had advance notice about the rollout and free training. -WLDC (through Shay Townes) have made connections with Alex Nightingale from LEP to support the rollout of the primary careers’ curriculum. 11 local primary schools have signed up to the “Start Small; Dream big” Primary careers programme – this accounts for approximately 20% of all schools who have signed up in Lincolnshire. 18 local schools have signed up to the careers/ aspirational assemblies facilitated by WLDC, alongside approximately 70 local and national business/ employers/ careers organisations – a reach of over 4,000 pupils. Aspirational assemblies took place in May and July – feedback was positive, and schools/ employers have posted photos on their own and GAP social media. This has also led to follow up workshops in schools. 2 local primary schools received army STEM workshops. Schools involved in “start small; dream big programme” attended first community of practice networking meeting on 15/07/24 with a focus on engaging parents and embedding careers across the curriculum. AMP Rose have put in a bid to lead a STEM Enthuse partnership with up to 6 local primary schools around developing engineering skills.... awaiting confirmation of proposal from STEM</p> <ul style="list-style-type: none"> • 2 more local primary schools to received army/STEM workshop session in November • All things aviation (curriculum enrichment linked to aero industry): 2 primary schools accessed free visit to East Midlands airport. • A Navy Day took place at TGA on 16/10/24 | <ul style="list-style-type: none"> • Continue to offer aspirational assemblies each term (end of March 2025). This round, schools will be asked to invite parents to these assemblies. • Proposed all things aviation activities – offers sent to all schools, STEM will assist with transport where possible: -Jan 29th – Free family visit to ASI ay Newark. Transport provided from Gainsborough. -Jan 30th- Free gliding and STEM session at Darlton Gliding Club – TGA and QEHS offered places. -Feb 4th – Station visits to RAF Wittering – places offered to QEHS and TGA - British Model Flying Association have agreed in principle to offer workshops for up to 4 primary schools – STEM will cover transport costs (awaiting final details) • Meeting with Andrew Stogdale and WLDC to discuss possibility of putting in a bid through UK Shared Prosperity Funding to enable primary schools to have 1 year’s free license for SPARKS primary careers online platform (20/01/25) • Meeting with Lincoln City Foundation (10/0225), who are currently supporting at TGA, to investigate possibilities of supporting in other settings. |



N.B. Dec updates in blue text

- DfE visit to Gainsborough on 05/12/24 to showcase impact of “Start Small; Dream Big” primary careers project and how partnership working between WLDC, G.A.P, STEM and GLLEP has enhanced this (see accompanying press release)
- Aspirational assemblies took place in October.

Enrichment:

-Greener Gainsborough – Following Showcase event, 5 schools are engaging – including TGA who are setting up a Gardening Club. John Lyden (from Greener Gainsborough) is also contacting all secondary schools and ACIS (who run the FLARE programmes for 15–19 year-olds who are EHE) as the Princes Trust TEAM programme coordinator for Lincolnshire is keen to bring their TEAM programme to Gainsborough. This is for 16- to 25-year-olds to help build their self-confidence and give them support to go on and develop their future. There is a twelve-week programme for 12 participants on each, run three times a year from September to July.

-Golf Foundation – all secondary schools engaging with “Unleash your Drive” programme – develops golf skills and mental toughness. All primary schools have been given the opportunity to purchase kits and teaching handbook for £289.00

AW attending WLDC Skills and Employment Partnership meetings – LEP, ACIS, DWP, TGA, Lincoln College, etc working together to reduce levels of NEET.

TGA are holding a Business Breakfast event on 1st December 2023 – AW will attend and has promoted this with relevant contacts.

First meeting of the Gainsborough Humanities cluster was held on 12th March at St George’s Primary School.

16 schools have submitted expressions of interest for a Computing Cluster in the Gainsborough area The Regional Computing Hub intend to submit 2 applications for Computing Clusters in the Gainsborough area to STEM – awaiting further updates.

Applications for computing clusters have been successful – the clusters will meet for the first time in September

- Computing Cluster now up and running.
- Bid submitted from STEM, G.A.P and WLDC to build Skyranger microlite – waiting outcome.



N.B. Dec updates in blue text

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| | <ul style="list-style-type: none"> • One local primary and one local secondary school, currently working with Young Carers to produce a resource pack for use in PSHE lessons to support Young Carers in our schools. • Community Support Showcase Event on 27th September included presentations from Premier Education and Gainsborough Old Hall on how they can support to enrich school curriculum. • G.A.P. has promoted and supported recruitment of Gainsborough Old Hall Ambassadors. | |
| <p>Improve SEND provision so that it is more personalised and ensure that all staff are upskilled and better able to meet the needs of our most vulnerable learners:</p> <ul style="list-style-type: none"> • SEND a key priority for all schools in Gainsborough, all children benefit from expert SEND provision. • Schools who are experts in areas of SEND share practise. • There is a Gainsborough SEND pathway – identification of need, induction of staff, training pathway etc • Consistent baseline SEND training for staff in Gainsborough schools, utilising SEND workforce development platform. • Information is more widely shared with parents so that they are fully supported. • Embed the strategic role of SENDCOs in all Gainsborough Schools – contributing to whole school development plans, deployment of staff, | <p>SEND directory completed and disseminated to schools – offers opportunities to share good practice locally and to co-ordinate SEND CPD across groups of schools.</p> <p>DN21 School SEND training engagement - April 2024: 5 schools have accessed the Tiered Approach. 18 schools have engaged with the workforce development modules. So far 710 modules have been completed. (This equates to approx. 10% of all modules accessed across Lincolnshire).</p> <p>SEND leaflet first draft has been completed (Aug 24) and includes SEND Charter, Paediatric referral pathway, SEND myth buster and useful contact information for parents/ carers.</p> <p>AW has shared paediatric referral pathway with local GP surgeries and Early Help Consultants to ensure consistency of messaging to parents/ carers.</p> <ul style="list-style-type: none"> • SEND in Gainsborough schools’ booklet has been finalised and is at the printers – will be disseminated to schools and GP surgeries/ Children’s centres in January. • Tall Oaks Academy trust provided a 3 x paediatric referral workshops for [parents/ carers in December, which AW attended. Parents reported having a clearer understanding of process and a better understanding of whether their child meets the criteria for referral. • SENDCOs met with new head of SEND in September to share concern but also celebrate the success of partnership working. | <ul style="list-style-type: none"> • Continue to attend SENDCo clusters and disseminate good practice. • Keep updated re progression of SEMH hubs in 3 Gainsborough Primary Schools. • Update data re uptake of SEND training in Gainsborough. • Investigate possibility of further paediatric referral workshops for parents/ carers in other settings. |



N.B. Dec updates in blue text

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| <p>distribution of SEN budget etc.</p> <ul style="list-style-type: none">• Investigate possibilities of schools joining together to employ/ buy in outside agencies that are based in Gainsborough e.g. STT, EP etc | | |
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N.B. Dec updates in blue text

4.) Partner agencies in the area are actively engaged in supporting the wider needs of families.

| Activity | Review of progress – Sept 24 to Dec 24 in black type; Sept 24 to end Dec 24 in blue type. | Next steps Jan– Dec 2024 |
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| <p>Gainsborough Schools will work with the Family Hub to shape services that are offered, so that most children’s parents / carers access services which support their needs; whilst at the same time reducing the ‘welfare’ workload of education settings.</p> <ul style="list-style-type: none"> • Representatives from Gainsborough Schools to join Family Hub task groups to discuss ways forward to gain views of seldom heard groups. • At least one Member of the Family Hub working party commits to attending the regular breakfast networking meetings at the Gainsborough children’s centres to ensure schools’ voice is heard. • Community development officer to Gainsborough Safeguarding Cluster meetings. • Investigate the possibility of developing a Community Connectors project for Gainsborough. • Establish an annual Community Support Showcase event for Gainsborough Schools. | <p>Gainsborough school representatives on EHE, Dads working groups. Will join GRT working group when it rolls out – term 1 meetings were postponed.</p> <p>Schools - through Community Support Showcase, Early Help/ Community Development Officer (CDO) attendance at DSL clusters – are well informed about Family Hub offers.</p> <p>CDO will link with Kate Grice – PCN- to promote Family Hubs within traveller community.</p> <p>CDO to attend coffee mornings in school settings to explain role of Family hubs, will also “hand-hold” parents to attend the Children’s Centres.</p> <p>Schools now have login to direct parents to Solihull courses – no need for EHA.</p> <p>Schools now able to put parents in touch with “family navigators” (Children’s Centre business support staff who will connect and hand-hold parents.)</p> <p>All schools have contact details for local Community Connector – Lorraine Rooks</p> <p>Community Support Showcase event (29/09/23) attended by representatives from 15 schools. 10 organisations attended: ACIS, Alive Church, Building Resilience in Communities (BRIC), Community Connector, Gainsborough Mental health partnership, Gainsborough Adventure Playground Limited (GAPA), Greener Gainsborough, Gainsborough Trinity Foundation, WLDC, Positive Futures</p> <p>Debbie Barkes – Pathfinder Education Lead- attended local multi-agency meeting and \DSL cluster meetings in March. Schools now have clearer understanding of the project and schools voice has been heard.</p> <p>Schools are receiving regular Family hub updates – awaiting data around usage of family Hubs, including sp/lan drop-ins.</p> <p>Data shows that out of 68 sp/lan drop-ins until 31/03/24, 17 were at the Gainsborough Hub – the highest number of drop-ins, accounting for 25% of all drop-ins across the 10 family hubs in Lincolnshire.</p> | <ul style="list-style-type: none"> • AW to continue to liaise between schools and the Family Hub so that schools can offer most up to date support to families and provide feedback about activities/ services provided. • AW to attend Start for Life/ Family Hub steering group meetings – feeding back relevant information to local schools and GP surgeries. AW will offer to be part of new Early Childhood Strategy working party to ensure local voice is heard. • 3rd Health/ ed meeting (22/01/24) is focused in improving uptake of childhood immunisations in DN21 area. • AW to attend Lumi Nova webinar. Lumi Nova is a mobile app that helps children aged 7-12 years self-manage worries and build resilience using CBT techniques. Feedback at DSL cluster 11/02/25 • AW to continue to attend Pathfinder/ Education Safeguarding Partnership Group meetings and feedback to all DN21 settings and colleagues in partner agencies when appropriate. • Finalise offer from Future4Me to deliver key workshops to targeted groups at TGA during the school day to remove obstacle of transport. |



N.B. Dec updates in blue text

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| | <p>AW met with Evonne Rogers – warm packs lead for Lincolnshire on 12/09/24 – can local schools cluster together to deliver packs for local families in need?</p> <ul style="list-style-type: none"> • 2nd annual Community Support Showcase on Friday 27th September 2024 at TGA, including presentations from Family Hubs and Young Carers. • Second Health/ education meeting held on 11/09/24. Discussed how both organisations can work together to support the mental health needs of local cyp- MHST and a representative of Trent PCN present. Information around referrals from GP surgeries shared with Head Teachers and safeguarding/ pastoral leads. • Mental health referral pathway for parents/ carers completed and signed off by schools and GP surgeries – awaiting professional final presentation from WPT media team and with then be disseminated to all schools, GP Surgeries and children’s services. • A cluster of DN21 schools referred 60+ families in winter warm packs. TGA stored the packs as a distribution centre and staff from settings collected packs to give to their families. • AW has attended Pathfinder working party meetings and fed back key information to DSLs – including how to access Family Network Support Packages. • Gainsborough school settings are well represented on new Education Safeguarding Partnership Group – primary and nursery. | |
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| <p>Gainsborough Schools will work with a range of partner agencies and the voluntary sector to promote out of school activities so that children feel safe in the community when schools are not open.</p> <ul style="list-style-type: none"> • Schools will continue to engage with HAF programme. | <p>In November 2023, a grant of £10,00 was secured to funding starting up and staffing cost for a youth club in town centre based at Mercer’s Wood – accessible for children from Parish too. WLDC will match fund any grants from their ASB/Community Grant Fund and will also support bid writing. Provisional date for opening of Youth Club is Sept 2024</p> <p>Currently investigating how to extend HAF to TGA/ QEHS and special schools. Also trying to increase range of providers – Positive Futures,</p> | <ul style="list-style-type: none"> • AW to continue to send any information about out of school activities to all schools and colleagues in Children’s Services. • If continuation of HAF funding is agreed, resubmit secondary offer from Everyone Active. • Continue to liaise with Positive Futures – currently planning to open their youth club 3 x per week and looking for venues both uphill and downhill, alongside TGA. Really would like to have venues in uphill and down hills |
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| <ul style="list-style-type: none">• Schools have the information to signpost parents/ carers to organised out of school activities.• Ensure out of school activities are accessible to children who live in the outlying communities within the DN21 postcode area. | <p>Churches for enrichment activities. Gainsborough Trinity Foundation have 2 youth workers who would be available during the holidays to provide HAF activities.</p> <p>WLDC are looking to bolster HAF provision with their connections to businesses, community groups. Shay Townes from WLDC will be linking with LCC programme co-ordinator (Sarah Tyrell) to find out more.</p> <p>Youth provision mapped out and shared with schools and WLDC. AW is meeting with Jane Harvey from GoGainsborough to see how this can be regularly updated.</p> <p>Following discussions with Positive Futures, Easter holiday activities for 11-16 years olds were held at TGA; free transport was also provided from TGA to Lincoln for activities. Data from Positive Futures showed that 20 + Gainsborough children either with a social worker or in care attended these events; along with 5 football teams attending a Football festival in Lincoln.</p> <p>Everyone Active are awaiting news from LCC to see if they are on the list of HAF approved providers for 11=16yr olds – they will then offer HAF provision in the summer holidays - HAF funding has not been extended so this is no longer a possibility.</p> <p>Open access sessions at GAPA are well attended.</p> <p>AW attended a meeting with English Heritage/ Old Hall around after school/ holiday activities (07/06/24). Old Hall asked to present at Community Showcase Event.</p> <ul style="list-style-type: none">• Mercer’s Wood Youth Clubs run on Weds and Thurs evenings. Attendance varies from week to week but average 10-12 children most sessions. Thursday is slightly more popular- occasionally 14 or more there. | <p>Gainsborough. They are also looking to invite professionals into open access sessions to raise aspirations- looking at businesses too - may lead to some apprenticeship offers.</p> |
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PAPER G

GAINSBOROUGH TOWN COUNCIL

Committee Membership 2024/2025

| Finance & Strategy |
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| 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 |
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| 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 |
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| 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

Sexual and General Harassment Policy and Procedure

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Document History

Adopted by Council – ?? March 2025
Reviewed & Adopted -
Reviewed & Adopted –

Policy

1. We recognise that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
7. This policy covers all areas of the Council. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Council.
8. We recognise that we have a duty to implement this policy and all employees are expected to comply with it. We will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

Examples of personal harassment

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:
 - insensitive jokes and pranks
 - lewd or abusive comments
 - deliberate exclusion from conversations
 - displaying abusive or offensive writing or material
 - abusive, threatening or insulting words or behaviour
 - name-calling
 - picking on someone or setting them up to fail
 - exclusion or victimisation
 - undermining their contribution/position
 - demanding a greater work output than is reasonably feasible
 - blocking promotion or other development/advancement.

10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

Examples of sexual harassment

11. Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:
- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
 - unwelcome touching of a sexual nature
 - displaying sexually suggestive or sexually offensive writing or material
 - asking questions of a sexual nature
 - sexual propositions or advances, whether made in writing or verbally.
12. Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

Examples of victimisation

13. Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

Third party harassment

14. The Council operates a zero-tolerance policy in relation to harassment perpetrated against one of its employees by a third party such as a volunteer, client, customer, contractor, member of the public or visitor to the Council. All employees are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.
15. If we find that the allegation is well-founded, we will take steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:
- warning the individual about the inappropriate nature of their behaviour
 - banning the individual from Council premises
 - reporting the individual's actions to the police.

In addition to this, the Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

16. Responsibilities

Employee responsibilities

16.1 The Council requires its employees to behave appropriately and professionally at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

16.2 Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

- in a work situation
- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

16.3 A breach of this policy by will be treated as a disciplinary manner

17. Council responsibilities

17.1 The Council will be responsible for ensuring all members of staff, including officers and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

17.2 We will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take.

17.3 Where an incident is witnessed, or a complaint is made under this policy, the Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt within in a sensitive and confidential manner.

Complaining about harassment and/or bullying

18. Informal method

18.1 We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

18.2 If you are the victim of minor harassment, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

19. Formal method

- 19.1 Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of your Line Manager as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:
- the name of the alleged harasser
 - the nature of the alleged harassment
 - the dates and times when the alleged harassment occurred
 - the names of any witnesses
 - any action already taken by you to stop the alleged harassment.
- 19.2 Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to the Chair of Personnel Committee.
- 19.3 On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved. In the event of a potential criminal matter it will be referred to the Police. If this matter concerns the behaviour of a councillor it will be referred to the Monitoring Officer.
- 19.4 On conclusion of the investigation, which will normally be within two weeks of the meeting with you, a report of the findings will be submitted to the Personnel Committee who will hold the grievance meeting.
- 19.5 You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the committee hearing the grievance has had opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or a union representative and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- 19.6 You will be able to put your case forward at the meeting and the manager will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Town Clerk within two weeks of receiving the outcome.
- 19.7 If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.
- 19.8 The Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.

PAPER I

Environment and Sustainability Policy

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Document History

Adopted by Council – March 2025

Reviewed & Adopted -

1. Introduction

1.1 The Town Council is committed to the creation of a sustainable community but recognises that some of its activities will have a negative impact on the environment.

1.2 The aim of this policy is to establish broad objectives and ensure that the Council is continually striving to reduce its impact on the environment and tackle climate change whilst delivering services for the community.

1.3 This policy applies across all Council operations and there shall be a requirement for the environmental impact of proposed actions to be assessed.

2. Aim

2.1 These guidelines aim to provide Councillors and employees with information to carry out work in an efficient way that minimises or eliminates its adverse impacts on our environment, in order to assist in combatting climate change. To support our community in its enjoyment of our local environment and to promote the importance of protecting the environment for Gainsborough residents.

3. Definition

3.1 Environmental relates to the natural world and the impact of human activity on its condition.

3.2 Sustainability is the practice of using resources in a way that can continue indefinitely without harming the environment or individuals.

3.3 Environmental sustainability is our responsibility to conserve natural resources and protect global ecosystems to support health and wellbeing for current and future generations. It involves preserving natural resources so that future generations can enjoy the benefits they bring, balancing the use of these resources with their availability.

4. Mission statement

4.1 Gainsborough Town Council recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and, where possible, continually improving our environmental performance as an integral part of our operating methods. We will encourage suppliers and other stakeholders to do the same.

4.2 The issues generally addressed by this policy include (but are not limited to) air and water pollution, waste management, biodiversity protection, and the preservation of natural resources for future generations.

5. Objectives

To reduce the effect of these adverse impacts, the Town Council will aim to reduce its net carbon footprint by embracing the following objectives:

- Minimise greenhouse gas emissions produced by Town Council activities
- Minimise energy use and use sustainable energy wherever possible
- Utilise fuel efficient vehicles wherever possible
- Explore the use of electric or hybrid vehicles
- Reduce waste and re-use material wherever possible
- Minimise its material consumption and consider the full lifecycle impact of purchases – office supplies, equipment and furniture
- Embrace recycling opportunities for re-used waste
- Encourage Suppliers to raise their environmental performance
- Encourage Staff to use public transport cycling or car-sharing schemes
- Explore ways to support biodiversity in parks, open spaces and buildings

6. Legislation

The Town Council will aim to meet or, where possible, exceed all the environmental legislation that relates to the UK and set standards which are more stringent than the legal minimum.

7. Responsibilities

- All staff and Councillors will be expected to take measures to minimise environment impact through simple measures.
- The Council will ensure that environmental issues are integrated into the planning and decision-making process.
- The Council will have regard for both the natural and built environments and will strive to protect and where possible enhance them.
- The Council will ensure its operations minimise pollution of land, water and air.

8. Environmental Objectives

These objectives set out what the Council will do to minimise its impact on the environment.

Water Management and Conservation:

- Where possible we will have water meters installed
- Where possible we will conserve water maximising the use of water butts on Allotments, the General Cemetery and Richmond Park
- Where possible we will utilise water butts fed by building downpipes as a non-drinking water source
- In the Council's Parks and Open Spaces, planting schemes and technology that minimise the need for watering will be used. We will continue to implement water-saving measures where possible.
- We will make every effort to use water efficiently and avoid pollutants entering the drainage system. Including purchasing only environmentally friendly cleaning products.

Energy Management:

The Town Council is committed to responsible energy management and will, where possible, promote energy efficiency throughout its operations by the following actions:

- Increase awareness of energy efficiency amongst employees
- Recommend energy conservation technology where applicable (including insulation, low energy light bulbs, low water use toilets)
- Monitor heating controls
- Encourage Staff to close windows and external doors in cold weather
- Encourage Staff to switch off unnecessary lights
- Encourage Staff to switch off computers, VDUs, printers and photocopiers when not in use
- Maximise the use of electronic communication and information storage as an alternative to paper
- Explore the installation of an electrical vehicle fuel station
- Explore the possibility of more energy efficient vehicles for staff

Recycling and Conservation:

- Recycled paper should be used wherever possible in products such as – letterheads, folders, compliment slips, business cards, photocopy paper, printed paper, envelopes and toilet rolls
- Minimise waste production wherever possible, by reducing, repairing and reusing resources and by recycling the waste. Rubbish will be disposed of safely, following the correct procedures and only licensed contractors will be used to deal with hazardous waste.
- Implement measures to reduce the volume of waste generated and increase the proportion of that waste which is recycled.
- Utilise used, reclaimed or recycled materials wherever appropriate and possible.

In addition, wastepaper should be minimised by the following:

- Avoiding purchase of rough paper/notebooks by keeping an identified stack of unwanted paper printed on one side only
- Where appropriate, re-using paper already printed on one side, both by individuals and in photocopiers and PC printers and maintaining a ready supply of such material
- An external shredding facility will be used for all confidential documents. They provide a guarantee that the paper is all 100% recycled

Meeting Agendas:

- Town Councillors will be encouraged to receive their meeting agendas and reports electronically and not to print them for meetings but instead bring electronic copies
- Councillors will be sent all papers electronically as standard, and must request paper copies
- Those members who do receive paper copies are only to do so for those committees that they sit on, papers for all other meetings are to be sent electronically

Single Use Plastic:

- The Town Council will continue to work towards the reduction and, if possible, elimination of the single use plastic from all its operations.
- The Town Council offices will adopt a plastic free initiative. No plastic cutlery or cups will be used, with all events and meetings provided with regular reusable crockery.

Biodiversity and Ecology:

- Protect and enhance the quality of Gainsborough's natural environment and open spaces
- Support the conservation of trees, hedgerows, ponds and streams
- Explore the implementation of wildflower meadows or rewilding to encourage biodiversity on Town Council sites
- Avoid or minimise use of harmful chemicals such as insecticides and herbicides on Town Council Sites
- Where possible, compost waste vegetation
- Manage green spaces in a manner that promotes and protects biodiversity. Ensure its planning schemes are predominantly pollinator friendly perennial flowers. This includes the management of invasive plants on our land and using planting schemes that exclude species known to be invasive.
- Promote environmentally friendly practices to allotment plot-holders

Transportation and Equipment:

- Generally, new office and other equipment will be chosen from eco-friendly standards in materials, manufacturers, in use and for disposal
- Petrol driven equipment such as strimmers and mowers will be replaced with electric equipment wherever possible
- When purchasing new vehicles and equipment, energy efficient and environmentally friendly options such as electric fuelled vehicles will be considered; to reduce the number of vehicles, machinery and equipment that rely on fossil fuels.
- reduce the need to travel, restricting to necessity trips only.
- promote the use of travel alternatives such as e-mail or video/phone conferencing.
- Promote and support the use of public transport, cycling and walking
- Support and encourage contractors and suppliers to minimise their impacts on the environment.

Chemicals and Cleaning Materials:

- Cleaning fluids, polishes and glues, etc., to come from eco-friendly manufacturers where possible

- Use of solvents, harmful to the environment, will be avoided.

Local Sourcing:

- Where possible, we will seek to minimise environmental damage caused through transportation of goods by sourcing materials locally. This also has the positive effect of supporting the local economy
- Sourcing food and goods locally

Planning Applications:

- Gainsborough Town Council will continue to work in partnership with West Lindsey District Council to preserve and enhance the built environment and will make appropriate representations through the planning process to influence the innovation of sustainable future development, which is in-keeping with the local identity and does not compromise existing structures of historical importance to the town.
- The Council will promote the use of brownfield sites as potential development areas to the Local Planning Authority and Developers, wherever this is practicable before greenfield sites are considered.

Awareness, Lobbying and Partnerships:

- Encourage partner organisations to meet these environmental objectives
- Promote the awareness of environmental issues within the community
- Support and initiate projects which contribute towards meeting these environmental objectives across the wider community

Measurement and Monitoring:

- The Council will research and adopt a suitable method of measuring and monitoring its carbon emissions
- The Council will monitor and measure progress in reducing net carbon emissions and other actions to the full Council.
- This policy will be reviewed every four years (or earlier if required by changes to legislation or additional documentation) and amended as necessary based on good practice or evidence taken forward.

PAPER J

Investment Strategy

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Document History

Adopted by Council – 4 September 2019

Reviewed & Adopted - 6 February 2024

Reviewed & Adopted – 2025

1. Policy Aim

To ensure that reserve funds held on behalf of the Gainsborough community are prudently invested as part of its fiduciary duty.

2. Introduction

Gainsborough Town Council (the Council) acknowledges the importance of wisely investing the temporary surplus funds held on behalf of the community, as part of its duty to have the highest standard of care for precept payers' money.

This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account:

- Section 15 (1) (a) of the Local Government Act 2003
- Statutory Guidance on Local Government Investments (3rd Edition)
- Guidance within JPAG Practitioner's Guide March 202~~4~~³.

The Local Government Act 2003 states that a local authority may invest:

- for any purpose relevant to its functions under any enactment
- for the purpose of prudent management of its financial affairs

The Council defines its treasury financial management activities as

“the effective and safe management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

3. Policy Statement

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

4. Investment Objectives

The Council's investment priorities are:

- 4.1
 - the security of its reserves (to ensure that money held is protected from loss)
 - the adequate liquidity of its investments, (to ensure money is available when it is needed and not locked away)
 - the return on investment – the Council aims to get the best rate of interest that can be achieved whilst also ensuring that the investment is low risk and easy to access
- 4.2 All investments will be made in pounds sterling (£).
- 4.3 The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.
- 4.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality based on information from credit rating agencies (e.g. Standard & Poor's (S&P) Moody's and Fitch).
- 4.5 Investments will be spread over at least two different providers (where appropriate) to minimise risk of financial loss.

4.6 The fundamental principle governing Gainsborough Town Councils investment criteria is the security of its investments, although investment return will be a consideration.

- For 2024-27 the Council will invest as much of its balances as possible in low risk, accessible and short-term schemes in order to achieve its investment objectives. Investment schemes will be ethical, responsible and of high credit quality, domiciled within the UK with a sovereign rating of A or higher.

5. Specified Investments

5.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.

5.2 The Council, for prudent management of its treasury balances may use: -

- Treasury Deposits with UK clearing banks (of at least A- rating)
- Local Authorities or other Public Authorities
- Other approved public-sector investment funds [\(i.e. CCLA\)](#)

5.3 The choice of institution and length of deposit will be at the approval of the Finance and Strategy Committee.

5.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

6. Non-Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will generally not use this type of investment. Any such investment will be subject to specific consideration and approval by Full Council.

7. Liquidity of Investments

7.1 The Council's Finance and Strategy Committee in consultation with the Responsible Finance Officer / Town Clerk, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

7.2 Investments will be regarded as commencing on the date the commitment to invest is entered rather than the date on which the funds are paid over to the counterparty.

8. Long Term Investments

8.1 Long Term Investments are defined in the Guidance as greater than 12 months.

8.2 The Council does not currently hold any funds in long term investments. Any investment greater than 12 months will be subject to specific consideration and approval by Full Council.

Implementation

9. Investment Strategy 2024 – 2025

9.1 For 2024-25, the Council will [seek to](#) invest as much of its balance as possible in low-risk products in order to achieve its investment objectives.

9.2 The Council is mindful of the need to not make the administration of investments too complex, especially when considering the current low rates of return and the administration costs associated with managing multiple accounts and creating new accounts.

9.3 The following have been identified using Standard & Poor's (S&P) Moody's and Fitch ratings as being suitably secure in the following scenarios:

- For day-to-day banking including current account a high degree of liquidity is required with suitable banking arrangements easy access for both deposit and withdrawal.

This condition has limited the practical choice to local "High Street" banks.

Gainsborough Town Council has a long-term relationship with HSBC PLC.

- Business Current & Deposit Account will continue to be held at HSBC PLC for in year finances plus not less than 3 months working capital from reserves for cash flow purposes.

~~The Council has significant undertakings alongside large projects for 2024—2025 and liquidity of funds is therefore a higher priority than return on investment especially when the differential in rates of interest are very modest. For general investment of reserves and other funds an interest earning account that pays a competitive return is sufficient. The Council will explore suitable arrangements again noting the need for easy access and practicality.~~

~~9.4 The Council has plans for some medium to large projects for 2024/25 and 2025/26 and liquidity of funds remains a higher priority than return on investment especially when the differential in rates of interest are very modest and limited.~~

~~Investment Account to be determined~~

~~This will be for all balances not held in the Current Account (Earmarked Reserves and any remaining General Reserve not allocated to the current account).~~

~~9.5 Investment Account will be with CCLA with the current amount of £200,000. Earmarked Reserves and any remaining General Reserve not allocated to the current / deposit accounts.~~

~~9.6 The Council has approved to invest some of its reserves in the CCLA Public Sector Deposit Fund, a UK FCA Qualifying Money Market Fund managed by CCLA that offers the substantial benefits of cooperation between public sector bodies. The main objective of this fund is to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high quality sterling denominated deposits and instruments. The Fund is AAmmf rated by Fitch Ratings. It offers instant access to deposit and withdraw funds and as such it meets the requirements of the Council's Investment Strategy.~~

10. Investment Approval

10.1 The Council has the delegated authority to consider and make any short-term investments (maximum of twelve months), in accordance with the Investment Strategy, subject to the prior recommendation of the investment provider by the Finance and Strategy Committee.

10.2 The Responsible Finance Officer together with two (2) Council signatories shall have delegated authority to make all necessary transfers between the accounts from time to time as necessary to meet the annual Investment Strategy.

10.3 The Investments will be split between:

- CCLA Public Sector Deposit Account

- HSBC Money Manager (Deposit) Account
- HSBC Current Account (will hold a working balance)

10.4 See Appendix A for balances as at 31st January 2025.

11. Risk Assessment

11.1 The Council's reserves are not covered by the Financial Services Compensation Scheme and must therefore be carefully managed to mitigate the risk of losses. The Council will only invest in institutions of "high credit quality" as set out in section 5 of this strategy.

11.2 The Council will monitor the risk of loss on investments by reference to credit ratings. The Council should aim for ratings equivalent to the Fitch F1 rating for short-term investments or Fitch A- for long term investments. The Council will also have regard for the general economic and political environment in which institutions operate. The investment position will be reviewed quarterly by the Responsible Financial Officer and reported to the Finance and Strategy Committee (or Full Council).

11.3 The Council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

10-12. Regular and Year End Investment Report

Investment forecasts for the coming year will be accounted for when the budget is prepared. The Responsible Finance Officer will report on investment activity to the Finance and Strategy Committee as part of the Quarterly Financial Reporting.

11-13. Review and Amendment of Regulations

11.1 The Investment Strategy must be reviewed annually and revised if considered necessary.

11.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. Any variations will be made available to the public.

12-14. Monitoring

The policy will be monitored in the following ways:

| MONITORING ACTIVITY | PERSON RESPONSIBLE |
|--|--------------------------------|
| Quarterly checks of compliance to strategy | RFO |
| Twice yearly checks on compliance and review of investment | Finance and Strategy Committee |

Statement of reserves position at 31st March 2024~~3~~

1. At the end of 202~~23~~/~~24~~~~3~~ financial year Gainsborough Town Council had ~~£210,953.40~~ £214,693.49 in its General Reserve and ~~£397,685.12~~ £357,481.43 in its Earmarked Reserves (which included £18,122.42 of CIL monies). Total £572,174.92
2. The precept of ~~£612,885~~ £645,316 was received in 202~~43~~/~~25~~~~4~~.
3. The precept of ~~£645,316~~ £691,000 for 202~~54~~/~~26~~~~5~~ will be paid into the current account in April 202~~5~~.
4. A report containing a summary of the reserve position was considered by Finance and Strategy Committee in December 202~~34~~.
5. The ~~current~~ balance – as at date 31st ~~January~~ March 202~~53~~ – in each of the specified investments is as follows: -
 - HSBC Current /~~Deposit~~ Account - £569,616.45 £10,000
 - HSBC Money Manager (Deposit) Account - £564,899.92
 - CCLA Public Sector Deposit Fund - £0

PAPER K

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 27 February 2025



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- WLDC: West Lindsey News February 2025 – 3 February 2025
- NALC: Chief executive's bulletin - 6 February 2025
- LALC: E-news – 7 February 2025
- NALC: Chief executive's bulletin - 13 February 2025
- WLDC: Business Brief – 17 February 2025
- VCS: Scouts Hill Community Tree Planting Day – 17 February 2025
- LCC: RG/274 Gainsborough - Tooley Street - Proposed Waiting Restrictions – 17 February 2025
- LCVP: Joint Newsletter 20/02/25 – 20 February 2025
- LALC: E-news – 21 February 2025
- PCC: Latest Neighbourhood Policing newsletters now out [#396695970] – 24 February 2025
- LCC: RH/161 Park Springs Road & Pilgrims Approach Gainsborough - Proposed Waiting Restrictions – 25 February 2025
- National Grid: North Humber to High Marnham: Invitation to webinar briefing – 14 February 2025
- National Grid: North Humber to High Marnham: Notification of statutory consultation launch – 18 February 2025
- LCC: Town and parish council newsletter February 2025 – 25 February 2025
- WLDC: Council Agenda - 3 March 2025 – 25 February 2025
- Central Lincolnshire Local Plans Team: Central Lincolnshire Authority Wide Design Code – Stage 2 Consultation – 26 February 2025

Glossary:

| | |
|-------|--|
| LALC: | Lincolnshire Association of Local Councils |
| NALC: | National Association of Local Councils |
| WLDC: | West Lindsey District Council |
| LCC: | Lincolnshire County Council |
| PCC: | Office of the Police and Crime Commissioner for Lincolnshire |
| VCS: | Voluntary Centre Services |
| LCVP: | Lincolnshire Community and Voluntary Partnership |
| RSN: | Rural Services Network |