

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 James Plastow |
| Councillor James Ward | Councillor Kenneth Woolley |
| Councillor | Councillor |

NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of Gainsborough Town Council to be held on **Tuesday 6 May 2025 at 6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum for a maximum of 15 minutes when members of the public may ask questions or make short (non-political) statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive brief reports of the Police and elected members of Lincolnshire County Council and West Lindsey District Council.

AGENDA

Welcome from the Chair and housekeeping

FC26/001 Election of the Chair of the Town Council for the 2025/26 Civic year

To elect a Chair and Town Mayor for the 2025-26 municipal year and allow for the newly elected Chair to sign their Declaration of Acceptance of Office.

Paper A (pages 6 to 7)

FC26/002 Election of the Vice Chair of the Town Council for the 2025/26 Civic year

To elect a Vice Chair and Deputy Town Mayor for the 2025-26 municipal year and allow for the newly elected Vice Chair to sign their Declaration of Acceptance of Office.

Paper B (pages 8 to 9)

FC26/003 Apologies for Absence

To note apologies for absence.

FC26/004 Declaration of Acceptance of Office

To consider whether to permit receiving any declarations of office at a later date and fix date.

*Local Government Act 1972, section 83 Declaration of acceptance of office
(4) A person elected to the office of chairman of a parish or community council or parish or community councillor shall —*

(a) in the case of the chairman, at the meeting at which he is elected;

(b) in the case of a councillor, before or at the first meeting of the parish or community council after his election; or

(c) in either case if the council at that meeting so permit, before or at a later meeting fixed by the council.

FC26/005 Declarations of Interest

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

FC26/006 Dispensation Requests

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

FC26/007 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.

FC26/008 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 C Tuesday 1 April 2025 (pages 10 to 14)

FC25/009 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 8 April 2025 **Paper D** (pages 15 to 18)
- ii. Personnel Committee, Wednesday 9 April 2025 **Paper E** (pages 19 to 21)
- iii. Planning Committee, Tuesday 15 April 2025 **Paper F** (pages 22 to 26)
- iv. Policy Review Working Group, Wednesday 16 April 2025 **Paper G** (pages 27 to 29)
- v. Finance and Strategy Committee, Tuesday 22 April 2025 **Paper H** (pages 30 to 33)

FC26/010 Announcements

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper I** (pages 34 to 42)

FC26/011 Recommendations made by Committee

To consider the following recommendation from Policy Review Working Group held 16 April 2025 (PO25/005 Standing Order Review):

RESOLVED: to RECOMMEND to FULL COUNCIL to adopt the reviewed Standing Orders.

Paper J (pages 43 to 62)

FC26/012 Recommendations made by Committee

To consider the following recommendation from Policy Review Working Group held 16 April 2025 (PO25/006 Financial Regulations Review):

RESOLVED: to RECOMMEND to FULL COUNCIL to adopt the reviewed Financial Regulations.

Paper K (pages 63 to 85)

FC26/013 Recommendations made by Committee

To consider the following recommendation from Policy Review Working Group held 16 April 2025 (PO25/007 Structure and Functions Review):

RESOLVED: to RECOMMEND to FULL COUNCIL to adopt the reviewed Structure and Functions.

Paper L (pages 86 to 126)

FC26/014 Recommendations made by Committee

To consider the following recommendation from Policy Review Working Group held 16 April 2025 (PO25/008 Members Code of Conduct Review):

RESOLVED: to RECOMMEND to FULL COUNCIL to adopt the reviewed Members Code of Conduct.

Paper M (pages 127 to 142)

FC26/015 Council Leader

To appoint a Leader of the Council

FC26/016 Council Deputy Leader

To appoint a Deputy Leader of the Council

FC26/017 Finance and Strategy Committee

To appoint 7 Members, plus up to 2 substitutes, to the Finance and Strategy Committee and appoint a committee Chair.

FC26/018 Property and Services Committee

To appoint 7 Members, plus up to 2 substitutes, to the Property and Services Committee and appoint a committee Chair.

FC26/019 Personnel Committee

To appoint 7 Members, plus up to 2 substitutes, to the Personnel Committee and appoint a committee Chair.

FC26/020 Planning Committee

To appoint 7 Members, plus up to 2 substitutes, to the Planning Committee and appoint a committee Chair.

FC26/021 Neighbourhood Plan Working Group

To appoint 3-5 Members to the Neighbourhood Plan Working Group.

FC26/022 Policy Review Working Group

To appoint 3 Members to the Policy Review Working Group.

FC26/023 Appointment of Representation on or work with External Bodies

To appoint representatives to outside bodies:

- i. Gainsborough Adventure Playground Association
- ii. Friends of Richmond Park – *No longer required*
- iii. North Notts and Lincs Community Rail Partnership CIC
- iv. Bassetlaw Area Group of North Notts & Lincs Community Rail Partnership
- v. Gainsborough Transport Strategy Board (LCC)
- vi. Marshalls & Rose Brothers Memorial Charity
- vii. Gainsborough in Bloom
- viii. Safeguarding Champion
- ix. First Aid Champion

FC26/024 Authorised Signatories – Payments

To approve authorised payment signatories for 2025/26 (5 authorised of which 2 sign). Current signatories are Cllrs Bowler, Craig, Davies, Key & Plastow.

FC26/025 Authorised Signatories - Legal documents

To review the current authorised persons to sign legal documents for 2025/26. Current authorised persons are Town Clerk and those members on the Town Council's bank mandate, which currently are Cllrs Bowler, Craig, Davies, Key & Plastow.

Note: Council now have a seal.

FC26/026 Meeting Calendar for 2025 / 2026

To consider and approve a meeting schedule for 2025/26.

Paper N (pages 143 to 144)

FC26/027 Subscriptions

To review and approve Council's and/or staff subscriptions to other bodies;

- i. LALC / NALC
- ii. The National Allotment Society
- iii. ICCM
- iv. Information Commissioners Office

FC26/028 Allotment Site Representatives

To approve the appointment of the Site Representatives for Foxby Hill, Love Lane, North Warren and Showfield Allotments.

Paper O (pages 145 to 146)

FC26/029 Local Government Reorganisation

To receive:

- i. A letter from the Leader of West Lindsey District Council regarding Local Government Reorganisation.
- ii. Secretary of State's Annual Report on Devolution 2023-24

Paper P (pages 147 to 173)

FC26/030 Correspondence

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

Paper Q (pages 174 to 175)

FC26/031 Items for Notification

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

- i. AGAR: Section 1 – Annual Governance Statement
- ii. Year End Accounts 2024/25
- iii. AGAR - Section 2 Accounting Statements

FC26/032 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 3 June 2025 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Wednesday, 30 April 2025

PAPER A

DECLARATION OF ACCEPTANCE OF OFFICE

GAINSBOROUGH TOWN COUNCIL

I, Councillor

having been elected to the office of Mayor of Gainsborough Town Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to observe the Council's Code of Conduct as to the conduct which is expected of members of Gainsborough Town Council.

Signed: Date:

This declaration was made and signed before me,

Signed: Date:

Member/Proper Officer of Gainsborough Town Council

PAPER B

DECLARATION OF ACCEPTANCE OF OFFICE

GAINSBOROUGH TOWN COUNCIL

I, Councillor

having been elected to the office of Deputy Mayor of Gainsborough Town Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I undertake to observe the Council's Code of Conduct as to the conduct which is expected of members of Gainsborough Town Council.

Signed: Date:

This declaration was made and signed before me,

Signed: Date:

Member/Proper Officer of Gainsborough Town Council

PAPER C

Gainsborough Town Council

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DRAFT FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 1 April 2025** at **6:30pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Kenneth Woolley (Chair)

Councillor Sheila Bibb
Councillor Stephen Blogg
Councillor Nicholas Coxon
Councillor Dennis Dannatt
Councillor Michael Devine
Councillor Richard Doy
Councillor Paul Key

Councillor Mark Binns
Councillor Nigel Bowler
Councillor Richard Craig
Councillor Caz Davies
Councillor David Dobbie
Councillor Paul Hooton
Councillor James Plastow

In Attendance:

Rachel Allbones

Sean Alcock

Town Clerk
Operations Manager

Also Present:

4 members of the public
Emma Wilkinson, Emergency Planning and Business Continuity Officer

A Member of the public from Laybos Fest made a statement supporting Councillor Coxon's motion requesting the Town Council to be a partner in the 2025 festival.

The formal meeting commenced at 6:42pm.

FC25/178 Apologies for Absence

No apologies for absence received.

FC25/179 Declarations of Interest

No declarations of interest were made.

FC25/180 Dispensation Requests

No dispensation requests were made.

FC25/181 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FC25/182 Community Emergency Planning

Members received a presentation from Emma Wilkinson, Emergency Planning and Business Continuity Officer regarding Community Emergency Planning, stating that emergencies are not just flooding, but include power outages, large scale fires, gas leak and major road closures.

FC25/183 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Council meeting held on Tuesday 4 March 2025 be approved as a as a true and accurate record and signed by the Chair.

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

FC25/184 Committee Meeting Minutes (Papers B - E)

- i. Property and Services Committee, Wednesday 12 March 2025 Paper B
- ii. Personnel Committee, Wednesday 12 March 2025 Paper C
- iii. Planning Committee, Tuesday 118 March 2025 Paper D
- iv. Finance and Strategy Committee, Cancelled

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

FC25/185 Announcements (Paper F)

- i. Chair of Council

The Chair advised he's continuing to support local charities, also attended an Age Matters event in Saxilby with the Leader and Lincoln University event on social prescribing.

- ii. Leader of Council

The Leader advised he attended an Age Matters event in Saxilby with the Mayor and has been dealing with internal Council matters.

- iii. Representatives on Outside Bodies

Councillor Hooton informed Members that St Jon Ambulance are looking at reinstating a cadet group in Gainsborough.

- iv. Town Clerk

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

FC25/186 Appointment for Representation on Outside Body

RESOLVED: to appoint Councillor Davies to Gainsborough in Bloom.

FC25/187 Committee Vacancies (Paper G)

RESOLVED: to defer the appointments until May 2025.

FC25/188 Recommendation made by Committee (Paper H)

Personnel Committee held 12 March 2025 (PC25/098 Carers Leave Policy):

RESOLVED: to adopt the Carers Leave Policy and Procedure.

FC25/189 Motion from Councillor Coxon

I would like to propose a motion for the Town Council to support Laybo Fest by providing a sponsorship/grant of £11,242. This funding is intended for essential

stage, lighting and sound equipment, ensuring that the proceeds raised by the charity directly benefit grieving families who are facing the devastating impact of losing loved ones to suicide.

Supporting Laybo Fest offers numerous benefits for our community. It promises an exciting weekend filled with activities for all ages, encouraging participation from young and old alike. Local groups and performers will have the opportunity to showcase their talents alongside renowned acts, creating an inclusive atmosphere that uplifts everyone.

The festival will feature poignant performances of songs with powerful messages—such as Heather Small’s “Search for the Hero,” Oasis’s “Don’t Look Back in Anger,” and Queen’s “Radio Ga Ga.” These performances are designed to provide hope and connection, particularly for those experiencing difficult times. Laybo Fest is poised to become a beloved annual event, bringing joy and anticipation to our residents, especially as our town’s population is projected to grow by 10,000 by 2040.

In conclusion, I urge the Town Council to consider this motion favourably. By supporting Laybo Fest, we can enhance our local culture, strengthen community ties, and provide essential support to those in need.

WITHDREW: Councillor Coxon withdrew the motion due to being in Purdah.

FC25/190 Annual Assembly of the Town Meeting (Paper H)

RESOLVED: to change the date of the meeting to Thursday 8 May 2025 in an attempt to gain further presenters and attendance.

FC25/191 English Devolution White Paper (Paper I)

Members **NOTED** the English Devolution White Paper, and noted further discussions will be needed once things become clearer.

FC25/192 Correspondence (Paper J)

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

FC25/193 Items for Notification

- i. Devolution – Standing Item
- ii. Standing Orders review – May
- iii. Structure and Functions review – May
- iv. Finance Regulations review – May
- v. Members Code of Conduct review - May

FC25/194 Time and Date of Next Meeting

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

The meeting closed at 7:59pm.

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

DRAFT

PAPER D

Gainsborough Town Council

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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 8 April 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)
 Councillor Caz Davies
 Councillor Paul Key
 Councillor Paul Hooton
 Councillor James Plastow

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

There were no questions or comments from members of the public.

PS25/149 Apologies for Absence

Apologies for absence were received from Councillors S Bibb, R Craig, K Woolley.

PS25/151 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item PS25/157 as he knows the applicant.

Councillor Plastow declared a personal interest in agenda item PS25/163 as he knows the applicant.

Councillor Hooton declared a personal interest in agenda item PS25/157 as he is the Site Representative.

PS25/152 Dispensation Requests

No dispensation requests were received.

PS24/153 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/157 and PS25/163 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/154 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Wednesday 12 March 2025 be approved as a as a true and accurate record and signed by the Chair.

Initialled:

Property and Services Committee minutes 2024-25

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

PS25/155 Matters Arising Schedule (Paper B)

RESOLVED: to NOTE the current position of previously agreed actions as at 3 April 2025.

PS25/156 Love Lane Allotment Drainage (Paper C)

RESOLVED:

- 1) To source and appoint a drain clearance contractor to inspect and jet clear if deemed necessary.
- 2) For the Town Clerk and Operations Manager to authorise the associated costs of an appointed contractor if falls within their authorisation threshold.

PS25/157 Foxby Hill Allotment Structure Application (Paper D)

RESOLVED: to decline the recently submitted retrospective structure permission form and to request the tenant remove the structure, within twenty-eight days, from garden four. If the tenant does not comply, Council to issue a 'Notice to Quit'. In the event of this the cost incurred to clear garden four to be charged back to the tenant as per point 9.3 of the Allotment Tenancy Agreement. Further to this, to permit the Communities Officer to decline any further applications for structures of this, or similar, size (see report), including those who have not requested permission by submitting an application under the same terms.

Note: The Communities Officer left the meeting at 6:52pm.

PS25/158 Fire Risk Assessment (Paper E)

RESOLVED: to note Fire Risk Assessment Report for and remedials complete for Richmond House.

PS25/159 Children's Cricket Sessions (Paper F)

RESOLVED: to provide the cricket pitch free of charge for children cricket sessions.

PS25/160 The Wind In The Willows - The Musical (Paper G)

RESOLVED: to approve the request from WLDC to hold a musical at Richmond Park. The Council carry out due diligence of what load their equipment will require to ensure the power supply will be ok, equipment will be required to be PAT tested, the area will need to be cleared and left as found, and any damaged incurred will be charged at cost.

PS25/161 Gainsborough in Bloom (Paper H)

RESOLVED: to NOTE the update of Gainsborough in Bloom progress.

PS25/162 Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries (Paper I)

RESOLVED:

- 1) To approve and adopt all amendments to the Cemetery Guidance & Regulations document and to adopt the document.

Initialled:

Property and Services Committee minutes 2024-25

- 2) To create a Shallow Grave Policy due to frequency of occurrence.
- 3) To reestablish an Exhumation Policy.
- 4) To review the Memorial Mason Guidance.

PS25/163 Memorial Application (Paper J)

RESOLVED: to approve the revised inscription on memorial application as per report.

Note: Councillor Plastow abstained from voting on the above application.

PS25/164 Items for Notification

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

- i. Marshalls Boiler
- ii. Pride event review of event plan
- iii. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- iv. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- v. Volunteer Recognition
- vi. Richmond House Conservatory Replacement
- vii. General Cemetery Extension
- viii. General Cemetery potential carpark area
- ix. General Cemetery Chapel

PS25/165 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 13 May 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:31pm.

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

PAPER E

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 9 April 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)
 Councillor Nigel Bowler
 Councillor James Plastow
 Councillor Paul Hooton
 Councillor Kenneth Woolley

In Attendance:
 Rachel Allbones
 Sean Alcock
 Town Clerk (TC)
 Operations Manager

PC25/104 Apologies for Absence

Apologies for absence were received from Councillors R Craig, P Key.

PC25/105 Declarations of Interest

No declarations of interest were made.

PC25/106 Dispensation Requests

No dispensation requests were received.

PC25/107 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC25/109, PC25/110, PC25/111 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC25/108 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 12 March 2025 be approved as a as a true and accurate record and signed by the Chair.

PC25/109 Probation Review (Paper B)

RESOLVED: to NOTE probation review.

PC25/110 Staffing (Paper C)

RESOLVED: to approve increasing the Caretakers hours to 951 (as per Working Hours Framework contain in report) for 2025/26 on a trial basis and additional salary and on costs of £1,843.34 to be used from 1000/4 Agency Staff.

Initialled:

PC25/111 Staffing Issue

RESOLVED: to

- i. Look at producing an investigation timeline and process for any future need
- ii. Support the Leader in reporting to the Monitoring Officer
- iii. Ensure update at the next meeting, or brief another Member to report to the meeting.

PC25/112 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. Mobile Phone Policy
- viii. Electronic Information and Communication Systems Policy

PC25/113 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 14 May 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:53pm.

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

PAPER F

Gainsborough Town Council

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DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 15 April 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Chair)
 Councillor Sheila Bibb
 Councillor David Dobbie
 Councillor Paul Hooton (sub)
 Councillor Michael Devine (sub)
 Councillor Richard Doy
 Councillor Paul Key

In Attendance:
 Rachel Allbones
 Town Clerk

Also Present: Councillor Stephen Blogg

PL25/256 Apologies for Absence

Apologies for absence were received from Councillors J Ward, and K Woolley.

PL25/257 Declarations of Interest

No declarations of interest were made.

PL25/258 Dispensation Requests

No dispensation requests were received.

PL25/259 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL25/260 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Planning Committee meeting held on Tuesday 18 March 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PL25/261 Planning Application

[Application Ref No: WL/2025/00268](#) (received 14/03/25) [any observations to make on the application, please make them by 07/04/2025](#)

[Proposal: Planning application for change of use of the ground floor from shop Class \(Ea\) to Class \(Eb\) and Sui Generis – hot food and take-away.](#)

[Location: Old Filling Station, The Food Store, Heapham Road, Gainsborough](#)

RESOLVED: to support the application, but request that the car park is one way with set entry and exit points due to the potential increase in vehicular activity.

PL25/262 Planning Application

[Application Ref No: WL/2025/00269](#) (received 14/03/25) any observations to make on the application, please make them by 14/04/2025

[Proposal: Planning application for Change of use from a public house \(Sui generis\) to an antique shop \(Ea\) including reinstatement and repair of original features to existing listed building, and proposed new signage.](#)

[Location: 35 Lord Street, Gainsborough](#)

RESOLVED: to support the application.

PL25/263 Planning Application

[Application Ref No: WL/2025/00270](#) (received 14/03/25) any observations to make on the application, please make them by 14/04/2025

[Proposal: Listed building consent for Change of use from a public house \(Sui generis\) to an antique shop \(Ea\) including reinstatement and repair of original features to existing listed building, and proposed new signage.](#)

[Location: 35 Lord Street, Gainsborough](#)

RESOLVED: to support the application.

PL25/264 Planning Application

[Application Ref No: WL/2025/00275](#) (received 17/03/25) any observations to make on the application, please make them by 21/04/2025

[Proposal: Planning application for the removal and replacement of existing plant.](#)

[Location: WM Morrisons Supermarkets PLC, Heapham Road South, Gainsborough](#)

RESOLVED: to support the application.

PL25/265 Planning Application

[Application Ref No: WL/2025/00297](#) (received 24/03/25) any observations to make on the application, please make them by 28/04/2025

[Proposal: Planning application for single rear storey extension.](#)

[Location: 40 Bob Rainsforth Way, Gainsborough](#)

RESOLVED: to support the application.

Note: Councillor Key voted against the above resolution.

PL25/266 Planning Application

[Application Ref No: WL/2025/00326](#) (received 01/04/25) any observations to make on the application, please make them by 22/04/2025

[Proposal: Planning application for partial change of use to form three self-contained apartments, alterations to an existing retail unit, repairs to flat roof outbuildings, works to existing external doors and windows including the installation of a smoke vent to the roof, internal alterations and associated works.](#)

[Location: 33 Lord Street, Gainsborough](#)

RESOLVED: to request clarity as there are inconsistencies with the application form and the plans regarding 1 and 2 bedroom apartments.

PL25/267 Planning Application

[Application Ref No: WL/2025/00327](#) (received 01/04/25) any observations to make on the application, please make them by 22/04/2025

[Proposal: Listed building consent for partial change of use to form three self-contained apartments, alterations to an existing retail unit, repairs to flat roof outbuildings, works to existing external doors and windows including the installation of a smoke vent to the roof, internal alterations and associated works.](#)

[Location: 33 Lord Street, Gainsborough](#)

RESOLVED: to request clarity as there are inconsistencies with the application form and the plans regarding 1 and 2 bedroom apartments.

PL25/268 Planning Application

[Application Ref No: WL/2025/00348](#) (received 09/04/25) any observations to make on the application, please make them by 12/05/2025

[Proposal: Planning application for 16no. flats, secure bin storage and cycle storage, and off road parking for 6no vehicles.](#)

[Location: Land at North Street \(rear of former Friendship Hotel\), Gainsborough](#)

RESOLVED: not to comment on the application.

Note: Councillor Key voted against the above resolution.

PL25/269 Planning Application

[Application Ref No: WL/2025/00350](#) (received 09/04/25) any observations to make on the application, please make them by 12/05/2025

[Proposal: Planning application to erect two storey double garage to side and widening of existing access and dropped kerb.](#)

[Location: 10 Ulster Road, Gainsborough](#)

RESOLVED: to support the application.

PL25/270 Decision Notice (Paper B)

Application Ref No: WL/2025/00101 GRANTED (delegated)

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 NOTE the decision notice.

PL25/271 Decision Notice (Paper C)

Application Ref No: WL/2025/00140 GRANTED (delegated)

Proposal: Advertisement consent for 1no. internally illuminated double sided Totem sign, 2no. internally illuminated Drive thru free standing directional sign, 1no. internally illuminated free standing clearance bar frame sign, 1no. internally illuminated free standing menu board, 1no. Internally illuminated order canopy,

1no. internally illuminated free standing 5 panel menu board, 1no. Frosted window vinyl, 1no. Internally Illuminated wall mounted built up acrylic `Drive Thru` text signs, 1no. Internally illuminated wall mounted Roundel signs, 2no. Internally illuminated free standing No Entry/Thank You directional sign, 1no. internally illuminated wall mounted Wordmark sign, 1no. mobile order door graphic, 2no. window manifestation dot displays and 1no. Non-Illuminated Double sided banner frame

Location: Starbucks, Unit 3 Somerby Park Road, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/272 Decision Notice (Paper D)

Application Ref No: WL/2025/00257 GRANTED (delegated)

Proposal: Local Authority Consultation for a Pavement Cafe and Stalls Licence.

Location: Alfies Gainsborough Ltd, 2 Market Place, Gainsborough

RESOLVED: to NOTE the decision notice.

PL25/273 Street Naming Requests

No street naming requests were received.

PL25/274 Tree Preservation Orders

No tree preservation orders were received.

PL25/275 Land off Heapham Road Gainsborough – Proposed Stopping Up (Paper E)

RESOLVED: to consent to the application for stopping up the public highway to all traffic relating to land at Heapham Road, Gainsborough in a hope it will reduce the amount of fly tipping.

PL25/276 Items for Notification

- i. LCC motion regarding powers to request 20mph speed limit update
- ii. Baltic Mill update – Remove ask Councillor Dobbie is going to approach Councillor Young to contact the business owner and liaise with WLDC.
- iii. Update on Asset of Community Value submitted.

PL25/277 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Planning Committee meeting is scheduled for Tuesday 20 May 2025 at 6:30pm.

The meeting closed at 7:37pm.

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

PAPER G

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT POLICY REVIEW WORKING GROUP MINUTES

Minutes of the Policy Review Working Group meeting held on **Wednesday 16 April 2025** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Key (Chair)
Councillor Richard Craig Councillor Caz Davies
Councillor Michael Devine

In Attendance:
Rachel Allbones Town Clerk

PO25/001 Appointment of a Chair

RESOLVED: to appoint Councillor Key as Chair of the Working Group.

PO25/002 Apologies for Absence

No apologies were received.

PO25/003 Declarations of Interest

No declarations of interest were made.

PO25/004 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Policy Review Working Group meeting held on Thursday 18 April 2024 be approved as a as a true and accurate record and signed by the Chair.

PO25/005 Standing Orders (Paper B)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the reviewed Standing Orders subject to receipt of the NALC Procurement Guidance document.

PO25/006 Financial Regulations (Paper C)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the reviewed Financial Regulations subject to receipt of the NALC Procurement Guidance document.

PO25/007 Structure and Functions (Paper D)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the reviewed Structure and Functions.

Initialled:

PO25/008 Members' Code of Conduct (Paper E)

RESOLVED: to RECOMMEND TO FULL COUNCIL to adopt the reviewed Members' Code of Conduct.

PO25/009 Time and Date of Next Meeting

No date was set.

The meeting closed at 11:08am

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

DRAFT

PAPER H

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 22 April 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 Michael Devine |
| Councillor David Dobbie – arrived at the meeting at 6:34pm | Councillor Paul Hooton |
| Councillor Paul Key | Councillor James Plastow |
| Councillor Stephen Blogg (sub) – arrived at the meeting at 6:34pm | |

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

FS25/130 Apologies for Absence

Apologies for absence were received from Councillor K Woolley.

FS25/131 Declarations of Interest

Councillor Coxon declared a personal interest in agenda item FS25/143 as he put a motion forward for the Council to support Laybo Fest by way of sponsorship or grant.

Councillor Dobbie declared a personal and pecuniary interest in agenda item FS25/143 as he's the Council representative on North Notts and Lincs CRP.

FS25/132 Dispensation Requests

No dispensation requests were received.

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

FS25/133 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FS25/139 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FS25/134 Minutes of the Previous Meeting (Paper A)

Initialled:

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 25 February 2025 be approved as a as a true and accurate record and signed by the Chair.

FS25/135 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 15 April 2025.
- ii. Cashbook Summary (including due and unpaid transactions) for 31 March 2025.
- iii. Budget Comparison Report (including due and unpaid transactions) for 31 March 2025.

FS25/136 Bank Reconciliation (Papers E & F)

RESOLVED: to approve and sign the monthly bank reconciliations for 28 February 2025.

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

FS25/137 Internal Audit Report (Paper G)

RESOLVED: to review the effectiveness and **NOTE** interim internal audit report.

FS25/138 Earmarked Reserves (Paper H)

RESOLVED: to approve proposed ear marked reserves for YE 31st March 2025.

FS25/139 Outstanding Debtors (Paper I)

RESOLVED: to **NOTE** the outstanding debtors.

FS25/140 Risk Register and Risk Management Policy (Paper J)

RESOLVED: to review and approve the Council's risk register and Risk Management Policy.

FS25/141 Internal Controls (Paper K)

RESOLVED: that a review of the effectiveness of the system of internal control in preparation of the annual governance statement 2024/25 has been approved.

FS25/142 Asset Register Review (Paper L)

RESOLVED: to defer until May meeting.

FS25/143 Community Grant Applications (Paper M, N & O)

Members considered grant applications received.

- i. Laybo Legacy - £11,214.80
- ii. North Notts and Lincs CRP - £1,500

Members agreed to consider the applications which was not inline with 4.5 of the policy determination dates, due to informing Laybos Legacy in April Full Council meeting to apply via the Community Grants scheme.

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

For: Councillors Blogg, Bowler, Coxon, Devine, Hooton, Key
Against: Councillors Dobbie, Plastow

RESOLVED: to fund the Laybos Legacy a Community Grant of £1,000.

RESOLVED: to fund the North Notts and Lincs CRP a Community Grant of £1,000.

FS25/144 Items for Notification

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

- i. Asset Register Review - May
- ii. Year End Accounts 2024/2025 – May
- iii. AGAR – Section 2 Accounting Statements – May
- iv. Debt Recovery Policy – May
- v. Reserves Policy - May
- vi. Councillor Vacancy (Co-option) Policy Review – May
- vii. Scheme of Members Allowances Review – May
- viii. Filming and Recording Meetings Policy Review – May
- ix. Public Participation at Meetings Policy Review - May
- x. Emergency Plan – June
- xi. LCAS Silver Status submission – July 2025
- xii. Complaints Procedure
- xiii. Strategic Plan
- xiv. Registrar Lease renewal
- xv. Communications Policy Review
- xvi. GDPR Policy Review
- xvii. Employee / Councillor Protocol Review
- xviii. Social Media Policy Review
- xix. Publication Scheme & FOI Review
- xx. Pensions Discretionary Policy Review
- xxi. Member Training and Development Policy Review
- xxii. Use of work vehicles by Cllrs & Staff for personal domestic use
- xxiii. Name Badge & ID Card Policy

FS25/145 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 27 May 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:19pm.

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

Initialled:

PAPER I

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 30 April 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) |
|--------|-----------------|---------------|-----------------------------------------------------|---------------------------------------------------------------|
| 71 | 12/4/2025 | Richmond Park | Trespassers in the compound on the boat and tractor | |
| 72 | 16/4/2025 | Richmond Park | Trespassers in the compound and polytunnel | |
| 73 | 23/04/2025 | Levellings | Motor bike set on fire | Police reported it to us when they required access to recover |
| 74 | 29/04/2025 | Richmond Park | Rear wardens office door smashed | |

Chair's Group Meeting

The next meeting is on Monday 12 May at 10:00am.

WLDC Markets and Events

Events can be found on the WLDC [Events Page](#).

Councillor Training

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

Finance for Councillors

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

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

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

This session gives 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

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). Attendees are asked to arrive at 8:50am.

The Council are working in partnership with Gainsborough Trinity Foundation to hold a VE Day celebrations event on Saturday 10 May 2025 at Roses with a family fun day. Poster below.

REGISTERED CHARITY NO: 116875

80th ANNIVERSARY

VE Celebration Fun Day

The Venue at Roses
NORTH WARREN ROAD DN21 2TU

GAINSBOROUGH TRINITY FOUNDATION

DATE/TIME
Saturday 10th May
TIME: 10AM-3PM

COST
No Booking required

INFO
Free Activities
• INFLATABLES • FACE PAINTING • HAIR BRAIDING
• GLITTER TATOO • BIRDS OF PREY SHOW AND DISPLAY

IT'S FREE TO JOIN IN THE FUN

IN PARTNERSHIP WITH
Gainsborough TOWN COUNCIL

GOT A QUESTION? Email: enquiries@gainsboroughtrinityfoundation.com

Annual Town Meeting

To be held on Thursday 8 May at 6:00pm at Marshalls Sports Ground. Agenda for the meeting is at Appendix A.

Gainsborough in Bloom

GTC officers, Councillor Woolley and the Council representative met with the GiB committee, on 17th April a potential route was proposed but subject to change. Richmond Park and Spital Hill allotments along with the barrier planters on Spital Terrace / North Street are areas for the Town Council to concentrate on. It is unlikely that the boat will be sited for the 2025 judging but will be shown to the judges as part of an ongoing project.

Marshalls Boiler

Following PID Controls Ltd investigatory works on 7 April 2025 they will be revisiting on 6 May 2025 to replace broken actuators identified in the manifolds.

Marshalls Shutters

365 Security Concepts have started remedial works and expect to complete w/c 5 May.

Richmond House Dry Rot & Planning Application

The element of the planning application to installation of palisade fencing near the gym equipment where the leylandii was subject to an arson attack has been removed due to the Conservation Officer having an issue with the proximity of the fence to a listed building. The remainder of the application has been granted permission with conditions on 30 April 2025.

Tree Works

All urgent tree works have now been completed reported in the Tree Safety Survey. Felling of T284 Mature Sycamore Tree, felling of T257 Mature Sycamore, felling of T303, T305, T307, T322, T323, T324 Mature Poplar trees, pollarding of T0304, T006, T311, T314, T315, T318, T320, T321, T325, T328, T329 Mature Lime trees, cut to ground level and grind out tree stumps of large Poplar stumps, remaining from previous works T312, T316, T326 at the General Cemetery

Pollard 6 Horse Chestnut Trees and felling of T217 - Horse Chestnut in North Warren Cemetery.

Felling of T10 Sycamore, Pollard and remove ivy of T11 Ash and reduce in height approximately 90m of conifer hedge at Richmond Park.

Hedge reduction of conifer hedge at the General Cemetery is scheduled to take place week commencing 9 May 2025.

General Cemetery Extension Memorial Testing

The Operations has begun the memorial testing for the extension of the general cemetery.

General Cemetery Water Leak

Anglian Water

Richmond Park Bat & Bird Boxes

Bat boxes made by Hasting Centre have been installed at Richmond Park. Bird boxes to be installed next week.

Elections

The election for 2 Councillors for the GTC Trent Ward takes place on Thursday 1st May. Candidates are listed below.

| Name of Candidate | Home Address | Description (if any) |
|------------------------------|---------------------------------------------------------------------|-------------------------------------|
| EDDOWES Harry | (address in West Lindsey) | Labour Party |
| ETHERINGTON Sharyn Lesley | (address in West Lindsey) | Labour Party |
| OWLES Doug | 46 Mayflower Close, Gainsborough, DN21 1AX | Liberal Democrats |
| PUXTY Glenn | Apartment 6, Miller Court, Bridge Street, Gainsborough, DN21 1LP | The Conservative Party Candidate |
| THOMPSON Richard | 109 Lea Road, Gainsborough, DN21 1AB | Liberal Democrats |

Asset of Community Value

The application for the Bracken Park Community Right to Bid Asset of Community Value was submitted to WLDC on 28 April 2025. This comprises of the two pieces of land to the left and right of the entrance to the estate that are adjacent to Corringham Road.

Lidl Community Grant

The Leader presented a cheque following the Communities Officer securing a grant for £499 for Vyshyvanka Hub.



Gainsborough Nursery School

Gainsborough Nursery School are taking over the maintenance of a flower bed at Richmond Park formally maintained by Aegir School.

Compliments

Further compliments received regarding the well-maintained condition of the General Cemetery.

Staff Training

The Assistant Clerk has completed 3 of 4 training sessions to work towards her CiLCA qualification.

181 iHASCO training certificates have now been issued.

Annual Leave

The Town Clerk has booked annual leave Thursday 15 May – Thursday 22 May.

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>

All Gainsborough residents are invited to the

ANNUAL TOWN MEETING

to be held on

THURSDAY 8th May 2025

at 6:00pm

**Marshalls Sports Ground, Middlefield Lane, Gainsborough,
DN21 1UU**

BUSINESS TO BE TRANSACTED

1. To approve (or otherwise) the Minutes of the Annual Town Meeting held on Thursday 18th April 2024.
2. To receive a report by the 2024-2025 Town Mayor, Councillor Kenneth Woolley, on the Town Council's work and their mayoral year.
3. To answer questions or consider any matters relating to the Gainsborough Town Council's Annual Report.
4. Presentations by organisations and individuals, providing an overview of the work they are doing in Gainsborough:
 - West Lindsey District Council – Levelling Up – Thriving Gainsborough
 - Gainsborough Night Light Café
 - St John Ambulance Service
 - North Notts & Lincolnshire Rail Partnership
5. An opportunity for residents to ask questions, make comments or raise concerns regarding the Town.

**Councillor Kenneth Woolley
Town Mayor of Gainsborough
Monday 28th April 2025**

DRAFT ANNUAL TOWN MEETING MINUTES

Minutes of the Annual Town Meeting held on **Thursday 18 April 2024** at **6:08pm** in the function room, Marshalls Sports Ground, Middlefield Lane, Gainsborough, DN21 IUU.

Present: 11 speakers, 7 info stall participant, 1 other participant, 20 members of public, 2 staff

AP24/001 Welcome by the Town Mayor

The Town Mayor Caz Davies welcomed those present.

AP24/002 Minutes of the 2023 Annual Town Meeting

RESOLVED: that the minutes of the Annual Town meeting held on Thursday 9 March 2023 be approved as a as a true and accurate record and signed by the Chairman.

AP24/003 Matters arising from the Minutes

There were none.

AP24/004 Town Mayor's Report – Councillor Caz Davies

The Town Mayor for the 2023-2024 municipal year Cllr Caz Davies reported on her time in office as of taking over the role of Mayor in January 2024. Cllr Davies spoke about the passing of previous Mayor Cllr Tim Davies, the Levellings, Gainsborough 2023 Citizen of the Year, Remembrance Sunday, Christmas Lights Festival and Community Grants.

AP24/005 WLDC – Levelling Up Fund

A presentation on the different projects in Gainsborough including the cinema, townscape heritage initiative, Market Place redesign, improved signage, enhanced green space and bus station refurbishment.

AP24/005 LCC Councillor Richard Davies – Gainsborough Transport Strategy

A presentation on the roads in Lincolnshire, maintenance (a 3-year summary and 12 month plan), public transport (rail and bs) as well as an overview of the Gainsborough Transport Strategy, and the resources available to keep up with road maintenance and more.

AP24/006 Gainsborough Trinity Foundation

A presentation on who Gainsborough Trinity Foundation are, their history, what they do, and highlighting their opportunities and challenges for the future.

AP24/007 Night Light Café

A presentation on what a Night Light Café is, how many people they support, what they do at the Gainsborough Night Light café, what people say about them and what volunteers say. Details of where to find Night Light Café Gainsborough.

AP24/008 Salvation Army Food Bank

A talk about the people the food bank helped in 2023 and in 2024 – highlighting those who they help specifically, including pensioners and low paid workers.

AP24/009 Shaw Trust

A presentation on the aims of the Pioneer programme, facts and figures about support provided, how the programmes operate, the benefits of getting involved, training / upskilling opportunities, self-employment support, employment engagement specialists, additional support, eligibility and referral process, early access criteria groups and who to contact to refer.

AP24/010 Changing Places

A presentation on the number of Changing Places in the UK, what a Changing Places toilet is, who they are for, building regulations and the legislative context. Highlighting the importance of installing Changing Places toilets in Gainsborough, spotlight on equality, diversity and inclusion policy, and what Changing Places do.

AP24/011 Bearded Fisherman

A talk on who Bearded Fishermen are, the people behind the organisation and how other people are able to get involved and help support.

AP24/012 Open Forum

No questions were received.

Meeting ended at 9:05pm.

Signed as a true record of the Meeting: _____ Dated _____

PAPER J

Standing Orders

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Document History

Reviewed & Adopted – December 2007

Reviewed & Adopted – May 2012

Reviewed & Adopted – 7 April 2015

Reviewed & Adopted – 5 March 2019

Reviewed & Adopted – June 2022

Reviewed & Adopted – 4 January 2023

Reviewed & Adopted – 7 May 2024

1. Rules of debate at meetings

1.1. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

1.2. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

1.3. A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

1.4. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

1.5. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

1.6. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

1.7. A councillor may move an amendment to ~~his~~their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

1.8. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

1.9. Subject to standing order 1.11~~-below~~, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

1.10. One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

1.11. A councillor may not move more than one~~-live~~ amendment to an original or substantive motion.

1.12. The mover of an amendment has no right of reply at the end of debate on it.

1.13. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

1.14. Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- a) to speak on an amendment moved by another councillor;
- b) to move or speak on another amendment if the motion has been amended since ~~he~~they last spoke;
- c) to make a point of order;
- d) to give a personal explanation; or

e) in exercise of a right of reply.

1.15. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which ~~he~~they considers has been breached or specify the other irregularity in the proceedings of the meeting ~~he is~~they are concerned by.

1.16. A point of order shall be decided by the chair of the meeting and his decision shall be final.

1.17. When a motion is under debate, no other motion shall be moved except:

- a) to amend the motion;
- b) to proceed to the next business;
- c) to adjourn the debate;
- d) to put the motion to a vote;
- e) to ask a person to be no longer heard or to leave the meeting;
- f) to refer a motion to a committee or sub-committee for consideration;
- g) to exclude the public and press;
- h) to adjourn the meeting; or
- i) to suspend particular Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.

1.18. Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived ~~his~~their right of reply.

1.19. Excluding motions moved under Standing Order 1.17, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three (3) minutes without the consent of the chair of the meeting.

2. Disorderly conduct at meetings

2.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

2.2. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

2.3. If a resolution made under standing order 2.2 above is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- ▶ Full Council meetings
- ▲ Committee meetings
- ▼ Sub-committee meetings

▶ **3.1. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

▶ **3.2. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

▲ **3.3. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

▶ **3.4. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

3.5. The Council does not accept apologies for non-attendance at meetings (except in exceptional circumstances) but will note apologies received.

3.6. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3.7. The period of time designated for public participation at a meeting in accordance with standing order 3.6 shall not exceed fifteen (15) minutes unless directed by the chair of the meeting.

3.8. Subject to standing order 3.7, a member of the public shall not speak for more than three (3) minutes.

3.9. In accordance with Standing Order 3.6, a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

3.10. A person shall raise his-their hand when requesting to speak. The chair of the meeting may at any time request a person to stand when speaking (except when a person has a disability or is likely to suffer discomfort).

3.11. A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.

3.12. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

▶ 3.13. Subject to standing order 3.14, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

▶ 3.14. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

▶ 3.15. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

▶ 3.16. Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in ~~his/her/~~their absence be done by, to or before the Vice-Chair of the Council (if there is one).

▶ 3.17. The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

▼ 3.18. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or non-councillors with voting rights present and voting.

▼ 3.19. The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise ~~his/her/~~their casting vote whether or not ~~he/she/~~they gave an original vote.

See standing orders 5.8 and 5.9 for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

▶ 3.20. Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave ~~his/her/~~their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

3.21. The minutes of a meeting shall include an accurate record of the following:

- a) the time and place of the meeting;
- b) the names of councillors who are present and the names of councillors who are absent;
- c) interests that have been declared within the meeting by councillors and non-councillors with voting rights;
- d) the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- e) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- f) if there was a public participation session; and
- g) the resolutions made.

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▶ **3.22. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

▶ **3.23. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See Standing Order 4.4 (h) for the quorum of a committee or sub-committee meeting.

3.24. If within ten minutes of the scheduled start of a meeting there are insufficient members to provide a quorum business will be adjourned to a time and place fixed by the Chair~~man~~ at the time the meeting is adjourned or, if no such time or place is fixed, it will be adjourned until the next ordinary meeting.

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▶ **3.25. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

3.25. A meeting shall generally not exceed a period of two (2) hours, unless by resolution of members attending the meeting agree to extend.

4. Committees and sub-committees

4.1. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

4.2. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

4.3. Unless the Council determines otherwise, all the members of an advisory

committee and a sub-committee of the advisory committee may be non-councillors.

4.4. The Council may appoint standing committees or sub-committees / working groups as may be necessary, and:

- a) shall determine their terms of reference;
- b) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of Council;
- c) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- d) shall, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of members of such a committee;
- e) may, subject to standing orders 4.2 and 4.3, appoint substitute members to a committee (maximum two (2)) whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one (1) day before the meeting that they are unable to attend;
- f) shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- g) shall permit a sub-committee / working group other than a standing committee, to appoint its own chair at the first meeting of the sub-committee / working group;
- h) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three (3);
- i) shall determine if the public may participate at a meeting of a committee;
- j) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- k) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- l) may dissolve a committee or a sub-committee.

4.5 An individual member shall not be the Chair of more than one standing committee and also hold the role of Leader or Chair of the Council.

5. Ordinary Council meetings

5.1. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.

5.2. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.

5.3. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

5.4. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.

5.5. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.

5.6. The Chair of the Council, unless ~~he/she/they~~ has-have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until ~~his~~ their successor is elected at the next annual meeting of the Council.

5.7. The Vice-Chair of the Council, if there is one, unless ~~he/she/they~~ resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

5.8. In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, ~~he/she/they~~ shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

5.9. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, ~~he/she/they~~ shall preside at the annual meeting until a new Chair of the Council has been elected. ~~He/she/It~~ They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

5.10. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

- a) In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of ~~his/her/their~~ acceptance of office form unless the Council resolves for this to be done at a later date;**
- b) Confirmation of the accuracy of the minutes of the last meeting of the Council;
- c) Receipt of the minutes of the last meeting of a committee;
- d) Consideration of the recommendations made by a committee;
- e) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- f) Review of the structure and functions for committees;
- g) Appointment of members to existing committees;

- h) Appointment of any new committees in accordance with standing order 4;
- i) Review and adoption of appropriate Standing Orders, Financial Regulations and Code of Conduct;
- j) Review of representation on or work with external bodies and arrangements for reporting back;
- k) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- l) Review of inventory of land and other assets including buildings and office equipment;
- m) Confirmation of arrangements for insurance cover in respect of all insurable risks;
- n) Review of the Council's and/or staff subscriptions to other bodies;
- o) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence (GPC only in an election year)
- p) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the Council and committees and sub-committees

6.1. The Chair of the Council may convene an extraordinary meeting of the Council at any time.

6.2. If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.

6.3. The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

6.4. If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven (7) days of having been requested by to do so by three (3) members of the committee or the sub-committee, any two (2) members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

7. Previous resolutions

7.1. A resolution shall not be reversed within six (6) months except either by a special motion, which requires written notice by at least six (6) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance

of the recommendation of a committee or a sub-committee.

7.2. When a motion moved pursuant to standing order 7.1 has been disposed of, no similar motion may be moved within a further six (6) months.

8. Voting on appointments

8.1. Where more than two (2) persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one (1) person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

9.1. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

9.2. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

9.3. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9.2, correct obvious grammatical or typographical errors in the wording of the motion.

9.4. If the Proper Officer considers the wording of a motion received in accordance with standing order 9.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five (5) clear days before the meeting.

9.5. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

9.6. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

9.7. Motions received shall be recorded and numbered in the order that they are received.

9.8. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

10.1. The following motions may be moved at a meeting without written notice to the Proper Officer;

- a) to correct an inaccuracy in the draft minutes of a meeting;
- b) to move to a vote;
- c) to defer consideration of a motion;
- d) to refer a motion to a particular committee or sub-committee;
- e) to appoint a person to preside at a meeting;
- f) to change the order of business on the agenda;
- g) to proceed to the next business on the agenda;
- h) to require a written report;
- i) to appoint a committee or sub-committee and their members;
- j) to extend the time limits for speaking;
- k) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- l) to not hear further from a councillor or a member of the public;
- m) to exclude a councillor or member of the public for disorderly conduct;
- n) to temporarily suspend the meeting;
- o) to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements);
- p) to adjourn the meeting; or
- q) to close the meeting.

11. Management of information

See also standing order 20

11.1. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

11.2. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

11.3. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

11.4. Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

12.1. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

12.2. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10.1(a).

12.3. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

12.4. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, ~~he/she/they~~ shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but ~~his/her/their~~ this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

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▶ **12.5. If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

12.6. Subject to the publication of draft minutes in accordance with Standing Order 12.5 and Standing Order 20.1 and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3.22 above.

13.1. All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.

13.2. Unless ~~he/she/they~~ ~~has~~ have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. ~~He/she/it~~ They may return to the meeting after it has considered the matter in which ~~he/she/they~~ had the

interest.

13.3. Unless ~~he/she/they~~ has/have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's Code of Conduct. ~~He/she/It~~ they may return to the meeting after it has considered the matter in which ~~he/she/they~~ had the interest.

13.4. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

13.5. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

13.6. A dispensation request shall confirm:

- a) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- b) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- c) the date of the meeting or the period (not exceeding four (4) years) for which the dispensation is sought; and
- d) an explanation as to why the dispensation is sought.

13.7. Subject to Standing Orders 13.4 and 13.6, a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.

13.8. A dispensation may be granted in accordance with standing order 13.5 if having regard to all relevant circumstances any of the following apply:

- a) **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- b) **granting the dispensation is in the interests of persons living in the Council's area; or**
- c) **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

~~14.1. Upon notification by the District or, Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.~~

~~14.2. Where the notification in standing order 14.1 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14.4.~~

~~14.3. The Council may:~~

- ~~a) provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;~~
- ~~b)a) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;~~

14.4. Upon notification by the ~~District or Unitary~~ Principal Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against ~~them~~ him. Such action excludes disqualification or suspension from office.

15. Proper Officer

15.1. The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

15.2. The Proper Officer shall:

- a) **at least three (3) clear days before a meeting of the Council, a committee or a sub-committee**
 - **serve on councillors, by delivery or post at their residences, or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3.2 for the meaning of clear days for a meeting of a full Council and standing order 3.3 for the meaning of clear days for a meeting of a committee.

- b) subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five (5) days before the meeting confirming his withdrawal of it;
- c) convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in ~~his/her~~ their office;
- d) **facilitate inspection of the minute book by local government electors;**
- e) **receive and retain copies of byelaws made by other local authorities;**

- f) hold acceptance of office forms from councillors;
- g) hold a copy of every councillor's register of interests;
- h) assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- i) liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- j) receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- k) assist in the organisation, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- l) arrange for legal deeds to be executed;
(see also standing order 23);
- m) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- n) record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- o) refer a planning application received by the Council to the Planning Committee
- p) manage access to information about the Council via the publication scheme; and
- q) retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. Responsible Financial Officer

16.1. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent for a period that would seriously harm and damage the Council's financial affairs were it not for that appointment and that appointment would be considered on a case by case basis depending on the seriousness of the absence.

17. Accounts and accounting statements

17.1. "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

17.2. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

17.3. The Responsible Financial Officer shall supply each councillor as soon as

practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- a) the Council's income and expenditure for each quarter;
- b) the Council's aggregate income and expenditure for the year to date;
- c) the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

17.4. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- a) each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
- b) to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

17.5. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council or income and expenditure for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least fourteen (14) days prior to anticipated approval by Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

18.1. The Council shall consider and approve Financial Regulations drawn up by the Finance and Strategy Committee, which shall include detailed arrangements in respect of the following:

- a) the keeping of accounting records and systems of internal controls;
- b) the assessment and management of financial risks faced by the Council;
- c) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- d) the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- e) whether contracts with an estimated value below ~~£25,000~~ £60,000 due to special circumstances are exempt from tendering process or procurement exercise.

18.2. Financial Regulations shall be reviewed regularly and at least annually for fitness

of purpose.

~~18.3. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18.6 is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~

18.4. Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- a) a specification for the goods, materials, services or the execution of works shall be drawn up;
- b) an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- ~~c) the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;~~
- ~~d) c)~~ tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- ~~e) d)~~ tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- ~~f) e)~~ tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

18.5. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

~~18.6. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.~~

19. Handling staff matters

19.1. A matter personal to a member of staff that is being considered by a meeting of Council, and or any relevant committee, sub-committee or working group thereof is subject to Standing Order 11.

19.2. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

19.3. In accordance with Standing Order 11.1 persons authorised by the Town Clerk shall have access to staff records referred to in Standing Orders 19.2.

20. Responsibilities to provide information

See also Standing Order 21.

20.1. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

20.2. The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under data protection legislation

(Below is not an exclusive list).

See also Standing Order 11.

- a) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning ~~his/her~~ their personal data.**
- b) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e) **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

22.1. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also Standing Orders 15.2(l) and (q).

23.1. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

23.2. Subject to Standing Order 23.1-~~above~~, any two (2) councillors may sign, on

behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

23.3 Subject to Standing Order 23.1, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

The above is applicable to a Council with a common seal.

24. Communicating with District and County or Unitary councillors

24.1. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

24.2 Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

25.1. Unless duly authorised ~~by a resolution~~, no councillor shall:

- a) ~~formally~~ inspect any land and/or premises which the Council has a right or duty to inspect; or
- b) issue orders, instructions or directions to any officer or employee of the Council.

26. Standing Orders generally

26.1. All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

26.2. A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least six (6) councillors to be given to the Proper Officer in accordance with Standing Order 9.

26.3. The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor as soon as possible.

26.4. The decision of the chair of a meeting as to the application of Standing Orders at the meeting shall be final.

PAPER K

Financial Regulations

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1. General

1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for Members and Officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders and any individual Financial Regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

In these Financial Regulations 'Must' and bold text refer to a statutory obligation the council cannot change.

1.3. The Council's accounting control systems must include measures:

- a) for the timely production of accounts;
- b) that provide for the safe and efficient safeguarding of public money;
- c) to prevent and detect inaccuracy and fraud; and
- d) identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

~~1.6. A breach of these Regulations by an employee maybe regarded as misconduct / gross misconduct depending on the circumstances will be dealt with in line with the Councils Grievance & Disciplinary Procedures. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.~~

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute. and will be subject to sanctions contained within the Town Council Code of Conduct and adopted disciplinary procedures.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for Gainsborough Town Council and these regulations will apply accordingly.

1.9. The RFO;

- a) acts under the policy direction of the Council;
- b) administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- c) determines on behalf of the Council its accounting records and accounting control systems;
- d) ensures the accounting control systems are observed;

- e) maintains the accounting records of the Council up to date in accordance with proper practices;
- f) assists the Council to secure economy, efficiency, and effectiveness in the use of its resources; and
- g) produces financial management information as required by the Council (not individual elected Members).
- g)h) attends relevant financial management and other relevant training as required.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- a) entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- b) a record of the assets and liabilities of the Council; and
- c) wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- a) procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- b) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- c) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- d) procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- e) measures to ensure that risk is properly managed.

1.13. ~~The Council is must not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:~~

- a) **setting the final budget or the precept (Council Tax Requirement);**
- b) **the outcome of a review of the effectiveness of its internal controls**
- c) **approving accounting statements;**
- d) **approving an annual governance statement;**
- e) **borrowing;**
- f) **declaring eligibility for the General Power of Competence; and**
- g) **addressing recommendations in any report from the internal or external auditors, ~~shall be a matter for the Full Council only.~~**

The following will be dealt with by the Finance and Strategy Committee

- h) writing off bad debts;
- ~~i) addressing recommendations in any report from the internal auditors,~~

1.14. In addition, the Council ~~must~~ shall:

- a) determine ~~and keep under~~ regularly review the bank mandate for all Council bank accounts;
- b) approve any grant or a single commitment in excess of £10,000; and
- c) in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the **relevant Personnel** Committee in accordance with its terms of reference.

1.15. In these financial regulations, ~~references to the~~

- a) Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under ~~the provisions of section 27 of the Audit Commission Act 1998 Sections 32, 43(2) and 46 the Local Audit and Accountability Act~~, or any superseding legislation, and then in force unless otherwise specified.
- b) "Approve" refers to an online action, allowing an electronic transaction to take place.
- c) "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
- d) ~~In these Financial Regulations the term~~ 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Risk Management and Internal Control

2.1 The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2 The Town Clerk & RFO shall prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.

2.3 When considering any new activity, the Town Clerk & RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4 At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5 The accounting control systems determined by the RFO must include measures to:

- a) ensure that risk is appropriately managed;
- b) ensure the prompt, accurate recording of financial transactions;
- c) prevent and detect inaccuracy or fraud; and
- d) allow the reconstitution of any lost records;
- e) identify the duties of officers dealing with transactions and
- f) ensure division of responsibilities.

2.6 On a monthly basis, the Councils Finance and Strategy Committee shall verify bank reconciliations for all accounts held by the Council and will record the verification by a minute confirming the review within the minutes of that meeting.

2.7 Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounting and Audit (Internal and External)

3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

~~3.2. On a monthly basis, the Councils Finance and Strategy Committee shall verify bank reconciliations for all accounts held by the Council and will record the verification by a minute confirming the review within the minutes of that meeting.~~

3.2 The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- a) day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
- b) a record of the assets and liabilities of the Council;**

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements ~~of accounts~~, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

3.5. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and ~~of its system of~~ internal control in accordance with proper practices.

3.6 Any officer or member of the Council shall make available such documents and records as internal auditor, or external auditor consider appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

3.6. The internal auditor shall be appointed by the Council and shall carry out the ir work in relation to internal controls required by the Council in accordance with proper practices. to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide

3.7. The Council shall ensure that the internal auditor ~~shall~~:

- a) be competent and independent of the financial operations of the Council;
- b) report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- c) to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- d) have no involvement in the financial decision making, management or control of the Council.

3.8. Internal or external auditors may not under any circumstances:

- a) perform any operational duties for the Council;
- ~~b)~~ initiate or approve accounting transactions; ~~or~~
- ~~b)c)~~ provide financial, legal or other advice including in relation to any future transactions; or
- ~~e)d)~~ direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.9. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

3.10. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

3.11. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Annual Estimates (Budget) and Forward Planning

4.1 Before setting a precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.2. Each committee (if any) shall review its three year forecast of revenue and capital income and expenditure. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance and Strategy Committee not later than the end of November each year including any proposals for revising the forecast.

4.3. The RFO must each year, by no later than December, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the

following financial year in the form of a budget to be considered by the Finance and Strategy Committee and the Council.

4.4. Unspent provisions in the capital budget for completed projects shall not be carried forward to a subsequent year.

4.5. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital income and expenditure including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

4.6. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

4.7. ~~The approved annual budget shall form the basis of financial control for the ensuing year. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.~~

4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4.9 The RFO shall issue the precept to the billing authority no later than the end of February and supply each member with a copy of the agreed annual budget.

4.10 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or relevant committee.

5. Budgetary Control and Authority to Spend

5.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- a) the Council for all items over £10,000 excluding VAT;
- b) a duly delegated committee of the Council for items over £5,000 excluding VAT;
- c) the Town Clerk, ~~Deputy Clerk (RFO)~~ and / or Operations Manager in consultation with Chair~~man~~ of Council or Chair~~man~~ of the appropriate committee, for any items below £5,000 excluding VAT; or
- d) the Town Clerk, ~~Deputy Clerk (RFO)~~ and / or Operations Manager for items below £1,500 excluding VAT.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by verbal authorisation by the appropriate Chair.

~~5.2. Contracts may not be disaggregated to avoid controls imposed by these regulations.~~

5.2. No expenditure may be authorised that will exceed the amount provided in the budget for that class-type of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

5.3. In cases of ~~extreme serious~~ risk to the delivery of Council services or to public safety on Council premises,, the Town Clerk and / or RFO may authorise ~~revenue~~ expenditure on behalf of the Council which in the Town Clerk's, or Deputy Operations Manager in the absence of the Town Clerk, judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Town Clerk and / or RFO Operations Manager in the absence of the Town Clerk shall report such action to the ~~chairman~~ as soon as possible and to the Council as soon as practicable thereafter.

~~5.4. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.~~

~~5.5. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.~~

5.4. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 of the budget.

5.5. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

6. Procurement

6.1. A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

~~6.2. Purchase Orders shall be controlled by the RFO. Any ordering system can be misused and access to them shall be controlled by the RFO.~~

6.3. Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

~~6.4. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.~~

~~6.5. Every contract shall comply with the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency~~

6.6. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any

superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.

6.7. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed under Financial Regulation 6.14) obtain prices as follows:

6.8. For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the Council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

6.9. For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

6.10. For contracts greater than £3,000 excluding VAT the Town Clerk or Operations Manager shall seek at least 2 preferably 3 fixed-price quotes;

6.11. where the value is between £1,000 and £3,000 excluding VAT, the Town Clerk or Operations Manager shall try to obtain at least 2 estimates (which might include evidence of online prices, or recent prices from regular suppliers.)

6.12. For smaller purchases, the Town Clerk shall seek to achieve value for money.

6.13. Contracts must not be split to avoid compliance with these rules.

6.14. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

6.15. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or relevant committee. Avoidance of competition is not a valid reason.

6.16. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

6.17. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Council or make any contract on behalf of the Council.

6.18. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

6.19. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

7. Banking ~~Arrangements and Authorisation of~~ and Payments

7.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

7.2. The Council will make safe and efficient arrangements for the making of its payments to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.

7.3. The authorisation given to the Town Clerk ~~or Deputy Clerk (RFO)~~ under Financial Regulation 5.1 relates to 'routine expenditure.' Such budget lines will be made clear at the time the budget is set. All expenditure by the Town Clerk ~~or Deputy Clerk (RFO)~~ will be reported to the next meeting of the Finance and Strategy Committee as part of the normal budget monitoring process.

7.4. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to the Finance and Strategy Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Finance and Strategy Committee. The approved schedule shall be ruled off and initialled by the Chair of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

7.5. All payments shall be made by online banking, in accordance with a resolution of the Finance and Strategy Committee, unless resolved to use a different payment method.

7.6. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

7.7. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance and Strategy Committee meeting.

7.8. The Town Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of committee, where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Strategy Committee;
- b) An expenditure item authorised under Financial Regulations 7.10 (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Strategy Committee; or
- c) Fund transfers within the Councils banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Strategy Committee.

7.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Finance and Strategy Committee. The Finance and Strategy Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7.10. For each financial year the Town Clerk and RFO ~~shall~~ may draw up a list of due schedules of regular payments due in relation to which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items such as but not exclusively), Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Finance and Strategy Committee, may authorise payment for the year provided that the requirements under Financial Regulation 5.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Strategy Committee.

7.11. A record of regular payments made under Financial Regulation 7.8 shall be drawn up and be signed by two members on each and every occasion when payment is authorised - ~~thus to~~ controlling the risk of duplicated payments being authorised and / or made.

7.12. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

7.13. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

7.14. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

~~5.12. Any changes in the recorded details of suppliers, such as bank account records, shall be noted on the next Finance and Strategy Committee agenda.~~

Instructions for the Making of Payments

7.15. Following authorisation the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.

~~6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Finance and Strategy Committee.~~

~~6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.~~

~~6.5. To indicate agreement of details shown on the cheque/order for payment with the counterfoil and the invoice or similar documentation, signatories shall also initial the cheque counterfoil.~~

~~6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance and Strategy Committee at the next convenient meeting.~~

~~6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved payment.~~

7.16. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained within the Council's safe. In line with Standing Order 16 where the Responsible Finance Officer is absent for a period of time that would seriously harm and damage the Council's financial affairs and electronic payments, Council shall appoint an appropriate staff member to access the required information to undertake the work. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable.

~~6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.~~

7.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link.

8. Electronic Payments

8.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be

instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

8.2. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

8.3. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

8.4. Two councillors who are authorised signatories shall check the payment details against the invoices before approving payment using the online banking system.

8.5. Evidence shall be retained showing which members approved the payment and a printout of the transaction confirming that the payment has been made for audit purposes.

8.6. A full list of all payments made in a month shall be provided to the next Finance and Strategy Committee meeting and appended to the minutes.

8.7. If thought appropriate by the Council, ~~regular payments for utility supplies (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection energy, telephone and water) and any National Non-Domestic Rates~~ may be made by variable Direct Debit provided that the instructions are signed/approved by two authorised members. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

8.8. If thought appropriate by the Council, payment ~~for certain items~~ may be made by BACS or CHAPS by resolution of Council methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

8.9. If thought appropriate by the Council, regular payments of fixed sums ~~payment for certain items (principally Salaries)~~ may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.

8.10. ~~Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by both the Clerk and the RFO.~~ Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

8.11. ~~The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.~~

8.12. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

9. Cheque Payments

9.1. Cheques or orders for payment in accordance with the schedule as presented to Council or committee shall be signed by two members of Council in accordance with a resolution instructing that payment.

9.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

9.3. To indicate agreement of details shown on the cheque with the counterfoil and the invoice or similar documentation, signatories shall also initial the cheque counterfoil.

9.4. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance and Strategy Committee at the next convenient meeting.

10. Payment Cards

10.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and the RFO Operations Manager and will also be restricted to a single transaction maximum value of £1,000 unless authorised by ~~Council or~~ Finance and Strategy Committee in writing before any order is placed.

10.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and Strategy Committee. Transactions and purchases made will be reported to the Finance and Strategy Committee and authority for topping-up shall be at the discretion of the Finance and Strategy Committee.

10.3. Any corporate credit card opened by the Council will be specifically restricted to use by the Town Clerk and RFO Operations Manager and shall be subject to automatic payment in full at each month-end.

10.4. Any trade card account opened by the Council will be specifically restricted to use by the Town Clerk, ~~RFO~~, Operations Manager and Grounds Maintenance Team Leader and shall be subject to automatic payment in full at each month-end.

11. Petty Cash

11.1. The RFO shall maintain as petty cash float of £100 for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate the payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented for approval. ~~to Council under 5.2 above.~~

12. Payment of Salaries

12.1. As an employer, the Council ~~shall~~must make arrangements to ~~meet fully comply with~~ the statutory requirements ~~of placed on all employers by PAYE and National Insurance~~ legislation.

12.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

12.3. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

12.4. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

12.5. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee, unless by virtue of changes of adopted national pay agreements.

12.6. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

12.7. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

12.8. An effective system of personal performance management should be maintained for the Senior Officers.

12.9. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

12.10. Before employing interim staff the Council must consider a full business case.

13. Loans and Investments

13.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by Full Council.

13.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase, ~~or~~ Leasing of tangible assets or loans to be

~~repaid within the financial year) shall must authorised be subject to approval~~ by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

13.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

13.4. The Council shall consider the need for an Investment Strategy and Policy which, ~~if drawn up, shall be~~ in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

13.5. All investments of money under the control of the Council shall be in the name of the Council.

13.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

13.7. Payments in respect of short term or long term investments, shall be made in accordance with these regulations. Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

14. Income

14.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

14.2. ~~Particulars of all charges to be made~~The Council will review all fees and charges for work done, services ~~rendered provided~~ or goods ~~supplied sold at least shall be agreed~~ annually ~~following a report of the Town Clerk. by the Council, notified to the RFO and T~~the RFO shall be responsible for the collection of all accounts due to the Council.

~~9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.~~

14.3. Any sums found to be irrecoverable and any bad debts shall be subject to the Council's Debt Recovery Policy.

14.4. ~~All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary. All sums received on behalf of the council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.~~

~~9.6. The origin of each receipt shall be entered on the paying-in slip.~~

14.5. Personal cheques shall not be cashed out of money held on behalf of the Council.

14.6. ~~The RFO shall promptly complete any VAT Return that is required. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date~~ Any repayment

claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

14.7. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

14.8. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Financial Regulation 19 below).

Orders for Work, Goods and Services

~~10.3. All Members and Officers are responsible for obtaining value for money at all times. An Officer issuing a purchase order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining where ever possible two or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.~~

~~10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any purchase order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.~~

Contracts

~~11.1. Procedures as to contracts are laid down as follows:~~

- a) ~~Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:~~
 - i. ~~for the supply of gas, electricity, water, sewerage, broadband and telephone services;~~
 - ii. ~~for specialist services such as are provided by solicitors, accountants, surveyors, and planning consultants;~~
 - iii. ~~for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;~~
 - iv. ~~for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;~~
 - v. ~~for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Leader); and~~
 - vi. ~~for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.~~
- b) ~~for the supply of gas, electricity, water, sewerage, broadband and telephone services;~~

- ~~c) for specialist services such as are provided by solicitors, accountants, surveyors, and planning consultants;~~
- ~~d) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;~~
- ~~e) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;~~
- ~~f) for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Leader); and~~
- ~~g)b) for goods or materials proposed to be purchased which are proprietary articles and /or are only sold at a fixed price.~~
- ~~b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations¹;~~
- ~~c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)²;~~
- ~~d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.~~
- ~~e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.~~
- ~~f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one Member of Council.~~
- ~~g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d, and shall refer to the terms of the Bribery Act 2010.~~
- ~~h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain at least 2 preferably 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and~~

¹The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

²Thresholds currently applicable are:

- a) For public supply and public service contracts £ 213,477
- b) For public works contracts £5,336,937

~~above £1,000 the Clerk or RFO shall strive to obtain at least 2 estimates. Otherwise, Regulation 10 (3) above shall apply.~~

- ~~i) The Council shall not be obliged to accept the lowest or any tender, quote, or estimate.~~
- ~~j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.~~

15. Payments Under Contracts for Building or Other Construction Works

15.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

15.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

15.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the financial provision.

16. Stores and Equipment

16.1. The Officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

16.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

16.4. The Operations Manager shall be responsible for periodic checks of stocks and stores at least annually.

17. Assets, Properties and Estates

17.1. The Town Clerk shall make appropriate arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

17.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record ~~record is maintained~~ of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

17.3. No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the Council, together with any

other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

17.4. No ~~real property (interests in land)~~ shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

~~14.4. No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).~~

~~14.5. Subject only to the limit set in Regulation 14.3, no tangible moveable property shall be purchased or acquired without authority of the Full Council. In each case a report in writing shall be provided to Council with a full business case.~~

17.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

18. Insurance

~~15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.~~

18.1. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

18.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered ~~thereby and annually review it.~~ reviewing these annually before the renewal date in conjunction with the Council's review of risk management.

18.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting. The RFO shall negotiate all claims on the Council's insurers.

18.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

19. Charities

19.1. Where the Council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

Risk Management

~~17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk, with the RFO, shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.~~

~~17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.~~

20. Suspension and Revision of Financial Regulations

20.1. ~~It shall be the duty of the Council to shall~~ review the Financial Regulations annually and following any change of Town Clerk of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

20.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council. Suspension does not disapply any legislation or permit the Council to act unlawfully.

20.3 The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- 4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 4)7) _____ Tenders will be scored by a panel of Officers and Members. For every tender process, the Council will appoint a panel which shall consist of no less than 3 individuals and no more than five individuals at least one of which must be a Council member and one a Council officer. Tenders will be scored in accordance with a scoring matrix which must by resolution have been adopted by the Councils Finance and Strategy Committee. Scores will be reported to the Finance and Strategy Committee who shall make the final award of the contract based on the scores presented to them by the tender scoring panel. The tender scoring panel shall appoint a Chairman from within the panel and scores will be determined by majority vote. The Chairman shall have a casting vote if required.

PAPER L

Structure and Functions

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Document History

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1. Introduction

- 1.1 This document sets out key arrangements, processes, and structures of the Town Council. A Scheme of the Delegation has been included which makes clear the decision-making structure of the Town Council.
- 1.2 Where particularly complicated or specific arrangements are required, they will be added as an appendix to the document. This should be done to assist with review and provide clarity.
- 1.3 This document should be read in conjunction with other key Town Council documents. In particular Standing Orders and Financial Regulations should be referenced.
- 1.4 It is expected that this document will be reviewed once a year at the Annual Meeting of the Town Council.

2. Structures and Arrangements

- 2.1 This section will briefly set out the structures and arrangements of the Town Council.

Committee structure

- 2.2 It is important that councillors, officers, and members of the public are able to understand the key structures and arrangements of the Town Council.
- 2.3 The Town Council consists of Council (usually called Full Council) and four Committees. The four (4) Committees are as follows:
 - Finance and Strategy Committee
 - Personnel Committee
 - Planning Committee
 - Property and Services Committee
- 2.4 The roles and delegated powers and functions of each Committee will be described in depth later in this document.
- 2.5 The Annual Parish Meeting is administered by the Town Council; however, it is not part of the formal Committee structure.

General description of Committees and Working Groups

Committees

- 2.6 Technically called 'Standing Committees' they sit under Council and undertake the delegated powers and functions assigned to them.
- 2.7 Where delegated powers and functions exist, there is usually no need for a Committee to refer a matter to Council. This is because Council has already taken the decision to delegate that power or function.
- 2.8 Each Committee must have a Terms of Reference setting out its role and function. Membership of a Committee will usually be nine Members of the Town Council.
- 2.9 There will be no limit on how long a Committee should be in place for. The arrangements should however be reviewed on a regular basis to ensure that they are fit for purpose.

Sub-Committees

- 2.10 A Sub-committee sits underneath a Committee. They often have a smaller group of Members which focus on a particular function or area of business.
- 2.11 Where delegated powers and functions exist, there is no need for a Sub-committee to refer a matter to the parent Committee or to Council. This is because a decision has already been made to delegate that power and function.
- 2.12 Each Sub-committee must have a Terms of reference setting out their role and function. Membership will usually be five (5) Members of the Town Council.
- 2.13 There will be no limit on how long a Sub-committee should be in place for. The arrangements should however be reviewed on a regular basis to ensure that they are fit for purpose.

Working Groups

- 2.14 Working Groups are appointed to study and report on a particular question or issue. Once a final position has been reached a recommendation should be made to the parent body based.
- 2.15 Working Groups are considered to have the role of an 'advisory committee'. Such committees can have non-members on them as they do not regulate finances.
- 2.16 Working Groups have a function that is similar to a 'task and finish' panel. A specific task will be allocated to the Working Group and once the task is completed and a recommendation made it will cease to function.
- 2.17 Each Working Group must have a Terms of Reference setting out its function. Other than research and quote gathering a Working Group will not have any other powers or functions delegated to it.
- 2.18 A Working Group must have a minimum of three (3) Members of the Town Council. A further six (6) non-members can be appointed or co-opted to provide additional experience to the Working Group.
- 2.19 Under no circumstances will a Working Group have budgetary responsibility or be able to regulate finances.
- 2.20 The number of formal Working Groups should be kept to a minimum. They must not distract from the work of Council and Committees or take up a disproportionate amount of time and number of resources.

Creation of new Committees, Sub-Committees and Working Groups

- 2.21 From time to time, it might be necessary to create new Committees, Sub-committees, and Working Groups.
- 2.22 Committees and Sub-committees in particular require a great deal of resource to service and significantly increase the workload for Town Councillors and staff.
- 2.23 Before Committees and Sub-committees are established Council should consider the additional resources and time implications.
- 2.24 The process of creating new Committees, Sub-committees, and Working Groups is set out at section 4 of Standing Orders and is a matter reserved to Council.

Office Holders

2.25 Some Town Councillors are appointed or elected to certain positions. These are referred to as Office Holders. In some cases, they will have delegated powers and functions.

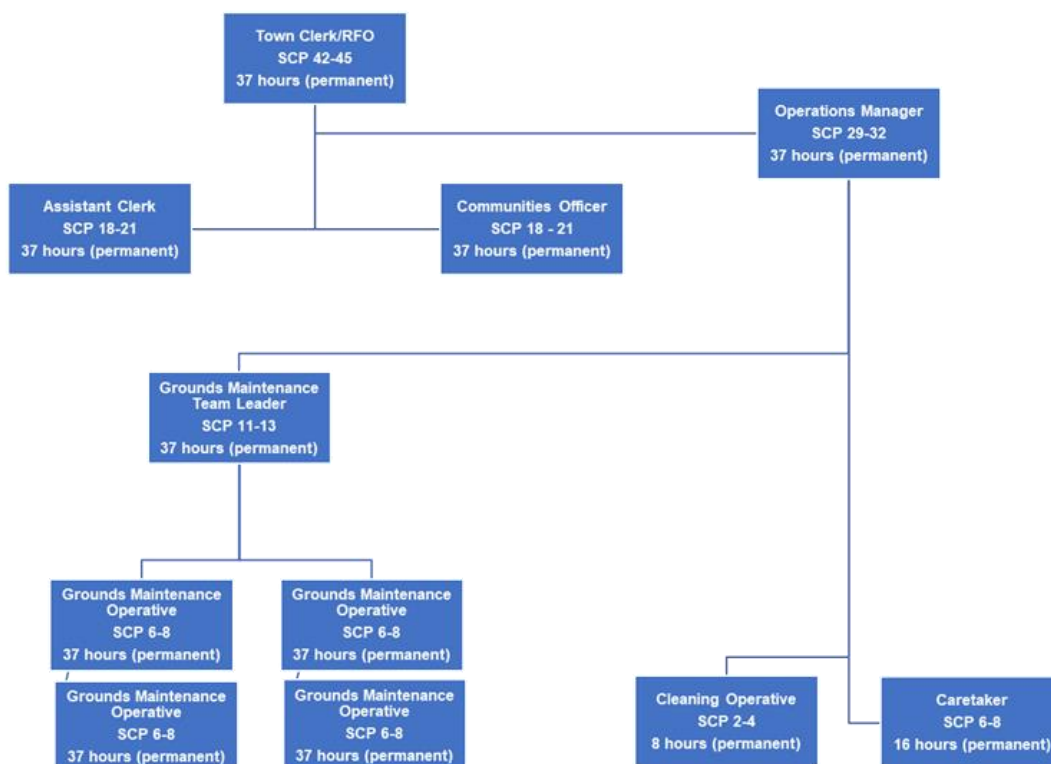
2.26 Office Holder positions are as follows:

- Chair of the Town Council (Mayor)
- Vice Chair of the Town Council (Deputy Mayor)
- Leader of the Council
- Deputy Leader of the Council
- Chair of a Committee
- Vice Chair of a Committee
- Representative on an outside body

Council Officers

2.27 The Town Council is serviced by a team of officers. They carry out the decisions made by the Town Council and in some cases have delegated powers and functions. The current staff structure is set out below.

Table 1. Staff structure diagram



3. Policies

What is a policy

- 3.1 It is important that the Town Council has procedures in place for the creation and review of policies.
- 3.2 A policy is a document setting out principles to guide the decisions of the Town Council. It ensures that rational outcomes are achieved and is a statement of intent which is implemented as a procedure.

- 3.3 Town Council policies provide the framework and strategies through which decisions are made and functions are carried out.
- 3.4 Not every document therefore is a policy. Documents that could be described as routine or managerial are not policies. This would include, but is not limited to, the following: waiting lists, forms, and notices.

How policies are created

- 3.5 It is important that policies are created in a consistent way that is not open to challenge. The process will be as follows.

Committee with delegated powers

- 3.6 If there is a Committee with delegated powers a draft of the policy will be considered. At this stage Members can reject the policy, defer consideration, or recommend to Council that the policy be adopted.
- 3.7 Once recommended the matter will be put to Council. If approved by Council, the policy will be considered to have been 'adopted'.
- 3.8 Once adopted it will be the responsibility of the Committee to review the document. Unless substantially change to the policy is proposed Council will not need to consider the matter.

No delegated powers or a reserved matter

- 3.9 A draft will be placed before the Finance and Strategy Committee for review. At this stage Members can reject the policy, defer consideration, or recommend to Council that the policy be adopted.
- 3.10 Once recommended the matter will be put to Council. If approved by Council, the policy will be considered to have been 'adopted'.
- 3.11 Once adopted it will be the responsibility of the Finance and Strategy Committee to review the policy.
- 3.12 If the matter is not reserved to Council, the Finance and Strategy Committee may make changes to the policy unless substantial change is proposed.
- 3.13 In the case of a reserved matter Council will need to approve any changes or amendments to the policy.

How are policies reviewed

- 3.14 The Town Council has a large number of policies. It is important that they are reviewed on a regular basis.
- 3.15 The table below sets out how policies are to be reviewed and by which Committee. The frequency of review will either be:
- I. Annually – once a year
 - II. Biennially – once every two years

Table 2. Review of policies

| Policy | Council or Committee to review the policy | Frequency of review |
|------------------------------------|-------------------------------------------|---------------------|
| Acting Up Additional Duties Policy | Personnel | Biennially |
| Adoption Leave Policy | Personnel | Biennially |

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------|
| All allotments policies: - Allotment Tenancy Agreement Animals on Allotments Policy Waste Management Policy Tenancy Breach Policy A Guide to Gardening | Property and Services | Biennially |
| Anti-Fraud and Corruption Policy | Finance and Strategy | Biennially |
| <u>Carers Leave Policy</u> | <u>Personnel</u> | <u>Biennially</u> |
| Child and Vulnerable Adult Welfare and Safeguarding Policy and Procedures | Personnel | Biennially |
| Code of Conduct | Council (undertaken by Policy Review Working Group) | Annually |
| Communications Strategy | Finance and Strategy | Biennially |
| Community Grants Policy | Finance and Strategy | Biennially |
| Complaints Policy | Finance and Strategy | Biennially |
| Councillor / Employee Protocol | Finance and Strategy | Biennially |
| Councillor Vacancy (Co-option) Policy | Finance and Strategy | Biennially |
| <u>Data Protection Policy for HR-related Data</u> | <u>Personnel</u> | <u>Biennially</u> |
| Debt Recovery Policy | Finance and Strategy | Biennially |
| Dignity at Work Policy | Personnel | Biennially |
| <u>Employee Code of Conduct</u> | <u>Personnel</u> | <u>Biennially</u> |
| <u>Environment and Sustainability Policy</u> | <u>Finance and Strategy</u> | <u>Biennially</u> |
| Equality and Diversity Policy | Personnel | Biennially |
| All cemetery policies:-- Guidance <u>Notes on Practices</u> and Regulations <u>within Gainsborough Town Council Cemeteries</u> <u>Memorial Safety Policy</u> <u>Memorial Bench Policy</u> | Property and Services | Biennially |
| Exhumation Policy | Property and Services | Biennially |
| Expenses Policy | Personnel | Biennially |
| Filming and Recording of Meetings Policy | Finance and Strategy | Biennially |

| | | |
|--------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|
| Financial Regulations | Council (undertaken by Policy Review Working Group)) | Annually |
| Flexible Working Policy | Personnel | Biennially |
| Freedom of Information | Finance and Strategy | Biennially |
| General Data Protection Regulations (GDPR) Policies and Procedures | Finance and Strategy | Annually |
| Health and Safety Policy | Personnel | Biennially |
| Investment Strategy | Finance and Strategy | Annually |
| Lone Worker Policy | Personnel | Biennially |
| Maternity Leave Policy | Personnel | Biennially |
| Member Training and Development Policy | Finance and Strategy | Annually |
| <u>Memorial Mason Guidance</u> | <u>Property and Services</u> | <u>Biennially</u> |
| Mobile Phone Policy | Personnel | Biennially |
| Name Badge & ID Card Policy | Finance and Strategy | Biennially |
| No Smoking Policy | Personnel | Biennially |
| Parental Bereavement Policy | Personnel | Biennially |
| Paternity Leave Policy | Personnel | Biennially |
| Pensions Discretions Policy | Finance and Strategy | Biennially |
| Protocol for the Death of a Senior Figure <u>Operation Bridges Policy</u> | Finance and Strategy | Biennially |
| Public Participation at Meetings Policy | Finance and Strategy | Biennially |
| Publication Scheme | Finance and Strategy | Biennially |
| <u>Record Retention Policy</u> | <u>Finance and Strategy</u> | <u>Biennially</u> |
| Reserves Policy | Finance and Strategy | Annually |
| Risk Management Policy | Finance and Strategy | Annually |
| Risk Register | Finance and Strategy | Annually |
| Scheme of Members' Allowances | Council (undertaken by Finance and Strategy) | Biennially |
| <u>Sexual and General Harassment Policy and Procedure</u> | <u>Personnel</u> | <u>Biennially</u> |
| Share Parental Leave Policy | Personnel | Biennially |
| <u>Sickness Absence Policy</u> | <u>Personnel</u> | <u>Biennially</u> |
| Social Media Policy | Finance and Strategy | Biennially |
| Staff Appraisal Policy | Personnel | Biennially |

| | | |
|-------------------------------------------------------------------------|-----------------------------------------------------|------------|
| Staff Handbook, Appendices, and associated policies | Personnel | Biennially |
| Staff Training and Development Policy | Personnel | Biennially |
| Standing Orders | Council (undertaken by Policy Review Working Group) | Annually |
| Structure and Functions | Council (undertaken by Policy Review Working Group) | Annually |
| Use of Work Vehicles by Councillors and Staff for Personal Domestic Use | Finance and Strategy | Biennially |
| Vexatious Complaints Policy | Finance and Strategy | Biennially |
| Volunteer Policy | Personnel | Biennially |
| Wellbeing Policy | Personnel | Biennially |
| Whistle-Blowing and Confidential Reporting Policy | Personnel | Biennially |

4. Scheme of Delegation

Introduction

- 4.1 The Town Council's Scheme of Delegation sets out the decision-making structure of the Town Council. It makes clear how powers and functions have been delegated and the matters reserved to Council.
- 4.2 The Scheme of Delegation provides a broad framework which should be reviewed from time to time. It should be seen as a living document that will evolve to meet the needs of the Town Council.
- 4.3 The delegated powers and functions of the Committees are set out in the form of Terms of Reference.
- 4.4 The Scheme of Delegation in some cases might not provide sufficient detail. In such a situation the matter should be clarified, and the additional details set out as an appendix to this document.
- 4.5 This Scheme of Delegation does not seek to repeat in detail what has already been set out in other key documents. This document should therefore be read in conjunction with those key documents.

Authorisation of expenditure

- 4.6 Financial Regulation 4.1 sets out delegations in relation to revenue expenditure in the following way:
- 4.7 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £10,000; or
 - a duly delegated committee of the Council for items over £5,000; or

- the Town Clerk ~~and / or RFO~~, in consultation with Chair of Council or Chair of the appropriate committee, for any items below £5,000; or
 - the Town Clerk, ~~Deputy Clerk (RFO)~~ and / or Operations Manager for items below £1,500.
- 4.8 The authorisation by the Town Clerk ~~and / or Operations Manager~~ or Deputy Clerk (RFO) of expenditure up to £1,500 relates to 'routine expenditure' budget lines. Such lines will be made clear at the time the budget is set.
- 4.9 All expenditure by the Town Clerk ~~or Deputy Clerk (RFO)~~ and / or Operations Manager will be reported to the next meeting of the Finance and Strategy Committee.

Emergency delegated powers

- 4.10 It is important that a set of delegated powers are clearly set out for use in an emergency situation.
- 4.11 Emergency delegated powers should be seen as an action of 'last resort'. They are to be used in a situation which meets one or more of the following criteria:
- Service delivery is severely compromised, or needs to be rapidly adapted to a new circumstance;
 - public safety is in immediate and significant danger;
 - the health and safety of staff is being or could be seriously compromised;
 - significant damage to Council property will result from inaction, and/or;
 - the usual management of Council business is impossible due to the urgent nature of a decision or external constraint.
- 4.12 Before using emergency delegated powers, the Town Clerk will attempt to inform the Chair of the Town Council and the Leader of the Town Council. At this stage it will be determined if the matter justifies an extraordinary meeting and if there is enough time to call one.
- 4.13 In a situation such as that described above, the Town Clerk has the emergency delegated power to:
- i. Authorise payments of up to £3,000. Before the payment is made one of the following must be informed:
 - Chair of the Town Council
 - Leader of the Town Council
 - Chair of the appropriate committee.
 - ii. Review and update the policy and procedures of the Town Council as required by legislation, government guidance or operational experience.
 - iii. Authorise the temporary closure of Council property and the suspension of services (in the absence of the Town Clerk this power should be exercised by the Operations Manager).
 - iv. Undertake the following:
 - Delegate to officers of the Council additional appropriate duties necessary to minimise service disruption and ensure business continuity;

- take decisive and proportionate action to ensure staff health & safety and public safety;
 - Manage emergency communications on behalf of the Town Council;
 - cancel or postpone Town Council events;
 - cancel or postpone meetings of the Town Council, and;
 - Arrange for formal meetings of the Town Council to be held remotely should legislation allow for it.
- 4.14 Whenever an emergency delegated power is used a brief written report will be posted on the Town Council website within seven (7) working days. The report will be presented to the next meeting of Council or the appropriate Committee for ratification.

Limitations

- 4.15 Committees (including Sub-committees and Working Groups) and officers shall act in accordance with Council's Standing Orders, Financial Regulations and, where applicable, any other rules, legislation, regulations, policies, procedures, schemes, by-laws, or orders.
- 4.16 Delegated powers and functions must be exercised in line with the limitations described above and within the constraints set out in the budget.
- 4.17 Any matter not explicitly set out below in the Scheme of Delegation will be treated as a reserved matter for Council.

Matters reserved to Council

- 4.18 The following matters are reserved to Council:
- a) Adoption and alteration of Standing Orders, Financial Regulations, and the Code of Conduct;
 - b) Approving and alteration of the Structures and Functions document, which includes, the committee structure, Terms of Reference, Scheme of Delegation, and the associated appendices;
 - c) Appointing the membership (including non-voting members) of all Committees, Sub-committees, and Working Groups;
 - d) Set a timetable for meetings, which includes, meetings of Council (Full Council), Annual Parish Meeting, Annual Town Council Meeting, and all meetings of Committees, Sub-committees, and Working Groups;
 - e) To receive recommendations from committees;
 - f) Setting the annual budget and the precept levied on the principal authority;
 - g) To complete Section 1 of the Annual Governance and Accountability Return (Annual Governance Statement) and to approve Section 2 of the Annual Governance and Accountability Return (Accounting Statements);
 - h) To receive and note the results of the annual external audit report
 - i) Authorising borrowings;
 - j) Authorising the incurring of expenditure required by Financial Regulations or above £10,000;

- k) The power of incurring capital expenditure not specifically included in the Council's budget or delegated to a committee;
- l) Adoption of a Member's Allowance Scheme;
- m) Appointing Town Council representatives to outside bodies;
- m)n) Election of the Mayor and Deputy Mayor
- n)o) Election of the Leader and Deputy Leader of the Town Council;
- o)p) Confirming the appointment of the Town Clerk;
- p)q) Appointment or designation of the roles of Proper Officer and Responsible Financial Officer;
- q)r) Making, amending, revoking, re-enacting, or adopting byelaws and local legislation;
- r)s) Agreement to assume devolved services and functions;
- s)t) Decision to review or create a Neighbourhood Plan;
- t)u) Prosecution or defence in a court of law;
- u)v) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters delegated to a committee;
- v)w) Change the name of the Town Council, and;
- w)x) All other matters which must by law be reserved to Council.
- x)y) To adopt any plans and strategies the Council is required by statute or regulations to approve

Office Holders

- 4.19 All Office Holders will be elected or appointed annually at the Annual Meeting of the Town Council.
- 4.20 The following powers and functions are delegated to Officer Holders of the Town Council.

Chair of the Council – Mayor

- 4.21 The following are delegated to the Chair of the Council:
 - The Chair of the Council will be the Mayor and act as the ceremonial representative of the Town Council and town;
 - Chair of Council meetings and to undertake all the duties set out in legislation and policy;
 - Act as the spokesman on matters for importance to the whole town and those not specifically delegated to another office holder;
 - To be an ex-officio member of all Town Council committees, sub-committees and working groups;
 - Manage business in an urgent or emergency situation;
 - Be an additional point of contact for employees, and;

- Routine liaison with the Town Clerk and Leader of the Town Council.

Vice Chair of the Council – Deputy Mayor

4.22 The following are delegated to the Vice Chair of the Council:

- The Vice Chair will be the Deputy Mayor of the Town Council, and;
- To carry out all the duties and functions of the Chair of the Town Council (Mayor) in their absence.

Leader of the Council

4.23 The Leader of the Council will:

- Be an ex-officio member of all Council committees, Sub-committees, and Working Groups;
- act as the immediate point of contact for the Town Clerk and approve requests for annual leave and lieu time.
- appraise and evaluate the performance of the Town Clerk, along with the Chair of the Personnel Committee, and;
- regularly liaise with the Town Clerk and Chair of the Town Council about routine matters.

Deputy Leader of the Council

4.24 The Deputy Leader of the Council will:

- act as the immediate point of contact for the Town Clerk and approve requests for annual leave and lieu time, in the absence of the Leader.
- appraise and evaluate the performance of the Town Clerk, along with the Chair of the Personnel Committee, in the absence of the Leader, and;
- regularly liaise with the Town Clerk and Chair of the Town Council about routine matters.

4.25 Since no individual member may act alone in an executive capacity, the Town Clerk is delegated and directed to work with the Leader, and/or Deputy Leader (in their absence) as follows:

- Overseeing work to implement strategy;
- managing business in an urgent or emergency situation;
- liaising with political groups and Members of the Town Council to find a consensus on the Town Council's priorities;
- develop working relationships with key partners;
- identify training and development needs of members, and;
- act as an additional point of contact for staff.

Committee Chairman

4.26 Some Committee Chair will have specific delegated functions which will be set out in the Terms of Reference.

4.27 More generally, the Committee Chair will have the following delegated functions:

- Act as spokespeople for issues relating to the work of their Committee;
- Act as Chair for meetings of the relevant committee and undertake all the functions set out in Standing Orders and other policies, and;
- Act as the point of contact for officers in the relevant policy and service areas.

Representatives to outside bodies

4.28 The following are delegated to representatives on outside bodies:

- Represent the corporate position of the Town Council on the relevant outside body, and;
- Feedback to Council and/or the relevant committee about the work and discussions of the outside body.

Officer delegated functions

4.29 Functions delegated to officers of the Town Council are set out below.

4.30 In general, the senior officers of the Town Council have delegated powers to undertake routine and managerial work.

4.31 The Town Clerk, ~~Deputy Clerk~~ and Operations Manager may, where it is appropriate to do so, delegate functions to other officers of the Council.

4.32 The Town Clerk, ~~Deputy Clerk~~ and Operations Manager are authorised to attend meetings with third parties and represent the Council.

Town Clerk

4.33 The Town Clerk will act as the Proper Officer for the purposes set out in Standing Orders, and for all other purposes prescribed by law, which includes but is not limited to:

- Receive declarations of acceptance of office.
- Receive and retain plans and documents.
- Sign notices or other documents on behalf of Council.
- Receive copies of by-laws made by the principal authority.
- Certify copies of by-laws made by Council.
- Sign summonses to attend meetings of the Council or its committees.

4.34 In addition, the Town Clerk has the delegated authority to undertake all managerial duties, which principally involve the routine management and administration of the Town Council's services and functions.

4.35 The Town Clerk occupies the position of the Responsible Financial Officer and should undertake all the functions set out in legislation and Council policy.

4.36 In addition, the Town Clerk has the following delegated powers and functions:

- Monitor and report on the effective management of Town Council financial resources.
- Delegated to take the lead role in managing internal audits, the external audit process, and the AGAR.

- Authorised to submit the precept to the Principal Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information.
- Authorised to make payments following a resolution by Council or a committee.
- Responsible for the overall management and monitoring of all budgets in accordance with Council policy.
- To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
- To bank regularly all money received by the Council and to ensure that all money due to the Council is billed and collected promptly.
- To manage the cash flow and to control investments and bank transfers.
- To control payments made by cheque and online banking
- Write-off outstanding debts in accordance with Financial Regulations and any decision of Council or a committee;
- Undertake the processing of payments in accordance with contracts approved by Council or a committee (salaries, utility bills, office rent, etc.) or legal obligations (HMRC, pension, external audit, etc.).
- Ensure adequate insurance is in place and that a suitable risk management system exists.
- Ensure that effective internal controls are in place.
- Take overall responsibility for overseeing the payroll process, which is outsourced at this time, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
- To manage the risks faced by the Council and to recommend such insurance as is required or is mandatory (Employer's Liability and Fiduciary Guarantee).
- To maintain the Council's asset register.
- Authorised to seek HR advice directly from the approved HR Advisors.

4.344.37 The Town Clerk has the following delegated functions in relation to Communications:

- Editorial management of the Council's website and social media;
- Draft and issue press releases on behalf of the Town Council and to generally manage public relations;
- Develop working relationships with external bodies, in particular West Lindsey District Council and Lincolnshire County Council;
- Receive and deal with correspondence and documents on behalf of the Town Council.
- Issue correspondence as a result of the instructions of, or the known policy of, the Council.

4.354.38 The following are delegated to the Town Clerk in relation to documentation and processes:

- Sign on behalf of Council any document necessary to give effect to any decision of the Council or a committee.
- Be responsible for the provision and management of information and communication technology including, the replacement of out-dated/broken equipment or the purchase of new equipment;
- Notify the Returning Officer of all casual vacancies and to liaise them regarding the conduct of elections.
- Overall responsibility for responding to Freedom of Information requests.
- Take a lead role in relation to data protection.
- Manage dispensation requests from members under the Code of Conduct.
- Make recommendations about the effective use of property and land to Council or the appropriate committee.
- Initiating legal action or proceedings against unauthorised use or occupation of Town Council managed or owned land.
- Work with the Operations Manager to ensure the Town Council's obligations in relation to risk assessments are met.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- Hold the Town Council's Seal and apply it to documents as instructed.
- Authorisation to organise extraordinary meetings, the Council Chair or the relevant committee Chair will be liaised with.
- Lead officer in relation to safeguarding matters.

4.364.39 In the areas of finance and budgets the Town Clerk will:

- Liaise with the ~~Deputy Assistant~~ Clerk on the management and monitoring of all budgets in accordance with Council policy;
- Work with the ~~Deputy Assistant~~ Clerk to maintain effective internal controls, as well as the internal audit and the external audit process;
- Be authorised to make payments following a resolution by Council or a committee, and;
- Incur expenditure in accordance with the Standing Orders, Financial Regulations and the process set out in the Structures and Functions document.

4.374.40 In matters relating to staff the Town Clerk has the following delegated powers and functions:

- Undertake all managerial duties in connection with being the senior officer of the Town Council.

- Authorised to sign written contracts of employment on behalf of the Town Council. The contract of the Town Clerk must be signed by the Chair of the Town Council.
- Authorised to make recommendations for employees' increments and administer them thereafter.
- Authorised to seek HR advice directly from the approved HR Advisors.

~~Deputy Clerk~~

~~4.38 In the absence of the Town Clerk the Deputy Clerk will assume all the delegated roles and functions relating to that post, including those of the Proper Officer.~~

~~4.39 The Deputy Clerk occupies the position of the Responsible Financial Officer and should undertake all the functions set out in legislation and Council policy.~~

~~4.40 In addition, the Deputy Clerk has the following delegated powers and functions:~~

- ~~• Monitor and report on the effective management of Town Council financial resources.~~
- ~~• Support the Town Clerk in ensuring statutory obligations are complied with and to manage these in the Town Clerk's absence.~~
- ~~• Delegated to take the lead role in managing internal audits, the external audit process, and the AGAR.~~
- ~~• Authorised to submit the precept to the Principal Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information.~~
- ~~• Authorised to make payments following a resolution by Council or a committee.~~
- ~~• Responsible for the overall management and monitoring of all budgets in accordance with Council policy.~~
- ~~• To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.~~
- ~~• To bank regularly all money received by the Council and to ensure that all money due to the Council is billed and collected promptly.~~
- ~~• To manage the cash flow and to control investments and bank transfers.~~
- ~~• To control payments made by cheque and online banking~~
- ~~• Write-off outstanding debts in accordance with Financial Regulations and any decision of Council or a committee;~~
- ~~• Undertake the processing of payments in accordance with contracts approved by Council or a committee (salaries, utility bills, office rent, etc.) or legal obligations (HMRC, pension, external audit, etc.).~~
- ~~• Ensure adequate insurance is in place and that a suitable risk management system exists.~~
- ~~• Ensure that effective internal controls are in place.~~

- ~~Take overall responsibility for overseeing the payroll process, which is outsourced at this time, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.~~
- ~~To manage the risks faced by the Council and to recommend such insurance as is required or is mandatory (Employer's Liability and Fiduciary Guarantee).~~
- ~~To maintain the Council's asset register.~~
- ~~Authorised to seek HR advice directly from the approved HR Advisors.~~

Operations Manager

4.41 In the absence of the Town Clerk the Operations Manager will assume all the delegated roles and functions relating to that post, including those of the Proper Officer.

4.42 Support the Town Clerk in ensuring statutory obligations are complied with and to manage these in the Town Clerk's absence.

4.414.43 The Operations Manager has delegated power for the operational management of services and facilities.

4.424.44 In addition, the Operations Manager has the following delegated powers and functions:

- Manage operational services which includes routine maintenance and inspections of assets, property, and land.
- Advise the Town Council on the acquisition, security, and maintenance of new equipment and to ensure any appropriate training is carried out.
- Make recommendations about the effective use of assets, property, and land.
- Approve repairs and maintenance to equipment and property, assuming authorisation for any expenditure is given.
- Ensure with the support of the Town Clerk that all management procedures put in place for the effective management of Health & Safety and public safety.
- Lead officer in managing operational risk.

5. Scheme of Delegation for Committees

Introduction

- 5.1 This section is a continuation of the Scheme of Delegation but has been separated from it for reasons of clarity.
- 5.2 The Terms of Reference for each Committee will be set out below. Each Terms of Reference sets out the delegated powers and functions that a Committee has.
- 5.3 When considering a matter Members should be advised by the meeting clerk if a matter is within the Committee's remit.

- 5.4 If delegated powers are in place for a committee the minutes will usually record the decision as “RESOLVED”.
- 5.5 If they are not, then the minutes will show the decision as “RECOMMENDED”. The business will then appear on the next agenda of the responsible Committee, or in the case of a reserved matter it will appear on the Council agenda.

6. Finance and Strategy Committee Terms of Reference

Committee membership and quorum

- 6.1 Membership will be ~~nine-seven~~ (79) Members of the Town Council. ~~Plus t~~Two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 6.2 The quorum of the meeting shall be three (3).

Meeting frequency

- 6.3 One (1) meeting every calendar month. The meeting will take place on the fourth Tuesday of every month at 6:30pm.

Principle meeting officers

- 6.4 Town Clerk ~~and Deputy Clerk~~

Principle objective

- 6.5 Committee is to consider matters relating to finance, strategy, policy, and management of business.

Budgetary matters

- 6.6 The Committee has extensive delegated powers in relation to budget monitoring and management.
- 6.7 The following specific budgetary areas are considered as part of the Committee's remit:
- Administration

Delegated roles and functions

- 6.8 Responsibility for the monitoring and administration of the Town Council's agreed budget.
- 6.9 Receive and consider reports and documents relating to finance, administration, and the general strategy of the Town Council.
- 6.10 Responsibility for recommending a budget to Full Council, which should include:
- The budget (income and expenditure)
 - Three-year estimate
 - Investments
 - Reserves
 - Fees and charges
- 6.11 Power to amend fees and charges for Town Council services.
- 6.12 Management and negotiation of land transactions on behalf of the Council including the content of leases.
- 6.13 Policy review and adoption not otherwise reserved to Full Council or other committees.

- 6.14 Consider and review policies relating to finance, administration, and strategy.
- 6.15 Consider all matters relating to the audit process and where required to make recommendations to Full Council.
- 6.16 Ensure that effective risk management and adequate insurance is in place.
- 6.17 Consider expenditure that is not delegated to another committee of the Council. This would not apply to reserved matters.
- 6.18 Establish, monitor, and review a long-term strategy for the Town Council.
- 6.19 To be responsible for civil emergency planning.
- 6.20 Consider matters relating to communications.
- 6.21 To receive, note and action all matters arising from Councils internal audit report and review its effectiveness.
- 6.22 To be responsible for grants to the Council from external bodies.
- 6.23 To be responsible for the control of fixed assets.
- 6.24 To receive reports in relation to complaints received and consider any complaint not disposed of by direct action by the Town Clerk.
- 6.25 To be responsible for sales.
- 6.26 Consider and determine applications for grant aid in accordance with Community Grants Policy.

7. Personnel Committee Terms of Reference

Committee membership and quorum

- 7.1 Membership will be ~~nine-seven~~ (7~~9~~) members of the Town Council. ~~Plus t~~Two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 7.2 The quorum of the meeting shall be three (3).

Meeting frequency

- 7.3 One (1) meeting every ~~two calendar~~ months (~~with the exception of August May, July, September, November, January and March~~). The meeting will take place on the second Wednesday of the month at 6:30pm.

Principle meeting officer

- 7.4 Town Clerk

Principle objective

- 7.5 Committee is to consider matters relating to staff, Human Resources (including Members), and volunteers.

Budgetary matters

- 7.6 The Committee has limited role in relation to direct expenditure but has a large role to play in recommending and monitoring staffing budgets.
- 7.7 The following budgetary areas are considered as part of the Committee's remit:
- Employee Costs

Delegated roles and functions

- 7.8 Consider matters relating to personnel, Human Resources (including Members) and volunteers.
- 7.9 To establish and review the staffing levels and management structure.
- 7.10 Consider and review all personnel and volunteer policies.
- 7.11 Oversee the job recruitment process with the power to appoint personnel (except in the case of a reserved matter).
- 7.12 Recommend to the Finance and Strategy Committee a staffing budget as part of the annual budget creation process.
- 7.13 Manage any process leading to dismissal or redundancy of staff.
- 7.14 Review performance management (including annual appraisals, target setting) and consider matters relating to training (including Member and Volunteer training) and staff Continuous Professional Development.
- 7.15 Determine matters relating to staff pay, which includes increment increases and appeals.
- 7.16 Monitor staff absence and manage any issues arising.

- 7.17 Keep under review staff working conditions, including health and safety procedures.
- 7.18 Consider grievance or disciplinary matters.
- 7.19 Nominate a Member or Members of the Personnel Committee to seek HR advice in conjunction with the Leader of the Council directly from the HR advisors when any matter concerns the Town Clerk ~~or Deputy Clerk~~.
- 7.20 Ensure the Council complies with all legislative requirements relating to volunteers and the employment of staff.

8. Planning Committee Terms of Reference

Committee membership and quorum

- 8.1 Membership will be ~~nine~~ seven (7) Members of the Town Council. Plus t~~Two~~ ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 8.2 The quorum of the meeting shall be three (3).
- 8.3 It is expected that Members of the Committee will undertake planning training within three (3) months of being appointed. Committee members must keep up to date with planning legislation, policy, and guidance.

Meeting frequency

- 8.4 One (1) meeting every calendar month. The meeting will take place on the third Tuesday of every month at 6:30pm.

Principle meeting officer

- 8.5 ~~Deputy Assistant~~ Clerk

Principle objective

- 8.6 Committee is to consider all matters relating to planning and development in the Gainsborough Town Council area.
- 8.7 This includes all matters relating to planning applications, street naming, tree preservation orders, ad-hoc licencing applications, the Neighbourhood Plan and matters relating to regulations on the highway.

Budgetary matters

- 8.8 The Committee has delegated budgetary powers in relation to the Neighbourhood Plan should there be a review in the future.
- 8.9 The Committee will also monitor Community Infrastructure Levy (CIL) funds and make recommendations to Council on how they could be spent.

Delegated roles and functions

- 8.10 Act as a statutory consultee to the planning authority.
- 8.11 Consider and comment on all planning matters and planning applications (including those related to listed buildings, advertisements, and trees) relative to Gainsborough submitted by other authorities and to forward observations to the appropriate authorities.
- 8.12 Respond on behalf of the Council to planning appeals and where required represent the Town Council.
- 8.13 Consider matters relating to licensing that are presented to the Town Council.
- 8.14 Comment on behalf of the Council on highways proposals.
- 8.15 Liaise with other agencies on matters concerning highways.

- 8.16 Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations and S106 agreements.
- 8.17 Recommend to Council how Section 106 and CIL funds should be allocated.
- 8.18 Make any determinations that are required under the Neighbourhood Plan.
- 8.19 Management of future reviews of the Neighbourhood Plan.
- 8.198.20 Identify, consider and nominate Assets of Community Value.
- 8.208.21 Respond to all consultations on planning, development, highways, and licensing matters. This includes reviewing the Neighbourhood Plans submitted by other authority.

9. Property and Services Committee Terms of Reference

Committee membership and quorum

- 9.1 Membership will be ~~nine~~ seven (7) Members of the Town Council. ~~Plus t~~ Two ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 9.2 The quorum of the meeting shall be three (3).

Meeting frequency

- 9.3 One (1) meeting every ~~two calendar months~~ (with the exception of August, May, July, September, November, January and March). The meeting will take place on the second Tuesday of every month at 6:30pm.

Principle meeting officer

- 9.4 Town Clerk and Operations Manager

Principle objective

- 9.5 Committee is to consider all matters relating to existing property and services of the Town Council.

Budgetary matters

- 9.6 The following areas are considered to be part of the Committee's remit:
- Grounds Maintenance
 - Richmond House & Park
 - Sports Grounds
 - Cemetery
 - Play Areas
 - Allotments
 - Public Realm
 - Events
 - Christmas Lights

Delegated roles and functions

- 9.7 Consider matters relating to the Town Councils property and services.
- 9.8 Responsible for the management and maintenance of play areas, adult gyms, and skate parks.
- 9.9 Responsible for the management and maintenance of Richmond Park and Richmond House and all associated buildings.
- 9.10 Responsible for the management and maintenance of Playing Fields.

- 9.11 Responsible for the management and maintenance of Sports Grounds.
- 9.12 Consider matters relating to grounds maintenance.
- 9.13 Consider all matters concerning the operation and maintenance of the General Cemetery and North Warren cemetery.
- 9.14 Consider matters relating to the Town Council's allotments with the power to make decisions and approve expenditure.
- 9.15 To be responsible for the establishment of allotment garden site self-management arrangements and for regulating those arrangements once they are established.
- 9.16 Responsible for the Town Council's public lighting.
- 9.17 Responsible for the maintenance of car parks.
- 9.18 Responsible for the maintenance of the Town Council's footpaths and road surfaces.
- 9.19 Responsible for the management and maintenance of the Town Council's property.
- 9.20 Consider matters relating to the management and maintenance of the War Memorial.
- 9.21 To be responsible for the provision of Christmas illuminations.
- 9.22 Recommend to the Finance and Strategy Committee various budget lines associated with property and services as part of the budget setting process.
- 9.23 Define the policies, standards of service and budgets for services and facilities.
- 9.24 To be responsible for overseeing the development and improvement of services and facilities.
- 9.25 Consider capital investment in property and services.

10. Cemetery Working Group Terms of Reference

Working Group membership and quorum

10.1 Membership will be nine (9) Members made up as follows:

- i. Town Clerk
- ii. Operations Manager
- iii. Grounds Maintenance Team Leader
- iv. Chair of the Town Council
- v. Leader of the Town Council
- vi. Representative from Cliff Bradley & Sons Funeral Directors Ltd
- vii. Representative from Lincolnshire Co-op Funeral Services
- viii. Representative from Retford Memorials
- ix. Representative from Cliff Bradley Memorials
- x. Representative from Friends of Gainsborough Cemeteries and Chapel

10.2 The working group shall have express authority to increase its membership to twelve (12) but the additional two (2) members must be third party community members with an interest in the project or able to act as a subject matter expert.

10.3 The quorum of the meeting shall be three (3), one (1) of which must be a Councillor and one (1) of which must be an Officer of Gainsborough Town Council.

10.4 A Chair will be appointed by the Working Group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim Chair will be appointed from the members who are present.

Delegation

10.5 The Council cannot delegate any of its functions to individual councillors or working groups. (LGA1972, s.101).

Report structure

10.6 The Cemeteries Working Group shall report to either the Property and Services Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.

10.7 Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

10.8 Minimum of three (3) times per year.

Principle meeting officer

10.9 Town Clerk

Principle objective

10.10 Committee is to consider all matters relating to the cemeteries.

Budgetary matters

10.11 The working group will not have a budget.

Delegated roles and functions

10.12 To consider all matters concerning the operation and maintenance of the General Cemetery and North Warren cemetery.

10.13 To review cemetery procedures, rules and regulations and policy and recommend any changes to Property and Services Committee.

10.14 To consider grounds maintenance.

10.15 To recommend to the Finance and Strategy Committee various budget lines associated with the cemeteries as part of the budget setting process.

10.16 To consider capital investment.

40.810.17 To consider the acquisition of additional burial land in particular the nursery site. The ultimate decision to acquire land in the name of the Town Council must be made by the Full Council. The working group will provide updates on this item to the Property and Services Committee and Finance and Strategy Committee.

11. Neighbourhood Plan Working Group Terms of Reference

Introduction

11.1 A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

11.2 Membership will be a minimum of three (3) Members of the Town Council and a maximum of five (5) Members of the Town Council. Plus two (2) ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.

11.3 The working group shall have express authority to increase its membership to nine but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.

11.4 The quorum of the meeting shall be a minimum of three (3) members present, two (2) of which must be Members of the Town Council or one third of the membership of the working group.

11.5 A Chair will be appointed by the Working Group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim Chair will be appointed from the members who are present.

Delegation

11.6 The Council cannot delegate any of its functions to individual councillors or working groups. (LGA1972, s.101).

Report structure

11.7 The Neighbourhood Plan Working Group shall report to either the Planning Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.

11.8 Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

11.9 The group shall meet as often as is deemed necessary. All members of the group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officers

11.10 Town Clerk & Assistant Clerk

Principle objective

11.11 The Gainsborough Neighbourhood Plan was adopted by West Lindsey District Council on 28 June 2021.

11.12 To monitor and review the adopted Gainsborough Neighbourhood Plan: -

- a) The impact Neighbourhood Plan policies have on influencing the shape and direction of development across the Plan area during the plan period will be monitored by Gainsborough Town Council.
- b) To publish an Annual Monitoring Report to assess the impact of the Neighbourhood Plan policies. The findings of the report will be shared with WLDC.
- c) If it is apparent that any policy in this Plan has unintended consequences or is ineffective it will be reviewed. It is the expectation of the Neighbourhood Plan group and the Town Council that there will be a review of the Plan 5 years after it has been made.
- d) The Town Council will give particular attention to the ongoing review of the Central Lincolnshire Local Plan.
- e) The Town Council will monitor the delivery of the allocated sites in general, and the delivery of housing in particular. Where necessary it will review the policies concerned.
The Town Council will also monitor the effectiveness of the design of new development and, where necessary, review the general approach towards design in the Plan.
- f) Any amendments to the Plan will only be made following consultation with West Lindsey District Council, local residents and other statutory stake holders as required by legislation.

Budgetary matters

- 11.13 The working group do not currently have an allocated budget for the Neighbourhood Plan, if needed they will prepare any detailed budget proposals for recommendation to the Planning Committee and Full Council as necessary. Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda.

Decisions

- 11.14 Decisions of the working group will in the form of recommendations to the Planning Committee and shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

12. Policy Review Working Group Terms of Reference

Introduction

12.1 A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

12.2 Membership will be three (3) Members of the Town Council. Plus two (2) ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.

12.3 The working group shall have express authority to take professional advice via the Town Clerk.

12.4 The quorum of the meeting shall be a minimum of three (3) members present.

Delegation

12.5 The Council cannot delegate any of its functions to individual Councillors or working groups. (LGA1972, s. 101). The Working Group has no delegated powers and must make recommendations only.

Report structure

12.6 The Policy Working Group shall report to the committee responsible for any particular policy as identified in Structures and Functions or to Full Council for any proposed changes to Standing Orders, Financial Regulations, Code of Conduct, Structure & Functions.

12.7 Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven (7) clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

12.8 The group shall meet as often as is deemed necessary. All members of the group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Principle meeting officer

12.9 Town Clerk

Principle objective

12.10 The working group shall systematically review the Council's policies and make recommendations in writing to the relevant committee or Full Council respectively. It will start with reviewing Standing Orders and Financial Regulations.

12.11 It will review the policies in light of the Council's vision and mission statement.

12.12 It will identify if the existing policies meet at least the requirements under the Local Council Awards Scheme Quality Standard.

12.13 It will identify redundant policies.

Budgetary matters

12.14 The group will not have a budget. Other than printing documents to aid editing and staff time, no cost implications are anticipated.

13. Chairs Group Terms of Reference

Introduction

13.1 A Town Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Group membership and quorum

13.2 Membership will be: -

Chair of Council

Leader of Council

Chair of Finance and Strategy Committee

Chair of Property and Services Committee

Chair of Personnel Committee

Chair of Planning Committee

Town Clerk

Operations Manager

13.3 Substitutes of Vice Chair will be invited if the Chair is unavailable.

13.4 The quorum of the meeting shall be a minimum of three (3) members present, two of which must be Councillors.

Delegation

13.5 The Council cannot delegate any of its functions to individual Councillors or working groups. (LGA1972, s. 101). The Group has no delegated powers.

Meeting frequency

13.6 The group shall meet biweekly on a Monday at 10:00am.

Principle meeting officer

13.7 Town Clerk

Principle objective

13.8 The group shall systematically to review the Council and Committee agendas and upcoming issues.

Budgetary matters

13.9 The group will not have a budget.

10.14. Earmarked Reserves

14.1 The budgetary remit and responsibility of Committees for the Earmarked Reserves is as set out in the table below.

| EAR MARKED RESERVE | Committee |
|------------------------------------------------|-------------------------------------------------------|
| General Fund | Finance & Strategy <u>Full Council</u> |
| Mayors Charity Account | Finance & Strategy |
| Roses AWP Sinking Fund | Finance & Strategy |
| Roses Key Deposits | Property and Services |
| Marshalls Key Deposits | Property and Services |
| Levellings Key Deposit | Property and Services |
| <u>Pension Costs</u> | <u>Personnel</u> |
| Staff Training | Personnel |
| Civic Service 2023/24 | Finance & Strategy |
| Mayoral Expenses 2023/24 | Finance & Strategy |
| Community Grants | Finance & Strategy |
| Election Costs | Finance & Strategy |
| Governance Support / Recruitment | Finance & Strategy |
| Vehicle Returns | Property and Services |
| General Tree/hedge Maintenance & Survey | Property and Services |
| General Footpath/Road Maintenance | Property and Services |
| General Litter Bin Refurb / Replace | Property and Services |
| General Green Waste Removal | Property and Services |
| Richmond House Maintenance | Property and Services |
| Richmond House Conservatory replacement | Property and Services |
| Richmond Park Toilet Renovations | Property and Services |
| Richmond Park Compound Fence | Property and Services |
| <u>Litter Bin Replacement</u> | <u>Property and Services</u> |
| Aviary Replacement | Property and Services |
| Marshalls Pavilion Maintenance | Property and Services |
| Marshalls Ditch Clearance | Property and Services |
| Cemetery Topple Testing | Property and Services |
| Cemetery Boundary Fence Maintenance | Property and Services |
| Cemetery Chapel Maintenance | Property and Services |

| | |
|--------------------------------------------------------|----------------------------------|
| Cemetery Extension B Land Sinking Fund | Property and Services |
| Cemetery Compound | Property and Services |
| Cemetery Drainage, Toilets & Tap stands | Property and Services |
| General Play Equipment Maintenance | Property and Services |
| Wet Pour Maintenance | Property and Services |
| Levellings Changing Room Maintenance | Property and Services |
| Levellings Defibrillator | Property and Services |
| <u>Aisby Walk Skate Park</u> | <u>Property and Services</u> |
| <u>Benches</u> | <u>Property and Services</u> |
| <u>Bus Shelters</u> | <u>Property and Services</u> |
| Silver Street Sculpture Maintenance | Property and Services |
| <u>Love Lane Allotment Drainage</u> | <u>Property and Services</u> |
| <u>Spital Hill Allotments</u> | <u>Property and Services</u> |
| Love Lane Allotment Pond | Property and Services |
| Showfield Allotment Wall Maintenance | Property and Services |
| North Warren Allotment Fence Replacement | Property and Services |
| Foxby Hill Allotment Association Funds | Property and Services |
| Armed Forces & Community Day | Property and Services |
| <u>Neighbourhood Plan Review</u> | <u>Property and Services</u> |
| CIL | Planning |

11.15. Appendix 1 – Allotment management and administration

Introduction

- 15.1 This appendix sets out the specific arrangements that are in place for the management and administration of allotments.
- 15.2 The Property and Services Committee has overall responsibility for the administration and management of allotments.

Powers and functions delegated to Officers

- 15.3 The following functions are delegated to the Town Clerk who could further delegate to other officers as appropriate:
- Issuing of tenancy agreements and the letting of plots
 - Maintenance of the allotment register
 - Management of waiting lists
 - Inspections
 - Enforcement in relation to non-cultivation, illegal activity and serious breaches of the Tenancy Agreement (Termination of a Tenancy Agreement will be reserved to the Property and Services Committee)
 - Correspondence relating to allotments
 - Issuing of notices (both statutory and non-statutory)
 - Rent and charge collection
 - Approval of expenditure of less than £500 relating to skip hire and miscellaneous expenditure within the agreed budget.
 - Issuing written permissions that conform to the rules as set out in the Tenancy Agreement at Schedule 1 – 1.1, 1.2, 2.4, 8.1, 8.2, 9.2, 9.3, 12.1.

~~15.4 A report will be provided to the Property and Services Committee on a quarterly basis setting out the use of the above functions.~~

Site Representative

~~15.5~~15.4 Site Representatives shall be a voluntary role of the Council and must be guided by officers of the Council.

~~15.6~~15.5 Site Representatives for each allotment garden site will be elected every four (4) years and be appointed at a meeting of the Town Council prior to the end of the calendar year following the full Council elections.

~~15.7~~15.6 All plot holders shall be eligible for election unless they have previously been removed from office as site representative, failed to pay their rent on time or are under notice for other breaches of their Tenancy Agreement.

~~15.8~~15.7 The elected and appointed Site Representative must:

- Sign a declaration of office.
- Adhere to any standards set out by the Town Council in the Declaration of Office and

- Abide by the Allotment Tenancy Agreement and all associated policies and procedures.
- Agree to carry out the functions below set out in the 'The role of the Site Representative'.

~~15.9~~15.8 Failure to do so may result in the Site Representative's removal from the position.

~~15.10~~15.9 The Town Council could then arrange for an election or appoint someone else for the remainder of the year. In either case any person removed from the office of Site Representative will not be eligible for election.

~~15.11~~15.10 The elected Site Representative for each site will not be required to pay rent for one plot that they have a tenancy agreement in place for while they occupy the position.

~~15.12~~15.11 There will be only one (1) Site Representative per site, with the exception of Foxby Hill site where due to the size of the site two (2) Site Representative's will be accepted.

The role of the Site Representative

~~15.13~~15.12 Any matter that is not explicitly set out below will be retained by the Town Council.

~~15.14~~15.13 The Site Representative is elected by the plot holders of the site to represent them and to play a part in the general administration and management of the site.

~~15.15~~15.14 They shall be elected every four (4) years.

~~15.16~~15.15 All nominated candidates will be vetted as to their eligibility before the election takes place.

~~15.17~~15.16 Where there is only one eligible candidate, this candidate shall be returned as elected unopposed.

~~15.18~~15.17 Provide a report to the Property and Services Committee via the Communities Officer about the site on a quarterly basis. It should detail any issues, concerns, or proposals the Site Representative or plot holders have in relation to the Site.

~~15.19~~15.18 Be the first point of contact for plot holders and to pass information to plot holders from the Town Council.

~~15.20~~15.19 Work with the Communities Officer to carry out introductory sessions for new and prospective plot holders.

~~15.21~~15.20 Monitor the site infrastructure and utilities and to inform the Town Council about any issues.

~~15.22~~15.21 Inform the Communities Officer about non-cultivation or other breaches of the Tenancy Agreement. These should be passed to the Communities Officer who will compile a list to check when the next inspection is taking place.

~~15.23~~15.22 Provide advice and support to plot holders on the site.

~~15.24~~15.23 Build a sense of community on the site and play a positive role in helping to resolve disputes.

~~15.25~~15.24 Attend training offered by the Town Council.

~~15.26~~15.25 Gain or have a good general knowledge of the Town Council's Tenancy Agreement, policies and procedures which relate to the allotments.

PAPER M

MEMBERS' CODE OF CONDUCT

FOR ELECTED AND CO-OPTED MEMBERS OF GAINSBOROUGH TOWN COUNCIL

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Document History

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Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

West Lindsey District Council resolved on 1 November 2021 to adopt the LGAs model Code in its entirety.

All councils are required to have a local Councillor Code of Conduct.

Gainsborough Town Council resolved on 06 April 2022 to adopt the LGAs model Code in its entirety.

The LGA will undertake an annual review of their Model Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

Gainsborough Town Council will consider any the recommendations from any such reviews and adopt any changes it considers appropriate through its governance processes.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings

- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- **I treat other councillors and members of the public with respect**
- **I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word.

Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

- **I do not bully any person**
- **I do not harass any person**
- **I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- **I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- **I do not disclose information:**
 - a. **given to me in confidence by anyone**
 - b. **acquired by me which I believe, or ought reasonably to be aware, is of confidential nature, unless**

- i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**
 - iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. **the disclosure is:**
 - 1. **reasonable and in the public interest; and**
 - 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. **I have consulted the Monitoring Officer prior to its release.**
- **I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
 - **I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

- **I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

- **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

- **I do not misuse council resources**
- **I will, when using the resources of the local authority or authorising their use by others:**
 - a. **act in accordance with the local authority's requirements; and**
 - b. **ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- **I undertake Code of Conduct training provided by my local authority.**
- **I cooperate with any Code of Conduct investigation and/or determination.**
- **I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- **I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- **I register and disclose my interests**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- **I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a

dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects -

- 8.1. your own financial interest or well-being;
- 8.2. a financial interest or well-being of a relative or close associate; or a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being

- 9.1. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- 9.2. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

| Subject | Description |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. |
| Land and Property | Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income. |
| Licenses | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer |
| Corporate tenancies | Any tenancy where (to the councillor's knowledge) - (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of. |
| Securities | Any beneficial interest in securities* of a body where - (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which |

| | |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class. |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>You must register as an Other Registerable Interest</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> a. exercising functions of a public nature b. directed to charitable purposes or c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the

code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

PAPER N

GAINSBOROUGH TOWN COUNCIL COMMITTEE TIMETABLE

2025

Some meetings may be subject to change.

| DAY | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|-----|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----|
| MAY | THU | FRI | SAT | SUN | MON BH | TUE ACL | WED | THU | FRI | SAT | SUN | MON | TUE PS | WED PE | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON BH | TUE FS | WED | THU | FRI | SAT |
| JUN | SUN | MON | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON | TUE FS | WED | THU | FRI | SAT | SUN | MON | |
| JUL | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE PS | WED PE | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON | TUE FS | WED | THU |
| AUG | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON BH | TUE FS | WED | THU | FRI | SAT | SUN |
| SEP | MON | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE PS | WED PE | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE FS | |
| OCT | WED | THU | FRI | SAT | SUN | MON | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON | TUE FS | WED | THU | FRI |
| NOV | SAT | SUN | MON | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE PS | WED PE | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON | TUE FS | WED | THU | FRI | SAT | SUN | |
| DEC | MON | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE PL | WED FS | THU | FRI | SAT | SUN | MON | TUE | WED | THU BH | FRI BH | SAT | SUN | MON | TUE | WED |

2026

| DAY | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|-----|-----------|-----|-----------|-----------|-----------|-----------|-----------|-----|-----|-----------|-----------|-----------|-----------|-----------|-----|-----|-----------|-----|-----------|-----------|-----------|-----|-----|-----------|-----------|-----------|-----------|-----------|-----|-----------|-----|
| JAN | THU BH | FRI | SAT | SUN | MON | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE PS | WED PE | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON | TUE FS | WED | THU | FRI | SAT |
| FEB | SUN | MON | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON | TUE FS | WED | THU | FRI | SAT | | | |
| MAR | SUN | MON | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE PS | WED PE | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON | TUE FS | WED | THU | FRI | SAT | SUN | MON | TUE |
| APR | WED | THU | FRI BH | SAT | SUN | MON BH | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON | TUE FS | WED | THU AP | |
| MAY | FRI | SAT | SUN | MON BH | TUE CL | WED | THU | FRI | SAT | SUN | MON | TUE PS | WED PE | THU | FRI | SAT | SUN | MON | TUE PL | WED | THU | FRI | SAT | SUN | MON BH | TUE FS | WED | THU | FRI | SAT | SUN |

KEY

| | | |
|-----|-------------------------------|-------------------------------------|
| ACL | Annual Council | May |
| CL | Council | Monthly (except August) |
| FS | Finance & Strategy Committee | Monthly |
| PS | Property & Services Committee | Monthly (except August) |
| PL | Planning Committee | Monthly |
| PE | Personnel Committee | Monthly (except August) |
| AP | Annual Public Meeting | Annually between 1 March and 1 June |

| | |
|----|----------------|
| OC | Offices Closed |
| BH | Bank Holiday |

PAPER O

**Officer Report to the
Full Council**

Report Author: Amanda Clarke
Report Date: 30.04.2025.



Gainsborough
TOWN COUNCIL

Subject: Site Representative Report

1. Summary

11.6 of the Council's Structure and Functions states: -

Site Representatives for each allotment garden site will be elected every four (4) years and be appointed at a meeting of the Town Council prior to the end of the calendar year following the full Council elections.

Tenants across the five allotment sites were invited to nominate themselves to be Site Representative for 2025-2027.

2. Background

Nominee's as follows,

Foxby Hill – Paul Hooton and Jonny Dukes

Love Lane – Rachael Du-Rose and Emma Walker

North Warren – Nathan Smith and Kevin Codd

Showfield – Lynda Clements

Spital Hill - None

Emma Walker withdrew her nomination due to personal commitments.

An election took place at North Warren on Tuesday 29th April, Cllr Davies and Cllr Bibb were present. Kevin Codd was elected as site representative.

There was no election called for Foxby Hill as the nominees were site representatives for 2023-2024 and 2024- 2025. Both have worked well together. Under 11.12 of the Council's Structure and Functions Foxby Hill I permitted to have two Site Representatives due to the size of the site.

3. Cost

11.11 of the Council's Structure and Functions states: -

The elected Site Representative for each site will not be required to pay rent for one plot that they have a tenancy agreement in place for while they occupy the position.

4. Recommendation

To approve appointment the site representative as follows: -

Foxby Hill- Paul Hooton and Jonny Dukes

Love Lane – Rachael Du-Rose

North Warren – Kevin Codd

Showfield- Lynda Clements

Once appointed the Communities Officer will request each secretary to sign a Declaration of Office and Confidentiality Statement.

PAPER P

Your contact for this matter is: Councillor Trevor Young
email: Cllr.t.young@west-lindsey.gov.uk
DD: 01427 676689
Date: 8th April 2025

To all Town and Parish Councils

Dear Clerk

Local Government Reorganisation

I am writing to you to provide an update on Local Government Reorganisation.

I have no doubt that you will have heard this mentioned a number of times over the last few months and as such I considered it important to write to you on this subject in the hope that this provides some clarity on the process, future expectations and also West Lindsey District Council's current position.

It is important to point out that despite reorganisation of local government it is anticipated that Parish and Town Councils will continue to operate as usual.

For background, in December 2024 the Government announced its intention to reorganise Local Government. This means that all areas that currently have both a County Council and a District Council providing services across an area will need to combine their services and become one council. The government wrote to all councils across Greater Lincolnshire on 5th February this year.

The letter sets out a clear timetable for development of proposals and key milestones and asked that consideration be given to the best options for delivering Local Government Reorganisation across the area. Interim proposals needed to be worked up and submitted to Government by 21st March and feedback will be provided on these options week commencing 28th April.

There is as yet no one preferred approach to subdividing greater Lincolnshire, with at least 6 different proposals being submitted. We at West Lindsey District Council took the decision to assess six options and submitted those, with a covering letter highlighting our two preferred options, although acknowledging there is a lot more work to do, in order to get it right, prior to the final proposal submission on 28th November 2025. Our committee paper considered on 19th March and six options can be found by using this link [West Lindsey District Council](#).

In the meantime, West Lindsey District Council will continue to consider the options and work with other Councils across Greater Lincolnshire to understand the opportunity and best option for delivering Local Government Reorganisation in Greater Lincolnshire.

As part of this work West Lindsey District Council commit to continuing to promote the communities, businesses and residents of West Lindsey and work hard to ensure the districts interests are positively represented and considered as part of the ongoing development of the final proposal to Government in November.

We have created a new dedicated Local Government Reorganisation webpage, to provide all residents in West Lindsey with the latest updates on Local Government Reorganisation. Link to the page is: <https://www.west-lindsey.gov.uk/council-democracy/local-government-reorganisation>

This is the single biggest change in Local Government in over 50 years and as such we recognise that residents and communities may be feeling anxious and unsettled, particularly in relation to impact on services. I want to give you our reassurance that West Lindsey District Council will continue to act in the best interest of our communities and residents throughout this process.

If you have any questions in relation to Local Government Reorganisation, please visit the dedicated webpage or alternatively direct them to our Policy and Strategy team via corporate.plan@west-lindsey.gov.uk and we will endeavour to provide you with the answers you need.

Yours sincerely

A handwritten signature in black ink, appearing to read "T Young".

Councillor Trevor Young
Leader of the Council



Ministry of Housing,
Communities &
Local Government

Secretary of State's Annual Report on Devolution 2023-24

**Presented to Parliament pursuant to Section 1 of the Cities and
Local Government Devolution Act 2016**



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1. Introduction

- 1.1 This Annual Report on Devolution has been laid before both Houses of Parliament by the Secretary of State for Housing, Communities and Local Government pursuant to Section 1 (Devolution: annual report) of the Cities and Local Government Devolution Act 2016 ('the 2016 Act').
- 1.2 This Annual Report brings together updated information about devolution agreements reached or implemented between government and areas between 1 April 2023 and 31 March 2024.
- 1.3 These devolution agreements, in response to proposals from areas, are agreements in which the government undertakes to devolve powers and budgets to an area in return for changes in local governance and local political accountability.
- 1.4 Devolution within England aims to provide local areas with the levers they need to boost productivity in local economies and to improve and integrate public services.
- 1.5 This report covers the work of the government in 2023-24. The 2024-25 report, planned for publication later in 2025, will cover the work undertaken by the government following the July 2024 election, including significant proposed changes to the approach, framework and structure of devolution in England.

2. Areas with agreements

Legislative requirement: Section 1 (2)(a) of the 2016 Act requires the Report to provide information on the areas of the country where agreements have been reached.

- 2.1 Between 1 April 2023 and 31 March 2024, the government negotiated and announced two new mayoral devolution deals, as well as a number of non-mayoral devolution deals.
- 2.2 In the 2023 Autumn Statement, the government published devolution deals¹ with four new areas of England.
- 2.3 Two of these were mayoral deals, covering Hull and East Yorkshire and Greater Lincolnshire. The Hull and East Yorkshire deal was for a Mayoral Combined Authority, agreed with Kingston Upon Hull City Council and East Riding of Yorkshire Council. The Greater Lincolnshire deal was for a Mayoral Combined County Authority, agreed with Lincolnshire County Council, North East Lincolnshire, and North Lincolnshire Council.
- 2.4 Both the Hull and East Yorkshire and Greater Lincolnshire deals mean that the mayor and local leaders will have more control and influence over the levers of local growth, including the Adult Education Budget, transport, and planning, alongside £20 million of capital funding each to invest in local priorities. Both will also receive a long-term mayoral Investment Fund to drive economic growth and take forward local priorities.
- 2.5 The 2023 Autumn Statement also announced non-mayoral devolution deals for Lancashire and Cornwall. The Cornwall deal replaced a previous deal that was negotiated in 2022.
- 2.6 The Lancashire deal was an agreement to establish a non-mayoral combined county authority, made with Lancashire County Council, Blackburn with Darwen Council and Blackpool Council, to give local leaders more control and influence over the levers of local growth, including the Adult Education Budget and transport, alongside £20 million of capital funding to invest in local priorities. The deal with Cornwall Council was a ‘Single Local Authority’ deal, meaning it would receive devolved powers by itself as a unitary authority.
- 2.7 In January 2024, the government also announced a deal to establish a Devon and Torbay non-Mayoral Combined County Authority (CCA), agreed with Devon County Council and Torbay Council. This deal means that local leaders gain more control and influence over the levers of local growth, including the Adult Education Budget and transport, alongside £16 million of capital funding to invest in local priorities.
- 2.8 In March 2024, three deals were announced with Warwickshire County Council, Surrey County Council and Buckinghamshire Council. These were ‘Single Local Authority’ deals.
- 2.9 Following the July 2024 general election, in September 2024 the government recommitted to the deals agreed covering: Hull and East Yorkshire, Greater Lincolnshire, Lancashire, Devon and Torbay, Cornwall, Warwickshire, Surrey and Buckinghamshire. The combined county authorities for Greater Lincolnshire, Lancashire and Devon and Torbay, and the combined authority for Hull and East Yorkshire, were established on 5 February 2025. More detail of these renewed deals and their implementation will be set out in the next iteration of this report.

¹ [York and North Yorkshire devolution deal](#) – August 2022

3. Areas that have submitted proposals

Legislative requirement: Section 1 (2)(b) of the 2016 Act requires the Report to provide information on the areas of the country where proposals have been received by the Secretary of State and negotiations have taken place but agreement has not yet been reached.

- 3.1 Between 2023-2024, the government entered into devolution discussions with seven upper-tier local authority areas, including: Warwickshire, Surrey, Buckinghamshire, Hertfordshire, Gloucestershire, Oxfordshire and Somerset. Three of these areas – Warwickshire, Surrey, Buckinghamshire – met the criteria for an agreement at the time so were taken forward and announced as part of the 2024 Spring Budget.
- 3.2 Also in this period, the government discussed with the upper-tier local authorities of Essex, Thurrock and Southend-on-Sea about establishing a combined county authority across this geography, although agreements were not reached in 2023-24. Discussions were also held with the councils of Leicestershire, Leicester and Rutland; Cumberland and Westmorland and Furness; and Cheshire East, Cheshire West and Chester, and Warrington.
- 3.3 There were also devolution discussions with the unitary authority of Plymouth City Council regarding the deal to establish a Devon and Torbay non-Mayoral Combined County Authority (CCA). As set out above, a Combined County Authority covering Devon and Torbay only was agreed in January 2024, following Plymouth City Council’s withdrawal from the deal.

4. Functions exercisable by a Minister of the Crown that have been devolved.

Legislative requirement: Section 1 (2)(c) of the 2016 Act requires the Report to provide information on functions exercisable by a Minister of the Crown that have been devolved as a result of agreements so as to become exercisable by a mayor for the area of a combined authority (including information as to any such functions that remain exercisable by a Minister of the Crown as a result of an agreement providing for functions to be exercisable jointly or concurrently).

- 4.1 Between 1 April 2023 and 31 March 2024, three statutory instruments (SIs) were made to implement devolution deals between the government and areas in England. These SIs established and conferred functions on the York and North Yorkshire Combined Authority (YNYCA), the East Midlands Combined County Authority (EMCCA), and the North East Mayoral Combined Authority (NEMCA).
- 4.2 These SIs were made on 19 December 2023, 27 February 2024 and 20 March 2024 respectively:
- The York and North Yorkshire Combined Authority Order 2023 (SI 2023/1432)²
 - The East Midlands Combined County Authority Regulations 2024 (SI 2024/232)³

² [The York and North Yorkshire Combined Authority Order 2023](#)

³ [The East Midlands Combined County Authority Regulations 2024](#)

- The North East Mayoral Combined Authority (Establishment and Functions) Order 2024 (SI 2024/402)⁴

4.3 These SIs conferred on all three authorities;

- a. a jointly exercisable function with a Minister of the Crown, to pay a grant to a constituent authority without consent from the Treasury
- b. the ability to pay grants to bus service operators.

4.4 The North East Mayoral Combined Authority SI also provides for the conferral of certain adult education functions of the Secretary of State under the Apprenticeships, Skills, Children and Learning Act 2009 to NEMCA.

4.5 The Levelling-up & Regeneration Act 2023⁵ received royal assent on 26 October 2023. This legislation enabled the creation of the Combined County Authorities (CCA), enabling areas of the country with 'two-tier' governance arrangements to more easily benefit from devolution. It simplified the process of establishing and amending existing combined authorities and enabled local authorities to change to a directly elected mayor model more easily. It also included changes to support combined authorities' Overview and Scrutiny Committees.

⁴ [The North East Mayoral Combined Authority \(Establishment and Functions\) Order 2024](#)

⁵ [Levelling-up and Regeneration Act 2023](#)

5. Additional financial resources and public functions that have been devolved

Legislative requirement: Section 1 (2)(d) of the Act requires the Report to provide information on additional financial resources and public functions (so far as not falling within paragraph (c)) which have been devolved as a result of agreements.

To note – due to rounding the individual figures listed in the tables below may not sum to the total amounts listed

5.1 Financial resources devolved to devolution deal areas between 1 April 2023 and 31 March 2024

| Funding Stream | Description | Accountable Government Department | Place(s) affected and amounts received in 2023-24 | Total amount paid in 2023-24 | Payment Schedule | Comment |
|-----------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------|------------------------------------|
| Investment Funds | Capital and revenue funding agreed through devolution deals for local investment. | Department for Levelling Up, Housing and Communities | Cambridgeshire & Peterborough Combined Authority (CPCA): £20m East Midlands Combined County Authority (EMCCA): £18m Greater Manchester Combined Authority (GMCA): £30m Liverpool City Region Combined Authority (LCRCA): £30m North of Tyne Combined Authority (NTCA): £20m South Yorkshire Combined Authority (SYCA): £30m Tees Valley Combined Authority (TVCA): £15m West Midlands Combined Authority (WMCA): £36.5m West of England Combined Authority (WECA): £30m West Yorkshire Combined Authority (WYCA): £38m York and North Yorkshire Combined Authority (YNYCA): £9m | £276.5m | 30-year commitment for each area, commences from the signing of each individual agreement. | Payments made by Section 31 grant. |
| UK Shared Prosperity Fund (UKSPF) | Devolved in line with policy | Department for Levelling Up, Housing and Communities | CPCA: £2,396,268 Greater London Authority (GLA): £35,059,459 GMCA: £20,352,086 | £140,258,122 | £577,863,462 across the Spending Review period. £70m in 22-23, 140m in 23-24 and | |

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|-----------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | LCRCA: £10,771,919 NTCA: £11,428,413 SYCA: £9,443,235 TVCA: £10,370,310 WMCA: £21,458,339 WECA: £2,472,540 WYCA: £16,505,553 | | 367m in 24-25. | |
| Green Economic Growth Funding | £7m total - to drive green economic growth towards YNY's ambitions to be a carbon negative region | Department for Levelling Up, Housing and Communities | YNYCA: £1,204,799 Capital, £548,748 Resource | £1,753,547 | Paid in two instalments - second payment scheduled for 24/25 | Payments made by Section 31 grant. |
| Flexible Pot Add-on | Upfront capital for economic regeneration projects | Department for Levelling Up, Housing and Communities | NTCA: £10m Capital | £10m | One-off payment | Payments made by Section 31 grant. |
| Capital Add-on grant | Upfront capital for economic regeneration projects | Department for Levelling Up, Housing and Communities | EMCCA: £11.7m | £11.7m | One-off payment | Payments made by Section 31 grant. |
| City Region Sustainable Transport Settlements | A 5-year, £5.7bn funding programme supporting investment in improved local transport networks. | Department for Transport | GMCA: £179.8m LCRCA: £143m SYCA: £114.8m TVCA: £62.4m WECA: £94.7m WMCA: £211.5m WYCA: £167.2m | £973.4m | Annual grant in accordance with agreed settlement profile. | Settlements incorporate funding from the Highways Maintenance Block (HMB), Potholes Fund, Integrated Transport Block (ITB) and the Transforming Cities Fund. Figures for |

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|--|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | <p>Greater Manchester and West of England are slightly less than their settlement letters, reflecting their agreement to forego certain funding streams (including ITB and HMB) in return for retaining an increased proportion of business rates.</p> <p>Although the North East Combined Authority did not receive a CRSTS allocation in 23/24, Highways Maintenance and Integrated Transport Block funding for the North</p> |
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| | | | | | | East was allocated from the region's indicative £563m CRSTS allocation, ahead of agreeing a funding settlement. |
| Integrated Transport Block (ITB) | The ITB provides funding support to local authorities for transport capital improvement schemes worth less than £5 million. | Department for Transport | CPCA £4,663,000 | MCAs that receive CRSTS received equivalent levels of ITB funding totalling £89.9m in 23/24. | | CRSTS consolidates funds equivalent to HMB (element and incentive), potholes funding and ITB. |
| Highways Maintenance Block (HMB) (including Potholes Fund and NN funding) | Funding for structural maintenance of the local highway network, including roads resurfacing, footways, cycleways, bridges, drainage, gullies, culverts, retaining walls, and lighting columns. HM funding for city regions is now within CRSTS, and HM allocations go to MCAs outside of CRSTS. | Department for Transport | All eligible local highway authorities – some additional funding went to CRSTS places <ul style="list-style-type: none"> - Baseline funding: all eligible authorities except London and CRSTS - £200 million Budget uplift: all eligible authorities except London Network North : all eligible authorities | £1,265m (equivalent levels of HM within CRSTS for the city regions) <p>MCAs that receive CRSTS received equivalent levels of HMB incentive element, HMB needs</p> | Quarterly (with some exceptions due to deals or otherwise, such as BRR pilot) | As of 2025/26, there is no NN funding or Potholes Fund. All goes through HMB |

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|---------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | elements and potholes funding which totalled £208.5m in 23/24 | | |
| Transforming Cities Fund | A £2.45bn funding programme supporting investment in public and sustainable transport infrastructure. | Department for Transport | CPCA: £13,329,000 WYCA: £6,265,317 | £19,594,317 | Annual grant in accordance with agreed profile. | The total amount paid out from TCF in 2023/24 was £150,223,468 but this included other local authorities as well as combined authorities (total for CAs was £19.6m) |
| Local Authority Bus Service Operators Grant | Discretionary funding to local authorities in England to support bus services and the bus network in their area. | Department for Transport | CPCA: £409,030 Transport for Greater Manchester (GMCA): £2,953,691 SYCA: £1,127,171 WMCA, £1,792,259 WECA: £1,147,621 West Yorkshire Metro (WYCA): £2,063,592 North Yorkshire County Council (YNYCA): £1,039,698 | £10,533,062 | Annual payment | |

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|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------|--|
| Bus Service Operators Grant Plus | Discretionary revenue support funding to local bus operators in England. Administration of operator funding in Greater Manchester and West Midland Combined Authorities is devolved. | Department for Transport | WMCA, £11,000,000 GMCA, £6,500,000 | 17,500,000 | One-off grant (BSOG Plus is due to end in March 2026) | |
| Devolved Commercial Bus Service Operators Grant | Discretionary revenue support funding to local bus operators in England. Devolved funding of commercial BSOG for GMCA to support its own bus services. DfT does not pay BSOG to operators for services run within GMCA's borders. | Department for Transport | GMCA, £13,150,811 | £13,150,811 | Annual grant | |
| Bus Service Improvement Plan | Funding to deliver long- term improvements to bus services as set out in local transport authorities' Bus Service Improvement Plans. | Department for Transport | CPCA: £2,314,172 GMCA: £32,760,000 LCRCA: £7,784,027 SYCA: £3,151,353 TVCA: £1,529,477 WMCA: £36,686,987 WECA: £50,263,134 WYCA: £31,804,849 | £166,293,999 | One-off Grant | |

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|-------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work & Health Programme | Funding for locally commissioned programmes aimed at long term jobseekers and claimants with disabilities | Department for Work & Pensions | GMCA: £6.5m | £6.5m | Maximum indicative amount over 8 years £43.1m ⁶ . Increased from £30m to £43.1m for WHP extension | Payments are made by Section 31 grant. Funding determined by DWP on receipt of the contractual performance profiles and unit prices agreed between Greater Manchester and their suppliers. |
| Pioneer | Funding for locally commissioned programmes aimed at long term jobseekers and claimants with disabilities | Department for Work and Pensions | GMCA: £560k | £560k | Maximum indicative amount over 3 years £3.3m ⁷ . | Payments are made by Section 31 grant. Funding determined by DWP on receipt of the contractual performance profiles and unit prices agreed between Greater Manchester and their suppliers. |
| Growth Hubs | Core funding for the provision of local Growth Hub services. Growth | Department for Business and Trade | CPCA: £298,250 GLA: £470,000 GMCA: £420,000 LCRCA :£420,000 | | Annual | |

⁶ Subject to spending review

⁷ Subject to spending review

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| | Hub funding has not been devolved but is given to MCAs as accountable bodies for their Growth Hub. For 25/26 GH funding is being included in GM and W.Mids integrated settlements so would expect that to fall under this category in future years | | SYCA(then Sheffield City Region): £380,000 TVCA: £261,000 WMCA: £420,000 WECA: £380,000 WYCA (then Leeds City Region): £420,000 | | | |
| Made Smarter | Made Smarter programme funding, provided to a lead authority to deliver the programme across a wider regional geography. Funding is provided by S31 grants. Funding has been included in the integrated settlements for GM and WM for 25/26. | Department for Business and Trade | GMCA: £1.8m NTCA: £0.8m SYCA: £1.6m WMCA: £2.3m East Midlands - Lincolnshire County Council: £1.2m | | Annual | |
| Adult Skills Fund | Devolved budget which funds qualifications and programmes for learners aged 19+. | Department for Education | CPCA: £12m GMCA: £97m LCRCA: £54m NTCA: £24m SYCA: £40m TVCA: £31m WMCA: £133m WECA: £15m WYCA: £67m | £473m | Is Annual payment Payments made by Section 31 grant. | |
| Free Courses for Jobs | Ring-fenced funding in the financial year 2023-24 for the delivery of the Free Courses for Jobs Level 3 offer in devolved areas. | Department for Education | CPCA: £0.6m GMCA: £1.7m LCRCA: £1.7m NTCA: £0.8m SYCA: £0.5m TVCA: £1.0m WMCA: £3.6m WYCA: £0.8m WECA: £0.4m | £11.0m | Is Annual payment Payments made by Section 31 grant. | FCFJ underspends from the previous academic year are taken off the FY payment . As such, the payment |

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| | | | | | | s referenc ed will represen t a deductio n for undersp ends in the 2021/22 academi c year |
| Policing Grants | Provided where Mayor has Police and Crime Commissioner powers as part of a devolution agreement | Home Office | GMCA: £525m WYCA: £384m | £906m | 12 monthly instalments | Payment s made under Section 46 of the Police Act 1996 |
| Fire Grants | Pension Grant | Home Office | GMCA: £5,605,012 | | 1 annual payment | |
| Fire Grant | Protection Grant | Home Office | GMCA: £231,024 | | 2 payments (6 monthly) | |
| Fire Grant | Fire National Resilience (new dimension) | Home Office | GMCA: £106,938 | £294k | 4 quarterly instalments | |
| Fire Grant | Fire Link | Home Office | GMCA: £140,640 | | 4 quarterly instalments | |

5.2 This section provides information on significant financial resources that are delivered by combined authorities but have not been devolved as a result of their devolution deals.

| Funding Stream | Description | Accountable Government Department | Place(s) affected and amounts received in 2023-24 | Total amount paid in 2023-24 | Payment Schedule | Comment |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------|------------------------------------|
| Commonwealth Legacy Funding | | Department for Culture, Media and Sport | WMCA: £15.9m | £15.9m | £69.3m across 23/24 and 24/25, 15.9m drawn down in 23/24 | |
| Brownfield Housing Fund | The Brownfield Housing Fund aims to create more homes by bringing more brownfield land into development. The Fund is allocated to mayoral combined | Department for Levelling Up, Housing and Communities | GMCA: £17.5m LCRCA: £14.9m NECA: £14.9m SYCA: £6.7m TVCA: £5m WMCA: £10m WYCA: £25m | £94m | £597m capital funding over 6 years from 2020/21 to 2025/26 | Payments made by Section 31 grant. |

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| | authorities (MCAs). | | | | | |
| Active Travel Fund 4 Extension (ATF 4E) | Funding supports local transport authorities with developing and constructing walking and cycling facilities. | Department for Transport/Active Travel England | CPCA: £1,100,000 GMCA: £3,826,673 NECA: £5,095,298 SYCA £3,358,273 TVCA £1,301,398 WMCA £6,141,969 WECA £169,174 WYCA £3,082,319 | £45,794,803 | One-off payments made in Mar 24 | |

5.3 Capacity funding paid to devolution deal areas between 1 April 2023 and 31 March 2024

| Funding Stream | Description | Accountable Government Department | Place(s) affected and amounts received in 2023-24 | Total amount paid in 2023-24 | Payment Schedule | Comment |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Mayoral Capacity Fund | Helps to establish new and maintain existing institutions by boosting their capacity and resource to deliver for their local area. | Department for Levelling Up, Housing and Communities | CPCA: £1m EMCCA: £0.5m GMCA: £1m LCRCA: £1m NTCA: £1m SYCA: £1m TVCA: £1m WMCA: £1m WECA: £1m WYCA: £1m YNYCA: £0.5m | £10m | Payment currently confirmed up to 25-26 | Payments made by Section 31 grant. |
| LUF Grant Recipient capacity funding | This funding was made available as part of a £65m package to support the delivery of Levelling Up Fund projects. Direct grant funding was provided to Levelling Up Fund grant recipients, to support their capacity and capability to deliver their funded LUF projects. | Department for Levelling Up, Housing and Communities | CPCA: £86k GLA: £76k LCRCA £86k NECA £86k TVCA: £86k WYCA: £86k Cornwall: (£76k Lancashire County Council: (£76k) | £658k | This is a yearly payment, dependant on which Levelling Up Fund round authorities had a successful bid in. Liverpool City Region, due to being the only listed authority with a successful LUF round 1 bid, received £125k in 22/23 FY. All the listed authorities received payments for | |

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| | | | | | <p>24/25 FY, listed below –</p> <ul style="list-style-type: none"> • Cambridgeshire & Peterborough (£60k); • Greater London Authority (£50k); • Liverpool City Region (£60k); • North East Combined Authority (£60k); • Tees Valley (£60k); • West Yorkshire (£60k); • Cornwall (£50k); • Lancashire County Council (£50k) <p>Additional payment due for 25/26 FY – like to be around £32k per authority.</p> | |
| LUF MCA capacity support | This funding was made available as part of a £65m package to support the delivery of Levelling Up Fund projects. The grant support to MCAs/GLA was aimed at providing funding for the authorities to build the necessary capacity and capability support infrastructure to support LAs within the MCAs geographical area to deliver their capital projects as part of a | Department for Levelling Up, Housing and Communities | <p>£300k per authority –</p> <ul style="list-style-type: none"> • CPCA • GLA • GMCA • LCRCA • NTCA • SYCA • TVCA • WMCA • WECA • WYCA | £3 million | <p>Payments were made in the 22/23 and 23/24 FYs. No further payments are due to be made. Total paid was £9.25 million.</p> | |

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| | devolved, sector-led approach. We expected support to be offered broadly to LA capital projects that the MCA would not routinely be involved in. | | | | | |
| Brownfield Housing Fund (Capacity Funding) | The Brownfield Housing Fund aims to create more homes by bringing more brownfield land into development. The Fund is allocated to mayoral combined authorities (MCAs). | Department for Levelling Up, Housing and Communities | EMCCA: £459,000 NECA: £237,500 YNYCA: £173,500 | £870,000 | £10.4m capacity funding over 6 years from 2020/21 to 2025/26 | Payments made by Section 31 grant. |
| Active Travel Capability Fund | Funding for 1) developing infrastructure plans and designs, public consultation and evidence collection 2) carrying out community engagement activities, such as schools programmes, training and promotion | Department for Transport/Active Travel England | CPCA: £961,200, £411,460 GMCA: £3,074,519, £1,697,656 LCRCA: £1,108,823, £695,767 NECA: £1,406,713, £706,754 SYCA: £981,957, £493,293 TVCA: £484,606, £242,900 WMCA: £3,125,695, £1,728,260 WECA: £681,902, £343,045 WYCA: £2,518,865, £1,265,484 | £35,018,783 (spring 24) £16,465,002 (autumn 23) | Two payments in autumn 23 and spring 24 | |

5.4 Financial resources paid to devolution deal areas for pilot agreements between 1 April 2023 and 31 March 2024

| Funding Stream | Description | Accountable Government Department | Place(s) affected and amounts received in 2023-24 | Total amount paid in 2023-24 | Payment Schedule | Comment |
|----------------|-------------|-----------------------------------|---------------------------------------------------|------------------------------|------------------|---------|
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| <p>Housing First Pilots</p> | <p>The fund was not devolved, the pilots were funded to 3 combined authority areas* through the Homelessness and Rough Sleeping directorate to test the Housing First model in England, in line with other grant funding provided to local authorities, combined authorities and unitary authorities during this timeframe.</p> | <p>Department for Levelling Up, Housing and Communities</p> | <p>GMCA: £3,288,770 LCRCA: £2,837,052 WMCA: £1,741,776</p> | <p>£7,867,599</p> | <p>The pilots ran from 2018 and ended in March 2024. For 23/24 The payment schedule was:</p> <p>Tranche 1 - £4,073,010 (April)</p> <p>Tranche 2 – £3,794,589 (November)</p> <p>The areas continued to receive funding via the Rough Sleeping Initiative grant in 2024/25, via 2 tranche payments, in order to continue delivery of the schemes in the three local areas.</p> | <p>From 25/26 onwards, local authorities will be directly awarded funding to reduce rough sleeping, but they will have the choice of how this can most effectively be delivered in their local area. The could, but does not have to, include continuation of funding for the Housing First schemes.</p> |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

6. Consideration of devolving powers to local government

Legislative requirement: Section 1 (2)(e) of the Act requires the Report to provide information on the extent to which consideration has been given by a Minister of the Crown to the principle that powers should be devolved to combined authorities or the most appropriate local level except where those powers can more effectively be exercised by central government.

6.1 In 2021, the government set out an intention to extend, deepen and simplify devolution across England.⁸

6.2 Over the reporting period, the government undertook discussions and signed an agreement with the North East Mayoral Combined Authority to include it in the ‘trailblazer’ deals already agreed with Greater Manchester and the West Midlands.

6.3 A key aspect of these deals was the agreement of a single funding settlement. On 22 November 2023, the previous government published a memorandum of understanding for the Single Settlements for Greater Manchester and West Midlands Combined Authorities. The North East ‘trailblazer’ deal included a commitment to receive a Single Settlement at the next Spending Review.

6.4 As part of the Levelling Up White Paper, the government presented a devolution framework that indicates of the types of powers and functions that will be considered for each devolution level, bringing together policies from across government. On 1 March, the previous government published details of an additional ‘Level 4’ in the framework and the policies that were on offer to authorities. Detail is outlined on the following page in line with the following structure:

- Level 1.** Local Authorities working together across a Functional Economic Area (FEA) or whole county area e.g. through a joint committee.
- Level 2.** A single institution or County Council working without a Directly Elected Leader (DEL)⁹, across a FEA.
- Level 3.** A single institution or County Council working with a DEL, across a FEA or whole county area.
- Level 4.** Deeper devolution for an established single institution or county council with a Directly Elected Leader in post who can meet specific eligibility and accountability criteria.

Future editions of this report will provide an update on changes to the devolution framework.

6.5 The devolution framework table below sets out full details of the powers and functions added for Level 4.

6.6 The English Devolution Accountability Framework¹⁰ (EDAF) was first published on 16 March 2023 and delivers on the Levelling Up White Paper commitment to publish a new accountability framework to apply to all English institutions with devolved powers. It was the first step in setting out how the mayoral combined authorities and the Greater London Authority will be scrutinised and held to account by the government, local politicians and business leaders, and by the residents and voters of their area.

⁸ [Levelling Up the United Kingdom White Paper, 2022 pg. 19](#)

⁹ On occasion, reference may instead be made to a directly elected mayor though this does not represent a change to the devolution framework.

¹⁰ [English Devolution Accountability Framework](#) – Published March 2023

6.7 Following the end of the period covered by this report; the King’s Speech in July 2024 included the announcement of an English Devolution Bill, and the English Devolution White Paper was published in December 2024. This report reflects policy before these developments, and as such republishes the EDAF as it was in effect in 2023-24. The 2024-25 version of this report will republish the EDAF following a reassessment of the framework given the aforementioned policy developments.

| Devolution Framework | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|
| Detail | L1 | L2 | L3 | L4 |
| Strategic role in delivering services | | | | |
| Host for government functions best delivered at a strategic level involving more than one local authority e.g. Local Nature Recovery Strategies | ✓ | ✓ | ✓ | ✓ |
| Opportunity to pool services at a strategic level | ✓ | ✓ | ✓ | ✓ |
| Opportunity to adopt innovative local proposals to deliver action on climate change | ✓ | ✓ | ✓ | ✓ |
| A strategic role on net zero in collaboration with government | | ✓ | ✓ | ✓ |
| Opportunity for devolution of retrofit funding subject to the outcome of the existing pilots in Greater Manchester and the West Midlands | | | | ✓ |
| Supporting local businesses | | | | |
| LEP functions including hosting strategic business voice | ✓ | ✓ | ✓ | ✓ |
| Opportunity to access a Strategic Productivity Partnership to support local business growth | | | | ✓ |
| Opportunity to articulate research and development priorities^ | | | | ✓ |
| Transport | | | | |
| Become the strategic transport body for the area and take on all associated Local Transport Authority and public transport functions. This includes responsibility for an area-wide local transport plan, bus Enhanced Partnerships, support for public transport services, and concessionary fares* | | ✓ | ✓ | ✓ |
| Defined and coordinated, Key Route Network, with a mayoral power of direction over the exercise of local highway and traffic authority powers on the Key Route Network* | | | ✓ | ✓ |
| Priority for new rail partnerships with Great British Railways – influencing local rail offer, e.g. services and stations | | | ✓ | ✓ |
| Have automatic access to franchising powers to independently introduce bus franchising in line with current guidance* | | | ✓ | ✓ |
| Consolidation of local transport funding settlement in line with the principles set out in the Levelling Up White Paper and Funding Simplification Doctrine. The quantum of funding and the number/remit of individual funding lines will be agreed through the next Spending Review Process | | | ✓ | |
| Single local transport funding settlement in line with the principles set out in the Levelling Up White Paper and Funding Simplification Doctrine. The quantum of funding and the number/remit of individual funding lines will be agreed through the next Spending Review Process | | | | ✓ |
| Responsibility for administering payment of Bus Service Operators Grant | | | ✓ | ✓ |
| Leadership in improving consistency and efficiency in taxi and private hire vehicle licensing | | | | ✓ |

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|
| Government commitment, subject to delivery of the Pay As You Go rail ticketing pilots in Greater Manchester and West Midlands, to build on these pilots to inform and support regional ambitions for integrated multi-modal ticketing | | | | ✓ |
| Leadership in developing a consistent approach to pavement parking in the area | | | | ✓ |
| Investment spending | | | | |
| UKSPF planning and delivery at a strategic level | | ✓ | ✓ | ✓ |
| Long-term investment fund, with an agreed annual allocation | | | ✓ | ✓ |
| Consolidation and simplification of local growth & place and housing & regeneration funding, including a pathway to a single department-style financial settlement. | | | | ✓ |
| Removal of gateway review, subject to meeting certain criteria | | | | ✓ |
| Giving adults the skills for the labour market | | | | |
| Devolution of Adult Education functions and the core Adult Education Budget | | ✓ | ✓ | ✓ |
| Providing support and refinement for Local Skills Improvement Plans | | ✓ | ✓ | ✓ |
| Role in designing and delivering future contracted employment programmes | | | ✓ | ✓ |
| Ringfenced funding for Free Courses for Jobs | | ✓ | ✓ | ✓ |
| Ability to work with DfE to commission a local programme of Skills Bootcamps, to be informed by future spending agreements | ✓ | ✓ | ✓ | ✓ |
| Work with local stakeholders to align careers provision with devolved AEB activities | | ✓ | ✓ | ✓ |
| Full devolution of Free Courses for Jobs funding | | | | ✓ |
| Full flexibility over Skills Bootcamps funding | | | | ✓ |
| Central convening of careers provision | | | | ✓ |
| New regional Labour Market Partnership Board | | | | ✓ |
| Housing and infrastructure | | | | |
| Ability to establish Mayoral Development Corporations (with consent of host local planning authority) | | | ✓ | ✓ |
| Devolution of locally-led brownfield funding | | | ✓ | ✓ |
| Homes England compulsory purchase powers (held concurrently) | | ✓ | ✓ | ✓ |
| Strategic control in any future Affordable Homes Programme (from 2026) | | | | ✓ |
| Keeping the public safe and healthy | | | | |
| Mayoral control of Police and Crime Commissioner (PCC) functions where boundaries align^ | | | ✓ | ✓ |
| Mayoral control of Fire and Rescue Authority (FRA) functions where boundaries align^ | | | ✓ | ✓ |
| Clear defined role in local resilience* | | ✓ | ✓ | ✓ |
| Where desired, offer MCAs a duty for improving the public's health (concurrently with local authorities) | | ✓ | ✓ | ✓ |

(*) refers to functions which are only applicable to combined authorities as opposed to county councils

(^) refers to functions which are only applicable to mayoral combined authorities

Annex A: Underpinning Legislation

The Cities and Local Government Devolution Act 2016 (the 2016 Act) received Royal Assent on 28 January 2016. It amends the Local Democracy, Economic Development and Construction Act 2009 to facilitate the implementation of far more ambitious and wide-ranging devolution agreements with combined authority areas and with other areas. It is enabling legislation which provides a legislative framework which can be applied flexibly to different areas by secondary legislation. In particular, secondary legislation may:

- confer any local government function on a combined authority;
- confer any public authority function on a combined authority;
- provide for an elected mayor for a combined authority's area who would exercise specified functions individually and chair the authority;
- provide for the mayor to undertake the functions of Police and Crime Commissioner (PCC) for the combined authority area (in place of the Police and Crime Commissioner); and
- confer any public authority function on a county council or district council.

In addition, the 2016 Act's amendments to the 2009 Act streamline the process for establishing and changing the area of a combined authority, remove geographical limitations as to the establishment of combined authorities, and provide for streamlined governance reforms where these are agreed by one or more of the councils involved.

Annex B: English Devolution Accountability Framework

The [English Devolution Accountability Framework](#)¹¹ (EDAF), which was first published in March 2023, delivers on the Levelling Up White Paper commitment to publish a new accountability framework to apply to all English institutions with devolved powers.

The EDAF contains a commitment to be republished and, where appropriate, updated alongside the Annual Report on Devolution. Following the publication of the English Devolution White Paper in December 2024, the first of these updates will be due in the 2024-25 edition of the Annual Report on Devolution.

¹¹ [English Devolution Accountability Framework](#) – Published 16 March 2023

PAPER Q

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 30 April 2025



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- WLDC: News – 31 March 2025
- NALC: Chief executive's bulletin – 3 April 2025
- LALC: E-news – 4 April 2025
- LCC: Proposed TRO - Gainsborough, Sandars Road – 7 April 2025
- LCC: Notification of temporary traffic regulation Order - Gainsborough TTR011048 – 8 April 2025
- WLDC: Local Government Re-organisation – 8 April 2025
- WLDC: Business Brief – 22 April 2025
- Hastings Centre: Plant /cake Sale – 23 April 2025
- NALC: Chief executive's bulletin – 24 April 2025
- WLDC: Reconsultation on planning application - WL/2024/00030 – 25 April 2025
- LALC: E-news – 25 April 2025
- WLDC: Parish News – 29 April 2025
- LCC: Town and parish council newsletter April 2025 – 29 April 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 |