

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 6 May 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 Richard Craig
Councillor Caz Davies
Councillor David Dobbie
Councillor Paul Hooton
Councillor Douglas Owles
Councillor Richard Thompson

Councillor Mark Binns
Councillor Nicholas Coxon
Councillor Dennis Dannatt
Councillor Michael Devine
Councillor Richard Doy
Councillor Paul Key
Councillor James Plastow

In Attendance:

Rachel Allbones

Sean Alcock

Natasha Gardener

Town Clerk

Operations Manager

Assistant Clerk

FC26/001 Election of the Chair of the Town Council for the 2025/26 Civic Year (Paper A)

Councillors Craig and Plastow were both proposed and seconded.

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

Councillor Plastow

For: - Councillors Binns, Blogg, Davies, Dobbie, Key, Plastow, Thompson

Against: - Councillors Bibb, Coxon, Dannatt, Hooton

Abstained: - Councillor Craig, Devine, Doy, Owles, Woolley

Councillor Craig

For: - Councillors Bibb, Coxon, Craig, Dannatt, Devine, Hooton

Against: - Councillors Binns, Blogg, Davies, Dobbie, Key

Abstained: - Councillors Doy, Owles, Plastow, Thompson, Woolley

RESOLVED: to elect Councillor Plastow Chair and Town Mayor for the 2025-26 municipal year.

Councillor Plastow signed and read out the Declaration of Acceptance of Office which was also signed before the Proper Officer.

FC26/002 Election of the Vice Chair of the Town Council for the 2025/26 Civic Year (Paper B)

Councillors Craig and Davies were both proposed and seconded.

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

Councillor Craig

For: - Councillors Bibb, Craig, Doy, Hooton, Key, Woolley

Against: - Councillors Binns, Coxon, Dannatt

Abstained: - Councillor Blogg, Davies, Devine, Dobbie, Owles, Plastow, Thompson

Councillor Davies

For: - Councillors Binns, Coxon, Dannatt, Davies, Devine, Plastow, Thompson

Against: - Councillors Hooton, Woolley

Abstained: - Councillors Bibb, Blogg, Craig, Dobbie, Doy, Key, Owles

RESOLVED: to elect Councillor Davies Vice Chair and Deputy Town Mayor for the 2025-26 municipal year.

Councillor Davies signed and read out the Declaration of Acceptance of Office which was also signed before the Proper Officer.

FC26/003 Apologies for Absence

Apologies were received from Councillors Bowler and Ward.

FC26/004 Declaration of Acceptance of Office

Elected Members from the by-election held on 1 May 2025 signed their declarations of acceptance of office prior to the meeting.

FC26/005 Declarations of Interest

Councillor Craig declared a personal pecuniary interest in agenda item FC26/009v. regarding the Community Grant for North Notts and Lincs CRP as he is an employee.

Councillor Hooton declared a personal interest in agenda item FC26/028 as he is an appointed site representative.

FC26/006 Dispensation Requests

No dispensation requests were made.

FC26/007 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FC26/008 Minutes of the Previous Meeting (Paper C)

RESOLVED: that the minutes of the Council meeting held on Tuesday 1 April 2025 be approved as a as a true and accurate record and signed by the Chair.

FC26/009 Committee Meeting Minutes (Papers D - H)

- i. Property and Services Committee, Tuesday 8 April 2025
- ii. Personnel Committee, Wednesday 9 April 2025

- iii. Planning Committee, Tuesday 15 April 2025
 - iv. Policy Review Working Group, Wednesday 16 April 2025
 - v. Finance and Strategy Committee, Tuesday 22 April 2025
- RESOLVED:** to **NOTE** the draft minutes of the Committees.

FC26/010 Announcements (Paper I)

- i. Chair of Council

The Chair thanked Members for electing him.

- ii. Leader of Council

The Leader advised he'd had an enjoyable year as Leader and that the Council is in a good place. He welcomed the new Councillors and encouraged all to work together for the benefit of the town and community.

- iii. Representatives on Outside Bodies

Councillor Craig advised that the NNLCRP have carried out aspirational assemblies at schools within the town and continues the painting project at the Central Station.

Councillor Woolley advised some of the Cemetery Working Group met at the General Cemetery Chapel to discuss the project to bring it back into use.

Councillor Hooton informed Members that St John Ambulance cadet unit will open in the town in September.

Councillor Davies advised she had attended the Gainsborough in Bloom meeting and project were progressing for the 2025 season and judging.

- iv. Town Clerk

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

FC26/011 Recommendation made by Committee (Paper J)

Policy Review Working Group held 16 April 2025 (PO25/005 Standing Order Review):

RESOLVED: to adopt the reviewed Standing Orders.

Note: Councillors Dobbie, Owles, and Thompson abstained from voting on the above resolution.

FC26/012 Recommendations made by Committee (Paper K)

Policy Review Working Group held 16 April 2025 (PO25/006 Financial Regulations Review):

RESOLVED: to adopt the reviewed Financial Regulations, it was noted FR 6.8 will require a further review once NALC guidance has been received.

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

FC26/013 Recommendations made by Committee (Paper L)

Policy Review Working Group held 16 April 2025 (PO25/007 Structure and Functions Review):

RESOLVED: to adopt the reviewed Structure and Functions.

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

FC26/014 Recommendations made by Committee (Paper M)

Policy Review Working Group held 16 April 2025 (PO25/008 Members Code of Conduct Review):

RESOLVED: to adopt the reviewed Members Code of Conduct.

Note: Councillors Blogg, Dobbie and Owles abstained from voting on the above resolution.

FC26/015 Council Leader

Councillors Craig and Key were both proposed and seconded.

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

Councillor Key

For: - Councillors Binns, Blogg, Coxon, Devine, Doy, Key, Plastow, Woolley

Against: - Councillors Dobbie, Hooton, Thompson

Abstained: - Councillor Bibb, Craig, Dannatt, Davies, Owles

Councillor Craig

For: - Councillors Bibb, Craig, Dannatt, Davies, Dobbie, Hooton

Against: - Councillors Binns, Blogg, Coxon

Abstained: - Councillors Devine, Doy, Key, Owles, Plastow, Thompson, Woolley

RESOLVED: to appoint Councillor Key as the Leader of the Council for the 2025-26 municipal year.

FC26/016 Council Deputy Leader

RESOLVED: to appoint Councillor Craig as the Deputy Leader of the Council for the 2025-26 municipal year.

Note: Councillors Binns, Blogg and Owles abstained from voting on the above resolution.

FC26/017 Finance and Strategy Committee

RESOLVED: to appoint Councillors Bibb, Blogg, Bowler, Coxon, Devine, Dobbie, Hooton to the Finance and Strategy Committee, with Councillors Plastow and Key ex-officio members and Councillors Owles and Thompson as substitute members for the 2025-26 municipal year.

RESOLVED: to appoint Councillor Bowler as Chair of the Finance and Strategy Committee for the 2025-26 municipal year.

FC26/018 Property and Services Committee

RESOLVED: to appoint Councillors Bibb, Bowler, Coxon, Craig, Dannatt, Davies, Hooton to the Property and Services Committee, with Councillors Plastow and Key ex-officio members and Councillors Thompson and Ward as substitute members for the 2025-26 municipal year.

RESOLVED: to appoint Councillor Dannatt as Chair of the Property and Services Committee for the 2025-26 municipal year.

FC26/019 Personnel Committee

RESOLVED: to appoint Councillors Bibb, Bowler, Craig, Dannatt, Hooton, Owles, Woolley to the Personnel Committee, with Councillors Plastow and Key ex-officio members and Councillors Blogg and Davies as substitute members for the 2025-26 municipal year.

RESOLVED: to appoint Councillor Craig as Chair of the Personnel Committee for the 2025-26 municipal year.

FC26/020 Planning Committee

RESOLVED: to appoint Councillors Binns, Blogg, Dobbie, Hooton, Owles, Thompson and Ward to the Planning Committee, with Councillors Plastow and Key ex-officio members and Councillors Devine and Doy as substitute members for the 2025-26 municipal year.

RESOLVED: to appoint Councillor Hooton as Chair of the Planning Committee for the 2025-26 municipal year.

FC26/021 Neighbourhood Plan Working Group

RESOLVED: to appoint Councillors Bibb, Craig, Dobbie, Hooton and Owles to the Neighbourhood Plan Working Group with Councillors Plastow and Key ex-officio members for the 2025-26 municipal year.

FC26/022 Policy Review Working Group

RESOLVED: to appoint Councillors Craig, Davies and Devine to the Policy Review Working Group with Councillors Plastow and Key ex-officio members for the 2025-26 municipal year.

Note: Councillor Bibb left the meeting at 7:40pm.

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

RESOLVED: to appoint the following representatives to outside bodies;

- i. Gainsborough Adventure Playground – Councillor Davies
Councillor Coxon asked for the Council to have two representatives. It was advised that the office would contact to see if they require one or two representatives.
- ii. Friends of Richmond Park – *No longer required*
- iii. North Notts and Lincs Community Rail Partnership CIC – Councillor Dobbie, with Councillor Binns as a substitute.
- iv. Bassetlaw Area Group of North Notts & Lincs Community Rail Partnership – *Is incorporated with iii. group now.*
- v. Gainsborough Transport Strategy Board (LCC) – Councillor Craig
- vi. Marshalls & Rose Brothers Memorial Charity – Councillor Craig
- vii. Gainsborough in Bloom – Councillor Davies
- viii. Safeguarding Champion – Councillor Craig
- ix. First Aid Champion – Councillor Hooton

FC26/024 Authorised Signatories – Payments

RESOLVED: to appoint Councillors Bowler, Craig, Davies, Key and Plastow as authorised payment signatories for 2025/26 (5 authorised of which 2 sign).

FC26/025 Authorised Signatories - Legal documents

RESOLVED: to appoint the Town Clerk and RFO, and those members on the Town Council's bank mandate, which currently are Councillors Bowler, Craig, Davies, Key and Plastow as authorised persons to sign legal documents for 2025/26.

Note: Councillor Davies left the meeting at 7:55pm.

FC26/026 Meeting Calendar for 2025 / 2026 (Paper N)

RESOLVED: to approve the meeting schedule for 2025/26 with the amendment to change the Finance and Strategy Committee in May from 27 to 28.

FC26/027 Subscriptions

RESOLVED: to approve Council's subscriptions to:

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

FC26/028 Allotment Site Representatives (Paper O)

RESOLVED: to approve the appointment of the following Site Representatives for the allotment sites:

- i. Foxby Hill - Paul Hooton and Jonny Dukes
- ii. Love Lane - Rachael Du-Rose
- iii. North Warren - Kevin Codd
- iv. Showfield - Lynda Clements

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

FC26/029 Local Government Reorganisation (Paper P)

Members **NOTED** a letter from the Leader of West Lindsey District Council regarding Local Government Reorganisation and the Secretary of State's Annual Report on Devolution 2023-24.

FC26/030 Correspondence (Paper Q)

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

FC26/031 Items for Notification

- 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

RESOLVED: to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 3 June 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:05pm.

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