

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 Douglas Owles
Councillor James Plastow	Councillor Richard Thompson
Councillor Kenneth Woolley	

NOTICE IS HEREBY GIVEN and **Members are summoned to attend** a meeting of Gainsborough Town Council to be held on **Tuesday 1 July 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.

Welcome from the Chair and housekeeping

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

FC26/053 Apologies for Absence

To note apologies for absence.

FC26/054 Declarations of Interest

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

FC26/055 Dispensation Requests

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

FC26/056 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.

FC26/057 Minutes of the Previous Meeting

To receive the minutes of the previous Council meeting and resolve to sign these as a true and accurate record.

Paper A Tuesday 3 June 2025 (pages 5 to 10)

FC26/058 Committee Meeting Minutes

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

- i. Planning Committee, Tuesday 17 June 2025 **Paper B** (pages 11 to 15)
- ii. Finance and Strategy Committee, Tuesday 24 June 2025 **Paper C** (pages 16 to 19)

FC26/059 Co-option of North West Ward Vacancy

To receive written applications for the office of Town Councillor and to Co-opt a candidate to fill the existing vacancy for Gainsborough North-West Ward (further applications may be presented on the day).

Consider exclusion of Public and Press due to personal nature of discussion under 6.3 of the policy.

Paper D (pages 20 to 27)

FC26/060 Announcements

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper E** (pages 28 to 35)

FC26/061 Committee Vacancies

To consider making appointments to vacancies on committees.

- i. Property and Services Committee, one substitute vacancy
- ii. Planning Committee, one vacancy

FC26/062 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 24 June 2025 (FS26/029 Investments)

RESOLVED: to RECOMMEND to FULL COUNCIL to

- i. Amend 9.5 of the Investment Strategy to read "Investment Account will be with CCLA ~~with the current amount of £200,000~~ up to £500,000. Earmarked Reserves and any remaining General Reserve not allocated to the current / deposit accounts."
- ii. Deposit a further £300,000 in the Council's CCLA Public Sector Deposit Fund.

FC26/063 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 24 June 2025 (FS26/031 Financial Regulations)

RESOLVED: to RECOMMEND to FULL COUNCIL to amend 6.8 of Financial Regulations to read “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.

FC26/064 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 24 June 2025 (FS26/032 Vehicle)

RESOLVED: to RECOMMEND to FULL COUNCIL to allocate a budget of £7,000 (excluding VAT) from General Reserves to purchase a small van. Councillor Hooton to work with the Operations Manager and Town Clerk to purchase a vehicle.

FC26/065 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 24 June 2025 (FS26/033 Community Emergency Plan)

RESOLVED: to RECOMMEND to FULL COUNCIL to appoint a Community Emergency Plan Working Group and determine their terms of reference. Recommendation for member appointments are Councillors Bibb, Hooton and Thompson, but happy to take further recommendations at the meeting.
Paper F (pages 36 to 38)

FC26/066 Member champion for Armed Forces

To consider appointment of a Member Champion for Armed Forces.

FC26/067 Market Poll

To consider results of the poll on the re-establishment of an indoor market in the town.

Paper G (pages 39 to 41)

FC26/068 Local Government Reorganisation

To consider any recent updates.

FC26/069 Correspondence

To note the correspondence previously circulated by email (for information only).
Paper H (pages 42 to 43)

FC26/070 Items for Notification

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

FC26/071 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 2 September 2025 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 26 June 2025

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 3 June 2025** at **6:30pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Chair)

Councillor Sheila Bibb
Councillor Stephen Blogg
Councillor Nicholas Coxon
Councillor Caz Davies
Councillor David Dobbie
Councillor Paul Key
Councillor Richard Thompson

Councillor Mark Binns
Councillor Nigel Bowler
Councillor Dennis Dannatt
Councillor Michael Devine
Councillor Richard Doy
Councillor Douglas Owles
Councillor Kenneth Woolley

In Attendance:

Rachel Allbones

Sean Alcock

Town Clerk

Operations Manager

Also Present:

1 member of the public

FC26/033 Apologies for Absence

Apologies were received from Councillors Craig and Hooton.

FC26/034 Declarations of Interest

No declarations of interest were made.

FC26/035 Dispensation Requests

No dispensation requests were made.

FC26/036 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FC26/037 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Council meeting held on Tuesday 6 May 2025 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Bibb and Bowler abstained from voting on the above resolution.

FC26/038 Committee Meeting Minutes (Papers B - D)

i. Property and Services Committee, Tuesday 13 May 2025

Initialled:

- ii. Planning Committee, Tuesday 20 May 2025
 - iii. Finance and Strategy Committee, Wednesday 28 May 2025
- RESOLVED:** to **NOTE** the draft minutes of the Committees.

FC26/039 Announcements (Paper E)

- i. Chair of Council
The Chair advised he attended Laybo's Fest, attended the Hastings Centre and Sleaford Civic Service.
- ii. Leader of Council
The leader advised he'd had a fairly quiet month.
- iii. Representatives on Outside Bodies
Councillor Davies advised she had attended the Gainsborough in Bloom planting.

Councillor Dobbie advised he'd attended the North Notts and Lincs CRP stakeholder meeting, discussing the underpass near central station and creation of a mural.

Councillor Coxon advised he attended the VE Day event at the Old Hall and had attended a meeting with the PCC and Councillor Bunney.
- iv. Town Clerk
RESOLVED: to appoint Councillors Craig and Key to the interview panel with Councillors Bibb and Woolley as reserves.
RESOLVED: to **NOTE** the Town Clerk's report.

FC26/040 Committee Vacancies

- RESOLVED:** to defer the below vacancies until the Councillor vacancy is filled.
- i. Property and Services Committee, one substitute vacancy
 - ii. Planning Committee, one vacancy

FC26/041 AGAR: Section 1 – Annual Governance Statement (Paper F)

RESOLVED: that *"We acknowledge as the members of Gainsborough Town Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025."*

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
YES
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
YES
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
YES

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
YES
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
YES
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
YES
7. We took appropriate action on all matters raised in reports from internal and external audit.
YES
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
YES
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.
N/A

FC26/042 Recommendation made by Committee (Paper G)

Property and Services Committee held 13 May 2025 (PS26/007 Exhumation Policy)

RESOLVED: to adopt the Exhumation Policy.

FC26/043 Recommendations made by Committee (Paper H)

Property and Services Committee held 13 May 2025 (PS26/008 Shallow Graves Policy)

RESOLVED: to adopt the Shallow Graves Policy

FC26/044 Recommendations made by Committee (Papers I - M)

Finance and Strategy Committee held 27 May 2025 (FS26/010 Year End Accounts 2024/25)

RESOLVED: to approve of the following reports for the 2024/25 financial year: -

- i. Consolidated Balance Sheet
- ii. Income and Expenditure Account Report
- iii. Income and Expenditure Account Analysis Report
- iv. Income and Expenditure by Budget Headings Report
- v. Trial Balance

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

FC26/045 Recommendations made by Committee (Paper N)

Finance and Strategy Committee held 27 May 2025 (FS26/011 AGAR - Section 2 Accounting Statements)

RESOLVED: to approve Section 2 - Accounting Statements of the AGAR.

FC26/046 Motion from Councillor Dannatt

I, Councillor Dennis Dannatt call upon this Council to host Armed Forces Day 2026 (provisionally set for Saturday 20th June) in partnership with AFVBC, Gainsborough Old Hall and WLDC with the agreement of said parties. This may call for some small investment (up to £1,000) from local budget. Officer time to be kept to an absolute minimum.

Seconded by Councillor Coxon

Councillor Dannatt proposed and amendment to the motion which was seconded by Councillor Coxon, approved and became the substantive motion.

RESOLVED: to support an Armed Forces Day 2026 event (provisionally set for Saturday 20th June) in partnership with AFVBC, Gainsborough Old Hall and WLDC with the agreement of said parties. This may call for some small investment (up to £1,000) to be put in the 2026/27 budget, and look into appointing an Armed Forces Champion.

FC26/047 Motion from Councillor Dannatt

I, Councillor Dennis Dannatt call upon this Council to consider bringing back into use the spare plots at North Warren allotment site with other interested parties yet to be identified. These spare plots are allowed by law to be temporarily used for any purpose connected with agriculture or horticulture, so long as they can be returned to allotments if required to reduce any waiting list. Communities Officer to lead.

Seconded by Councillor Coxon

RESOLVED: to refer the motion to Property and Services Committee for further consideration.

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

FC26/048 Local Government Reorganisation

There was no update presented.

FC26/049 Community Infrastructure Levy (Paper O)

Members were asked to consider proposals for the CIL fund of £34,367.08.

Members were asked to put any proposals to Property and Services Committee (or relevant Committee) for consideration.

FC26/050 Correspondence (Paper P)

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

FC26/051 Items for Notification

- i. Armed Forces Champion
- ii. Market poll

FC26/052 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 1 July 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:50pm.

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

DRAFT

PAPER B

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 17 June 2025** at **6:30pm** in the ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Hooton (Chair)

Councillor Mark Binns
Councillor David Dobbie
Councillor James Plastow

Councillor Stephen Blogg
Councillor Paul Key
Councillor Richard Thompson

In Attendance:

Natasha Gardener

Assistant Clerk

PL26/021 Apologies for Absence

Apologies for absence were received from Councillors M Devine, R Doy and D Owles.

PL26/022 Declarations of Interest

No declarations of interest were made.

PL26/023 Dispensation Requests

No dispensation requests were received.

PL26/024 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL26/025 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Planning Committee meeting held on Tuesday 20 May 2025 be approved as a true and accurate record and signed by the Chair.

PL26/026 Planning Application

[Application Ref No: WL/2025/00546](#) (received 03/06/25) any observations to make on the application, please make them by 07/07/2025

[Proposal: Planning application for external alterations to form raised area and alterations to classroom to include bi fold doors for use as baby care facility.](#)

[Location: Hillcrest Early Years Academy, Heapham Road, Gainsborough](#)

RESOLVED: to support the application.

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

PL26/027 Planning Application

Application Ref No: WL/2025/00550 (received 04/06/25) any observations to make on the application, please make them by 07/07/2025

Proposal: Planning application for the installation of projector onto the front elevation of unit B.

Location: Former Lindsey Centre, Market Place, Gainsborough

RESOLVED: To support the application but to query what times the projector will be on and if it will be used for political gain.

Note: Councillor Dobbie voted against the above resolution,

Note: Councillor Blogg abstained on voting on the above resolution.

PL26/028 Decision Notice (Paper B)

Application Ref No: WL/2025/00386 GRANTED (delegated)

Proposal: Planning Application for the replacement of shopfront, windows and entrance door.

Location: 39 Heaton Street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL26/029 Decision Notice (Paper C)

Application Ref No: WL/2025/00350 GRANTED (delegated)

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 NOTE the decision notice.

PL26/030 Decision Notice (Paper D)

Application Ref No: WL/2025/00270 GRANTED (delegated)

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 NOTE the decision notice.

PL26/031 Decision Notice (Paper E)

Application Ref No: WL/2025/00269 GRANTED (delegated)

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 NOTE the decision notice.

PL26/032 Decision Notice (Paper F)

Application Ref No: WL/2025/00297 GRANTED (delegated)
Proposal: Planning application for single rear storey extension.
Location: 40 Bob Rainsforth Way, Gainsborough

RESOLVED: to NOTE the decision notice.

PL26/033 Decision Notice (Paper G)

Application Ref No: WL/2025/00131 GRANTED (delegated)
Proposal: Outline planning application for residential development of up to 750no. dwellings with access to be considered and not reserved for subsequent applications
Location: Land North East of Highfields Roundabout, Corringham Road, Gainsborough

RESOLVED: to comment about the importance of maintaining the natural hedgerows in the area.

PL26/034 Street Naming Requests

i. Savoy Cinema, Gainsborough

RESOLVED: to NOTE the response.

PL26/035 Tree Preservation Orders

No tree preservation orders were received.

PL26/036 Traffic Regulation Order (Paper I)

Note: The Assistant Clerk advised members of an email received from Lincolnshire County Council Highways:

"We are not able to consider a school safety zone at this location, these are only advisory and as a county we are now removing them because of this."

RESOLVED: to enquire if the double yellow lines could be extended around the roundabout and to consider making a school safety zone.

PL26/037 LCC 20mph Speed Limit Policy Update (Paper J)

RESOLVED: To request clarification on if school safety zones are still in place.

RESOLVED: to note the report.

Note: Councillor Dobbie requested it be noted that the Town Council is proactive in their approach to 20mph.

PL26/038 20'S Plenty Publicity

RESOLVED: to NOTE the verbal report.

PL26/039 LCC Traffic / Highway Request overview

RESOLVED: to NOTE the report.

PL26/040 Items for Notification

i. Baltic Mill – graffiti wall

Councillor Dobbie - approached by the Commercial, Cultural and Leisure

Development Manager regarding the graffiti created on the Heras fencing from the 2025 Go Festival as they were unsure what to do with it, could we suggest that it is put at the Baltic Mill site. Possibly a screen for graffiti wall at the Levellings.

Councillor Key – mentioned that a motion would need to go to Property and Services Committee regarding a screen graffiti wall at the Levellings.

Councillor Hotton – Baltic Mill metal structure –the fastenings on the structure need tightening up as they can be undone, require caps on them.

PL26/041 Time and Date of Next Meeting

RESOLVED: To **NOTE** the date and time of the next Planning Committee meeting is scheduled for Tuesday 22 July 2025 at 6:30pm.

The meeting closed at 8:08pm.

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

PAPER C

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 24 June 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present:

Councillor Nigel Bowler (Chair)	
Councillor Sheila Bibb	Councillor Stephen Blogg
Councillor Nicholas Coxon	Councillor Michael Devine
Councillor David Dobbie	Councillor Paul Hooton
Councillor Paul Key	Councillor Richard Thompson (sub)

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk & Responsible Finance Officer
Operations Manager

FS26/022 Apologies for Absence

Apologies for absence were received from Councillor Plastow.

FS26/023 Declarations of Interest

No declarations of interest were received.

FS26/024 Dispensation Requests

No dispensation requests were received.

FS26/025 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FS26/032 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FS26/026 Minutes of the Previous Meeting (Paper A)

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

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

FS26/027 Finance Reports (Papers B, C & D)

Initialled:

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

- i. Unpaid Expenditure Transactions for 19 June 2025.
- ii. Cashbook Summary (including due and unpaid transactions) for 19 June 2025.
- iii. Budget Comparison Report (including due and unpaid transactions) for 19 June 2025.

FS26/028 Bank Reconciliation (Paper E)

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

FS26/029 Investments (Paper F)

RESOLVED: to **RECOMMEND to FULL COUNCIL** to

- i. Amend 9.5 of the Investment Strategy to read "Investment Account will be with CCLA ~~with the current amount of £200,000 up to £500,000~~. Earmarked Reserves and any remaining General Reserve not allocated to the current / deposit accounts."
- ii. Deposit a further £300,000 in the Council's CCLA Public Sector Deposit Fund.

Note: Councillor Dobbie voted against the above resolution.

FS26/030 Councillor Internal Controls

RESOLVED: to review the internal check sheet and set a schedule at next month's meeting.

FS26/031 Finance Regulations (Paper G)

RESOLVED: to **RECOMMEND to FULL COUNCIL** to amend 6.8 of Financial Regulations to read "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.

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

FS26/032 Vehicles (Paper H)

RESOLVED: to **RECOMMEND to FULL COUNCIL** to allocate a budget of £7,000 (excluding VAT) from General Reserves to purchase a small van. Councillor Hooton to work with the Operations Manager and Town Clerk to purchase a vehicle.

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

FS26/033 Community Emergency Plan (Paper I)

RESOLVED: to **RECOMMEND to FULL COUNCIL** to appoint a Community Emergency Plan Working Group and determine their terms of reference. Recommendation for member appointments are Councillors Bibb, Hooton and Thompson, but happy to take further recommendations at the meeting.

FS26/034 Community Grant Applications (Paper J)

Members considered grant application received.

- i. Stepping Stones Theatre - £800

RESOLVED: to fund the Stepping Stones Theatre a Community Grant of £800 subject to them being compliant with DBS checks.

Note: Councillor Key voted against the above resolution.

FS26/035 Items for Notification

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

- i. LCAS Silver Status submission – July 2025
- ii. Internal Controls schedule for format
- iii. Scheme of Members Allowances
- iv. Strategic Plan
- v. Registrar Lease renewal
- vi. Complaints Procedure Review
- vii. Communications Policy Review
- viii. GDPR Policy Review
- ix. Social Media Policy Review
- x. Publication Scheme & FOI Review
- xi. Pensions Discretionary Policy Review
- xii. Member Training and Development Policy Review
- xiii. Use of work vehicles by Cllrs & Staff for personal domestic use Review

FS26/036 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 29 July 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:03pm.

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

PAPER D

Councillor Vacancy (Co-option) Policy and Procedure and Application Form

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Document History

Adopted by Council – 8 January 2020
Reviewed & Adopted – 1 December 2020
Reviewed & Adopted – 28 May 2025

1. Introduction

1.1 This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to the Town Council. The Co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and equitable process is carried out.

2. Co-option

There are two types of vacancies:

Casual

2.1 This occurs during the four-year term when

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

2.2 S87(2) of the Local Government Act 1972 requires a local authority (Parish Council) to give public notice of casual vacancies to ensure transparency and attract more candidates.

2.3 The process of giving ten electors the opportunity to call a by-election is only relevant for casual vacancies, not ordinary vacancies.

2.4 Following a casual vacancy the Town Clerk will notify the District Council and then using the notices provided by the District Council they will advertise the vacancy and give electors the opportunity to request an election. An election occurs when ten electors write to the District Council stating that an election is requested. If an election is called and if more than one candidate is validly nominated a by-election takes place but if only one candidate is put forward they are duly elected without a ballot. If the election for a vacancy is contested then a ballot is called, a polling station will be set up by the District Council and the electorate of the parish will be able to vote for validly nominated candidates.

2.5 In the event of an election being called, the Town Clerk will inform West Lindsey District Council that polling cards are required, unless it coincides with an election taking place on that day.

2.6 If the casual vacancy is advertised and an election is not called by electors the District Council will inform the Town Council in writing to co-opt someone who is eligible and not disqualified to fill the vacant seat.

2.7 The advertising and election process for a casual vacancy is covered in S.89 Local Government Act 1972

(6) A casual vacancy among parish or community councillors shall be filled by election or by the parish or community council in accordance with rules made under section 36 of the Representation of the People Act 1983 in the case of a parish council.

Ordinary

2.8 This occurs as a result of insufficient nominations for the seats available at the time of election. Any such vacancy/vacancies should be advertised within 35 days of the election or later if still unfilled.

2.9 In these circumstances a person can be co-opted to fill a vacancy/vacancies at the discretion of the local authority (Town Council).

2.10 The eligibility and disqualification criteria required of an applicant for either an ordinary or casual vacancy are the same in accordance with S79 and disqualification criteria Ss.80-81 of the Local Government Act 1972.

3. Confirmation of co-option

3.1 Once notified that co-option is possible to fill vacant seats the Town Clerk will:

- Advertise the vacancy on the Council notice boards, website, facebook page or similar social media.
- The notice will have a closing date of 21 days for receiving applications.
- Advise the Town Council that these procedures have been implemented.

3.2 Councillors elected by co-option are full members of the Town Council throughout the remainder of their term of office until ordinary elections are due.

4. Eligibility of candidates

4.1 Candidates must satisfy the current eligibility criteria set out in S.79 Local Government Act 1972

- They are an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- had their principal place of work in the parish; or
- has lived within three miles of the parish boundary.

4.2 Candidates must also ensure that they are not disqualified from standing as a councillor under provisions listed under Ss.80-81 Local Government Act 1972:

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election;
- being disqualified under any enactment relating to corrupt or illegal practices; or
- not registered as a sex offender

4.3 Candidates found to be offering inducements of any kind will be disqualified.

5. Applications

5.1. Councillors may encourage applications from those eligible to be co-opted but it is the responsibility of the person seeking co-option to demonstrate they satisfy they are eligible and not disqualified.

5.2 Candidates will be requested to:

- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix A).
- Submit information about themselves, by way of completing a short application form (Appendix B).

5.3 If no applications are received the notice will be advertised again with a new 21 days closing date. This will continue until such time as an application/applications are received.

5.4 Following receipt of applications, the next suitable Council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the candidate's application form will be circulated to all Councillors by the Town Clerk at least 3 clear days prior to the meeting of the full Council, when the Co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential.

5.5 Candidates will be sent a full public agenda via email of the meeting at which they are to be considered for appointment. Candidates will also be informed that they will be invited to speak about their application at the meeting. Candidates for co-option will be advised where to view and obtain the Councillors Code of Conduct, Standing Orders and Financial Regulations which apply to them if successful.

6. At the meeting where co-option candidate's applications are considered

6.1 At the meeting, candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a councillor. The Chair may invite each candidate to speak in accordance with Standing Orders. The Chair may allow councillors to ask questions of each candidate.

6.2 If an applicant does not present themselves to the Town Council meeting and they cannot provide a valid reason for not attending then they will not be considered for the vacancy/vacancies at that meeting.

6.3 Where the Council wishes to discuss the merits of candidates and their personal attributes, this could be prejudicial and the Council will resolve to exclude the members of the press and public including the candidates under the Local Government Act Schedule 12A and the Public Bodies (Admissions to Meetings) Act 1960 to enable it to discuss the merits or otherwise of the applicants. Once that discussion comes to an end the members of the press, public and the candidates may return to observe the voting process which must be completed in public.

6.4 Once all candidates have finished giving their submissions and if the Council does not wish to discuss the merits of candidates privately (as outlined in the previous paragraph, the Council will proceed to a vote on the acceptability of each candidate utilising the personal statements provided by candidates.

6.5 Each vacant seat will be considered in turn and all candidates may receive votes if they are successfully proposed and seconded. If a candidate is not successfully proposed and seconded they may not receive votes for that vacant seat. If only one candidate is standing for a vacant seat they must still be proposed and seconded and a majority vote by show of hands must still take place.

6.6 In order for a candidate to be co-opted, it will be necessary for them to obtain an absolute majority of votes cast by show of hands (50% + 1 of the votes available at the meeting) (LGA 1972 Sch. 12. Para 39). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority for that vacant seat. No proxy votes are allowed. The Chair may exercise their casting vote if there is an equality of votes.

6.7 If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

7. After the vote has concluded

7.1 After the votes has been concluded, the Chair will declare the successful candidate duly elected and immediately after signing their declaration of acceptance of office, may take their place.

7.2 The Town Clerk will notify District Council of the new Councillor appointment.

7.3 The successful candidate(s) must complete the Register of Interests form within 28 days of being elected. The form should be handed to the Town Clerk for forwarding to the Monitoring Officer.

7.4 The result will be recorded in the Minutes of the Town Council meeting.

7.5 The Town Clerk will notify all Town Council Councillors of the voting count and the result of the selection process as soon as possible afterwards.

7.6 No feedback will be given to any applicant in respect of the Town Council discussions that took place in the closed part of the meeting unless agreed by the Town Council.

7.7 The successful applicant/applicants will be provided with the following:

- A copy of the Parish Council's Standing Orders.
- A copy of the Parish Council's Financial Regulations.
- A copy of the Parish Council's Code of Conduct.
- A copy of the Good Councillors Guide.

7.8 The successful applicant/applicants will be encouraged to undertake training courses paid for by the Town Council and provided by Lincolnshire Association of Local Councils (LALC).

PAPER E

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 26 June 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)
83	29.05.2025	Richmond Park	Group of children climbing on the roof of one of the outbuildings. Accessed the poly tunnel that is currently being used by the Hastings group and had thrown tools and plants around.	Yes 30.05.2025
84	02.06.2025	Richmond Park	Member of the public identified that 2 children were in the compound, they thought there were others inside a building but couldn't physically see them, only heard them. Identified that they are coming from the park at the side of the metal skip.	Yes 02.06.2025
85	01.06.2025	Richmond Park	Taken 2 toilet rolls and put a rock in the roadway - blocking it.	No
86	02.06.2025	Aisby Walk	Grindbox has been damaged and has had to be removed.	Yes 02.06.2025
87	02.06.2025	St George's play area	Graffiti drawn on the equipment throughout the play area	No
88	16.06.2025	Richmond Park	Toilet roll taken out of women's toilet and spread around the back of the MUGA.	No
89	19.06.2025	Richmond Park	Children in the compound, this time inside a van playing the van's radio. When seen by a member of the public, they went through the polytunnel.	Yes 19.06.2025

Chair's Group Meeting

The next meeting is on Monday 30 June 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: -

Councillor Induction & Refresher

8th July, 13:00—16:00 at LALC Offices Dunholme

Aimed at councillors with or without any experience, covering topics such as:

- The role of the council and councillors
- Legal obligations and the employer role
- Finance · Risk management
- Code of conduct
- Declarations of interest
- Community engagement
- Transparency code obligations

Finance for Councillors

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

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

Introduction to planning for local councils

eLearning

This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should know:

- What is planning?
- Role of the Parish Council
- What is controlled by planning
- Types of planning applications
- Material & non-material considerations
- The parish council recommendation
- Planning conditions

· Developer contributions

Online Workshops

As previous sent via email West Lindsey District Council are working with Locality to deliver the following workshops.

Consultation & Engagement
Managing Community Assets
Land Acquisition for Community Projects
Environmental & Carbon Reduction Project Planning
Writing Proposals for Funding
Reviewing your Neighbourhood Development Plan
Community Infrastructure Levy (CIL) Workshop

The Town Clerk is attending all of the workshops, and the Communities Officer has signed up to a couple as well.

Richmond House Dry Rot & Planning Application

The fencing contractor for the palisade fencing securing the compound from the rose garden will begin mid-July.

The contractor for the dry rot began on 16 June, initially estimating to complete by 1 July. But due to the delay from the survey to the work commencing the rot has spread but thankfully has only reached the top of the porch and not gone into the upstairs of the house. Both ourselves and the contractor are working with LCC Registration services regarding updates on the works due to ceremony commitments.

Richmond Park Potting Shed Demolition

WLDC have given permission as Landlord for the demolition of the potting shed and boiler house. The Town Clerk is working with the architects to submit a planning application. The Council will require a CARE registered Structural Engineer to compile a report which highlights the issues with the building and a recommendation for demolition. We have an initial cost for this but it may be worth while having a report to include all of the outbuildings attached to the rose garden wall. A quote will be put to Property and Services Committee in July for a decision.

Police, Fire, WLDC & GTC Meeting

The Operations Manager, Leader, Deputy Leader and Councillor Woolley attended the Fire Station on Friday 13 June 2025 along with Fire Crew and WLDC Members, invited by Inspector Head wanting to foster better working relationships. The aims of the meeting were to discuss how all can work together to better safeguard vulnerable individuals within the community helping us tackle the spate of arsons within Gainsborough where fly tipped rubbish had been set on fire, a meeting to discuss a joined-up approach to resolving this.

General Cemetery Chapel

A roofing contractor has completed a survey of works that are required to repair the roof, one quotation has been received for the repair works, and we are awaiting a second.

General Cemetery Water Leak

Investigations took place Monday 16 June by a contractor and identified a few issues. One of the main concerns is an obstruction within the line of the mains pipe. They found that the main pipe is made of lead and includes a couple of transitional fittings which are not ideal.

Additionally, the pipe continues under a tarmac path, which is where they believe the main leak is located. A quote is being sought to undertake to repairs required.

Gainsborough in Bloom Judging

The judges attend Gainsborough on 1 July between 10am and 2pm.

The Council have supported with the movement of planters, barrier baskets on Spital Terrace / North Street roundabout, Morton Triangle planting, Richmond Park and improvements to Spital Hill allotments (see below).

Spital Terrace / North Street corner is being tidied up by TCV in preparation for the judging.

The Town Council will then keep onto of the cutting for the next 3 / 4 months.

Spital Hill Allotments Sharing Shed and Community Garden

The Communities Officer was supported by the Grounds Team on this project.





Community Officer Activities

Gainsborough Nursery have visited the Showfield allotment. The Communities Officer presented an activity to the children, nursery staff and parents. The activity saw the children match pictures of fruit and vegetables to pictures placed around the allotment to support the children to understand what is grown, how it looks like while it is growing and if it grows in the ground or above the ground. The children and parents embraced the activity. A local primary school are due to visit Showfield Allotment in July.

The Gainsborough Nursery School are scheduled to plant flowers and water in a raised bed every Wednesday morning for the remainder of the term at Richmond Park.

The Communities Officer applied for the Lidl Community Grant Fund, subsequently three community projects have been issued cheques ranging from £250 - £500.

The Communities Officer attended a schools cricket event at Marshalls Sports round spearheaded by the Communities Officer- Sport and Physical Activity at WLDC.

The Allotment Tenancy Agreement was issued electronically for the second year.

Fourteen Notice to Quit letters were issued on the 10 June 2025 due to no payment received past the 40 day payment terms.

May inspections across all sites have been completed- breaches issued. Next Inspections will be July.

Forty six allotment gardens have been allocated since Allotment Tenancy Agreement renewal 30 April to date.

Site Representatives, for North Warren, Foxby Hill, Love Lane and Showfield, have signed the Declaration of Acceptance and Confidentiality Statement.

The Communities Officer has met with a historic allotment tenant who has shown an interest in being involved with the community / biodiversity garden at Richmond Park.

Asset of Community Value – Bracken Park

The Panel requested that this is resubmitted on two separate applications, one for each area (Area A, and Area B). They were unable to make a determination as it was highlighted that the areas are two distinct pieces of land.

It was also noted that further information and evidence is required in regard to the importance and use to the local community. Further information in regard to the areas maintenance now and in the future to protect a possible community asset was also requested to help the panel understand the position. This will be resubmitted ASAP.

Grounds Maintenance Operative Vacancy

Following unsuccessful recruitment on the first round the grounds maintenance operative vacancy was advertised again on Tuesday 24 June 2025 with a deadline of Friday 11 July 2025. Shortlisting to take place w/c 14 July with interviews w/c 21 July.

Law Commission - New Funerary Methods

The Town Clerk and Operations Manager are attending an online session with the Law Commission regarding the new funerary methods on 8 July.

Staff Training

The Assistant Clerk has completed 5 of 6 training sessions to work towards her CiLCA qualification. The final training session in on 13 August 2025.

Officer Annual Leave

27 June – 7 July inclusive – Operations Manager

14 July – 21 July inclusive – Assistant Clerk

14 July – 21 July inclusive – Communities Officer

18 July – Town Clerk

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>

PAPER F

Community Emergency Plan Working Group Terms of Reference

Introduction

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

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 ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
3. The working group shall have express authority to increase its membership to nine (9) 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.
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.
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

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

Report structure

7. The Community Emergency Plan Working Group shall report to either the Finance and Strategy Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.
8. 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

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 officer

10. Town Clerk

Principle objective

11. To develop an effective Community Emergency Plan for Gainsborough in the event of a major emergency.
 - a) Identify the risks most likely to impact Gainsborough, and measures to mitigate and respond to those risks.

- b) Publish the Gainsborough Community Emergency Plan.
 - c) Identify vulnerable people, groups and establishments within Gainsborough which will need special arrangements in the event of an emergency.
 - d) Identify community resources available to assist during an emergency.
 - e) Identify extra resources which may be required and advise the Town Council of the requirements.
 - f) Exercise the Emergency Plan with a desktop scenario.
 - g) Provide awareness of Community Resilience and Emergency Planning to the Community.
 - h) Encourage all residents to have a Home Resilience/Emergency Plan.
 - i) Act as the main contact point for District and County Councils, the Environment Agency, and the emergency services for the purposes of emergency planning.
 - j) Report to the Community detailing if the plan has been activated and highlighting any changes to the Working Group.
 - k) In the event of an Emergency being declared to form the Community Response team. The responsibilities of the Community response team are listed in the Gainsborough Emergency Plan.
12. Undertake Community Emergency Plan review to ensure that the Plan is up to date and fit for purpose.

Budgetary matters

13. The working group do not currently have an allocated budget for the Community Emergency Plan, if needed they will prepare any detailed budget proposals for recommendation to the Finance and Strategy Committee. 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.

Decisions

14. Decisions of the working group will in the form of recommendations to the Finance and Strategy 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.

PAPER G

Officer Report to the Council

Report Author: Natasha Gardener

Report Date: 05.06.2025


Gainsborough
TOWN COUNCIL

Subject: Market Poll Results

1. Summary

To review the results of the poll put on the Town Council's website based on the question: "Would you like to see an indoor market re-established within the town?"

2. Background

A motion was put forward by Councillor Coxon and seconded by Councillor Davies regarding a feasibility study aimed at the establishment of an indoor market.

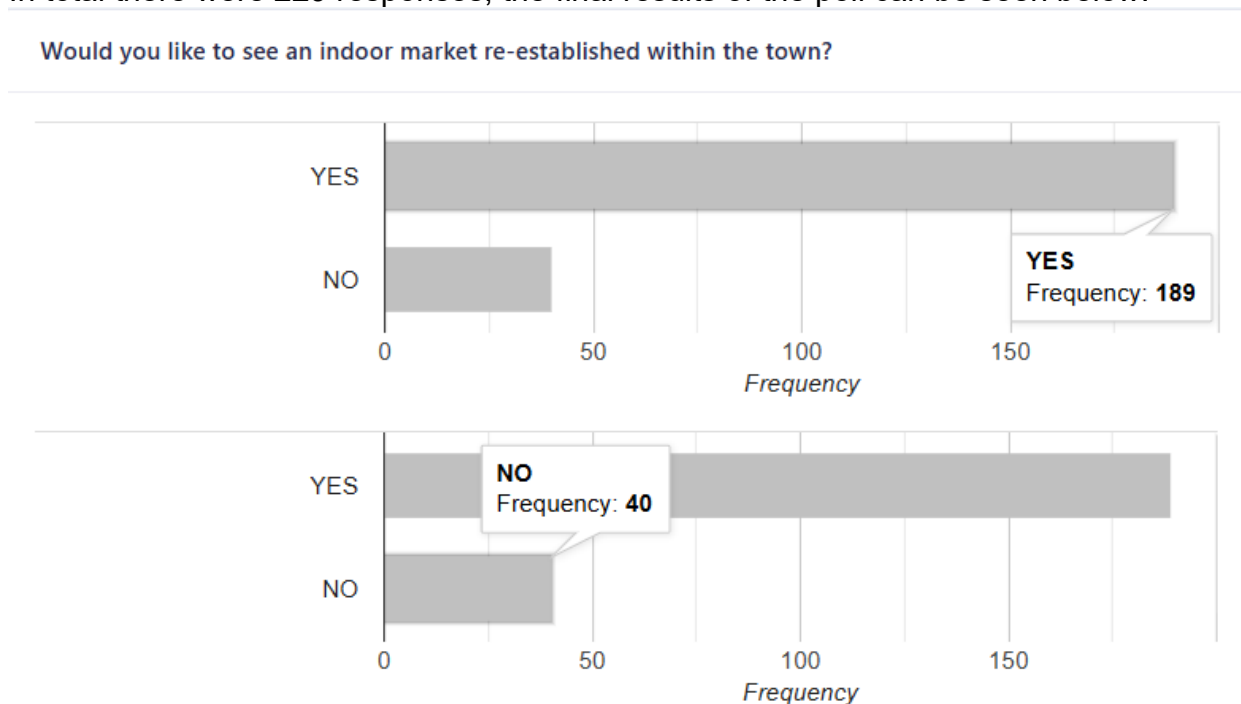
At the Full Council meeting on 4th February 2025, members discussed the matter and resolved the following:

RESOLVED: that the Council gauge public sentiment by placing a poll on the Council's website. This poll could provide insights into whether there is sufficient interest for the establishing an indoor market. Poll question: Would you like to see an indoor market reestablished within the town. Possible Answers: Yes / No.

The poll was set live on the website on the 10th February 2025 for a period of two weeks, however in this initial period, there was little response.

Due to this, on 3rd March 2025, the poll was reestablished on the website for a further 2 weeks, and a post shared on Facebook with a link to the Council's homepage where the poll was active.

In total there were 229 responses, the final results of the poll can be seen below:



3. Cost

N/A

4. Recommendation

To review the results of the online poll and consider next steps (if any).

PAPER H

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 26 June 2025



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- NALC: Chief executive's bulletin - 29 May 2025
- WLDC: Business Brief - Special Edition – 5 June 2025
- NALC: Chief executive's bulletin - 6 June 2025
- LALC: E-news – 6 June 2025
- PCC: Your local Neighbourhood Policing Team newsletter [#450209754] – 6 June 2025
- WLDC: Free Online Workshops for Parish & Town Councils – 10 June 2025
- Lincolnshire Police: NC02 - NC04 Update – 10 June 2025
- NALC: All new digital edition of Local Councils Explained – 16 June 2025
- WLDC: Planning application WL/2025/00431 - 20 Hickman Street, Gainsborough – 18 June 2025
- WLDC: Planning application WL/2025/00326 – 33 Lord Street, Gainsborough – 18 June 2025
- WLDC: Business Brief - 19 June 2025
- LALC: E-news – 23 June 2025
- LCC: Town and parish council newsletter June 2025 – 25 June 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