

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 Glenn Puxty
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 2 September 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

FC26/072 Silence and Remembrance for Former Councillor Keith Panter

The Council will pause to honour the memory of former Councillor Keith Panter recognising his service to the town and community. A moment of silence will be observed in remembrance.

FC26/073 Apologies for Absence

To note apologies for absence.

FC26/074 Declarations of Interest

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

FC26/075 Dispensation Requests

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

FC26/076 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.

FC26/077 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 1 July 2025 (pages 4 to 8)

FC26/078 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 15 July 2025 **Paper B** (pages 9 to 12)
- ii. Personnel Committee, Wednesday 16 July 2025 **Paper C** (pages 13 to 15)
- iii. Planning Committee, Tuesday 22 July 2025 **Paper D** (pages 16 to 20)
- iv. Finance and Strategy Committee, Tuesday 29 July 2025 **Paper E** (pages 21 to 24)
- v. Planning Committee, Tuesday 19 August 2025 **Paper F** (pages 25 to 28)
- vi. Finance and Strategy Committee, Tuesday 26 August 2025 **Paper G** (pages 29 to 32)

FC26/079 Announcements

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper H** (pages 33 to 83)

FC26/080 Recommendations made by Committee

To consider the following recommendation from Property and Services Committee held 15 July 2025 (PS26/023 Tree Management Strategy)

RESOLVED: to RECOMMEND to FULL COUNCIL to adopt the Tree Management Strategy.

Paper I (pages 84 to 94)

FC26/081 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 29 July 2025 (FS26/046 IT Policy)

RESOLVED: to RECOMMEND to FULL COUNCIL to adopt the IT Policy.

Paper J (pages 95 to 98)

FC26/082 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 29 July 2025 (FS26/047 CCLA News)

RESOLVED: to RECOMMEND to FULL COUNCIL following resolution FC26/062ii *Deposit a further £300,000 in the Council's CCLA Public Sector Deposit Fund* to put the resolution in abeyance and revisit in October 2025 once further information of the change to the corporate ownership of CCLA has been received.

FC26/083 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 26 August 2025 (FS26/064 Roses AWP Sinking Fund)

RESOLVED: to RECOMMEND to FULL COUNCIL to

- i. Release the £59,500 sinking fund
- ii. Assign to GTF the accrued interest on the sinking fund £3,766.71
- iii. Provide a bridging loan for the VAT element of the invoice £22,800, this would be subject to a legal repayment agreement.

FC26/084 Mission, Vision and Values Review

To review the Council's Vision and Mission statement.

Paper K (pages 99 to 103)

FC26/085 Local Government Reorganisation

To consider any recent updates.

Paper L (pages 104 to 118)

FC26/086 Correspondence

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

Paper M (pages 119 to 120)

FC26/087 Items for Notification

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

FC26/088 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 7 October 2025 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 28 August 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 1 July 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

Town Clerk

Also Present:

WLDC Councillor Jeanette McGhee
3 Co-option candidates

FC26/053 Apologies for Absence

Apologies were received from Councillors Craig and Hooton.

FC26/054 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item FC26/059 as he knew one of the candidates.

Councillor Bibb declared a personal interest in agenda item FC26/059 as she knew two of the candidates.

FC26/055 Dispensation Requests

No dispensation requests were made.

FC26/056 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FC26/057 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Council meeting held on Tuesday 3 June 2025 be approved as a as a true and accurate record and signed by the Chair.

FC26/058 Committee Meeting Minutes (Papers B - C)

Initialled:

- i. Planning Committee, Tuesday 17 June 2025
 - ii. Finance and Strategy Committee, Wednesday 24 June 2025
- RESOLVED:** to **NOTE** the draft minutes of the Committees.

FC26/059 Co-option of North West Ward Vacancy (Paper D)

Members received applications for the office of Town Councillor for Gainsborough North-West Ward and each candidate introduced themselves and provided information on their background and experience and explained why they wish to become a councillor.

RESOLVED: to exclude of Public and Press merits of candidates.

Note: Councillor Dobbie voted against the above resolution.

Note: Three co-option candidates left the meeting.

Note: Three co-option candidates returned to the meeting.

Two of the three co-option candidates were successfully proposed and seconded by Members, and at the request of Councillor Dobbie a recorded vote was taken as follows: -

Glenn Puxty

For: Councillors Bibb, Dannatt, Davies, Devine, Doy, Key, Plastow, Woolley

Against: Councillors Binns, Blogg, Dobbie, Owles, Thompson

Abstained: Councillors Bowler, Coxon

Andrew Eade

For: Councillors Binns, Blogg, Bowler, Coxon, Dobbie, Owles

Against: Councillors Bibb, Dannatt, Daves, Devine, Key, Thompson, Woolley

Abstained: Councillors Doy, Plastow

RESOLVED: that Glenn Puxty be co-opted to the office of Town Councillor for Gainsborough North-West Ward.

Note: Glenn Puxty signed his Acceptance of Office and joined the table.

Note: The two unsuccessful candidates left the meeting.

FC26/060 Announcements (Paper E)

- i. Chair of Council

The Chair advised he attended a Gainsborough Musical Theatre show, Wind in the Willow GO Festival event and the Aegir Cycling Club Picnic in the Park.

- ii. Leader of Council

The Leader advised he attended the meeting at the Fire Station with Lincs Police and WLDC.

- iii. Representatives on Outside Bodies

Councillor Woolley updated about the progress of the Cemetery Chapel project.

Councillor Davies advised she had opened the Aegir Cycling Club ride, attended WLDC Armed Forces Day flag raising and attended the opening presentation for Gainsborough in Bloom.

Councillor Bowler updated about the Together Initiative project and that the progress was encouraging.

iv. Town Clerk

Councillor McGhee advised she had an update regarding the North Street / Spital Terrace pocket park and would forward onto the Town Clerk for circulation.

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

FC26/061 Committee Vacancies

RESOLVED: to appoint Councillor Puxty to the Property and Services Committee as a substitute member for the remainder of the 2025-26 municipal year.

RESOLVED: to appoint Councillor Puxty to the Planning Committee for the remainder of the 2025-26 municipal year.

FC26/062 Recommendations made by Committee

Finance and Strategy Committee held 24 June 2025 (FS26/029 Investments)

RESOLVED: to

- i. Amend 9.5 of the Investment Strategy to read "Investment Account will be with CCLA 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.

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

FC26/063 Recommendations made by Committee

Finance and Strategy Committee held 24 June 2025 (FS26/031 Financial Regulations)

RESOLVED: to amend 6.8 of Financial Regulations to read "For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall 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

Finance and Strategy Committee held 24 June 2025 (FS26/032 Vehicle)

RESOLVED: 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: Councillors Binns and Dobbie abstained from voting on the above resolution.

FC26/065 Recommendations made by Committee (Paper F)

Finance and Strategy Committee held 24 June 2025 (FS26/033 Community Emergency Plan)

RESOLVED: to appoint a Community Emergency Plan Working Group and approve the terms of reference. Member appointments to be Councillors Bibb, Hooton, Owles and Thompson.

FC26/066 Member Champion for Armed Forces

RESOLVED: to appoint Councillor Dannatt as the Member Champion for Armed Forces.

FC26/067 Market Poll (Paper G)

Members considered results of the poll on the re-establishment of an indoor market in the town.

It was proposed and seconded for the Council to write to WLDC with the results of the poll to look at the principle of re-establishing an indoor market.

It was proposed and seconded for Councillor Coxon to approach WLDC as an individual Councillor to advise of the results of the poll to re-establish an indoor market.

RESOLVED: for Councillor Coxon to approach WLDC as an individual Councillor to advise of the results of the poll to re-establish an indoor market.

FC26/068 Local Government Reorganisation

Councillor Key updated Members from meetings he'd attended as a West Lindsey District Councillor.

FC26/069 Correspondence (Paper H)

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

FC26/070 Items for Notification

No items for notification.

FC26/071 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 2 September 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:25pm.

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

PAPER B

Gainsborough Town Council

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DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

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

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Sheila Bibb
Councillor Nicholas Coxon
Councillor Caz Davies
Councillor Glenn Puxty (sub) –
arrived at 6:38pm.

Councillor Nigel Bowler
Councillor Richard Craig
Councillor Paul Hooton
Councillor Richard Thompson (sub)

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.

PS26/012 Apologies for Absence

Apologies for absence were received from Councillors P Key, J Plastow.

PS26/013 Declarations of Interest

No declarations of interest were received.

PS26/014 Dispensation Requests

No dispensation requests were received.

PS26/015 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS26/018, PS26/019, PS26/020, PS26/027, PS26/028 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS26/006 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 13 May 2025 be approved as a as a true and accurate record and signed by the Chair.

PS26/017 Matters Arising Schedule (Paper B)

RESOLVED: to NOTE the current position of previously agreed actions as at 1 July 2025 and remove recommended items.

Note: Councillor Puxty arrived at the meeting at 6:38pm.

PS26/018 Communities Officer Report (Paper C)

RESOLVED: to allow the tobacco plants to be grown and to be harvested.

PS26/019 Allotment Tenancy Breaches (Paper D)

RESOLVED: to agree to issue a Notice to Quit, however to invite the tenant to reapply for a garden once he feels confident that he can regularly maintain it.

PS26/020 North Warren Allotment Structure Application (Paper E)

RESOLVED: to

- i. advise the applicant to revert the brassica cage to their original application and remove the apex roof and suggest making with hoops.
- ii. revise the Allotment Tenancy Agreement to include brassica cages.

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

PS26/021 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: that the Communities Officer investigate the above, consult with National Allotment Society and see if there is any interest in the site.

Note: The Communities Officer left the meeting at 7:35pm.

PS26/022 Event Application (Paper F)

RESOLVED: to approve the application in principle to hold an Armed Forces Day on Levellings Playing Field on 20 June 2026 subject to the following being received by 5 March 2026: -

- i. provision of a final event plan, including layout plan
- ii. proof of PLI
- iii. provision RAMS
- iv. evidence of consultation with the Safety Advisory Group
- v. own public toilets to be provided
- vi. vehicles to provide drip trays for rear end and axels
- vii. no fee to be levied for 2026 event.

PS26/023 Tree Management Strategy (Paper G)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Tree Management Strategy.

PS26/024 General Cemetery Chapel Condition Survey (Paper H)

RESOLVED: to defer to a future meeting.

PS26/025 Memorial Mason Guidance (Paper I)

RESOLVED: to and adopt the revised Memorial Mason Guidance within Gainsborough Town Councils Cemeteries with the removal of 3.7.

PS26/026 Citizen of the Year Award (Paper J)

RESOLVED: to approve Citizen of the Year award criteria, nomination form, press release and timeline as set out in the report.

PS26/027 General Cemetery Extension (Paper K)

Members considered communications from WLDC Team Manager Property & Assets and **RESOLVED** to defer to a later date but keep as live agenda item when having discussions with WLDC regarding assets.

PS26/028 Richmond Park Outbuilding Structural Survey (Paper L)

RESOLVED: to approval the quotation of £2,375+VAT from Alan Wood & Partners (CARE Structural Engineers) to carry out a structural survey of Richmond House and outbuildings and to provide a detailed report of all findings.

PS26/029 Items for Notification

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

- i. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- ii. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- iii. General Cemetery Chapel Condition Survey
- iv. Utility Charge Review
- v. Richmond House Conservatory Replacement
- vi. Volunteer Recognition
- vii. General Cemetery Extension
- viii. General Cemetery potential carpark area

PS26/030 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 9 September 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:20pm.

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

Initialled:

PAPER C

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 16 July 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Richard Craig (Chair)

Councillor Nigel Bowler
Councillor Dennis Dannatt
Councillor Paul Key
Councillor James Plastow

Councillor Sheila Bibb
Councillor Paul Hooton
Councillor Doug Owles
Councillor Kenneth Woolley

In Attendance:

Rachel Allbones

Town Clerk (TC)

PC26/001 Apologies for Absence

No apologies for absence were received.

PC26/002 Vice Chair

RESOLVED: to appoint Councillor Bibb as Vice Chair for this committee.

PC26/003 Declarations of Interest

No declarations of interest were made.

PC26/004 Dispensation Requests

No dispensation requests were received.

PC26/005 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC26/008 and PC26/009 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/006 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 9 April 2025 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Bibb, Craig, Ley and Owles abstained from voting on the above resolution.

PC26/007 Staff Handbook (Paper B)

RESOLVED: to amend 5.15 of the handbook to read *For cemetery weekend working overtime rate will be 2 times the employees normal rate of hourly pay. Staff to be paid minimum of 2 hours of overtime for weekend interments.*

PC26/008 Recruitment Update

RESOLVED: to **NOTE** the update of recruiting a Grounds Maintenance Operative.

PC26/009 Staffing Issue

Members **NOTED** the update from the Leader. They were disappointed at the response from the Monitoring Officer.

RESOLVED: to write to the Monitoring Officer and Councillor Dobbie from the Personnel Committee.

PC26/010 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

PC26/011 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 10 September 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:18pm.

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

PAPER D

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DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 22 July 2025** at **6:30pm** in the reading room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Chair)

Councillor Mark Binns

Councillor Michael Devine (sub)

Councillor Paul Key

Councillor Glenn Puxty

Councillor Stephen Blogg

Councillor David Dobbie

Councillor Doug Owles

Councillor Richard Thompson

In Attendance:

Natasha Gardener

Assistant Clerk

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

PL26/042 Apologies for Absence

Apologies for absence were received from Councillor P Hooton.

PL26/043 Declarations of Interest

No declarations of interest were made.

PL26/044 Dispensation Requests

No dispensation requests were received.

PL26/045 Items for Exclusion of Public and Press

No items for exclusion of public and press.

6:31pm – Councillor Key left the meeting.

6:32pm – Councillor Key returned to the meeting. Councillor Puxty arrived at the meeting.

PL26/046 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Planning Committee meeting held on Tuesday 17 June 2025 be approved as a true and accurate record and signed by the Chair.

Note: Councillors Devine, Owles and Puxty abstained on voting on the above resolution.

PL26/047 Planning Application

Application Ref No: WL/2025/00680 (received 04/07/25) any observations to make on the application, please make them by 04/08/2025

Proposal: Reserved matters application for Phase 1 to erect 454no. dwellings, considering appearance, landscaping, layout and scale, following outline planning permission 138921 granted 29 August 2019 - being variation of condition 1 of planning permission 145951 granted 23 February 2023.

Location: Land at Foxby Lane, Gainsborough

RESOLVED: to support the application but to query if there is sufficient parking for the houses with increased bedrooms. To note the footpath from the western side of Foxby Lane to Bluebell Wood, but to query about direct access to the wood. To request that West Lindsey District Council Planning Committee review the application.

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

PL26/048 Planning Application

Application Ref No: WL/2025/00695 (received 09/07/25) any observations to make on the application, please make them by 11/08/2025

Proposal: Advertisement consent to display 4no. fascia signs.

Location: WM Morrisons Supermarkets PLC, Heapham Road South, Gainsborough

RESOLVED: to support the application.

PL26/049 Planning Application

Application Ref No: WL/2025/00699 (received 10/07/25) any observations to make on the application, please make them by 11/08/2025

Proposal: Planning application for installation of a 1.8m fence.

Location: 29 Riseholme Road, Gainsborough

RESOLVED: to support the application.

PL26/050 Planning Application

Application Ref No: WL/2025/00709 (received 15/07/25) any observations to make on the application, please make them by 18/08/2025

Proposal: Planning application for the erection of a 'WeBuyAnyCar' pod structure.

Location: WM Morrisons Supermarkets PLC, Heapham Road South, Gainsborough

RESOLVED: to request further information due to safety and security concerns about the vehicles being stored on-site, potential vandalism and fire risk, and to query vehicle collection times due to shopping foot traffic.

Note: Councillor Puxty voted against the above resolution.

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

PL26/051 Planning Application

Application Ref No: WL/2025/00712 (received 15/07/25) any observations to make on the application, please make them by 18/08/2025

Proposal: Listed building consent for replacement of rotten floor timbers and skirting boards to 2no. walls and installation of 2no. cast iron airbricks to the front elevation.

Location: Gainsborough Quaker Meeting House, 22 Market Street, Gainsborough

RESOLVED: to support the application.

PL26/052 Planning Application

Application Ref No: WL/2024/00019 (received 15/07/25) any observations to make on the application, please make them by 05/08/2025

Proposal: Planning application for 2no. drive-thru commercial units and a car rental facility with associated access, parking, servicing, landscaping and infrastructure.

Location: Land at Carr Lane, Gainsborough

Amended Site Plan / Energy and Sustainability Report / Detailed Landscape Proposals / BNG Assessment and Metric

RESOLVED: to request further information.

Note: Councillors Devine and Dobbie voted against the above resolution.

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

Note: Councillor Key requested it be recorded in the minutes that Councillor Key raised concerns about car safety and security in the area, Councillor Dobbie stated this was a racial statement, Councillor Key responded that this was not what he had said.

PL26/053 Decision Notice (Paper B)

Application Ref No: WL/2025/00431 GRANTED (Committee)

Proposal: Advertisement consent to display 1no. fascia sign.

Location: 20 Hickman Street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL26/054 Decision Notice (Paper C)

Application Ref No: WL/2025/00326 GRANTED (Committee)

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 NOTE the decision notice.

PL26/055 Decision Notice (Paper D)

Application Ref No: WL/2025/00327 GRANTED (Committee)

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 NOTE the decision notice.

PL26/056 Street Naming Requests (Paper E)

i. New development on Heapham road

RESOLVED: to support the name The Roses for new development on Heapham Road.

PL26/057 Tree Preservation Orders

No tree preservation orders were received.

PL26/058 Gainsborough Northern SUE (Paper F)

RESOLVED: to share details on the Town Council's website and social media about the consultation.

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

PL26/059 School Safety Zones (Paper G)

RESOLVED: to NOTE the update.

PL26/060 Asset of Community Value

RESOLVED: to NOTE the update.

PL26/061 Items for Notification

i. Baltic Mill – received verbal update on graffiti wall and metal structure – this can now be removed from the agenda.

ii. Footpath Mayfield to Margaret Close

PL26/062 Time and Date of Next Meeting

RESOLVED: to NOTE the date and time of the next Planning Committee meeting is scheduled for Tuesday 19 August 2025 at 6:30pm.

The meeting closed at 7:56pm.

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

PAPER E

Gainsborough Town Council

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

Councillors Present: Councillor Nigel Bowler (Chair)

Councillor Stephen Blogg

Councillor Michael Devine

Councillor Paul Key

Councillor Doug Owles (sub

Councillor Nicholas Coxon

Councillor David Dobbie

Councillor James Plastow

Councillor Richard Thompson (sub)

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

FS26/037 Apologies for Absence

Apologies for absence were received from Councillors S Bibb and P Hooton.

FS26/038 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item FS26/048 as his son attends the drama group.

FS26/039 Dispensation Requests

No dispensation requests were received.

FS26/040 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FS26/048 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FS26/041 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 24 June 2025 be approved as a true and accurate record and signed by the Chair.

Note: Councillors Owles and Plastow abstained from voting on the above resolution.

FS26/042 Finance Reports (Papers B, C & D)

Initialled:

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

- i. Unpaid Expenditure Transactions for 24 July 2025.
- ii. Cashbook Summary (including due and unpaid transactions) for 24 July 2025.
- iii. Budget Comparison Report (including due and unpaid transactions) for 24 July 2025.

FS26/043 Bank Reconciliation (Paper E)

RESOLVED: to approve and sign the monthly bank reconciliations for 30 June 2025.

FS26/044 Councillor Internal Controls (Paper F)

RESOLVED: to

- 1) approve the Internal Check Sheet
- 2) appoint Councillor Owles to carry out internal check in September, Councillor Thompson in December and Councillor Bowler in March.

FS26/045 Member Training and Development Policy (Paper G)

RESOLVED: to review and adopt the Training and Development Policy.

FS26/046 IT Policy (Paper H)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the IT Policy.

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

RESOLVED: to explore IT provision for Members with IT provider, including improved wifi.

FS26/047 CCLA News (Paper I)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** following resolution FC26/062ii *Deposit a further £300,000 in the Council's CCLA Public Sector Deposit Fund* to put the resolution in abeyance and revisit in October 2025 once further information of the change to the corporate ownership of CCLA has been received.

FS26/048 Booking Fee Waiver (Paper J)

RESOLVED: not to waiver the fee for a room hire booking and to charge full price of £16.54 per hour and advise in the future to include within a community grant application.

Note: Councillors Coxon and Plastow abstained from voting on the above resolution.

FS26/049 Items for Notification

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

- i. LCAS Silver Status submission – August
- ii. Scheme of Members Allowances – August
- iii. Member IT Provision - September

Initialled:

- iv. CCLA - October
- v. Strategic Plan
- vi. Registrar Lease renewal
- vii. Complaints Procedure Review
- viii. Communications Policy Review
- ix. GDPR Policy Review
- x. Social Media Policy Review
- xi. Publication Scheme & FOI Review
- xii. Pensions Discretionary Policy Review
- xiii. Use of work vehicles by Cllrs & Staff for personal domestic use Review

FS26/050 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 26 August 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:52pm.

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

PAPER F

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PLANNING COMMITTEE MINUTES

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

Councillors Present: Councillor Paul Hooton (Chair)

Councillor Mark Binns
Councillor Paul Key
Councillor Glenn Puxty

Councillor David Dobbie
Councillor Doug Owles
Councillor Richard Thompson

In Attendance:

Natasha Gardener

Assistant Clerk

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

PL26/063 Apologies for Absence

Apologies for absence were received from Councillors S Blogg, M Devine and J Plastow.

PL26/064 Declarations of Interest

Councillors Binns, Dobbie and Thompson declared personal interests in agenda item PL26/068 as they knew the individuals who run the Bearded Fishermen.

PL26/065 Dispensation Requests

No dispensation requests were received.

PL26/066 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL26/067 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Planning Committee meeting held on Tuesday 22 July 2025 be approved as a true and accurate record and signed by the Chair.

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

PL26/068 Planning Application

[Application Ref No: WL/2025/00734 \(received 21/07/25\) any observations to make on the application, please make them by 25/08/2025](#)

Proposal: Planning application for replacement windows to front 1st floor from old aluminium windows to wooden sash windows. Change of old wooden window to kitchen 1st floor rear to new wooden framed window.

Location: Bearded Fisherman, 20 Market Place, Gainsborough

RESOLVED: to support the application.

PL26/069 Planning Application

Application Ref No: WL/2025/00756 (received 25/07/25) any observations to make on the application, please make them by 25/08/2025

Proposal: Planning application for replacement storage unit.

Location: 19 Market Street, Gainsborough

RESOLVED: to support the application.

PL26/070 Planning Application

Application Ref No: WL/2025/00785 (received 04/08/25) any observations to make on the application, please make them by 08/09/2025

Proposal: Planning application for repairs to main building, demolition of existing greenhouse and extension of vegetable patch including the replacement of herras fencing with palisade fence being variation of condition 2 of planning application WL/2025/00074 granted 30/04/2025 - extent of refurbishment works increased to entrance door and portico Site 2.

Location: Richmond House, Morton Terrace, Gainsborough

RESOLVED: to note the application and to comment the works show good custodianship and management of the asset.

PL26/071 Planning Application

Application Ref No: WL/2025/00786 (received 04/08/25) any observations to make on the application, please make them by 08/09/2025

Proposal: Listed Building Consent for repairs to main building, demolition of existing greenhouse and extension of vegetable patch including the replacement of herras fencing with palisade fencing being variation of condition 2 of listed building consent WL/2025/00075 granted 30 April 2025 - extent of refurbishment works increased to entrance door and portico Site 2.

Location: Richmond House, Morton Terrace, Gainsborough

RESOLVED: to note the application and to comment the works show good custodianship and management of the asset.

PL26/072 Planning Application

Application Ref No: WL/2025/00811 (received 11/08/25) any observations to make on the application, please make them by 15/09/2025

Proposal: Planning application for erection of 1no. storage building.

Location: Elite House, Unit 1, Somerby Court, Somerby Park, Gainsborough

RESOLVED: to support the application and the inward investment into the local industrial area.

PL26/073 Decision Notice (Paper B)

Application Ref No: WL/2025/00091 GRANTED (Committee)

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

Location: 87 All Saints Mews, North Street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL26/074 Street Naming Requests

No street naming requests were received.

PL26/075 Tree Preservation Orders

No tree preservation orders were received.

PL26/076 Home Vehicle Charging (Paper C)

RESOLVED: to send a letter to the County Councillor for the area and the Highways department of Lincolnshire County Council regarding the enquiry.

PL26/077 Archer Survey (Paper D)

RESOLVED: To NOTE the survey and to enquire if the survey data can be shared with the press.

RESOLVED: to enquire about the cost of a survey and the distance a survey can cover.

PL26/078 Asset of Community Value (Paper E)

RESOLVED: to NOTE the update.

Note: If the asset of community value applications is approved, then Councillor Dobbie would like this green space to be included in the updated Gainsborough Neighbourhood Plan.

PL26/079 Items for Notification

- i. Footpath Mayfield to Margaret Close
- ii. Warning signs prior to Lea Park Road bend

PL26/080 Time and Date of Next Meeting

RESOLVED: to NOTE the date and time of the next Planning Committee meeting is scheduled for Tuesday 16 September 2025 at 6:30pm.

The meeting closed at 7:52pm.

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 FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 26 August 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 James Plastow	
Councillor Doug Owles (sub)	Councillor Richard Thompson (sub)

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

Also Present:

Councillor Glenn Puxty

FS26/051 Apologies for Absence

Apologies for absence were received from Councillors D Dobbie, P Hooton, P Key.

FS26/052 Declarations of Interest

No declarations of interest were received.

FS26/053 Dispensation Requests

No dispensation requests were received.

FS26/054 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FS26/063, FS26/064 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FS26/055 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 29 July 2025 be approved as a as a true and accurate record and signed by the Chair.

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

FS26/056 Finance Reports (Papers B, C & D)

Initialled:

Finance and Strategy Committee minutes 2025-26

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

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

FS26/057 Bank Reconciliation (Paper E)

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

FS26/058 Scheme of Members Allowances Review (Papers F-H)

RESOLVED: to adopt the reviewed Scheme of Members Allowances with the amendment of 3.1 from £5.00 to £10.00.

FS26/059 Complaints Procedure Review (Papers I-J)

RESOLVED: to adopt the reviewed Complaints Procedure.

FS26/060 Publication Scheme Review (Paper K)

RESOLVED: to adopt the reviewed Publication Scheme.

FS26/061 Internal Audit

RESOLVED: to approve appointing LALC to carry out the 2025/26 & 2026/27 internal audit on a 2-year deal.

FS26/062 Easement in General Cemetery (Paper L)

RESOLVED:

- i. To agree the connection from the Heapham Road housing development to the Severn Trent manhole located in the General Cemetery in principle subject to the appropriate documentation being finalised by the Council's solicitors and assurance from Severn Trent that the drainage system will cope with the demand.
- ii. That GS Kelsey Construction Limited pay the Council's legal costs.

FS26/063 Asset Transfers (Paper M)

RESOLVED: to

- i. Approach WLDC to approve in principle the transfer of the identified assets in report item 3. to the Town Council prior to local government reorganisation, with priority given to:
 - Assets with high community value
 - Assets at risk of disposal or underinvestment
 - Assets with income-generating potential to offset costs.
- ii. Review the Neighbourhood Plan to identify other potential green spaces i.e. Whittons Gardens for potential transfer.

FS26/064 Roses AWP Sinking Fund (Paper N)

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

- i. Release the £59,500 sinking fund

Initialled:

- ii. Assign to GTF the accrued interest on the sinking fund £3,766.71
- iii. Provide a bridging loan for the VAT element of the invoice £22,800, this would be subject to a legal repayment agreement.

FS26/065 Items for Notification

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

- i. Member IT Provision – September
- ii. Love Lane Allotment Garages - September
- iii. CCLA – October
- iv. Strategic Plan
- v. LCAS Silver Status submission
- vi. Registrar Lease renewal
- vii. Communications Policy Review
- viii. GDPR Policy Review
- ix. Social Media Policy Review
- x. Vexatious Complaints Policy Review
- xi. Pensions Discretionary Policy Review
- xii. Use of work vehicles by Cllrs & Staff for personal domestic use Review

FS26/066 Time and Date of Next Meeting

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

The meeting closed at 8:10pm.

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

PAPER H

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 28 August 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)
90	25/06/2025	Levellings Park	On the corner of Love Lane and Alfred Street, they are stripping the bark off the tree and they have started bringing items to pull of the bark.	No
91	21/07/2025	Richmond Park	Memorial bench damaged	Yes
92	30/07/2025	Richmond Park	Access to the Hastings polytunnel - some pots have been moved around, but not visible damage. It's been minor paint damage visible on the new fence.	No
93	31/07/2025	Richmond Park	Access to the Hastings polytunnel - a water butt had been tipped over.	No
94	04/08/2025	Richmond Park	Toilet roll taken out of the men's toilets and strewn around the toilets.	No
95	19/08/2025	Richmond Park	Oil can, sodium hydrochloride container, fence paint containers x2, rubbish, chunks of paving slab and wood found at the boundary fence. Received an email from a member of the public as at 1:45pm they saw 4 children in the compound next to the metal skip. The children then returned to the park.	No – Reported to Acis
96	20/08/2025	Richmond Park		No

Chair's Group Meeting

The next meeting is on Monday 29 September at 10:00am.

WLDC Markets and Events

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

Councillor Training

Please see at Appendix A LALC Training Bulletin—August 2025, Councillor training sessions. Below are training identified that Members may be interested in: -

Councillor Induction & Refresher

9th September, 18:00—21:00, via Zoom

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

- The role of the council and councillors

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

Chair's Workshop

30th September, 18:00—21:00, via Zoom

Ideal for council and committee Chairs and Vice Chairs, covering:

- Skills required
- Managing meetings
- Working with the Clerk, other councillors and officers
- Planning for success
- Understanding your Standing Orders, Financial Regulations and Code of Conduct
- Accountability
- Community engagement

Finance for Councillors

16th September, 10:00-11:40, via Zoom

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

4th November, 18:30-20:10, via Zoom

25th November, 10:00-11:40, via Zoom

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

29th January, 18:30-20:10, via Zoom

10th February, 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

24th September, 10:00-11:30, via Zoom

29th October, 10:00-11:30, via Zoom

10th December, 10:00-11:30, via Zoom

28th January, 10:00-11:30, via Zoom

4th March, 10:00-11:30, 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

11th September, 10:00-11:30, via Zoom

30th September, 10:00-11:30, via Zoom

14th October, 10:00-11:30, via Zoom

6th November, 10:00-11:30, 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

Finance Seminar for parish and town councils

23rd September 13:15—17:00, Balderton

This Finance Seminar is a great opportunity to network with fellow Councillors and Clerks from Nottinghamshire, Leicestershire & Rutland as well as from Lincolnshire.

Page 13 of the LALC Training bulletin

Councillors training: Data protection training for parish and town councillors

8th September, 18:30-20:30, via Zoom

This session clarifies a councillor's legal responsibilities to themselves and the council. We will guide you on the right procedures and best practice. We will also introduce Freedom of Information and the implications it has for councillors.

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

Richmond House Dry Rot & Planning Application

A further application was submitted to WLDC for the extended works as they requested a formal "Variation of Condition" application. We are hoping to have a response at the end of September.

Richmond Park Potting Shed Demolition

The CARE registered Structural Engineer will be on site on 4 September to carry out the survey.

Aisby Walk Skate Park

Aisby Walk skate park repairs were carried out week commencing 18 August 2025.

Aisby Walk S106

WLDC have confirmed the occupations on the site from the Council Tax records and can confirm that the trigger has now been met for payment of the Public Open Space Contribution. The occupation of the 48th dwelling, representing 50% of the dwellings on the site, took place on 28/06/2025.

They have been able to calculate the final amount due after the application of indexation, which for information is £164,791.44.

Under the terms of the section 106 agreement, the contribution is to be paid by the developer to WLDC. Within 5 years from us receiving the payment, the Town Council must provide WLDC with a document which confirms how the Town Council will do the following:

- 8.1 Apply the Public Open Space Contribution play equipment at Aisby Walk
- 8.2 Provide full details of the expenditure of the Public Open Space Contribution on demand to the Council or to the Owner
- 8.3 Return any unspent part of the Public Open Space Contribution to the Council on demand by the Council.

WLDC will contact the developer to inform them that the Contribution is now due for payment and will notify the Town Council once the payment is received. Once WLDC receive the necessary documentation from the Town Council in line with the above section 106 requirements, they then be able to transfer the Contribution sum to the Town Council.

All Members are invited to a site meeting at Aisby Walk on Wednesday 3 September at 10:30am to discuss the opportunities for the S106 fund.

Aisby Walk CCTV

The Town Clerk, Operations Manager, met with the WLDC Communities Manager on 31 July at Aisby Walk to discuss the possibility of CCTV. WLDC will be submitting a proposal to the Town Council in due course.

General Cemetery Chapel

A roofing contractor has been instructed to carry out the roof repairs to ensure the building is watertight.

The Town Clerk, Operations Manager, Councillor Woolley and Cliff Bradley funeral Directors met on 23 July to discuss the future use of the chapel and potential redesign.

The Town Clerk, Operations Manager and Communities Officer met with Ross Davy Associates on 30 July to discuss producing architectural drawings to be able to obtain quotations to submit for grant funding.

General Cemetery Extension Memorial Testing

Phase one of the memorial testing has been completed by the Operations Manager; a total of 1010 graves and attempts have been made to contact grave owners. Retford Memorials have been appointed to lay down approximately 60 unsafe memorials, following unsuccessful contact. Sections inspected – XKNC, XLNC, XJCO, XHCO, XGRC, XGCOC, XGCO, XFCOC, XFCO, XDNC.

Christmas Lights Festival

The Town Clerk and Councillor Key met with WLDC Commercial, Cultural and Leisure Development Manager, Cultural Outreach Officer and Cultural Development Manager on 30 July to discuss the 2025 festival. Discussions regarding the Town Council running a fair on Bridge Street car park were had, and this will be discussed at the next Property and Services Committee meeting.

New Town Council Vehicle

The purchase of a Peugeot Partner van was made at the end of July.

FOI Request

The Town Clerk received a Freedom of Information Request regarding Employee Costs Increase (2021/22 to 2024/25) on 11th July 2025. The request was dealt with and response submitted within the 29 working days deadline.

Practitioners Guide 2025 Assertion 10 - Digital and data compliance

The Practitioners Guide 2025 under Section 1 – Annual Governance Statement for 2025/26 has included a new assertion regarding digital and data compliance.

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

The Town Clerk attended a free webinar with Breakthrough Communications and has subscribed to a 12 month access to the Local Council Data Protection Compliance Toolkit with them to ensure the Council can confidently confirm 'Yes' to the assertion next year.

Police Serious Violence Partnership Meeting

One Town Council representative has been invited to the meeting on 10 September 12pm-4pm at WLDC. Email from Inspector Mike Head is below. Councillors Key and Dobbie are invited as West Lindsey Councillors, so the Council need to appoint a representative for the Town Council.

Firstly, apologies for the mass email however I believe you will all be key stakeholders in addressing the serious drugs related violence we are experiencing in Gainsborough.

It will come as no surprise to any of you that there are significant drugs related issues at Gainsborough, in particular the Southwest Ward. These drugs related issues unfortunately lead to a rise in drugs related violence in the form of drug related robberies / burglaries known as 'taxings' which impacts on public perception on the area as a whole. I am incredibly proud of the significant work my team and Andy Gray's team have done in an attempt to tackle the drug supply issue however to make any significant and long term change we need the support and assistance of other agencies to help bring about these changes.

Andy Gray has kindly provided a room at West Lindsey Council Chambers on the 10th of September at 12:00 – 16:00 for me to attempt to bring key stakeholders together so we can jointly discuss these issues and try and come up with a long-term plan and a joint working approach so we can bring about the desired long-term change.

Ultimately, I am wanting to follow the Clear, Hold and Build model which I feel would benefit the community and provide the greatest chance of success but due to the significant funding and staffing issues which Lincolnshire Police face I'm realistic and know this will need to be a diluted version but one that would still provide some excellent benefit.

For those wanting to have a look into Clear, Hold and Build please look at the following link:

[Clear, hold, build – West Yorkshire Police and Merseyside Police | College of Policing](#)

I am very optimistic around this operation and feel we have an excellent chance of success. At present Gainsborough is blessed to have so many committed and enthusiastic individuals that are determined to bring about change which is shown by the significant number of fantastic projects currently taking place.

Forgive me in I've missed anyone you feel would be a key partner off of the email I've sent out and please feel free to email me suggestion I add them to the invite.

A Greater Lincolnshire for All - Local Government Reorganisation in Greater Lincolnshire

On 20 August the Town Clerk attended an online session with Boston, East Lindsey and South Holland District Councils as together they're developing a proposal, A Greater Lincolnshire for All, that would see the creation of two new unitary authorities in the north and south of the county to replace the existing ten authorities in Greater Lincolnshire.

- Northern Lincolnshire Unitary Council: Covering North Lincolnshire, North East Lincolnshire, West Lindsey and the City of Lincoln
- Southern Lincolnshire Unitary Council: Covering North Kesteven, South Kesteven, Boston, South Holland, and East Lindsey

Councillor numbers in the new authorities will be significantly reduced to less than half the current amount.

Their brochure is attached at Appendix B.

Lincoln & West Lindsey Parish Council Briefing sessions

We are again invited to the Lincolnshire Police and Council briefing session on 25th September 2025 at 6pm. At previous sessions the Leader has been the Council representative.

The meetings will again have the Police and Crime Commissioner in attendance, the area Local Policing Supt, District Ch Inspector and Neighbourhood Policing Insp. Taking the feedback into consideration we will give more time for Questions to be asked so there will be greater opportunity for Parishes to raise questions and again we will include local updates from your Neighbourhood Policing Inspector.

Due to limitations around numbers we can manage in a meeting using the Microsoft Teams platform, we would ask that there is one representative from each Parish Council at the meeting. Below is a form for questions to be raised prior to the meeting and we will share the recordings of the meeting and presentations after the meeting to enable you to share these with your other council members and the community. Please can I ask that you submit by the 15th September.

Asset of Community Value – Bracken Park

The two separate applications, one for each area (Area A, and Area B) were resubmitted and WLDC Council must now consider whether the property meets the criteria for being registered as an Asset of Community Value. They will check the nomination to ensure eligibility criteria is met, full information has been provided and that the asset isn't in an excluded category.

WLDC will write to you and the owner with the outcome of the nomination. If the nomination is successful, the property will be added to the Assets of Community Value Register. If the nomination is unsuccessful, they will provide details explaining why.

WLDC must decide on all new nominations within 8 weeks from the date of receiving it. The deadline for us to decide on this nomination is Wednesday, 27 August 2025.

Grounds Maintenance Operative Recruitment

Following successful interview on 28 July, the new Grounds Maintenance Operative began work with the Council on 13 August.

Staff Training

The Assistant Clerk has completed all 6 training sessions to work towards her CiLCA qualification.

The Town Clerk attended an LALC training session on The essentials of being a good employer, and an SLCC training session on Transfer of Assets.

Morton Feastival

The Council have received the below email from the Morton Feastival volunteer team.

Thank you so so much for your donation to us this year. We had an absolutely fantastic day last Saturday and we've also had some amazing feedback saying how good it was this year and that in part was because of great sponsorship that allowed us to do so much more than year 1, as you can see from our attached leaflet. See Appendix C.

I have just publicised our Thank you poster on our Facebook channel (Morton Village Events) which we now have 1.5k followers!

Thank you once again - very much appreciated by the volunteering team.

Officer Annual Leave

The Town Clerk has annual leave booked 15 – 19 September.

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>

Communities Officer Report

- Gainsborough Nursery school completed their scheduled three weeks gardening at Richmond Park. The staff and the children thoroughly enjoyed the activity. They would like to continue this activity throughout the year, starting in March 2026, attending every week with a rotation of children so all the preschoolers get an opportunity to attend. They are also very keen to be a part of bio-diversity garden at Richmond Park (pending funding).
- Richmond Park – Bio-diversity Garden – WLDC Community Grant Fund expression of interest was submitted and accepted. Following on from this, two contractors have been invited to submit quotes for the project. The Communities Officer has completed the WLDC Community Grant Fund application form and will submit this when the quotes have been received – deadline for submission is 1st October 2025.

Bio- diversity / community garden

The garden will be sited where the aviary once stood, which is to the left of the entrance road. The area that will facilitate the garden will be 80sqm.

Given the total area is relatively small to accommodate a bio - diversity / community garden, the space will be utilized effectively by incorporating raised beds for growing and attracting pollinating species such as bees and butterflies, a water feature may also be added in the centre of the garden. The grassed space around the garden will incorporate benches and picnic tables.

The garden will house two 'n' shaped planters, one of which will be planted with fruits, such as strawberries, raspberries and dwarf fruit trees the other will be planted with herbs, tomatoes plants and potatoes. Each bed will measure 3m in length and 3m depth, the width either side will be 0.6m, leaving a 1.8m entrance to allow for wheelchair, mobility scooter and push chair access. The beds themselves will have a staggered height, of 0.9m, 0.75m and 0.6m. The staggered height will allow for smaller children to harvest the fruits and vegetables. The beds will be sited at either end of the land.

In the middle there will be six rectangular raised beds which will be varied in sizes and planted with pollinator attracting plants.

Two will be sited at the top, these will measure 4m length x 1m width x 0.9m height, two will be sited in the middle measuring 4m length x 1m width x 0.75m height and two will be sited at the bottom measuring 4m length x 1m width x 0.6m height.

The design is symmetrical by choice as once completed it is intended to invite young arts students to sketch the garden. The staggered height will allow smaller children and physically compromised people to fully appreciate the sensory aspects of the garden.

The beds will be constructed of railway sleepers which will require minimal maintenance. The water feature will be solar operated; however it is proving difficult to source one of the sizes required, many are small garden water features that will look lost in the garden.

Two, non-backed benches will be added to the grassed area in front of the garden to allow for people to decide their view, either of the garden or the lawned area where the fountain is sited.

Picnic benches will be added to the grassed area to the side of the garden.

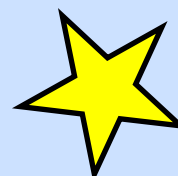
- The Communities Officer in partnership working with The Hastings Centre have placed Hedgehog houses on Spital Hill Allotment. The Communities Officer and The Hastings Centre plan to promote Hedgehog house, Bat boxes, Bird nesting boxes and Owl nesting boxes for purchase to the allotment tenants. The items listed have all been made by the adults who attend the Hastings Centre. The proceeds collected will be to for the Hastings Centres Social Fund.
- The Communities Officer attended the Hastings Centre; Partnership meeting held on 14/08/2025. The Bio-diversity Garden was discussed; Hastings have confirmed their interest in participating in this project, as several service users are currently working on building their CVs in preparation for future job opportunities.
- The Communities Officer attended 'Games by Hall' on 21st August an event organised by Barry Rooks VCS in partnership with, Lincolnshire Police, Together Initiative, English Heritage and P3.
- The Communities Officer has completed a grant fund application for two new entrance gates for Foxby Hill. The outcome of the application will be October 2025
- July allotment inspections were carried out alongside the Site Representatives on all five allotment sites. Breached gardens to be reinspected on 2nd September. The third round of full inspections will be week commencing 22nd September 2025
- Allocations since the last Town Council meeting is thirteen, one on Foxby Hill, three on Showfields, four on North Warren and five on Love Lane.
- The Communities Officer approached the allotment tenants across the five sites to gauge an interest in a Summer Gathering. It was proposed for the events to go ahead there would need to be a minimal of ten people who would like to attend. Unfortunately given the lack of interest the summer events will not go ahead this year. However, several tenants at Foxby Hill allotment organised their own gathering, this gathering was also a surprise 90th birthday party for a long-standing tenant at Foxby Hill. Almost thirty people attended the event held on Saturday 23rd August.
- The Communities Officer has sought advice from the legal advisor and regional representative from the Allotment Society about 'brassica / fruit cages. An update on this will be brought to the Property and Services Committee meeting on 9th September.
- The Communities Officer met with Matthew Palmer, the Secretary of Lincolnshire British Beekeeping Association following on from a social media post inviting beekeepers to site

hives on the allotments to support the declining bee population. Subsequently the Communities Officer was due to meet a fully qualified experienced beekeeper on 21st August to discuss how the project would work, liability and protection, the consultation process, and a tour of the allotment sites. Unfortunately, this meeting had to be postponed, due to the availability of the beekeeper. A new date will be set for September.

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

What's New This Month?

Councillor induction & refresher—see page 2
Effective meetings—see page 2
New clerks induction—see page 3
Chairs Workshop—see page 3
Preparing for internal audit workshop—see page 3
Managing projects—see page 13
Handling difficult situations—see page 14
CILCA face to face sessions—see page 16



Due to be announced soon:

IOSH (Institution of Occupational Safety and Health) Safety training
Play Areas—RPII 2 day Operational Inspectors & Maintenance Course

Picking up contact information when booking places

If you have set your councillors up on the portal, you can now select their details from a drop-down list when booking a place on one of our courses. If you do not have your councillors set up, the drop-down list will be blank and you will have to type their details in manually. Please ensure that the email address is correct, otherwise they will not receive the automated email reminders.

Mentoring

Although we offer New Clerk training, LALC may also be able to offer one to one mentoring for new clerks. This usually consists of a number of phone or video conference sessions providing support and guidance as required. Sessions are charged at £20 plus VAT per hour. Contact us for enquiries.

Internal Audit

LALC can offer an Internal Audit service for its councils. This will consist of a mid-year audit to go through your governance in depth, and a light-touch audit at year-end enabling you to confidently sign off the AGAR. When you request an audit, we'll contact you to discuss what you need, agree the terms of service with you and then put you in touch with your internal auditor.

All our internal auditors are experienced clerks who will follow the guidance and process as per the Practitioners' Guide (Section 4—Best practice guidance for internal audit).

Contact us

Office: 01673 866596

Mobile 1: (Katrina) 07422 963475

Mobile 2: (Andrew) 07549 019842

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
Councillor Induction & Refresher	Aimed at councillors with or without any experience, covering: • 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	9th September 18:00—21:00 	Zoom
Effective Meetings	Ideal for new clerks and an excellent refresher for existing clerks, covering: • Agendas • Apologies • Interests • Role of the Chair & Clerk • Standing Orders • Public Participation • Recording & Broadcasting • Confidential Matters • Minutes • Annual Parish Meetings • Annual Parish Council Meeting • Common Pitfalls	9th October 13:00—16:00 	Zoom

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
New clerks induction	The New Clerk's Induction day covers the key points and duties for the Clerk's role.	27th August 10:00—16:00 	LALC Office Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR
Preparing for internal audit—workshop	Aimed at Clerks/RFOs. This workshop will cover the following topics: • The Practitioners Guide • Internal Controls • Minutes, evidence and records • Transparency • Proper Practices • Annual Internal Audit Statement Attendees will need to bring a fully-charged laptop to the session to access material online.	19th September 13:00—16:00 24th September 13:00—16:00 	LALC Office Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR
Chair's Workshop	Ideal for council and committee Chairs and Vice Chairs, covering: • Skills required • Managing meetings • Working with the Clerk, other councillors and officers • Planning for success • Understanding your Standing Orders, Financial Regulations and Code of Conduct • Accountability • Community engagement	30th September 18:00—21:00 	Zoom

Check out the Chris Moses podcasts produced as part of the Civility & Respect project



Podcast #1 — Building an effective personnel committee: Chris explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the critical issues.

<https://www.youtube.com/watch?v=QXhfwMoVJ1g>

Podcast #2 — Recruitment: Chris covers the critical considerations for councils about recruitment.

https://www.youtube.com/watch?v=DOMDep_nWJU

Podcast #3 — Handling grievances: Chris covers the critical considerations for councils about handling grievances. This is an introduction to the subject and should be viewed alongside current grievance policies.

<https://www.youtube.com/watch?v=QPj4d8t2T1o>

Podcast #4 — Handling disciplinary situations: Chris covers some of the critical considerations for councils about handling disciplinary situations. This is an introduction to the subject and should be viewed alongside current grievance policies.

<https://www.youtube.com/watch?v=m64iq42W2Xo>

Podcast #5 — Appraisals: Chris covers some of the critical considerations for councils about appraisals. This is an introduction to the subject.

<https://www.youtube.com/watch?v=1XEUWe1YZgM>

Podcast #6 — Sickness and absence: Chris covers some of the critical considerations for councils concerning sickness and absence management. This is an introduction to the subject.

<https://www.youtube.com/watch?v=l6PVMOW1dmE>

LALC Core training: Included within our Annual Training Scheme

Finance—delivered by:

All sessions held via Zoom

10:00—11:40am **unless otherwise specified***



Course	Description	Date(s)
VAT for VAT registered councils	For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge. This session explains when and how VAT registered local councils charge VAT, when they can reclaim it and when they can't. Essential for any council contemplating major building projects.	Awaiting new dates
Finance for Councillors	This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances. Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance & Accountability Return; Internal and external audit; How VAT applies to local councils	16th September, 10:00 23rd October, 10:00 4th November, 18:30 25th November, 10:00 11th December, 10:00 29th January, 18:30 10th February, 10:00
New clerk's finance	This session is for inexperienced clerks in their first few months and is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role. Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance & Accountability Return; Internal and external audit.	Awaiting new dates
VAT—Partial exemption	For clerks, finance staff and councillors of councils that lease or hire out land and buildings such as village halls, community centres, meeting rooms, sports facilities or markets, who need to understand when their council is at risk of not being able to reclaim VAT. Essential for any council contemplating major building projects, or incurring significant expenditure on running these facilities. Intended for those who already understand the rules of VAT and need to work out whether their council can reclaim VAT in relation to its use of land.	Awaiting new dates

Contact LALC to book Parkinson Partnership training—these cannot be booked via the LALC website

Finance—delivered by:

All sessions held via Zoom

10:00—11:30am **unless otherwise specified***



Course	Description	Date(s)
Introduction to VAT (VAT for unregistered councils - VAT126)	For clerks, finance staff and councillors from councils that are not VAT registered, but reclaim VAT using Form VAT126. This session explains how VAT affects local councils. Essential for any council contemplating major building projects. Topics include: • How VAT law applies to local councils • Where to find the law and guidance • Business and non-business activities • Understanding whether sales are taxable or exempt from VAT • When a council must register for VAT • When VAT can be reclaimed • Partial exemption • Reclaiming VAT when using grants and donations	Awaiting new dates
Procurement Act 2023	For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils. This session introduces the new rules of the Procurement Act 2023, which will now come into force on 24 February 2025 and replaces the Public Contracts Regulations 2015. This session is an introduction to the basics of procurement for local councils: • Inviting quotes • Producing specifications and tender documentation • Achieving competition and value for money • Managing contracts.	Awaiting new dates
Internal controls	This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies. Topics include: • Roles and responsibilities • Financial risks • Purpose of internal controls • Case studies • Examples of controls • Review of internal controls	24th September, 10:00 29th October, 10:00 10th December, 10:00 28th January, 10:00 4th March, 10:00

Contact LALC to book Parkinson Partnership training—these cannot be booked via the LALC website

Finance—delivered by:

All sessions held via Zoom

10:00—11:30am **unless otherwise specified***



Course	Description	Date(s)
Budgeting	This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring their council's budgets. Topics include: • Setting a budget and precept • Contingencies and reserves • How the council tax base affects the budget • Inflation • Budget monitoring	11th September, 10:00 30th September, 10:00 14th October, 10:00 6th November, 10:00
The role of internal audit	This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls. Topics include: • Legislation and guidance • Roles and responsibilities • Internal controls • How the council appoints an internal auditor • Scope of internal audit • Reviewing internal control • Internal audit reports	19th November, 10:00 18th February, 10:00
Year end and audit—councils over £25,000	This session is aimed at councils that spend between £25,000 and £200,000 a year and prepare simple accounts on a receipts and payments basis. It is also relevant for councils under £25,000 that choose not to exempt themselves from external audit, as well as for and councils that regularly spend over £200,000 and are already comfortable with preparing income and expenditure accounts. Topics include: • Closing the accounts • Assets and borrowing • Reviewing internal control • Internal audit • The Annual Return • Electors rights • Audit • Publication requirements	Awaiting new dates

Contact LALC to book Parkinson Partnership training—these cannot be booked via the LALC website

Finance—delivered by:

All sessions held via Zoom

10:00—11:30am **unless otherwise specified***



Course	Description	Date(s)
Year end & transparency— councils under £25,000	For officers of councils that spend and receive less than £25,000 a year, who want to understand how to prepare and publish their council's Annual Governance & Accountability Return to comply with the Accounts & Audit Regulations, as well as publishing the information required by the Transparency Code for Smaller authorities. Topics include: • Closing the accounts • Exemption from external audit • Internal audit • Reviewing internal control • The Annual Return • Electors rights • Transparency and publication requirements	Awaiting new dates
Income & expenditure accounts (for larger councils)	For officers who want to understand how to prepare their council's Annual Governance & Accountability Return on an income and expenditure basis (mandatory for councils regularly spending over £200,000) and comply with the requirements of the audit process. This session explains how to convert receipts & payments accounts to income & expenditure accounts, how this affects the Annual Return and the timing of year-end activities and the audit process, enabling you to complete all the relevant steps correctly. Topics include: • Closing the accounts • Debtors and creditors • Assets and borrowing • Internal audit • Reviewing internal control • The Annual Return • Electors rights • Publication requirements	Awaiting new dates

Contact LALC to book Parkinson Partnership training—these cannot be booked via the LALC website

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



Course	Description	Date(s)
Communicating with your community part 1: creating a communications strategy	Every local council should have a communications strategy, setting out its communications priorities, aims and goals. In this session, we will consider how your council could create an effective communication strategy, that is sustainable and supports your council. A strategy that considers your council's human and financial resources.	8th September, 9:30
Communicating with your community part 2: engaging with your community	This session will focus on putting your council's communication plan into action: how your council could connect with the community it represents. Considering the ways your council can communicate effectively and build conversations. Providing tools and techniques to start engaging and getting messages across.	11th August, 9:30
How councils can recruit a more diverse pool of local councillors	How can you find and encourage a more diverse pool of people to stand or be co-opted as town or parish councillors? It is increasingly hard to find people who are willing to put their names forward either at election time or to be co-opted. Explore effective ways councils and councillors can engage people, building up awareness and interest in the work of the council, in order to better promote and demystify the role of a councillor.	8th August, 9:30
How councils can more effectively engage with young people in their communities	Councils often find it challenging to connect with young people. In this session, we will define "young people" and consider the issues important to them. Exploring effective ways to engage online and offline, we will also offer insights on forming partnerships with local youth organisations.	2nd September, 10:00
Dealing with difficult people and conversations in our local councils	Handling professional relationships within local councils is critical, but it can be tough dealing with challenging people and situations. This session discusses practical techniques for managing difficult conversations and situations.	16th September, 10:00
Boosting Your Council's Identity: How to Promote Your Council Effectively	Exploring what brand identity means for parish and town councils, why it matters, and how to create a clear and consistent identity that reflects your council's purpose and values. Introducing practical strategies for promoting your council through effective messaging, digital and traditional communication channels, and community engagement.	17th September, 9:30

Book Breakthrough Communications training via:

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

Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



Course	Description	Date(s)
Get the most from local and regional media	Local newspapers, magazines, regional TV, and radio offer local councils a way to communicate with residents. However, dealing with journalists and the media can be intimidating. In this session we will consider how to establish positive relationships with journalists. How to write impactful press releases. Ensure that your council gets regular and positive coverage in your local media.	4th September, 9:30
Crisis communications for local councils	A crisis could strike at any point. Anything from flooding to a meeting going viral. There are many ways in which you could find yourself in the eye of the media storm. This session takes participants through the detail of preparing for any crisis. Passing on expert tips and guidance on being prepared. On the effective steps your council could take should the worst happen.	13th August, 9:30
Social media part 1: Getting started with social media for local councils	Social media is a great tool for councils to use to improve their communication. In this session you will learn the basics and how to get started right. We will focus on creating a social media strategy and the basics of Facebook. Our goal is to share with you time-saving tools and techniques. Hopefully, this will help you and your council to be more confident using social media.	15th September, 10:00
Social media part 2: Advanced social media strategies and tactics for local councils	Councils often use different social media platforms to connect with the community. This session explores a wide range of social media platforms. There will be a focus on how to get the most from key social media platforms. Exploring the ways of ensuring that social media supports your council to achieve its goals and aims. We will also introduce you to social media advertising.	29th September, 10:00
Councillors training: Social media skills for parish and town councillors	It has never been more important for councillors to understand social media. In the session we will go through the confusing world of social media communications. It is designed for both social media users and those new to it. During the session you will learn where to focus your time and effort. We will point out the pitfalls. Consider difficult situations. Most importantly we will help you as a councillor to get the most from social media.	22nd September, 18:00

Book Breakthrough Communications training via:

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

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



Course	Description	Date(s)
Emotional intelligence and resilience in practice for clerks, councillors and officers	This a practical workshop to help you thrive in your council role. We provide council officers and councillors with an understanding of where our behaviour comes from, we consider what resilience means in the context of our council roles and how to build emotional intelligence. We'll explore council-focused scenarios and how best to respond to each of them.	6th August, 13:00
Councillors training: Chairing council and public meetings effectively	The effective chairing of meetings is a good skill for a councillor to have. This session is for councillors that have been recently elected. It is also aimed at those wanting a refresher. During the session we will consider how to effectively prepare for meetings. How to get the most out of the meetings you chair and dealing with tricky situations.	18th August, 18:00
Canva Part 1—Getting started	Canva is a design tool that can be used for free. It allows you to quickly create posters, newsletters, and other physical documents. You can also create images and videos for social media and websites. This session is for people who have never used Canva before. We will go through the basics and show you how to get the most out of the free version. Our goal is to get you started with Canva and to help your Council to communicate better.	5th August, 9:30
Canva Part 2—Advanced	During the session we will focus on the advanced features of Canva. This session is for experienced users of it. In part 2 of our Canva training we will show you how your Council can get more out of it. For instance, creating complex designs and a brand for your Council. We will also cover integrating Canva with social media. There will be a particular focus on creating social media videos and using the scheduling tools.	19th August, 9:30

Book Breakthrough Communications training via:

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

Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



Course	Description	Date(s)
Data Protection for councils Part 1: Foundations & theory	It is important that councils have the most up-to-date understanding of data protection legislation. They should also have a good grasp of their data protection obligations. This introductory session covers the theory and core principles of UK GDPR and other relevant legislation and explains what policies, practices and processes local councils need to have in place.	5th September, 9:30
Data Protection for councils Part 2: Accountability and lawfulness	This session deep dives into how councils demonstrate accountability with UK GDPR, considering the different lawful bases for the processing of personal data. Also how to create the policies and documents required for local councils. We will explore the requirements of the published Privacy Notice, how to create Legitimate Interest Assessments and Data Protection Impact Assessments.	26th September, 9:30
Data Protection for councils Part 3: Data subject rights and information security	In this session we consider how to deal with data subject rights requests, including Subject Access Requests (SARs). We explore the steps to take to ensure you are compliant and consider what exemptions may apply. There is also an introduction to information security for local councils and what this means in practice.	15th August, 9:30
Councillors training: Data protection training for parish and town councillors	This session clarifies a councillor's legal responsibilities to themselves and the council. We will guide you on the right procedures and best practice. We will also introduce Freedom of Information and the implications it has for councillors.	8th September, 18:30
Freedom of Information for local councils: obligations, procedures and exemptions	This course examines the obligations of local councils regarding Freedom of Information (FOI). We discuss the necessary policies and procedures. How your council could ensure awareness among officers and councillors about FOI. Consider the steps to follow when managing an FOI request including the use of exemptions.	22nd August, 9:30

Book Breakthrough Communications training via:

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

Select 'Lincolnshire Association of Local Councils (LALC)' as the county association for billing purposes

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

Finance Seminar for parish and town councils Organised by colleagues from Notts ALC and Leicestershire & Rutland ALC. £35 per delegate	 	
Description	Date	Venue
This Finance Seminar is a great opportunity to network with fellow Councillors and Clerks from Nottinghamshire, Leicestershire & Rutland as well as from Lincolnshire. 13.15 Arrival, exhibition stands & refreshments 13.45 Welcome address from Notts ALC CEO Kaffy Rice-Oxley 14.00 – 2.45 Parkinson Partnership 14.50 – 3.20 Unity Trust Bank 15.20 Refreshments & exhibition stands 15.40 Hinkley & Rugby Building Society 16.10 CCLA Investments 16.40 Questions to the Panel 16.55 Closing address	23rd September 13:15—17:00	Balderton Village Centre Coronation Street Balderton Newark NG24 3BD Book your place via the LALC portal as usual.

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

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

Managing Projects

Organised by colleagues from Cambridgeshire & Peterborough ALC (CAPALC), this session will be delivered by Mike Deegan Consulting.

£35 per delegate



capalc
Cambridgeshire and Peterborough
Association of Local Councils

Mike Deegan
CONSULTING
*Helping Local Communities
& Organisations Grow*



Description

Transform Your Project Management Skills

Running projects and complex programmes of work can be a daunting prospect for most Town and Parish councils.

Whether working alone, in a team or collaborating with partners; this session covers the essential skills required to avoid potential pitfalls and deliver effective project management.

Participants will be taken through the fundamental steps of running projects which clerks and councillors typically experience. Including:

- Project Initiation (and getting schemes off the ground)
- Funding and Resources
- Planning Schedules of Work
- Project Implementation and Delivery
- Budgeting
- Monitoring and Evaluation

Mike Deegan has over 20 years experience working with a charity and a decade as a councillor with his local parish council. His experience means he knows how to address relevant difficult situations to help find solutions and positive outcomes.

Date

9th September
10:00—12:00

Venue

Zoom

Book your place via the LALC portal as usual.

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

Handling Difficult Situations Organised by colleagues from Cambridgeshire & Peterborough ALC (CAPALC), this session will be delivered by Mike Deegan Consulting. £35 per delegate	 	
Description	Date	Venue
This session provides invaluable guidance to help resolve and deal effectively with the day to day challenges facing local councils; for both officers and councillors. The training presents practical advice and offers guidance to help create positive outcomes. This includes examples of how to deal with poor behaviour and foster greater civility and respect (both within your council and externally). Participants will be taken through: • Guiding principles of conduct and support available • Adopting and implementing good policies • Conflict resolution and dealing with difficult issues • Dealing with challenging people • Addressing internal conflicts, bullying and wellbeing • Managing adverse publicity and misinformation Mike Deegan has over 20 years experience working with a charity and a decade as a councillor with his local parish council. His experience means he knows how to address relevant difficult situations to help find solutions and positive outcomes.	23rd October 10:00—12:00	Zoom Book your place via the LALC portal as usual.

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

HR training £20/£30 per delegate, dependent on electorate	Organised by ERNLLCA 	
Description	Date	Venue
Addressing Conflict between Employees and Members Guidance for Councils to address complaints of bullying, harassment and intimidation by Employees within the current legal framework, includes: • The significance of the Localism Act 2011 and the Ledbury ruling. • ACAS Guidelines on resolving internal disputes. • Steps a “reasonable” Council should take to protect Employees. • Essential Policies and Procedures to protect staff and defeat the Council against Tribunal Claims. • Dealing with health problems caused by conflict. • The use of social media to bully and intimidate staff.	30th September 18:30– 20:00	Zoom Please contact ERNLLCA direct to book: enquiries@ernllca.gov.uk 01652 661617
Misuse of Social Media as a tool to intimidate and harass Employees Anything published on Facebook or other Social Media is automatically in the public arena, whether or not it is in a closed group, and abusive/offensive comments concerning Employees of a Council can result in legal action against the Council. Covering: • The Council’s liability for the conduct of individual Members’ Social Media posts. • The Council’s ability to manage unacceptable conduct by either Employees or Members and the relevance of the Ledbury authority. • Dealing with bullying and harassment. • Responding to the effects of unacceptable conduct on the health of Employees. • Potential criminal convictions under the Malicious Publications Act 1988 and Protection from Harassment Act 1997.	29th October 18:30—20:00	Zoom Please contact ERNLLCA direct to book: enquiries@ernllca.gov.uk 01652 661617

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

Courses delivered directly by LALC or partners

CiLCA		 	
Description	Date(s)	Fee	Location
Introductory session available for candidates to decide whether they are ready to pursue this qualification. To obtain CiLCA it is advisable that you have at least 12-months' experience of local government procedures. This is a Level 3 qualification equivalent to A' Level standard and you will need approximately 200 hours to complete your portfolio.	Awaiting new date	Introductory session is free	LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR
To attend the formal CiLCA training sessions (below), the LALC fee applies. This fee includes 6-months' mentoring.		£275 plus VAT	
When you are ready to register for the CiLCA qualification, the SLCC fee will apply. (Payable direct to SLCC).		£450 (no VAT)	

FTF sessions are held at the LALC Office: Dunholme Old School, Market Rasen Road, Dunholme, LN2 3QR

CiLCA Day 1 (FTF): LO1—LO10 Aimed at those already registered and intending to complete the current portfolio (by 31st December 2026).	10th September, 10:00—15:00
CiLCA Day 2 (FTF): LO11—LO20 Aimed at those already registered and intending to complete the current portfolio (by 31st December 2026).	8th October, 10:00—15:00
CiLCA Day 3 (FTF): LO21—LO30	Awaiting new dates

Remote sessions are all held via Zoom

CiLCA Day 1 (Remote):	Awaiting new dates
CiLCA Day 2 (Remote):	Awaiting new dates
CiLCA Day 3 (Remote):	Awaiting new dates
CiLCA Day 4 (Remote):	Awaiting new dates
CiLCA Day 5 (Remote):	Awaiting new dates

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

Offerings from LALC partners

Dispute Resolution Programme	Personnel Advice & Solutions Ltd (Chris Moses)	
Personnel Advice & Solutions Ltd has produced a Dispute Resolution Programme aimed at councils struggling with employment issues. The purpose of the programme is to help councillors understand their role as employers, the employment laws that affect how they carry out that role, and practical steps to address employment disputes. The programme consists of three separate 30 minute Zoom recordings that can be sent to the council, and then distributed to all councillors for them to watch in their own time.		
For further details contact p.d.solutions@zen.co.uk		
Module	Description	Fee
1—Awareness	Helps councillors and employees understand their role as employers and managers and understand what they can and cannot do. It explains the unique working environment that makes town and parish Councils very different from other employers, and how that environment is prone to disputes.	£150 plus VAT
2—Legal issues	Explains what a Council’s legal obligations are, the need to comply with statutory guidelines, and the current legal framework that determines how disputes can be addressed in town and parish councils. It addresses: The causes of conflict and disputes; What legal action can be taken against councils and councillors who mismanage employee disputes; Understanding the ACAS Guidelines and requirements of the Localism Act 2011 for resolving employee disputes and Code of Conduct complaints.	£150 plus VAT
3—Practical issues	Helps Councils to work within the spirit of the ACAS Guidelines to resolve disputes between councillors and employees, as well as fully comply with all of their legal obligations. It discusses various informal options to resolve the problem. Plus if the matter has to be submitted to the Monitoring Officer, it helps Councils to effectively support employees through that process . Including: The importance of employment procedures that are fair and transparent, right for small organisations and understood by all parties, as required by the ACAS Guidelines; Understanding the difference between a Grievance and a Code of Conduct complaint; Steps to support an employee whose health is affected by a dispute; Supporting an employee to make a balanced, evidenced and professional complaint to the Monitoring Officer, if necessary and appropriate.	£150 plus VAT
Ad-hoc Zoom session	We can also conduct a Zoom meeting (30 – 60 minutes), with Councils to discuss the points covered by these modules.	£250 plus VAT

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

Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Essential Skills		
Course	Description	
Anti-bribery essentials	Explores what is, and what is not, considered bribery under UK law and provides tips and advice on staying compliant with the Bribery Act 2010. By the end of the course you should be able to: • Define bribery and corruption • Understand the Bribery Act 2010 and the penalties for breaking the law • Recognise what constitutes a crime under the Bribery Act • Know the six principles organisations should follow when designing their bribery policies and procedures • Know what actions you should take should you suspect bribery	
Anti-money laundering essentials	This aims to increase awareness of money laundering and offers tips on how to identify and prevent it within your organisation. By the end of the course you should be able to: • Describe what money laundering is and how it is done • Understand UK legislation and regulations regarding money laundering and what they cover • Explain how to prevent money laundering • Recognise the consequences of non-compliance with anti-money laundering legislation	
Customer service essentials	This course showcases effective communication with customers, arms you with a 'customer service toolkit', and explores managing complaints using the customer complaint resolution cycle. By the end of this course you should be able to: • Understand the principles of customer loyalty and how to build it through your interactions • Communicate more persuasively and effectively via the phone, video calls, face to face, and in writing • Provide a better level of customer service by using your customer service skills 'toolkit' • Understand the customer complaint resolution cycle and how to deal with common customer service challenges	
Data Protection essentials	This course covers data protection regulations in the UK and provides essential training for anyone who is in the position of processing personal data. By the end of this course, you should be able to: • Recognise why fair and effective data management is important to individuals and society as a whole • Understand relevant data protections legislation and regulations, along with the penalties for breaching these • Work with information in a way that doesn't breach the data protection principles and individuals' rights • Respond to requests for information from individuals in a way that is legal and effective	

Contact LALC to book Nimble eLearning—these cannot be booked via the LALC website

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

Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Essential Skills		
Course	Description	
Display Screen Equipment (DSE) workstation assessment essentials	This course addresses the health and safety requirements of DSE and advises on posture and safe working techniques. You will learn how to complete your own DSE risk assessment that you can provide to your employer. By the end of this course, you should be able to: • Understand the importance of DSE workstation assessment • Identify whether you are a high, medium or low-risk user • Recognise the effects of poor posture • Adjust your posture so that you have a good posture while working • Adjust your workstation to suit you • Carry out a DSE risk assessment	
Environmental awareness essentials	This course addresses the environmental crisis and looks at what businesses can do to reduce their impact on climate change and other pressing environmental issues. By the end of this course, you should be able to: • Recognise the benefits of a greener approach to your working practices • Know how positive action in the workplace can make a difference to our environment • Take steps to reduce the negative impact your workplace can have on the environment • Make waste management choices that are better for the planet	
Equality, diversity and inclusion essentials	This course addresses threats to equality such as discrimination, harassment and victimisation, and looks at how you can promote fairness, diversity and inclusion at work. By the end of this course, you should be able to: • Understand what is meant by 'equality', 'diversity' and 'inclusion', and recognise how they benefit us • Identify who is protected by the Equality Act, and explain what happens if their rights are compromised • Recognise discrimination and other unfair practices in the workplace and know how to act on them • Understand what you can do yourself to promote equality, diversity and inclusion	
Fire safety essentials	This course highlights the essentials of fire safety awareness in the office environment and when working from home. It explores best practice fire safety procedures and provides an overview of the equipment required under fire safety regulations. By the end of this course, you should be able to: • Understand employers' responsibilities under fire safety law • Prevent fires by using the fire triangle theory • Identify fire safety signs and appreciate the importance of knowing where they are in your workplace • Identify fire safety equipment and understand how it should be used • Recognise the need to periodically check fire safety procedures • Carry out the fire safety procedures in place for your organisation	

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

Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Essential Skills		
Course	Description	
Freedom of information essentials	This course addresses the essentials of the Freedom of Information Act, highlighting who it applies to and how to handle and respond to different types of requests for information. By the end of this course, you should be able to: • Recognise when and where the main provisions of the Freedom of Information Act apply • Understand the types of information that will be shared in an organisation's publication scheme • Make or handle requests for information in an appropriate way • Understand the rights of individuals under the Act and the consequences of not complying with the legislation	
Health and safety essentials	This course provides an understanding of potential health and safety issues at work, the legislation surrounding it, and how to improve safety in your workplace. By the end of this course, you should be able to: • Recognise what health and safety is important for individuals, employers and society as a whole • Understand the frameworks of health and safety legislation • Recognise the responsibilities your employer has for your health and safety • Use a range of health and safety techniques and good practice to help keep yourself safe at work (and beyond)	
Home working essentials	This course offers guidance on effective home working, and covers workspace set-up, safety at home, communicating remotely, and maintaining productivity. By the end of this course, you should be able to: • Recognise the characteristics of an effective home working environment • Develop and maintain safe home working behaviours • Maintain effective information security and data protection practices • Understand the importance of good communication when working remotely • Identify practical strategies to increase your productivity • Recognise the importance of looking after your mental health and wellbeing	
Human factors essentials	This course explores the role and impact of human error in the workplace. You'll learn how to manage common 'error traps' and understand which Human Performance (HuP) tools you can use to mitigate error traps that can't be removed. By the end of this course, you should be able to: • Understand the main types of errors that humans make • Identify key workplace error traps in order to remove or manage them • Recognise which Human Performance (HuP) tools can be used to mitigate error traps that can't be removed	

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Essential Skills		
Course	Description	
Information security awareness essentials	This course addresses the different threats to an organisation's information security and explores best practices for keeping data safe, whenever and wherever you work. By the end of this course, you should be able to: • Recognise why information security is essential to organisations • Identify secure working practices to safeguard company data • Protect information when working remotely and on mobile device • Improve your awareness of online risks and how to stay safe on the internet • Respond to and report information security issues	
Manual handling essentials	This course outlines manual handling risks, advises on how to properly plan moving or lifting tasks, and looks at proper technique to be used when manual handling. By the end of this course, you should be able to: • Recognise the potential risks of injury from manual handling tasks • Appreciate the importance of keeping yourself and colleagues safe from risk • Assess a range of manual handling factors and take steps to reduce risks • Plan moving and lifting tasks more effectively • Use safer technique when handling loads—individually, as a team, and with common workplace aids	
Menopause essentials	This course helps you become more 'menopause aware' and overcomes the stigma. Menopause symptoms affect 75% of all women and yet there's still a widespread lack of understanding and reluctance to talk about it. It will help you recognise symptoms and understand the impact menopause can have on you and your workplace. By the end of this course, you should be able to: • Recognise how menopause affects women in different ways • Take steps to create a more supportive workplace for those experiencing menopause	
Modern slavery essentials	This course explores the concept of modern day slavery and addresses the signs that might suggest a vulnerable person is being exploited. By the end of this course, you should be able to: • Appreciate the extent of modern slavery in the UK and the many forms it takes • Recognise the factors that can increase a person's risk of exploitation • Spot signs of modern slavery and human trafficking that can help them identify potential victims • Understand the measures available to punish perpetrators and support potential victims • Report their suspicions or concerns to the appropriate organisation	

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Essential Skills		
Course	Description	
Personal safety essentials	This course seeks to improve personal safety awareness and provides tips and advice on how to keep yourself at work, at home, in public places and while travelling. By the end of this course, you should be able to: • Recognise the importance of confidence and preparation in staying safe • Understand how reducing 'opportunity' for criminals increases safety • Avoid situations and environments that may place you at greater risk • Practice safe behaviours at work, home, in public, and while travelling • Know what to do if you feel unwell or become a victim of crime	
Stress management essentials	This course explains what stress is, looks at ways to reduce stress and offers coping strategies to better manage stress levels. By the end of this course, you should be able to: • Understand and identify stress and why it can be detrimental for you • Identify stress and stressors in yourself and others • Reduce your exposure to stress • Develop your own Wellness Action Plan • Implement coping strategies in your work and personal life	
Team leadership essentials	This course explores what it means to be an effective team leader by examining leadership styles and the essential skills required to get a team to thrive under your directions. By the end of this course, you should be able to: • Understand your own leadership style • Apply your knowledge of leadership styles in different situations • Know how to build relationships and engage your team members • Identify and employ effective team leadership skills and techniques	
Time management essentials	This course will help you claim back control of your time with easy-to-implement techniques that will help you better manager and organise your daily workload, making you more productive in your role and, by default, everyday life. By the end of this course, you should be able to: • Understand why good time management is important • Recognise common challenges to effective time management • Apply techniques to improve your own time management skills	
Working at height essentials	This course helps to identify activities that are classed as work at height under the law. It demonstrates how employers and employees need to work together under the Working at Height Regulations (2005) to implement safety measures, assess risks and follow best practice for any work performed at height. By the end of this course, you should be able to: • Recall which type of activities classify as 'work at height' (WaH) • Recognise your employer's and your own responsibilities under the Work at Height Regulations 2005 (WaH) • Identify risks most commonly associated with working at height • Plan a safe approach to performing work at height • Use stepladders and leaning ladders safely	

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Courses delivered directly by LALC or partners

eLearning - delivered by:

£25 plus VAT per course.



Course	Description
COSHH Essentials	Every year, thousands of workers suffer from illnesses caused by hazardous substances in the workplace. By the end of this course, learners should be able to: • Explain what COSHH is and why it's important in the workplace • Identify and interpret the hazard symbols used in COSHH • Recognise hazardous substances you might encounter at work and understand their risks to your health • Use control measures and safe handling to minimise your exposure to hazardous substances
Infection Control Essentials	This course covers the fundamentals of how to slow the spread of those harmful microbes which can make us unwell. T he online learning is aimed at anyone who might come into contact with infections during their work. Reducing the spread of everyday illnesses is desirable for everyone. We all want fewer periods of illness and less risk of passing infection on to others!
Unconscious Bias Essentials	Have you ever jumped to the wrong conclusion or misjudged someone you just met? We all do it, with just about everyone we come across. We make snap judgements about people based on the very little information we know about them. And mostly, we do it without even knowing. Our unconscious biases can have a big influence on how we feel about people and affect the decisions we make every day. Because these biases are often rooted in inaccurate or incomplete information, they can lead to unfair assumptions and poor decision-making, without us realising. This course aims to increase your awareness of unconscious bias and give practical tips on how you can reduce the effect it has on your decisions, attitudes and behaviour.

Contact LALC to book Nimble eLearning — these cannot be booked via the LALC website

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

Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Local (parish and town) council courses		
Course	Description	
Introduction to local councils	This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should be able to: • Understand the role of the local councillor • Identify the council's purpose • Appreciate how decisions are made • Identify the principles of public life • Recognise the council's legal context • Understand how the council manages its money	
Introduction to planning for local councils	This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should know: • What is planning? • Role of the Parish Council • What is controlled by planning • Types of planning applications • Material & non-material considerations • The parish council recommendation • Planning conditions • Developer contributions	
Understanding precepts	This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for councillors, clerks and other officers who may be new to the role or would like information on what the precept is and how it works for the council. By the end of this course, you should know: • What a precept is and how a Parish Council receives it • What a Parish Council needs to do in preparation for setting it • How a Parish Council can justify the money it seeks • Who should be consulted	

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.			
Local (parish and town) council courses			
Course		Description	
First Aid essentials		This course covers first aid provisions in low-risk workplaces. It provides top-line guidance on how employees can deal with some common accident and medical emergency scenarios. By the end of this course, you should be able to: • Identify first aid support measures available in your workplace • Call for an ambulance and be prepared for the questions they'll ask • Recognise common medical emergencies and injuries that could occur in a low-risk workplace • Apply basic first aid principles if someone becomes suddenly ill or injured at work	
Mental Health essentials		This course aims to provide you with everyday tools to help you manage your mental well-being and become a more supportive and compassionate colleague. By the end of this course, you should be able to: • Use the mental health continuum to assess your wellbeing and communicate how you're feeling • Use the five steps to wellbeing and circle of influence to help improve your wellbeing • Spot some of the signs of poor mental health in others • Take steps to create a more supportive workplace environment	
Neurodiversity at work essentials		This course explores how we can create a more neuro-inclusive culture at work. It highlights the benefits of neurodiverse teams, and highlights workplace challenges and reasonable adjustments that can be made to support neurodiverse employees. By the end of this course, you should be able to: • Explain what is meant by the term neurodiverse • Recognise the benefits of neurodiversity at work • Identify how a typical work environment could significantly impact a neurodiverse employee's daily life • Support and implement small adjustments that could benefit neurodiverse employees in your workplace	
Working with volunteers essentials		This course covers the essentials of effective volunteer management, including key legal considerations and different approaches to working with volunteers successfully. By the end of this course, you should be able to: • Identify the key differences between volunteers and paid staff • Describe the primary legal considerations when working with volunteers • Apply effective strategies to help support and manage your volunteers • Recognise the importance of valuing and developing your volunteers	

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.			
Local (parish and town) council courses			
Course		Description	
Cyber security awareness: Basic		This course, developed by cyber security specialists Cyber Security Associates, is designed to give better insight into the day-to-day cyber challenges. Providing practical advice on safeguarding company and personal information at work and home and offering techniques for identifying potential or actual cyber-attacks. By the end of this course, you should be able to: • Understand that cyber is more than just IT • Understand the concept of the Internet of Things • Have a better understanding of how data protection laws are changing • Explain the key differences between the outside and inside cyber threats and what constitutes these types of threats • Understand the importance of passwords and their security in defending information against a cyber threat • Understand what makes up your digital footprint and how it can be used as a means of attack • Remember ways to control and manage your digital footprint • Identify ways to stay cyber safe while at work, at home and working on the move • Know what to do if any of your accounts are compromised or hacked	
Cyber security awareness: Password management		This course, developed by cyber security specialists Cyber Security Associates, is designed to provide clear and concise guidance on using passwords and other protection methods to keep your information and data safe and secure. By the end of this course, you should be able to: • Understand the definition of a password and where it originated from • Be able to recognise what both common and vulnerable passwords would look like • Differentiate between a password and a passphrase • Understand how passwords can be attacked and breached • Identify that there are various other security measures in place to protect your password	

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.			
Local (parish and town) council courses			
Course		Description	
Cyber security awareness: Phishing		This course, developed by cyber security specialists Cyber Security Associates, is designed to enhance knowledge of one of the fastest-growing cyber attack methods: phishing. Useful for anyone who works with digital devices and provides details of information security threats, attack methods, and tips and techniques on safeguarding. By the end of this course, you should be able to: • Understand the definition and different types of phishing • Explain why phishing attacks are used and how your digital footprint can be exploited for these attacks and social engineering purposes • Examine the rise of cybercrime and why phishing continues to be a key tool and technique for attacks • Understand the different types of phishing attacks and how the complexity of each one can be completely different • Know the best way to respond to phishing attacks when at work and home	
Cyber security awareness: Video conferencing		This course, developed by cyber security specialists Cyber Security Associates, is designed to examine the different methods of videoconferencing and the processes and technology that can be used to protect these services. By the end of this course, you should be able to: • Appreciate the history and evolution of video conferencing • Understand the hardware and software used for video conferencing • Understand the different types of threats and attacks against video conferencing platforms • Know how to stay cyber safe when setting up and using your video conferencing platform • Understand the measures to keep your meetings secure	

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Courses delivered directly by LALC or partners

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

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Course	Description	
An introduction to changing behaviours 	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, teaches us how we can rewire our brains to form new neural connections, freeing ourselves from pre-learnt behaviours to bring about positive change. By the end of this course, you should be able to: • Be aware of how habits and behaviours form • Understand the psychological habit loop • Identify and focus on what you want to change • Set yourself an action plan to make positive behavioural changes	
An introduction to resilience 	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, brings us the core principles and practical advice needed to build our personal resilience via positivity and the ability to successfully deal with change. By the end of this course, you should be able to: • Understand the fundamental principles of personal resilience • Be more aware of the benefits of being open and receptive to change • Think positively and view challenges more optimistically • Take personal responsibility and commit to positive action	
An introduction to behavioural agility 	Best-selling author and leading authority on resilience and behavioural agility, Liggy Webb, shows us how to reduce unhealthy stress and lighten our loads by adopting a growth mindset and embracing change. By the end of this course, you should be able to: • Adopt a growth mindset and explore your potential • Understand how to positively embrace change as an essential evolution for personal success • Let go of unhelpful thinking and learn to manage uncertainty and complexity • Tap into your dynamic capability and be bolder	
Mental health awareness 	This course has been developed by healthcare training experts, Espirita. It seeks to highlight the issues related to mental health disorders and ensure that learners are equipped with practical knowledge on how to recognise, manage and support those suffering from poor mental health—which could include themselves.	

Contact LALC to book Nimble eLearning — these cannot be booked via the LALC website

After each training session you will be sent an email asking you to complete a short feedback form (**CLICK ON THE FEEDBACK LINK**). Please take the time to complete this. Without your feedback, we cannot assess the effectiveness of the training we provide.

If you're looking for training not currently on our schedule, please let us know.

The LALC Annual Training Scheme (ATS): 1st April 2025—31st March 2026

CORE training is included in the ATS. This covers essential training that is common to all councils. Light refreshments e.g. tea/coffee are provided. Member councils will be invoiced £13.00 plus VAT per delegate to cover lunch for full day (in-person) events.

Councils who are not members of the ATS can still attend but additional charges apply (as per non-core training below).

NON-CORE training is not included in the ATS and an additional charge of £35 plus VAT per delegate for any morning/afternoon/evening session (including refreshments) will apply. There will be a charge of £78 plus VAT per delegate for an all-day in person event (including lunch and refreshments). An all-day remote session will be charged at £65 plus VAT.

Non-core charges apply to ATS and non-ATS members.

Please note that ATS charges are in addition to the LALC annual membership fees.

Bookings

Bookings should be made by the Clerk via the online portal, unless otherwise specified. When booking via the portal, **please ensure that delegate email addresses are correct**, otherwise they will not receive joining instructions. For those courses specifying 'contact LALC', email enquiries@lalc.co.uk.

*Please notify us if a delegate has specific dietary, learning or access requirements when booking.

Cancellations

- For part day courses – please ensure we receive cancellations at least 48 hours in advance
- For full day events – please ensure we receive cancellations at least 5 working days in advance, as we need to pre-order and pay for lunches

Due to persistent non-attendance at booked events, it is unfortunate that LALC have had to amend the way we impose our cancellation fees. All members are charged 50% of the training cost when insufficient notice is received (as above) for non-attendance at training events. No shows will be charged at 100% of the course fee. All charges are regardless of whether the council is a member of the ATS or not.

Contact us

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A GREATER LINCOLNSHIRE FOR ALL



A Greater Lincolnshire for All

Greater Lincolnshire is ready for change

A Greater Lincolnshire for All is an ambitious proposal for the future of local government in Greater Lincolnshire, brought forward by East Lindsey District Council and South Holland District Council.

With ten councils delivering local services, the current system is too complex, inefficient and confusing. A Greater Lincolnshire for All creates two new unitary councils responsible for delivering all council services – Northern Lincolnshire and Southern Lincolnshire – to replace current structures.

It is a balanced and ambitious plan that simplifies local government and delivers better services and value for money for residents, communities and businesses.

The proposal enables stronger local accountability, smarter use of public money, consistent, high-quality public services and will create opportunities for our county's economy bringing in new investment and jobs.

It gives Greater Lincolnshire a stronger voice – in government, in devolution negotiations, and in shaping the county's future for every community, business and resident.

Why change is needed

Greater Lincolnshire is a region rich in heritage, natural beauty, and economic potential. From the industrial towns on the Humber to the market towns and coastal communities, this is a “place of places” – proud, diverse and full of potential.

But our system of local government no longer reflects the needs or identity of the people who live here. Services are delivered by ten different councils, creating duplication, inefficiency and confusion. Residents are often unclear who is responsible for what. Businesses and public service partners face unnecessary bureaucracy. And Greater Lincolnshire’s voice is diluted on the national stage.

This is the moment to simplify, strengthen and modernise local government in Greater Lincolnshire.

Two New Councils

We are proposing the creation of two new unitary councils to replace the current system:

Northern Lincolnshire Council, covering Lincoln, North Lincolnshire, North East Lincolnshire and West Lindsey

Southern Lincolnshire Council, covering Boston, East Lindsey, South Holland, North Kesteven and South Kesteven

This is not one-size-fits-all. Northern Lincolnshire looks naturally to the Humber and the Northern Powerhouse. Southern Lincolnshire connects into the East Midlands and East Anglia. The proposed model reflects these patterns of identity, economy and travel.

**NORTHERN
LINCOLNSHIRE
COUNCIL**



**SOUTHERN
LINCOLNSHIRE
COUNCIL**

By aligning with how people live and work, the new councils will be more relevant, more trusted and more effective.

Each council would be responsible for all local services in its area – from roads and housing to education and waste. This single-tier model would end the current split between district and county councils.

Both new councils would be of a similar population and economic size, ensuring fairness between the north and south and providing the scale needed to manage services effectively and sustainably.

Better Services, Closer to Home

The new model will enable smarter, more joined-up services, delivered closer to communities.

High quality adult and children's social care services will be accessible to all residents. The new Councils will improve consistency, raise standards and ensure that the most vulnerable residents receive the care they need, wherever they live.

Each council will maintain local hubs and access points so that services remain visible and responsive. At the same time, new structures will support strategic improvements in housing, planning, transport and community safety – helping councils plan for the long term and tackle the big challenges facing our area.

Value for Money

The reorganisation will remove unnecessary overheads and duplication, freeing up resources to invest in frontline services. It will also create opportunities to reform outdated funding models and make better use of public assets.

The South & East Lincolnshire Councils Partnership – covering Boston, East Lindsey and South Holland – has already shown what’s possible, with projected savings of £42 million over ten years. This proposal builds on that success and takes it further.

By pooling expertise and removing administrative barriers, the new councils will deliver more for less – and ensure every pound works harder for the people of Lincolnshire.

A Stronger Local Voice

As unitary authorities, both new councils will become full members of the proposed Mayoral County Combined Authority – with equal representation and a direct say over regional investment, devolution and economic growth.

This model gives Greater Lincolnshire a stronger national voice while preserving local character and control. Decisions about local priorities will be made locally – with enhanced roles for town and parish councils, formal area committees, and a clear commitment to community engagement.

A Platform for the Future

This proposal is about more than just structure. It is a platform for ambition – enabling Greater Lincolnshire to grow, innovate and thrive.

It supports our 2050 Vision for a greener, fairer and more prosperous future. It will help us invest in skills, decarbonise our economy, and support residents of all ages to live well.

Now is the time to embrace change – to create local government that is simpler, stronger and more sustainable. Together, we can deliver **A Greater Lincolnshire for all.**

Our 10 Guiding Principles

We recognise that change can be unsettling, particularly on something as important as moving to a new system of local government - that many tens of thousands of people rely upon each day.

That's why we are setting out 10 pledges that we are making to the people and communities of Greater Lincolnshire as we move forward over the coming months. These pledges will be the principles and actions that will guide our approach, holding us to account and reminding everyone that it is the people of Greater Lincolnshire who must come first throughout this change.

Continuity of services as local government changes in Greater Lincolnshire

A commitment to all residents to keep them informed

Protecting frontline staff working across the area

Better value for money with savings directed to frontline services

Accessible council services for all, delivered through contact hubs across the area

A single telephone number and website to access ALL council services in your area.

Improved services for vulnerable residents including housing, adults' and children's services

Improved services for all children and young people, including education, training, jobs and transport

Greater local decision-making including for all town and parish councils and enhanced area based governance

Closer relationships with all partners including the NHS, police, fire and rescue, education, and the voluntary sector to deliver better services

Listening to Greater Lincolnshire

A commitment to meaningful engagement with residents and stakeholders

This proposal is just the beginning. We believe that any change to local government must be shaped by the people it serves – residents, businesses, community groups and public service partners.

Over the coming months, we will be holding conversations across Greater Lincolnshire to ensure that your voices are heard. Whether you live in a town, village or coastal community – whether you work in the public sector, run a local business, or volunteer in your neighbourhood – we want to hear from you.

Our engagement programme includes:

- Public events and Q&A sessions with council leaders
- Online opportunities to ask questions and share views
- Roundtable discussions with local businesses, charities and public service partners
- Workshops and briefings for parish and town councils
- Targeted engagement with young people, carers, and service users
- Regular updates via a dedicated website, social media and newsletters

We're also working closely with MPs, the NHS, the police, schools and others to make sure that future services reflect the needs of all communities in Greater Lincolnshire.

This is your future. Help shape it.

How to get involved

To read the full proposal, find out about events near you, and share your views:

Visit: www.greaterlincolnshireforall.org

Email us: hello@greaterlincolnshireforall.org



East Lindsey District Council
The Hub
Mareham Road
Horncastle
Lincolnshire
LN9 6PH

South Holland District Council
Priory Road
Spalding
Lincolnshire
PE11 2XE

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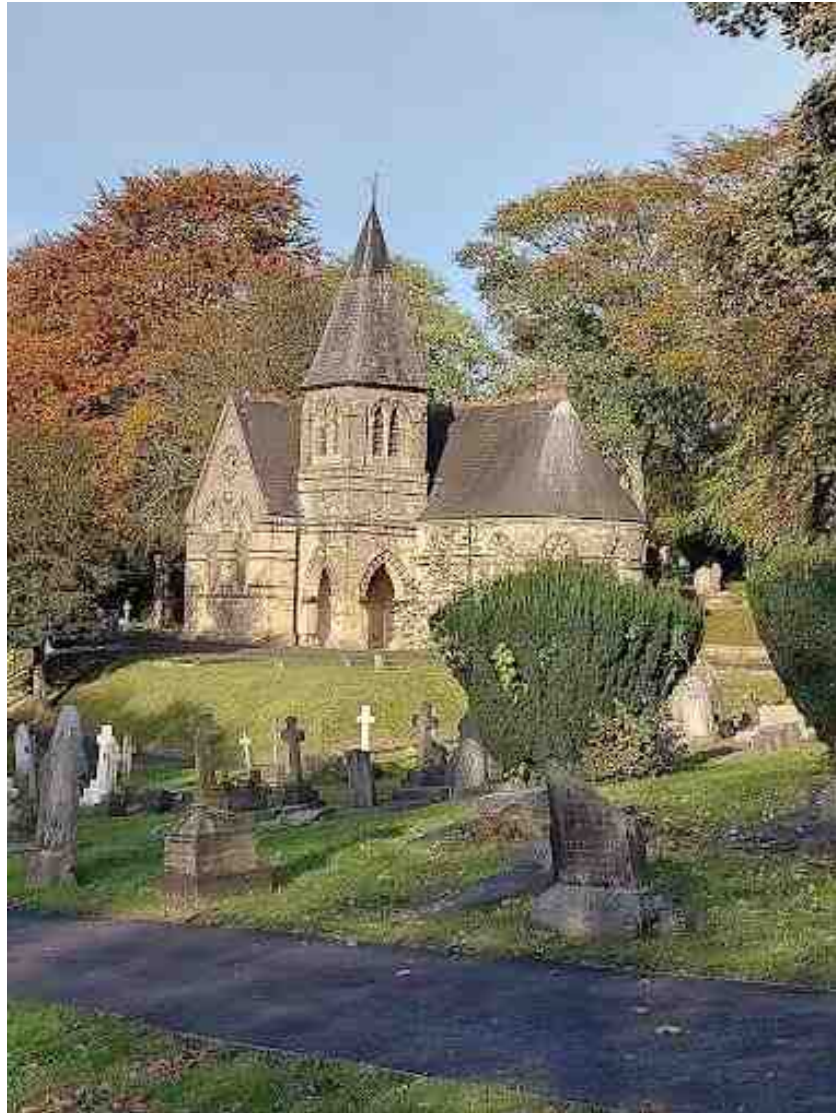
Ray Hamblin Ltd



LION OUTSIDE BARS

PAPER I

Tree Management Strategy



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Document History

Adopted by Council – 15 July 2025

Reviewed & Adopted –

1. Introduction

Gainsborough Town Council has a statutory duty of care under the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1957 to ensure that members of the public and employees are not to be put at risk because of any failure by the Council to take all reasonable precautions to ensure their safety.

An assessment of risk is required under the Management of Health and Safety Regulations 1999, in relation to the Tree Management Strategy there is a need to inspect trees in or near public places, or adjacent to buildings or working areas to assess whether they represent a risk to life or property, and to take remedial action as appropriate.

Gainsborough Town Council, either in its capacity as owner or manager, is responsible for trees located on land for which it manages or has control over. As such, the Council has a statutory duty of care in relation to its trees. Compliance with the duty requires the operation of a reasonable systematic inspection of all trees.

This document sets out minimum standards of inspection, competence and record keeping that the Council will commit to and is in accordance with the industry guideline. This document also includes replanting guidance that supports sustainable urban and rural ecosystems. This strategy aligns with UK climate goals, biodiversity needs, and local government policies.

The Nature of Tree Failure Risks

Where land is constantly occupied by people or by valuable property, a moderately small tree might, by virtue of its position, represent a significant “Risk of Harm”. On the other hand, a large tree in an area of low access such as a remote woodland or country park will represent only a very low “Risk of Harm” even where its stability is substantially compromised.

In the latter scenario, access to a remote area will be considerably reduced during the high wind events that are most likely to result in failure of trees and as a result the risk from tree failure in these areas is further reduced.

The System

Gainsborough Town Council appoints a qualified arboriculturist to carry out 18 monthly safety surveys of all trees within its management.

Frequency of Inspections

Any recommended timetable for tree and woodland safety inspections will depend on tree numbers, age-spread and general health, the category of site and the extent of occupation. Inspection timings can sometimes also be determined by insurance companies’ specific requirements and may vary from annually to a three or five-year cycle. If there is a large or ageing tree population and a significant occupation, then the frequency should be increased.

It is recommended that the Council’s now regular inspection frequency of 16 to 20 months should be continued, this allows inspections to be carried out whilst observing changing seasonal and growth conditions.

2. Definitions

Hazard

A hazard is something with the potential to cause harm. A tree-failure hazard is present when a tree has potential to cause harm to people or property.

Risk

Risk is the likelihood of potential harm from a hazard being realised.

Probability

Statistical probability is a measure of the likelihood of something happening.

Acceptable Risks

Gainsborough Town Council is constantly exposed to risk and accepts or rejects risks of varying degrees.

When evaluating tree-failure hazards, two types of risk will be considered. Consideration is given to the person upon whom a risk is imposed. Each year between 5 and 6 people in the UK are killed when trees or branches fall on them. Around 3 people are killed each year by trees in public spaces. Thus, the risk of being struck and killed by a tree or branch falling is extremely low (in the order of one in 10 million for those trees in or adjacent to areas of high public use). However, the low level of overall risk may not be perceived in this way by the public, particularly following an incident.

Reasonable Practicability

The term “so far as is reasonably practicable” refers to the degree of risk in a particular situation and should be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk.

The concept of “reasonable practicability” is a central tenet of English law, which is evident throughout the English Health and Safety legislation and guidance (e.g. Health and Safety at Work Act 1974), and in judgements of the higher courts in relation to tree failure.

Cost and Benefit

The benefits of trees are always under-estimated; they are essential to our well-being and generally enhance our built and natural environments. It is essential within our management principles to maintain a balance between the benefits of risk reduction and the cost of risk reduction; not only financially but also in terms of the lost amenity and other tree related benefits.

Tree Inspection Programme

It is the responsibility of the Council to ensure that tree safety inspection procedures are in place and that they are undertaken only by employees or others who meet the requirements of competence set out within the following sections.

The tree inspection programme has four stages:

1. An assessment of risk
2. An assessment of hazard
3. A prescription for remedial action
4. A plan for the recording and re-inspection process

Assessing the Level of Risk

This is undertaken by the appropriately qualified arboriculturist with sufficient local knowledge and with advice from relevant members of the ground's maintenance team. However due to the fact that over 80% of the trees that fall under the responsibility of the Council border pathways, roads and highways and also taking in to account that the areas in which the trees are situated are also well visited by employees, contractors and members of the public an inspection frequency between 16 – 20 months carried out by a competent and accredited person is advisable.

Assessing Hazards

This is undertaken by an appropriately qualified arboriculturist. It is the responsibility of the arboriculturist to ensure that the hazard is assessed to the best of their ability and is recorded accurately by themselves, and records kept by the Council's Operations Manager. Many trees are potentially hazardous but only the conditions most likely to lead to injury or damage to people or property can reasonably be addressed unless a more detailed individual inspection is recommended. In practice only, visible defects are likely to be identified during an initial survey.

Recording Information

A full Tree Safety Survey is carried out approximately every 18 months, this includes species, height, condition and age of all trees within Gainsborough Town Council's areas of responsibility. A Tree Safety Survey Report will be issued by the arboriculturist once collated, within the safety survey there will be an action plan of advised works included and an assigned category of risk. Visual tree inspections are also carried out on a regular basis by the Grounds Maintenance Team, Communities Officer and Operations Manager who have all attended a Lantra Tree Inspection course. All findings are logged and reported on hard copy and are held within the Operation Manager's office. Currently all trees that are identified in-house as being in poor condition, be it signs of fungal fruiting bodies, substantial loss of bark/branches or failure to fully leaf in season are then inspected by external arboriculturist contractors.

3. Sustainability and Replanting



The Council recognise that the natural beauty of the Cemetery grounds is deeply enhanced by the presence of mature trees and green spaces. As Managers of Gainsborough's Cemeteries, the Council are committed to preserving and enhancing the landscape and natural habitats through responsible environmental practices.

Because of ongoing maintenance needs, age-related decline, or weather damage that may necessitate the removal of trees, we are dedicated to a proactive and sustainable replanting program. This program includes:

Replanting with Native and Resilient Species

We prioritise the selection of native, disease-resistant, and climate-resilient tree species that are well-suited to the local ecosystem. This supports biodiversity and ensures long-term ecological health.

Maintaining Canopy Coverage

For every tree removed, we aim to plant one or more replacements, ensuring the long-term preservation of tree canopy coverage across the Cemetery grounds.

Preserving Historic and Memorial Integrity

Tree planting and removal will be carefully planned in a way that respects the historic layout of the Cemetery and ensures the dignity of all individual burial plots.

Community and Environmental Partnership

Where appropriate, we will work in collaboration with local environmental groups, arborists, and the community to ensure that our practices align with best ecological standards and reflect shared values.

Through these efforts, we strive not only to preserve the Cemeteries tranquil atmosphere that visitors and families find comforting, but also to contribute meaningfully to environmental sustainability and legacy for future generations.

4. Poplar Tree Management Plan



Poplar trees are fast-growing, tall trees commonly found in parks, urban landscapes, and along roadsides or rivers. Due to their size, brittle wood, and susceptibility to disease and storm damage, poplar trees require structured management to ensure public safety and legal compliance.

Objectives

- Minimise risk to the public and property
- Ensure legal duty of care is met
- Maintain tree health and longevity where possible
- Maintain the Tree Safety Survey and a Tree Management Strategy

Legal Framework & Responsibilities

- **Occupiers' Liability Acts (1957 & 1984)** – Duty of care to Cemetery visitors
- **Health and Safety at Work Act 1974** – Protection for employees
- **Wildlife and Countryside Act 1981** – Protection of wildlife inhabiting trees
- **Tree Preservation Orders (TPOs)** – Ensure compliance before works
- **Local Authority Guidance** – Consult regularly with West Lindsey District Council Tree and Landscape Officer

Risk Assessment Framework

Tree Risk Zones

Categorise land into zones based on usage and risk

Zone	Description	Examples
High	Frequent public access	Roads, paths, playareas
Medium	Occasional access	Open parkland, car parks
Low	Rare access	Remote woodland

Risk Factors for Poplars

- Age and size (larger trees pose higher risks)
- Species (e.g. Lombardy poplar is prone to structural failure)
- Wood decay and fungal infection (e.g. *Ganoderma*, *Phellinus*)
- Limb drop
- Windthrow (especially after heavy rain)

Inspection Regime

A full Tree Safety Survey is carried out approximately every 18 months, this includes species, height, condition and age of all trees within Gainsborough Town Council's areas of responsibility. A Tree Safety Survey Report will be issued by the arboriculturist once collated, within the safety survey there will be an action plan of advised works included and an assigned category of risk.

Visual tree inspections are also carried out on a regular basis by the Grounds Maintenance Team, Communities Officer and Operations Manager who have all attended a Lantra Tree Inspection course. All findings are logged and reported on hard copy and are held within the Operation Manager's office. Currently all trees that are identified in-house as being in poor condition, be it signs of fungal fruiting bodies, substantial loss of bark/branches or failure to fully leaf in season are then inspected by external arboriculturist contractors.

Record Keeping

Maintain a Tree Safety Survey that contains:

- Tree ID/Location
- Species and age estimate
- Date of inspection
- Risk rating
- Recommended actions
- Date of completed works

Maintenance and Risk Mitigation

Pruning

- Remove dead, dying, or dangerous limbs
- Reduce end-weight on long lateral branches
- Crown reduction for structurally weak trees

Felling and Removal

- Remove trees that pose immediate and unmanageable risk
- Consider replanting with safer, more durable species

Monitoring

- Use decay detection tools (e.g. Resistograph) for high-value or high-risk trees
- Monitor fungal fruiting bodies

Storm Damage

- Inspect all high-risk trees after storms or extreme weather
- Prioritise trees in high-use areas

Communication and Training

- Train grounds staff in basic tree risk recognition
- Display warning signage near hazardous areas if needed
- Engage qualified arboriculturists for detailed inspections

Contingency and Emergency Planning

- Maintain a list of emergency tree contractors
- Have a rapid response plan for dangerous tree failures
- Notify insurance providers of known risks and management actions

Review and Update

- Review plans every 2–3 years or following a reportable incident
- Update after major tree work

5. Beech Tree Management Plan



Beech trees (*Fagus sylvatica*) are magnificent but can become hazardous if not monitored properly due to their susceptibility to root and branch failure, especially as they age. Gainsborough Town Council have responsibility for several Beech trees throughout their parks and Cemeteries, and it has been identified that many of the Cemetery Beech trees are becoming very mature, and the virulent fungal decay agent *Meripilus giganteus* is known to be present. A number of large mature trees have already been removed due to disease, and it is recommended that the remaining Beech tree stock are closely managed to identify issues as early as possible.

Objectives

- Minimise risk to the public and property
- Ensure legal duty of care is met
- Maintain tree health and longevity where possible
- Maintain the Tree Safety Survey and a Tree Management Strategy

Legal Framework & Responsibilities

- **Occupiers' Liability Acts (1957 & 1984)** – Duty of care to Cemetery visitors
- **Health and Safety at Work Act 1974** – Protection for employees
- **Wildlife and Countryside Act 1981** – Protection of wildlife inhabiting trees
- **Tree Preservation Orders (TPOs)** – Ensure compliance before works
- **Local Authority Guidance** – Consult regularly with West Lindsey District Council Tree and Landscape Officer

Risk Assessment Framework

Tree Risk Zones

Categorise land into zones based on usage and risk

Zone	Description	Examples
High	Frequent public access	Roads, paths, playareas
Medium	Occasional access	Open parkland, car parks
Low	Rare access	Remote woodland

Risk Factors for Beech Trees

- Age and size (larger trees pose higher risks)
- Bark stripping by Grey Squirrels causing severe damage
- Fungal infection (e.g. Phytophthora root rot, Beech bark disease, Honey fungus, Meripilus, Ganoderma, Armillaria)
- Drought sensitivity due to shallow root systems
- Wind damage

Inspection Regime

A full Tree Safety Survey is carried out approximately every 18 months, this includes species, height, condition and age of all trees within Gainsborough Town Council's areas of responsibility. A Tree Safety Survey Report will be issued by the arboriculturist once collated, within the safety survey there will be an action plan of advised works included and an assigned category of risk.

Visual tree inspections are also carried out on a regular basis by the Grounds Maintenance Team, Communities Officer and Operations Manager who have all attended a Lantra Tree Inspection course. All findings are logged and reported on hard copy and are held within the Operation Manager's office. Currently all trees that are identified in-house as being in poor condition, be it signs of fungal fruiting bodies, substantial loss of bark/branches or failure to fully leaf in season are then inspected by external arboriculturist contractors.

Record Keeping

Maintain a Tree Safety Survey that contains:

- Tree ID/Location
- Species and age estimate
- Date of inspection
- Risk rating
- Recommended actions
- Date of completed works

Maintenance and Risk Mitigation

Pruning

- Remove dead, dying, or dangerous limbs
- Reduce end-weight on long lateral branches

- Crown reduction to reduce the tree's size and wind resistance

Felling and Removal

- Remove trees that pose immediate and unmanageable risk
- Consider replanting with species that are less susceptible to disease

Monitoring

- Inspect tree's regularly for signs of disease, pests, damage or weakness
- Pay close attention to crown health, trunk condition, and root stability

Storm Damage

- Inspect all high-risk trees after storms or extreme weather
- Prioritise trees in high-use areas

Communication and Training

- Train grounds staff in basic tree risk recognition
- Display warning signage near hazardous areas if needed
- Engage qualified arboriculturists for detailed inspections

Contingency and Emergency Planning

- Maintain a list of emergency tree contractors
- Have a rapid response plan for dangerous tree failures
- Notify insurance providers of known risks and management actions

Review and Update

- Review plans every 2–3 years or following a reportable incident
- Update after major tree work

PAPER J

IT Policy

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Document History

Adopted by Council – September 2025
Reviewed & Adopted -

1. Introduction

1.1 Gainsborough Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

1.2 This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

2.1 This policy applies to all individuals who use Gainsborough Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

3.1 Gainsborough Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

4.1 Where possible, authorised devices, software, and applications will be provided by Gainsborough Town Council for work-related tasks.

4.2 Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

5.1 All sensitive and confidential Gainsborough Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

6.1 Gainsborough Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

7.1 Email accounts provided by Gainsborough Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

7.2 Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

8.1 Gainsborough Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

9.1 Mobile devices provided by Gainsborough Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

10.1 Gainsborough Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

11.1 Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

12.1 All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

13.1 Gainsborough Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

14.1 Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

15.1 This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

16.1 For IT-related enquiries or assistance, users can contact the Town Clerk.

16.2 All staff and councillors are responsible for the safety and security of Gainsborough Town Council's IT and email systems. By adhering to this IT and Email Policy, Gainsborough Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

PAPER K

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 26 August 2025



Gainsborough
TOWN COUNCIL

Subject: Mission, Vision and Values Review

1. Summary

To review the Council's current mission and vision statement.

2. Background

On 6 April 2022 the Council approved the Council's mission statement. See report at Appendix A.

*The council **resolved** to adopt the 2nd version of the vision statement. Subject to the second and fourth item of the mission statement to merged into one statement the Council **resolved** to adopt the mission statement.*

Gainsborough Town Council Vision and Mission Statement

Towards a fairer Gainsborough.

We strive to create a place, where everyone, whatever their background, can feel safe, and empowered and enabled to contribute to the community. We aim to create a place that allows people to develop a sense of pride and belonging.

Our **mission** is to achieve this by:

- Developing the cultural and economic well-being of the town
- Working in partnership with other agencies in developing services to meet local needs for the benefit of the community.
- Celebrating and promoting the cultural and historical heritage of our area.
- Making sound financial decisions based on best practice.
- Valuing and developing our own workforce.

3. Mission Statement Review

The Town Clerk is currently working in the Councils Strategic Plan and would like to review the Councils mission, vision and values. Please see draft below.

Gainsborough Town Council's Mission:

"Working with our community to secure Gainsborough's best future."

Our mission is to enhance the quality of life for Gainsborough's residents and businesses by:

- Promoting **economic wellbeing** and opportunities for growth.
- Supporting a healthy, **active, and inclusive community**.
- Developing and maintaining our **assets, green spaces, and recreation facilities**.
- **Engaging openly** with our community to shape local priorities together.
- Ensuring **effective governance** through transparency, accountability, and sound financial management.

- Protecting our environment and responding to **climate change** for a sustainable future.
- Celebrating Gainsborough's **heritage, culture, and identity** while fostering regeneration and innovation.
- Valuing and developing our **staff team** to deliver high-quality services.

Gainsborough Town Council's Vision:

"A thriving, inclusive, and sustainable Gainsborough — a town that celebrates its heritage, supports economic growth and wellbeing, protects the environment, and fosters pride, opportunity, and community for all."

Gainsborough Town Council's Values:

- Integrity, transparency, and openness.
- Partnership working with residents, businesses, and agencies.
- Advocacy for the people of Gainsborough.
- Value for money in service delivery.

4. Recommendation

To approve the Council's Mission, Vision and Values.

Officer Report to Council

Report Author: Belina Boyer
Report Date: 31/03/2022



Gainsborough
TOWN COUNCIL

Vision Meeting Summary

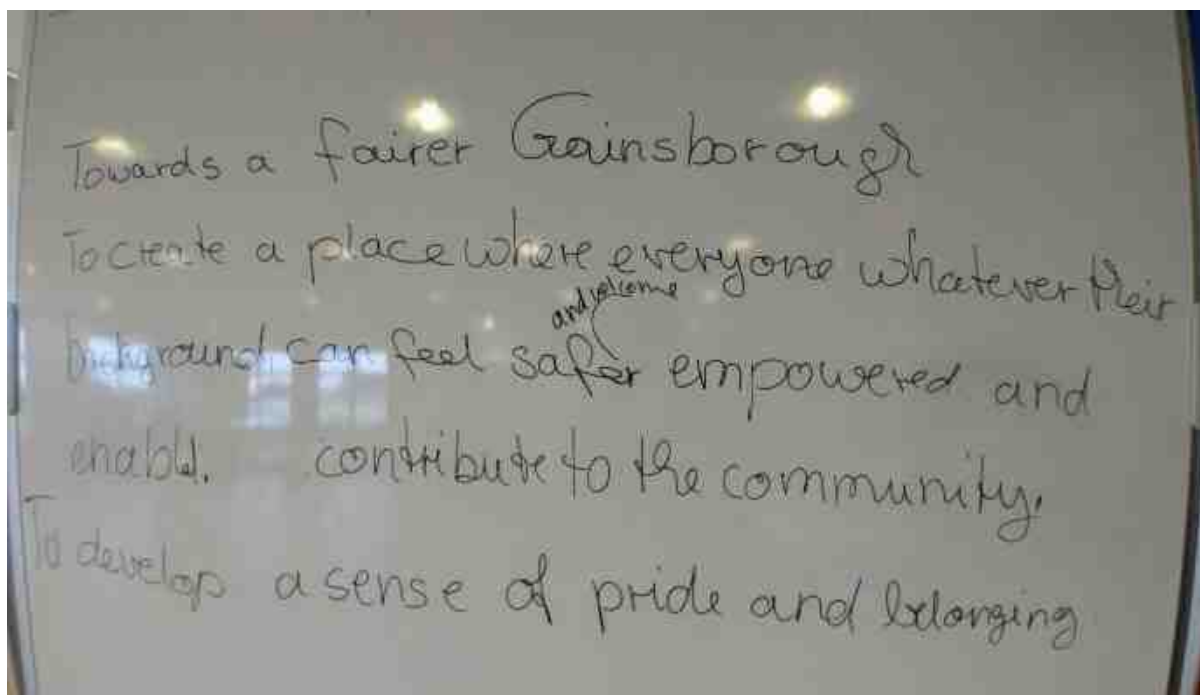
Background

At its November meeting the Personnel Committee **RESOLVED** to hold a Full Council brainstorming session to decide a vision and direction for the Council, the Chair of Council to update Members at the next Full Council. In January the Council **resolved** to hold an informal meeting on Saturday, 19 February 2022.

The date was specifically chosen to accommodate newly elected/co-opted members.

Summary

By the end of the meeting 19 February we had left it that we would tweak the vision itself to find the best yet concise wording. This is what was on the whiteboard:



1 Vision Statement on Whiteboard.

Please see below my suggestions for a final wording :

1. Towards a Fairer Gainsborough,

(We strive) to create a place, where everyone, whatever their background, can feel safer and become empowered and enabled to contribute to the community.

(To create a place that allows people) to develop a sense of pride and belonging

2. Towards a fairer Gainsborough,

(We strive) to create a place, where everyone, whatever their background, can feel safe, and empowered and enabled to contribute to the community.

(We aim to create a place that allows people) to develop a sense of pride and belonging.

Our **mission** is to achieve this by:

- Developing the cultural and economic well-being of the town
- Working in Partnership with other agencies for the benefit of the community
- Celebrating and promoting the cultural and historical heritage of our area
- Developing services to meet local needs
- Making sound financial decisions based on best practice
- Valuing and developing our own workforce.

Recommendation

- To choose between wordings 1 and 2 of vision or agree a final third option wording.
- To approve and adopt the Vision and Mission Statement as a whole, ready for publication.
- To apply vision and mission to all ongoing and future projects as far as reasonably practicable.
- Officer reports to show how projects work towards statements.

PAPER L



Ministry of Housing,
Communities &
Local Government

3 June 2025

LOCAL GOVERNMENT REORGANISATION

INTERIM PLAN FEEDBACK: LINCOLNSHIRE, NORTH LINCOLNSHIRE AND NORTH EAST LINCOLNSHIRE

To the Chief Executives of:

Boston Borough Council
City of Lincoln Council
East Lindsey District Council
Lincolnshire County Council
North Kesteven District Council
South Holland District Council
South Kesteven District Council
West Lindsey District Council
North East Lincolnshire Council
North Lincolnshire Council

Overview

Thank you for submitting your interim plans. The amount of work from all councils is clear to see. For the final proposal(s), each council can submit a single proposal for which there must be a clear single option and geography and, as set out in the guidance, we expect this to be for the area as a whole; that is, the whole of the area to which the 5 February invitation was issued, not partial coverage.

Our aim for the feedback on interim plans is to support areas to develop final proposal(s). This stage is not a decision-making point, and our feedback does not seek to approve or reject any option being considered.

The feedback provided relates to the following interim plans submitted by Lincolnshire councils:

- The City of Lincoln Council's proposed interim plan.
- The letter and interim plan in relation to Local Government Re-organisation in Greater Lincolnshire from East Lindsey District Council and South Holland District Council.
- The interim plan submitted by Lincolnshire County Council and North Lincolnshire Council.

- The report submitted by North East Lincolnshire Council setting out the preferences of each political grouping regarding local government reorganisation.
- The interim proposals jointly prepared by North Kesteven District Council and South Kesteven District Council and letter of formal recognition from Rutland County Council.
- The interim plan submission from West Lindsey District Council.
- The letter from Boston Borough Council.

We have provided feedback on behalf of central government. It takes the form of:

1. A summary of the main feedback points,
2. Our response to the specific barriers and challenges raised in your plans,
3. An annex with more detailed feedback against each of the interim plan asks.

We reference the guidance criteria included in the invitation letter throughout, a copy can be found at [LETTER: LINCOLNSHIRE, NORTH LINCOLNSHIRE AND NORTH EAST LINCOLNSHIRE – GOV.UK](#). Our central message is to build on your initial work and ensure that the final proposal(s) address the criteria and are supported by data and evidence. We recommend that final proposal(s) should use the same assumptions and data sets or be clear where and why there is a difference.

We welcome the work that has been undertaken to develop local government reorganisation plans for Lincolnshire, North Lincolnshire and North East Lincolnshire. This feedback does not seek to approve or discount any option, but provide some feedback designed to assist in the development of final proposal(s). We will assess final proposal(s) against the guidance criteria provided in the invitation letter and have tailored this feedback to identify where additional information may be helpful in enabling that assessment. Please note that this feedback is not exhaustive and should not preclude the inclusion of additional materials or evidence in the final proposal(s). In addition, your named area lead in MHCLG, Alex Jarvis, will be able to provide support and help address any further questions or queries.

Summary of the Feedback:

We have summarised the key elements of the feedback below, with further detail provided in the Annex.

1. We welcome the steps you have taken to prepare interim plans and the intentions set out in some of the plans for future joint working (as per criterion 4).
 - a. **Effective collaboration between all councils will be crucial; we would encourage you to continue to build strong relationships and agree ways of working, including around effective data sharing. This will support the development of a robust shared evidence base to underpin final proposal(s).**
 - b. **It would be helpful if final proposal(s) use the same assumptions and data sets.**

- c. It would be helpful if your final proposal(s) set out how the data and evidence supports all the outcomes you have included, and how well they meet the assessment criteria in the invitation letter.
 - d. You may wish to consider an options appraisal that will help demonstrate why your proposed approach in the round best meets the assessment criteria in the invitation letter compared to any alternatives.
- 2. Each council can submit a **single** proposal for which there must be a clear single option and geography. Councils can and are encouraged to submit joint proposals. We know there can be different views on the best structures for an area, and indeed there may be merits to a variety of approaches. **We would encourage you to work together to reduce the number of proposals under development for the invitation area – this is in the best interests of your valuable time and resources.**
- 3. We note that some proposals submitted cover varying geographies, and that one option under consideration includes Rutland which is not part of the Greater Lincolnshire Combined County Authority (GLCCA) area and sits outside of your invitation area. **As noted in the invitation, it is open to you to explore options with neighbouring councils in addition to those included in the invitation. Where final proposal(s) have implications for a neighbouring invitation area you should consider the impact of your proposals on the whole of the neighbouring invitation area. In addition, we would expect to see engagement and effective data-sharing between council(s) in the invitation area and council(s) in the neighbouring invitation area that are directly impacted. If one or more council(s) in a neighbouring invitation area support the proposal(s) put forward, we would also expect to see this reflected in proposal(s) submitted in response to the letter to the neighbouring invitation area, including a clear single option and geography covering the whole of the neighbouring area, not partial coverage.**
- 4. In some of the options you are considering populations that would be above or below 500,000. As outlined in the Statutory Invitation guidance and in the English Devolution White Paper, we outlined a population size of 500,000 or more – this is a guiding principle, not a hard target – we understand that there should be flexibility, especially given our ambition to build out devolution and take account of housing growth, alongside local government reorganisation. **All proposals, whether they are at the guided level, above it, or below it, should set out the rationale for the proposed approach clearly.**
- 5. Some of your plans include options which would involve boundary changes. In relation to potential boundary changes, as the invitation letter sets out boundary changes are possible, but “existing district areas should be considered the building

blocks for proposals, but where there is a strong justification more complex boundary changes will be considered”.

The final proposal must specify the area for any new unitary council(s). If a boundary change is part of your final proposal(s), then you should be clear on the boundary proposed, which could be identified by a parish or ward boundary, or if creating new boundaries by attaching a map.

Proposals should be developed having regard to the statutory guidance which sets out the criteria against which proposals will be assessed (including that listed above).

If a decision is taken to implement a proposal, boundary change can be achieved alongside structural change. Alternatively, you could make a proposal for unitary local government using existing district building blocks and consider requesting a Principal Area Boundary Review (PABR) later. Such reviews have been used for minor amendments to a boundary where both councils have requested a review – such as the recent Sheffield/Barnsley boundary adjustment for a new housing estate. PABRs are the responsibility of the Local Government Boundary Commission for England who will consider such requests case-by-case.

6. We welcome the consideration of the implications and benefits of unitarisation for GLCCA in proposals. Across all local government reorganisation proposals further information would be helpful on the implications of the proposed options for the governance arrangements of GLCCA. It would also be helpful to outline how each option would interact with GLCCA and best benefit the local community. We would also recommend consulting with the new Mayor of GLCCA. We note that some of the interim plans include Rutland, which is not part of the GLCCA area. For proposals that include this option, we would welcome further information on the impact this would have on GLCCA.

Response to specific barriers and challenges raised

Please see below our response to the specific barriers and challenges that were raised in your interim plans.

1. Direct Ministerial engagement with Leaders

We note your request for direct engagement with Ministers as you develop your proposals.

We are committed to supporting all invited councils equally while they develop their proposal(s). Alex Jarvis has been appointed as your MHCLG point person and is ready to engage with the whole area and support your engagement with government as a whole.

2. Capacity funding

You asked for adequate capacity funding to support final proposal development and support to ensure that the benefits of devolution can be realised alongside local government reorganisation.

£7.6 million will be made available in the form of proposal development contributions, to be split across the 21 areas. Further information will be provided on this funding shortly.

3. Implementing the Funding Review and protection from the impacts of funding reform

You requested that Government introduce the Fairer Funding Review in order to help councils deliver local government reorganisation.

Government recently consulted on funding reforms and confirmed that some transitional protections will be in place to support areas to their new allocations.

Further details on funding reform proposals and transition measures will be consulted on after the Spending Review in June. We will not be able to provide further clarification on future allocations in the meantime but are open to discussing assumptions further if we can assist in financial planning.

4. Review of the boundaries of GLCCA

We note that several interim plans either described the uncertainty arising from the Government's intention to review the boundaries of GLCCA or requested that Government abandon the boundary review entirely so that local government reorganisation can proceed on an agreed footprint.

The letter sent to Greater Lincolnshire leaders in November 2024 set out that we consider this devolution agreement the first step in Greater Lincolnshire's journey on devolution. It also stressed that together we would review the effectiveness of governance arrangements across the Humber and Lincolnshire to deliver successful economic and public service outcomes to ensure that the benefits of devolution are being maximised for yourselves and your communities; it is essential this review continues.

We would welcome further assessment in the final proposal(s) of how the proposed unitary structures would work with the new Combined Authorities across the Humber and Lincolnshire area to the benefit of local communities.

5. Long-term and ongoing financial pressures.

We note the issue raised about long-term financial pressures on local authorities and the potential implications of local government reorganisation.

In terms of transitional costs, as per the invitation letter, we expect that areas will be able to meet transition costs over time from existing budgets, including from the flexible

use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.

It would be helpful if detail on the councils' financial positions and further modelling is set out in detail in the final proposal(s).

6. Timescales

You expressed concern about the timelines set for local government reorganisation and noted the time pressures on discussions to reach a local consensus on a preferred option ahead of the November deadline.

The deadline for submissions has been designed to give areas as much time as possible to develop their final proposal(s). The timescales for submission are generally more generous than in previous reorganisation exercises. We recognise your hard work to develop interim plans and encourage you to continue to work together to build strong relationships and further agree ways of working, so as to develop your final proposal(s) for November.

As above, Alex Jarvis has been appointed as your MHCLG point person and will be ready to engage with the whole area, to support you to enable this work to continue at pace.

7. Structures

With regard to GLCCA, you raised the process of transition from existing two-tier arrangements to new constituent councils post local government reorganisation.

We expect that unitarisation will mean that GLCCA will become a combined authority, following reorganisation and that all of the unitary councils within the combined authority's footprint would become constituent members. We will set out further detail on the process of this transition in due course, and are happy to discuss this with you further. As above, across all local government reorganisation proposals further information would be helpful on the implications of the proposed options for the governance arrangements of GLCCA.

8. Internal Drainage Boards

You noted that funding arrangements for the Internal Drainage Boards remain a significant concern for a number of authorities within Greater Lincolnshire.

Internal Drainage Boards (IDBs) play a crucial role managing water levels and flood risk. MHCLG recognises the need for a long-term solution and is working with Defra to explore potential approaches. In line with the previous two years, the Government announced at the provisional 2025/26 Local Government Finance Settlement that it will provide £3 million in funding for authorities most impacted by Internal Drainage Board Levies. This grant has been uplifted at the final settlement to £5 million in recognition of the continued increases in IDB levies.

9. Clarity around the application of criteria

You asked for clarity on the application of criteria, especially around population size, to ensure you are working within the parameters of the Government's guidance.

As above, the population size of 500,000 or more is a guiding principle, not a hard target – we understand that there should be flexibility, especially given our ambition to build out devolution and take account of housing growth, alongside local government reorganisation. All proposals, whether they are at the guided level, above it, or below it, should set out the rationale for the proposed approach clearly.

The criteria are not weighted. Our aim for this feedback is to support areas to develop final proposals that address the criteria and are supported by data and evidence. Decisions on the most appropriate option for each area will be judgements in the round, having regard to the guidance and the available evidence.

10. Speed of decision-making

You asked for government to commit to providing meaningful feedback within a timeframe that enables you to progress your work as efficiently as possible.

This is our feedback to support you to develop your final proposal(s). As above, Alex Jarvis has been appointed as your MHCLG point person and will be ready to engage with the whole area to enable this work to continue at pace.

11. The allocation of a named civil servant that will lead discussions locally

As above, Alex Jarvis has been appointed as your MHCLG point person and will be ready to engage with the whole area, to enable this work to continue at pace.

ANNEX A: Detailed feedback on criteria for interim plan

Ask – Interim Plan Criteria	Feedback
Identify the likely options for the size and boundaries of new councils that will offer the best structures for delivery of high-quality and sustainable public services across the area, along with indicative efficiency saving opportunities. Relevant criteria: 1 c) Proposals should be supported by robust evidence and analysis and include an explanation of the outcomes it is expected to achieve, including evidence of estimated costs/benefits and local engagement and 2 a-f) - Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks and 3 a-c) Unitary structures must prioritise the delivery of high quality and sustainable public services to citizens	We welcome the initial thinking on the options for local government reorganisation in Lincolnshire, North Lincolnshire and North East Lincolnshire and recognise that this is subject to further work. We note the local context and challenges outlined in the proposals and the potential benefits that have been identified for the options put forward. Your plans set out your intention to undertake further analysis, and this further detail and evidence on the outcomes that are expected to be achieved of any preferred model would be welcomed. For the final proposal(s), each council can submit a single proposal for which there must be a clear single option and geography and as set out in the guidance we would expect this to be for the area as a whole; that is, the whole of the area to which the 5 February invitation was issued, not partial coverage. For final proposal(s) you may wish to consider an options appraisal against the criteria set out in the letter to provide a rationale for the preferred model against alternatives. Where there are proposed boundary changes, the proposal should provide strong public services and financial sustainability related justification for the change. Proposals should be for a sensible geography which will help to increase housing supply and meet local needs, including future housing growth plans. All proposals should set out the rationale for the proposed approach. Given the financial pressures you identify it would be helpful to understand how efficiency savings have been considered alongside a sense of place and local identity. We recognise that the options outlined in the interim plans are subject to further development. In final proposal(s) it would be helpful to include a high-level financial assessment which covers transition costs and overall forecast operating costs of the new unitary councils. We will assess final proposals against the criteria in the invitation letter. Referencing criteria 1 and 2, you may wish to consider the

	following bullets that it would be helpful to include in a final proposal: • high-level breakdowns, for where any efficiency savings will be made, with clarity of assumptions on how estimates have been reached and the data sources used, including differences in assumptions between proposals • information on the counterfactual against which efficiency savings are estimated, with values provided for current levels of spending • a clear statement of what assumptions have been made and if the impacts of inflation are taken into account • a summary covering sources of uncertainty or risks, with modelling, as well as predicted magnitude and impact of any unquantifiable costs or benefits • where possible, quantified impacts on service provision, as well as wider impacts We recognise that financial assessments are subject to further work. The bullets below indicate where further information would be helpful across all options. As per criteria 1 and 2 it would be helpful to see: • additional data and evidence to set out how your final proposal(s) would enable financially viable councils, including identifying which option best delivers value for money for council taxpayers • further detail on potential finances of new unitaries, for example, funding, operational budgets, potential budget surpluses/shortfalls, total borrowing (General Fund), and debt servicing costs (interest and MRP); and what options may be available for rationalisation of potentially surplus operational assets • clarity on the underlying assumptions underpinning any modelling e.g. assumptions of future funding, demographic growth and pressures, interest costs, Council Tax, savings earmarked in existing councils' MTFs • financial sustainability both through the period to the creation of new unitary councils as well as afterwards We welcome the thinking you have already begun around mitigating risk regarding social care and aligning with Integrated Care Boards, the thinking around the impact different models will have on social
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	care and, in some instances, alternative models to deliver social care services across Lincolnshire. For proposals that would involve disaggregation of services, we would welcome further details on how services can be maintained, such as social care, children's services, SEND, homelessness, and for wider public services including public safety. Under criterion 3c you may wish to consider: • how each option would deliver high-quality and sustainable public services or efficiency saving opportunities • what would the different options mean for local services provision, for example: • do different options have a different impact on SEND services and distribution of funding and sufficiency planning to ensure children can access appropriate support, and how will services be maintained? • what is the impact on adults and children's care services? Is there a differential impact on the number of care users and infrastructure to support them among the different options? • what partnership options have you considered for joint working across the new unitaries for the delivery of social care services? • do different options have variable impacts as you transition to the new unitaries, and how will risks to safeguarding to be managed? • do different options have variable impacts on schools, support and funding allocation, and sufficiency of places, and how will impacts on school be managed? • what impact will there be on highway services across the area under the different approaches suggested? • what are the implications for public health, including consideration of socio-demographic challenges and health inequalities within any new boundaries and their implications for current and future health service needs. What are the implications for how residents access services and service delivery for populations most at risk? We welcome the desire to maximise the opportunity for public service reform, and it would be helpful for you to provide more details on your plans so we can explore how best to support your efforts.
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Include indicative costs and arrangements in relation to any options including planning for future service transformation opportunities. Relevant criteria: 2) Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks. 2d) Proposals should set out how an area will seek to manage transition costs, including planning for future service transformation opportunities from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.	We welcome the indicative views on the potential costs and the type of activity that they will fund. As per criterion 2, the final proposal(s) should set out how an area will seek to manage transition costs, including planning for future service transformation opportunities from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects. • within this it would be helpful to provide more detailed analysis on expected transition and/or disaggregation costs and potential efficiencies of proposals. This could include clarity on methodology, assumptions, data used, what year these may apply and why these are appropriate • detail on the potential service transformation opportunities and invest-to-save projects from unitarisation across a range of services - e.g. consolidation of waste collection and disposal services, and whether different options provide different opportunities for back-office efficiency savings? • where it has not been possible to monetise or quantify impacts, you may wish to provide an estimated magnitude and likelihood of impact • summarise any sources of risks, uncertainty and key dependencies related to the modelling and analysis • detail on the estimated financial sustainability of proposed reorganisation and how debt could be managed locally We welcome the work you have done to date and recommend that all options and proposals should use the same assumptions and data sets or be clear where and why there is a difference (linked to criterion 1c).
Include early views as to the councillor numbers that will ensure both effective democratic representation for all parts of the area, and also effective governance and decision-making arrangements which will balance the unique needs	We welcome the early views provided in some proposals for councillor numbers, which we will be sharing with the Local Government Boundary Commission for England (LGBCE). There are no set limits on the number of councillors although the LGBCE guidance indicates that a compelling case would be needed for a council size of more than 100 members.

of your cities, towns, rural and coastal areas, in line with the Local Government Boundary Commission for England guidance. Relevant criteria: 6) New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.	New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment. Additional details on how the community will be engaged, specifically how the governance, participation and local voice will be addressed to strengthen local engagement and democratic decision-making would be helpful. In final proposal(s) we would welcome detail on your plans for neighbourhood-based governance, the impact on parish councils, and the role of formal neighbourhood partnerships and area committees.
Include early views on how new structures will support devolution ambitions. Relevant criteria: 5a-c) New unitary structures must support devolution arrangements.	We welcome your consideration of the devolution implications. Further information would be helpful on the implications of the proposed local government reorganisation options for the governance arrangements in GLCCA. It would also be helpful to outline how each option would interact with GLCCA and best benefit the local community. We note that some of the interim plans include Rutland, which is not part of the GLCCA area. For proposals that include this option, we would welcome further information on the impact of this would have on GLCCA. You should also consider how your options will affect cross boundary working, especially in relation to pan-Humber arrangements and joint working with the Hull and East Yorkshire Combined Authority (HEYCA). We would also recommend consulting with the new Mayor of both GLCCA and HEYCA.
Include a summary of local engagement that has been undertaken and any views expressed, along with your further plans for wide local engagement to help shape your developing proposals. Relevant criteria: 6) New unitary structures should enable stronger community engagement and deliver genuine	We welcome your update against criterion 6, setting out your engagement thus far, and note your plans for further engagement. It is for you to decide how best to engage locally in a meaningful and constructive way with residents, voluntary sector, local community groups and councils, public sector providers, such as health, police and fire, and local businesses to inform your final proposal(s). For proposals that involve disaggregation of services, you may wish to engage in particular with those residents who could be affected. It would be helpful to see detail that demonstrates how local ideas and views have been incorporated

opportunity for neighbourhood empowerment. a) Proposals will need to explain plans to make sure that communities are engaged. b) Where there are already arrangements in place it should be explained how these will enable strong community engagement.	into the final proposal(s), including those relating to neighbouring authorities where relevant.
Set out indicative costs of preparing proposals and standing up an implementation team as well as any arrangements proposed to coordinate potential capacity funding across the area. Relevant criteria: 2d) Proposals should set out how an area will seek to manage transition costs, including planning for future service transformation opportunities from existing budgets, including from the flexible use of capital receipts that can support authorities in taking forward transformation and invest-to-save projects.	We welcome the indicative costs set out in some plans and recognise that work is ongoing to consider the costs of preparing proposals and standing up an implementation team. We would welcome further detail in your final proposal(s) over the level of cost and the extent to which the costs are for delivery of the unitary structures or for transformation activity that delivers additional benefits. As above, £7.6 million will be made available in the form of proposal development contributions, to be split across the 21 areas. Further information will be provided on this funding shortly.
Set out any voluntary arrangements that have been agreed to keep all councils involved in discussions as this work moves forward and to help balance the decisions needed now to maintain service delivery and ensure value for money for council taxpayers, with those key decisions that	We welcome the commitments made to work together to develop proposals that are in the best interest of the people of Lincolnshire (see criterion 4). Effective collaboration between all councils will be crucial; areas will need to build strong relationships and agree ways of working, including around effective data sharing. This will enable you to develop a robust shared evidence base to underpin final proposal(s) (see criterion 1c).

will affect the future success of any new councils in the area. Relevant criteria: 4 a-c) Proposals should show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views.	If your final proposal(s) include a neighbouring council(s) from outside of the invitation area then significant engagement between council(s) in the invitation area with any council(s) outside the invitation area that are directly impacted would be helpful during the development of proposal(s), including through effective data-sharing. Should Rutland County Council wish to be included in proposals submitted by a council(s) in Lincolnshire, we would expect collaboration between councils in Leicestershire and Lincolnshire to further develop proposals, and to ensure that the implications of both areas' plans are fully considered within proposal(s) submitted by council(s) in each area. Each council in an area can submit a single proposal for which there must be a clear single option and geography. Councils can and are encouraged to submit joint proposals. We would encourage you to work together and reduce the number of proposals under development for the invitation area.
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PAPER M

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 28 August 2025



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- WLDC: West Lindsey District Council Residents' Newsletter - June 2025 – 30 June 2025
- LCHS: Press release: United Lincolnshire Teaching Hospitals (ULTH) takes the next step towards a fully digitised patient record - 2 July 2025
- LCHS: Press release: Have your say on proposals to relocate Lincoln County Hospital elective orthopaedic clinics - 2 July 2025
- NALC: Chief executive's bulletin – 3 July 2025
- WLDC: Parish Newsletter - July 2025 – 7 July 2025
- Lincolnshire Fire & Rescue: NC02 - NC04 Update – 8 July 2025
- Cllr McGhee: District Updates – 7 July 2025
- LCHG: LCHG updates from Group Board - July 2025 – 9 July 2025
- Lincolnshire Police: NC02 - NC04 Update – 11 July 2025
- NALC: Chief executive's bulletin – 10 July 2025
- WLDC: Business Brief - 18 July 2025
- LCC: Advanced Notification of Road Improvements - Melrose Road, Gainsborough – 22 July 2025
- WLDC: Business Brief Special Edition - 29 July 2025
- LCC: Town and parish council newsletter July 2025 – 29 July 2025
- Marshalls Yard: News release: School's Out for Summer – Here's What's Happening at Marshall's Yard! – 29 July 2025
- WLDC: Cultural Activity Survey - Parish Council Survey – 31 July 2025
- WLDC: Parish Newsletter – 30 July 2025
- NALC: Chief executive's bulletin – 31 July 2025
- LRSP: Archer Survey – 1 August 2025
- VCS: Family Fun Play Day – 1 August 2025
- LALC: E-news 01/08/25 & August Training Bulletin – 1 August 2025
- Lincolnshire Alert: Our News August 2025 is here! [#490026831] – 4 August 2025
- NALC: Events newsletter – 5 August 2025
- VCS: Games by the Hall 2025 – 8 August 2025
- LCC: Town and parish council newsletter August 2025 – 26 August 2025

Glossary:

LALC:	Lincolnshire Association of Local Councils
NALC:	National Association of Local Councils
WLDC:	West Lindsey District Council
LCC:	Lincolnshire County Council
LRSP:	Lincolnshire Road Safety Partnership
PCC:	Office of the Police and Crime Commissioner for Lincolnshire
LCHS:	Lincolnshire Community Health Services NHS Trust
LCHG:	Lincolnshire Community and Hospitals NHS Group
VCS:	Voluntary Centre Services
LCVP:	Lincolnshire Community and Voluntary Partnership
RSN:	Rural Services Network