

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 4 November 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

FC26/114 Apologies for Absence

To note apologies for absence.

FC26/115 Declarations of Interest

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

FC26/116 Dispensation Requests

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

FC26/17 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.

FC26/118 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 14 October 2025 (pages 4 to 6)

FC26/119 Committee Meeting Minutes

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

- i. Personnel Committee, Wednesday 8 October 2025 **Paper B** (pages 7 to 10)
- ii. Planning Committee, Tuesday 21 October 2025 **Paper C** (pages 11 to 16)
- iii. Finance and Strategy Committee, Tuesday 28 October 2025 **Paper D** (pages 17 to 20)
- iv. Asset Transfer Task and Finish Group, Wednesday 29 October 2025 **Paper E** (pages 21 to 23)
- v. Neighbourhood Plan Working Group, Thursday 30 October 2025 **Paper F** (pages 24 to 26)

FC26/120 Announcements

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper G** (pages 27 to 70)

FC26/121 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 28 October 2025 (FS26/090 CCLA)

RESOLVED: to **RECOMMEND to FULL COUNCIL:** to subject to a successful withdrawal process, a further £330,000 be deposited into the CCLA Public Sector Deposit Fund.

FC26/122 Recommendations made by Committee

To consider the following recommendation from Neighbourhood Plan Working Group held 30 October 2025 (NP26/008 Review the Gainsborough Neighbourhood Plan)

RESOLVED: to **RECOMMEND to FULL COUNCIL:** to appoint Planning with People to carry out a scoping exercise at a cost of £2,400 to begin the Neighbourhood Plan review.

FC26/123 Local Government Reorganisation

To consider any recent updates.

FC26/124 Correspondence

To note the correspondence previously circulated by email (for information only).
Paper H (pages 71 to 72)

FC26/125 Items for Notification

i. Debt Write Off

FC26/126 Time and Date of Next Meeting

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

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 30 October 2025

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT FULL COUNCIL MINUTES

Minutes of the Extraordinary Town Council meeting held on **Tuesday 14 October 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 Nicholas Coxon
Councillor Dennis Dannatt
Councillor Paul Key
Councillor Glenn Puxty

Councillor Nigel Bowler
Councillor Richard Craig
Councillor Michael Devine
Councillor Douglas Owles
Councillor Richard Thompson

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

FC26/107 Apologies for Absence

Apologies were received from Councillors Davies, Hooton, Woolley.

FC26/108 Declarations of Interest

No declarations of interest were declared.

FC26/109 Dispensation Requests

No dispensation requests were made.

FC26/110 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FC26/112 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FC26/111 Minutes of the Previous Meeting (Paper A)

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

Note: Councillors Bibb, Craig, Devine, Owles, Puxty abstained from voting on the above resolution.

FC26/112 Richmond House (Paper B)

RESOLVED:

Initialled:

- i. To approve the quotation from Timberwise in the sum of £18,893 +VAT.
- ii. That the expenditure be allocated from the following budgets: -
4000/2 Richmond House, House & Buildings Maintenance £10,000
12000/11 Ear Marked Reserves, Richmond House Maintenance £5,026.66
12000/12 Ear Marked Reserves, Richmond House Conservatory Demo
£3,866.34
- iii. To proceed with the GPI 10-Year Guarantee Insurance at a cost of £340.26, provided this is a one-off payment and not an annual cost.

FC26/113 Time and Date of Next Meeting

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

The meeting closed at 6:39pm.

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

PAPER B

Gainsborough Town Council

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 8 October 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present:

Councillor Richard Craig (Chair)	
Councillor Sheila Bibb	Councillor Dennis Dannatt
Councillor Paul Hooton	Councillor Paul Key
Councillor Doug Owles	Councillor James Plastow
Councillor Kenneth Woolley	Councillor Stephen Blogg (sub)

In Attendance:

Rachel Allbones	Town Clerk
Sean Alcock	Operations Manager

PC26/012 Apologies for Absence

Apologies for absence were received Councillor N Bowler.

PC26/013 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item PC26/024.

PC26/014 Dispensation Requests

No dispensation requests were received.

PC26/015 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC26/020, PC26/021, PC26/022, PC26/023 and PC26/024 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/016 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 16 July 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PC26/017 National Salary Award (Paper B)

RESOLVED: to NOTE the 2025-26 National Salary Award

Initialled:

PC26/018 NJC Extra Statutory Days (Paper C)

RESOLVED: to set the two occasional days for office closure as Wednesday 24 December 2025 and Wednesday 31 December 2025 and the grounds team can use their days between Wednesday 24 December 2025 and Friday 2 January 2026 inclusive.

PC26/019 2026 / 2027 Budget (Paper D)

RESOLVED: to **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to the draft budget for 2026/27 as set out in the paper.

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

PC26/020 Recruitment Update (Paper E)

RESOLVED: to NOTE the update regarding recruitment of a Grounds Maintenance Operative.

PC26/021 Staff Sickness, Absence and Leave (Paper F)

RESOLVED: to NOTE the sickness absence and holiday report.

PC26/022 Motion from Councillor Paul Key

The Communities Officer post has been running for nearly 11 Months now, so I am trying to ascertain tangible evidence of progress made.

In the spirit of Public Transparency could I have the answers to the following:
Motion

Could you please answer me the following Questions please.

1. How many projects for grant bids are at present being undertaken.
2. Have any bids for grants been turned down.
3. What is the reason for any not being completed at present.
4. How many have been completed if any.
5. What is the approximate cost of all the current grant bids.
6. What is the Communities Officer biggest fear going forward.

I So Move, Councillor Paul Key Leader of Gainsborough Town Council
Seconded by Councillor Richard Craig

Councillors expressed concern regarding the manner in which the motion had been presented and worded, noting that there were more appropriate ways to receive the information requested.

Councillor Craig withdrew his seconding of the motion. As no seconder was forthcoming, the motion **FAILED**.

PC26/023 Call-out Provision (Paper G)

RESOLVED: to

- i. Seek HR advice with regards to current employee contracts
- ii. Work out costings if available inhouse
- iii. Look at quotes for an external contractor
- iv. Consult what similar sized Council do

PC26/024 Staffing Issue (Paper H)

Note: Councillor Plastow left the meeting.

RESOLVED: to NOTE the report on staffing issue and continue to follow HR guidance.

PC26/025 Items for Notification

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

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

PC26/026 Time and Date of Next Meeting

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

The meeting closed at 7:42pm.

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

PAPER C

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DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 21 October 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 David Dobbie
Councillor Doug Owles
Councillor Richard Thompson

Councillor Stephen Blogg
Councillor Paul Key
Councillor Glenn Puxty

In Attendance:

Natasha Gardener

Assistant Clerk

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

PL26/103 Apologies for Absence

Apologies for absence were received from Councillor P Hooton.

PL26/104 Declarations of Interest

No declarations of interest were made.

PL26/105 Dispensation Requests

No dispensation requests were received.

PL26/106 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL26/107 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Planning Committee meeting held on Tuesday 16 September 2025 be approved as a true and accurate record and signed by the Chair.

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

PL26/108 Planning Application

[Application Ref No: WL/2025/00912 \(received 15/09/25\) any observations to make on the application, please make them by 20/10/2025](#)

Proposal: Application for reserved matters (Phase B1 & B2) to erect 295no. dwellings considering appearance, landscaping, layout and scale of outline planning permission 136937 granted 15 September 2020
Location: Land North of Highfields Roundabout, Corringham Road, Gainsborough

RESOLVED: to comment on the application and to request that all public rights of way in the area continue to be kept open to the public. Furthermore, to request that the ancient wood area is kept as is, to keep the green vein down Corringham Road.

RESOLVED: to contact Corringham Parish Council that we've had some issues before with public rights of way in the area, consequently when they consult on this matter, please consider public rights of way.

PL26/109 Planning Application

Application Ref No: WL/2025/00965 (received 26/09/25) any observations to make on the application, please make them by 27/10/2025

Proposal: Planning application for the demolition of existing structures, and erection of an A1 foodstore, with access, car parking, servicing, sub-station, hard and soft landscaping, and other associated works, including remodelling of the elevations of the adjoining property The Lindsey Centre being variation of condition 19 of planning permission 133654 granted 27 April 2016 - extend the delivery hours.

Location: Lidl UK GMBH, Beaumont Street, Gainsborough

RESOLVED: to support the application on the condition that the times are amended to 06:00 to 23:00 rather than a 05:00 start, to show consideration to surrounding residential properties.

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

For: – Councillors Dobbie, Plastow, Thompson, Owles, Puxty

Against: – Councillors Key, Blogg

Abstained: - Councillor Binns

PL26/110 Planning Application

Application Ref No: WL/2025/00966 (received 26/09/25) any observations to make on the application, please make them by 27/10/2025

Proposal: Planning application to erect fencing.

Location: 11 Heapham Crescent, Gainsborough

RESOLVED: to not comment on the application.

PL26/111 Planning Application

Application Ref No: WL/2025/00972 (received 30/09/25) any observations to make on the application, please make them by 03/11/2025

Proposal: Planning application for erection of 4no. dwellings with associated works and infrastructure.

Location: Land at Foxby Lane, Gainsborough

RESOLVED: to support the application.

PL26/112 Planning Application

LCC Application Ref No: WL/2025/00978 (received 26/09/25) any observations to make on the application, please make them by 17/10/2025

Proposal: County matters application for installation of a fire suppression system with external pumphouse and water storage tank - PL/0076/25

Location: Lincolnshire Waste Disposal, Marshall Way, Gainsborough

Note: Councillor Dobbie suggested to comment on the decision notice, as this has already been approved, see item PL26/119.

PL26/113 Planning Application

Application Ref No: WL/2025/00976 (received 30/09/25) any observations to make on the application, please make them by 3/11/2025

Proposal: Planning application for change of use to use class C3(b) & extension.

Location: Rowen House, Summer Hill, Gainsborough

RESOLVED: to support the application.

PL26/114 Decision Notice (Paper B)

Application Ref No: WL/2025/00786 GRANTED (Delegated)

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 decision notice.

PL26/115 Decision Notice (Paper C)

Application Ref No: WL/2025/00785 GRANTED (Delegated)

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 April 2025 - extent of refurbishment works increased to entrance door and portico Site 2.

Location: Richmond House, Morton Terrace, Gainsborough

RESOLVED: to NOTE the decision notice.

PL26/116 Decision Notice (Paper D)

Application Ref No: WL/2025/00756 GRANTED (Delegated)

Proposal: Planning application for replacement storage unit.

Location: 19 Market Street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL26/117 Decision Notice (Paper E)

Application Ref No: WL/2025/00680 GRANTED (Delegated)

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 NOTE the decision notice.

Note: Councillor Dobbie requested that it be noted that there is no final scheme of landscaping included at this time.

PL26/118 Decision Notice (Paper F)

Application Ref No: WL/2025/00811 GRANTED (Delegated)

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

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

RESOLVED: to NOTE the decision notice.

PL26/119 Decision Notice (Paper G)

Application Ref No: WL/2025/00978 GRANTED (Delegated)

Proposal: County matters application for installation of a fire suppression system with external pumphouse and water storage tank - PL/0076/25

Location: Lincolnshire Waste Disposal, Marshall Way, Gainsborough

RESOLVED: to NOTE the decision notice.

PL26/120 Decision Notice (Paper H)

Application Ref No: WL/2025/00856 GRANTED (Delegated)

Proposal: Planning application for a self-storage facility (B8) comprising of the siting of storage containers, erection of 2m high security fencing and pole mounted CCTV.

Location: Land at Thornton Street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL26/121 Decision Notice (Paper I)

Application Ref No: WL/2025/00897 GRANTED (Delegated)

Proposal: Planning application for new click and collect parking and double canopy.

Location: Tesco Stores Ltd, Trinity Street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL26/118 Street Naming Requests

No street naming requests were received.

PL26/119 Tree Preservation Orders

No tree preservation orders were received.

PL26/120 Asset of Community Value – Bracken Park

Members noted the successful decision from the review panel to designate both plots of land as Assets of Community Value at Bracken Park. Registration took effect from Monday 1 September 2025 and will expire on Sunday 1 September 2030. The owner of the property has until Wednesday 29 October 2025 to request a review of the decision to register.

RESOLVED: to inform the resident that the owner of the property has until Wednesday 29 October 2025 to request a review of the decision to register, consequently if they have any further comment, in the event the owner requests a review, to please let us know.

PL26/121 Traffic Regulation Order (Paper J)

Members considered the request for a pedestrian crossing near Queen Elizabeth High School.

RESOLVED: to forward the request onto the County Councillor for the area, Councillor T Young, to raise with the County Council Highways Department.

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

PL26/122 Lincolnshire Road Safety Partnership

Members considered arranging a visit to the Lincolnshire Road Safety Partnership Offices, Witham House, Lincoln.

RESOLVED: To request, if possible, for a virtual meeting rather than an in-person meeting and to extend the invitation to all councillors.

PL26/123 Items for Notification

- i. Footpath Mayfield to Margaret Close

PL26/124 Time and Date of Next Meeting

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

The meeting closed at 8:02pm.

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

PAPER D

Gainsborough Town Council

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DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 28 October 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 Nicholas Coxon
Councillor Michael Devine	Councillor David Dobbie (arrived at 7:??pm)
Councillor Paul Hooton	Councillor Paul Key
Councillor James Plastow	Councillor Richard Thompson (sub)

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

FS26/082 Apologies for Absence

Apologies were received from Councillor S Bibb, Councillor Dobbie advised he would be arriving late.

FS26/083 Declarations of Interest

No declarations of interest were received.

FS26/084 Dispensation Requests

No dispensation requests were received.

FS26/085 Items for Exclusion of Public and Press

No items for the exclusion of public and press were received.

FS26/086 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 30 September 2025 be approved as a as a true and accurate record and signed by the Chair.

FS26/087 Finance Reports (Papers B, C & D)

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

- i. Unpaid Expenditure Transactions for 23 October 2025.
- ii. Cashbook Summary (including due and unpaid transactions) for 23 October 2025.

Initialled:

Finance and Strategy Committee minutes 2025-26

- iii. Budget Comparison Report (including due and unpaid transactions) for 23 October 2025.

FS26/088 Bank Reconciliation (Paper E)

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

FS26/089 Revised Budget 2025/26 (Paper F)

Note: Councillor Dobbie arrived at 7:??pm.

RESOLVED: to approve the proposed budget revisions for 2025/26 as outlined in Paper F, with the following amendments:

- 3000/2 – Peugeot Partner budget: £468
- 4000/10 – Security & Fire Alarm Service & Maintenance: £2,000
- 13000 – Neighbourhood Plan budget: £6,000
- 1000/4- Agency Staff: £1,000
- 5010/34 – Cleaning Contractor: £4,000

FS26/090 CCLA (Paper G)

RESOLVED: to request the Town Clerk to withdraw £30,000 from CCLA to test the withdrawal process.

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to subject to a successful withdrawal process, a further £330,000 be deposited into the CCLA Public Sector Deposit Fund.

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

FS26/091 Vexatious Complaints Policy Review (Paper H)

RESOLVED: to adopt the reviewed Vexatious Complaints Policy.

FS26/092 Items for Notification

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

- i. IT Provision for Members
- ii. Love Lane Allotment Garages
- iii. Draft 2026 / 2027 Budget & Estimate
- iv. Report on grants to the Council from external bodies
- v. Unity Trust Bank
- vi. Strategic Plan
- vii. LCAS Silver Status submission
- viii. Registrar Lease renewal
- ix. Civic Protocol
- x. Communications Policy Review
- xi. GDPR Policy Review
- xii. Social Media Policy Review
- xiii. Pensions Discretionary Policy Review
- xiv. Use of work vehicles by Cllrs & Staff for personal domestic use Review

FS26/093 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 25 November 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:39pm.

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

DRAFT

PAPER E

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DRAFT ASSET TRANSFER TASK AND FINISH GROUP MINUTES

Minutes of the Asset Transfer Task & Finish Group meeting held on **Wednesday 29 October 2025** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present:

Councillor Nigel Bowler
Councillor Paul Key

Councillor Doug Owles

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

AT26/001 Appointment of a Chair

RESOLVED: to appoint Councillor Owles as Chair.

AT26/002 Apologies for Absence

Apologies were received from Councillors D Dannatt and J Plastow.

AT26/003 Declarations of Interest

No declarations of interest were received.

AT26/004 Terms of Reference (Paper A)

RESOLVED: to **NOTE** the Terms of Reference of the Group.

AT26/005 Initiating Discussions with WLDC on Community Asset Transfers (Paper B)

RESOLVED: to **NOTE** the request already sent to WLDC regarding the initiation of discussions on potential Community Asset Transfers. The Town Clerk is awaiting a formal response from the newly appointed Chief Executive.

AT26/006 WLDC Property and Asset Review (Paper C)

Members reviewed the WLDC property and assets within Gainsborough.

Following discussions, the following sites were identified as *sites of interest*:

Code	Asset Name
S005	Land at Ashcroft Road (former wc site), Gainsborough
S006	Land at Ashcroft Road (Play Park), Gainsborough

Initialled:

S013	Baltic Mill Land, Gainsborough
S088	Whitton Gardens, Gainsborough
S014	Caskgate Street Land (Former Guildhall site), Gainsborough
S187	The Levelling's, Love Lane, Gainsborough
S055	Roses Sports Club, Gainsborough
S056	Roses Sports Grounds, Gainsborough
S063	Queensfield Playing Field, Gainsborough
S027	Corringham Road, Gainsborough
S028	Cox's Hill Nursery Site, Gainsborough
S202	Land at General Cemetery, Cox's Hill, Gainsborough
S047	Marshalls Sport Pavilion, Gainsborough - Buildings
S048	Marshalls Sport Pavilion, Gainsborough - Land
S051	Richmond House Lodge, Gainsborough
S158	Richmond House and Gardens, Gainsborough
S134	Governor Kiosk Site, Richmond Park, Morton Road, Gainsborough

It was noted that the car parks and Roseway toilets were also discussed but are not considered a priority at this time.

AT26/007 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Asset Transfer Task & Finish Group meeting will be held on Thursday 20 November 2025 at 10:00am for various site visits.

The meeting closed at 12:09pm.

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

Initialled:

PAPER F

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DRAFT NEIGHBOURHOOD PLAN WORKING GROUP MINUTES

Minutes of the Neighbourhood Plan Working Group meeting held on **Thursday 30 October 2025** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present:

Councillor Sheila Bibb

Councillor David Dobbie (left the meeting at 10:11am)

Councillor Paul Key

Councillor Doug Owles

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

Natasha Gardener

Assistant Clerk

NP26/001 Appointment of a Chair

RESOLVED: to appoint Councillor Bibb as Chair for the Working Group.

NP26/002 Apologies for Absence

Apologies were received from Councillors R Craig and P Hooton.

NP26/003 Declarations of Interest

No declarations of interest were received.

NP26/004 Terms of Reference (Paper A)

RESOLVED: to **NOTE** the Terms of Reference of the Group.

NP26/005 Membership of Community Members

RESOLVED: to appointment Barry Cowards as a third-party community member to the Working Group.

RESOLVED: to ask if John Rodgers, John Lyden Andy Richardson and Sam Brightman would like to be appointed as a third-party community member to the Working Group advising that meetings will be held in the daytime.

Note Councillor Dobbie left the meeting at 10:11am.

NP26/006 Gainsborough Neighbourhood Plan

RESOLVED: to **NOTE** the Gainsborough Neighbourhood Plan adopted by West Lindsey District Council at its Full Council committee meeting on the 28 June 2021.

Initialled:

Neighbourhood Plan Working Group minutes 2025-26

NP26/007 Planning with People (Paper B)

RESOLVED: to **RECOMMEND TO FULL COUNCIL:** to appoint Planning with People to carry out a scoping exercise at a cost of £2,400 to commence the Neighbourhood Plan review.

NP26/008 Review the Gainsborough Neighbourhood Plan

RESOLVED: that the working group be tasked with reviewing the Made Neighbourhood Plan to identify and make notes on any outdated sections. The findings are to be brought back to the next meeting for collation and further discussion.

NP26/009 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Neighbourhood Plan Working Group meeting will be held on Thursday 15 January 2026 at 10:00am at Richmond House, Morton Terrace.
Future meetings will be held on Thursdays at 10:00am.

The meeting closed at 10:41am.

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

PAPER G

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 30 October 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)
99	30/09/2025	Richmond Park	Men's urinal was blocked with toilet roll which resulted in the floor being flooded.	Yes 07.10.2025
100	05/10/2025	Richmond Park	Damage in the outside ladies toilet - 2 stainless steel toilet roll holders are broken and sinks filled with toilet roll in an attempt to flood the toilet. Signs of a fire being started in the Memorial Shelter.	Yes 07.10.2025
101	06/10/2025	Richmond Park	Twigs and leaves - appears as though a fire was started but put out relatively soon after. Found the remains at approximately 9am on Monday Approximately 5:30pm on Saturday - saw a group of kids taking the flowers of the dailies and throwing them at each other. Young couple with their kids, stopped the Caretaker and said they had been swearing, causing general nuisance, about 10 or 15 children, stated the group were shouting at other children. Another group in the tree in the top corner of the park. No damage caused other than pulling the heads of the flowers.	No
102	11/10/2025	Richmond Park	There was a fire reported at the skatepark at Aisby Walk, Gainsborough this evening. A Fire crew did attend and reported that there was a small amount of heat damage to the tarmac. Police have been made aware.	No
103	21/10/2025	Aisby Walk	Significant mud in the public toilets, one of the sinks plugged up with mud.	Report already filed by fire crew.
104	25/10/2025	Richmond Park	Muddy footprints on toilets. Fire assembly for Hastings was smashed off.	No

Chair's Group Meeting

The next meeting is on Monday 10 November 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—October 2025, Councillor training sessions. Below are training identified that Members may be interested in: -

Councillor Induction & Refresher

11th November, 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

Finance for Councillors

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

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

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

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

Timberwise were onsite on 21 and 22 October for the removal of the decayed portico and treatment. They will return as soon as the replacement portico is constructed, which could take up to 8 weeks.

Richmond House Conservatory Removal Tender

The tender for the removal of the conservatory went live on Find Tender on 28 October 2025 with a deadline of 25 November 2025. The opening of the tenders and scoring panel dates have been agreed with appointed Members.

<https://www.find-tender.service.gov.uk/Notice/068926-2025?origin=SearchResults&p=1>

Richmond Park Outbuilding Structural Report

The structural report for the Richmond Park outbuilding was received on 29 October 2025. This will be considered by the Property and Services Committee, where a discussions regarding priorities will take place. Planning permission will need to be sought for a majority of the works.

WLDC Events and Markets Meeting

On Tuesday 28 October the Town Clerk along with Councillors Bowler, Coxon, Craig, Dannatt, Key, Plastow and Thompson met with representatives from WLDC including the Commercial, Cultural and Leisure Development Manager, Cultural Outreach Officer, Cultural Development Manager and Market Development Officer.

Discussions covered upcoming events and initiatives including *Illuminate*, *GO Festival*, *WordFest*, the *Christmas Lights Festival*, and the *Farmers Markets*.

It was agreed that quarterly meetings will be held, with the next meeting scheduled for the end of January.

Remembrance Sunday

This year marks 80 years since the end of World War Two, and on Remembrance Sunday, 9th November 2025, the community will come together to honour those who have served and sacrificed for our freedom, organised by Gainsborough Town Council, All Saints Parish Church, and the Royal British Legion Gainsborough Branch.

To ensure the safety of participants and attendees, the following roads will be closed to traffic from approximately 9:00am to 12:00pm:

- ⊗ Gladstone Street (Balfour Street to Church Street)
- ⊗ Parnell Street (Cobden Street to Gladstone Street)
- ⊗ Fawcett Street (Gladstone Street to Cecil Street)

Parking bays within this area will also be suspended during this time.

Town Council employees will be manning the road closures.

Christmas Lights Festival

This year's Christmas Lights Festival will take place on Friday 14 November 3pm – 9pm, with entertainment on in the Market Place, stalls up Silver Street and Dowse's funfair in Bridge Street Car park.

CCLA Webinar

Peter Hugh Smith, CCLA's CEO, and Matt Beesley, Jupiter's CEO will be holding a webinar on Monday 10 November at 9:30am – 10:15am regarding CCLA's new partnership with Jupiter Asset Management.

The aim of the webinar is to provide an update on what the new partnership means for clients, staff and the sectors.

The Town Clerk will have the webinar set up in the Reading Room prior to the Chair's Group meeting should any Councillors wish to attend. The Town Clerk has also sent the link to all Members should you wish to join from home.

Aisby Walk Skate Park

The Communities Officer has been busy this week consulting residents local Aisby Walk and users of the area.

The below survey is currently live for all residents of the town to complete.

https://forms.office.com/Pages/ResponsePage.aspx?id=qxoHvW7QEuepLgP5hCwOpREfHmXjfNBm5n8E5HWh_1UOVJFNENLRUVWMFhVWVZKSEpIM05DWUdFWS4u

Next week, further consultations will be held at local schools. These consultations are required as part of efforts to obtain grant funding.

Lincolnshire Road Safety Partnership

LRSP have advised that they do not provide presentations or virtual meetings. Councillors wishing to attend the LRSP offices may do so between 07:00 and 14:30 Monday to Friday (maximum group of 3). Please inform the Assistant Clerk, who will coordinate attendance.

Allotments Newsletter

The Communities Officer produced a special edition of the newsletter to showcase a very special allotmenteer and it was too good not to share. See Appendix B (pages 67 to 70)

Staff Training

The Town Clerk attended Operation London Bridge training through SLCC on 8th October 2025, the Council's Operation Bridges will require revising and will be presented to Finance and Strategy Committee in due course.

The Operations Manager attended Exhumation training through ICCM on Tuesday 14 October 2025.

Annual Leave

The Town Clerk is on annual leave on Monday 24 November and Tuesday 25 November (will be at the F&S meeting).

Interest Forms

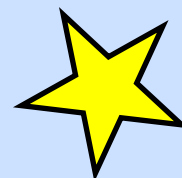
Members may wish to review their Register of Interests forms. All Councillors are required to complete a form. Changes such as a new address, new employment, or a partner's change of employment should be recorded within 28 days. Please contact the Town Clerk for details.

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

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

What's New This Month?

Preparing for internal audit workshop (new date)—see page 3
Planning System Introduction - see page 3
Clerks Networking (including SLCC AGM) - see page 16



To be announced soon (for June 2026): 1-day RPII Routine Play Inspections (with/without exam)

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.

Free Worknest webinars

Worknest offer a number of FREE H&S webinars. Look out for the eNews for more details.

ACAS free e-Learning

ACAS offer various FREE e-Learning on assorted topics.
Check out their website for more details: <https://elearning.acas.org.uk/>

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	21st October 18:00—21:00 11th November 18:00—21:00	Zoom 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
JADU: Announcements & News	How to use announcements and news items. This is applicable to LCC-provided websites only.	10th October 10:00 – 11:00	Zoom

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
Preparing for internal audit—workshop	Aimed at Clerks/RFOs, covering: • 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.	16th October 13:00—16:00  NEW DATE	LALC Office Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR
Planning System Introduction	This training is being delivered by Andrew Towlerton of Andrew Towlerton Associates.  In this session we aim to help councils understand their role within the planning system and how to get the most out of it. It will explore: • Roles and responsibilities of local councils in planning • Local plan making • The National Planning Policy Framework • Guidance on how to respond effectively to planning applications • Use of material considerations and Community Infrastructure Levy (CIL) system.	27th October 18:30—20:30	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	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.	22nd January, 10:00 14th April, 10:00 2nd July, 10:00

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

Finance—delivered by:

All sessions held via Zoom

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



Course	Description	Date(s)
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	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	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.	10th November, 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.	13th October, 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.	10th October, 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.	5th November, 11:00
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.	22nd October, 9:30
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.	12th November, 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.	Awaiting new dates
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.	21st October, 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.	14th November, 9:30
Social media part 2: Advanced social media strategies and tactics for local councils	Councils often use different social media platforms to connect with the community. This session explores a wide range of social media platforms. There will be a focus on how to get the most from key social media platforms. Exploring the ways of ensuring that social media supports your council to achieve its goals and aims. We will also introduce you to social media advertising.	18th November, 9:30
Councillors training: Social media skills for parish and town councillors	It has never been more important for councillors to understand social media. In the session we will go through the confusing world of social media communications. It is designed for both social media users and those new to it. During the session you will learn where to focus your time and effort. We will point out the pitfalls. Consider difficult situations. Most importantly we will help you as a councillor to get the most from social media.	20th November, 18:30

Book Breakthrough Communications training via:

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

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£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.	8th October, 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.	20th October, 18:30
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.	7th October, 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.	29th October, 10:00

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.	3rd November, 9:30 12th January, 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.	7th October, 14:30 17th November, 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.	17th October, 9:30 5th December, 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.	6th October, 18:30 10th November, 18:30 8th December, 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.	24th October, 9:30 12th December, 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

Handling Difficult Situations Organised by colleagues from Cambridgeshire & Peterborough ALC (CAPALC), this session will be delivered by Mike Deegan Consulting. £35 (+VAT) 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

IOSH (Institute of Occupational Safety and Health) Safety for Senior Leaders — delivered by Worknest £145 (+VAT) per delegate	 	
Description	Date	Venue
This course gives an understanding of the moral, legal and business case for proactive safety, health and risk management, and of strategic safety and health management and its integration into business management systems and procedures. Designed for senior leaders in any organisation. Ideal for Clerks, officers and Councillors who are responsible for Health and Safety for their Council. Delivered by a highly qualified, chartered health & safety practitioner in a face to face setting. The course is broken down into 5 modules: • The moral, legal and financial case • Plan • Do • Check • Act Every delegate completing the course will write a 3-point action plan representing their personal commitment to implement what they have learned. Commitments should be appropriate to their level of responsibility in the organisation. The assessment must be the delegate's own work but can be supported by trainer coaching. This is a rare opportunity to get an internationally recognised qualification at a much cheaper cost than the usual £200+ of a commercial face-to-face training event. Don't miss it!	14th October 10:00—17:00 PLACES AVAILABLE	Welbourn Village Hall 38A Beck Street Welbourn Lincoln LN5 0LZ

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

Sustainability & Climate Change Organised by colleagues from Cambridgeshire & Peterborough ALC (CAPALC), this session will be delivered by Mike Deegan Consulting. £35 (+VAT) per delegate	 	
Description	Date	Venue
Adaptation measures for your Town or Parish Council. This topic has never been more relevant, particularly as councils are urged to help adapt and mitigate the damaging effects of Climate Change. This session identifies practical changes and steps councils can realistically implement; to operate more sustainably and act as a catalyst for positive change within your community. Participants will be taken through:- • The current situation and issues in Cambridgeshire • Accessible advice, support and funding • Liaising and working in partnership with local groups • Case studies of positive community action • Energy efficiency and reducing your council's carbon footprint 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.	13th November 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

Clerks Networking Day incorporating SLCC Lincolnshire branch AGM

£25 (+ VAT) per delegate



Description

Come along and network with fellow Clerks!

The day incorporates the SLCC AGM, workshops and guest speakers.

Schedule for the day:

9:30 Registration for SLCC members

10:00 SLCC Lincolnshire Branch AGM

10:00 Registration for non SLCC members

10:30 Operation Bridge Briefing – by Mark Garthwaite, Emergency Planning & Business Continuity Officer, LFR

11:30 Break

11:40 Public Rights of Way – Peter Hinton, LCC

13:00 Festive Buffet Lunch

14:00 LALC Pay & Recruitment Group, including an exercise looking at the Clerk's Job Description

15:30 Close

There is plenty of designated parking.

Date

20th November
9:30*—15:30

Please note:

*9:30 for SLCC members

*10:00 for non SLCC members

Venue

Bracebridge Heath
Community Hub & Library
Red Hall Farm Lane
London Road
Bracebridge Heath
Lincoln
LN4 2LB

Addressing the Biodiversity Crisis

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

£35 (+VAT) per delegate



capalc
Cambridgeshire and Peterborough
Association of Local Councils

Mike Deegan
CONSULTING
*Helping Local Communities
& Organisations Grow*



Description

This topic has never been more relevant particularly as town and parish councils now have a duty to help tackle the growing biodiversity crisis.

The session identifies the practical changes and steps councils can realistically implement; to make a genuine difference and help enhance wildlife within your community.

The first part of this webinar will examine:

- Complying with the new Biodiversity Duty
- Relevant national and county strategies/policies

The main focus will address the actions and opportunities available:

- Accessible advice, support and funding
- Liaising and working in partnership with local groups
- Examples of Biodiversity Action Plans
- Case studies of community action
- Managing land to enhance biodiversity
- Engaging and bringing your communities with you

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

27th November
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

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 FULL —contact LALC to go on the waiting list for cancellations	Dunholme Old School 8 Market Rasen Road Dunholme LN2 3QR

HR training £20/£30 per delegate, dependent on electorate	Organised by ERNLLCA 	
Description	Date	Venue
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

RPII Operational Inspector & Maintenance

£215 + VAT per delegate (for the 2 days).
Plus £285 if the delegate wishes to take the exam.
Delegates not taking the exam can obtain a hard copy Certificate of Attendance for £10 or PDF copy for £3.50



Description

Lunch and refreshments are included on both days.

This **two day** course is aimed at people who are responsible for the operational (monthly/quarterly) inspections and those in a supervisory or maintenance role.

Covering:

- Introduction to safety
- The importance of play to children and child development
- Playground accidents, types, severity and reasons
- The legal framework for playgrounds and inspectors; negligence etc.
- Status Law applicable
- Types and hierarchy of inspections
- Risk Assessment
- Reporting and paperwork
- Inspection of specific play items and surfacing
- Checking of maintenance and other playground actions taken
- Common faults with standard play items
- How to inspect, including approaches and ancillary items

Date

24th & 25th
March 2026
9:30—16:30

This event is now **FULLY BOOKED** with delegates who had previously expressed an interest in this training.

Please contact LALC to be put on the cancellation list or to register your interest for a future event. (This will be subject to a sufficient level of demand for the course to be viable).

Venue

North Hykeham Town
Council
Civic Offices
Fen Lane
North Hykeham
LN6 8UZ

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.		£300 plus VAT (Plus £13 per day to cover lunch and refreshments, if face to face)	
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).	
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 datesn

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		 (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	

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	
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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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	
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	

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	
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	

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.		
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	

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	
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	

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	
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	

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	
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	

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.		
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.	

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.		
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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Gainsborough Allotments Newsletter

Showcase Garden: The Brown Family – Love Lane

October 2025 Edition

🌱 A Special Edition: Meet Cooper Brown, Age 7

This year, our newsletters haven't quite flowed as planned — but as we look forward to next year, we hope to share even more gardening tips, tricks, and tasty recipes from you, our amazing allotment community.

However... this month's newsletter is a little different.

Because **someone very special** truly deserves a feature all of his own.

🌻 Introducing: Cooper Brown (Aged 7)



When Cooper's parents, **Terry and Michaela**, applied for their allotment this summer, I met them (and Cooper!) on **August 28th, 2025**.

At first glance, you might assume the plot was for the parents — perhaps a way to encourage their children to get outside, learn new skills, and understand where food comes from.

But you'd be wrong.

Because in this case, it was **Cooper** who was teaching *them*! 🌿

👤 A Gardener from the Very Start

Cooper and his sister **Aimee (now 11)** were first introduced to gardening by their grandparents. But Cooper's true passion took root when he was just **three years old**, thanks to his nursery teacher **Katie** at *Little Dragons Nursery*.

That winter, Cooper grew his **first tomato plant from seed** — and it grew so large, his parents started calling it the *tomato bush*! 🍅

A family friend, experienced in gardening, couldn't believe that someone so young could grow such a thriving plant. It was clear — this wasn't just a passing hobby. It was *real talent*.

🌱 From Overgrown Plot to Blooming Paradise

When Cooper and his family first saw their plot on **Love Lane**, it was quite overgrown. Many might have chosen the easier route — especially since another, ready-to-go plot became available just two days later.

But not Cooper.

He insisted the original plot was *the one* — and he wasn't afraid of a little hard work.

Fast forward just **eight weeks**, and the transformation is incredible. The once-weedy patch is now a **thriving garden**, bursting with:

🥕 Carrots

🥦 Broccoli

🥬 Cabbages

🍇 Gooseberries and figs

🌱 And even watermelon seeds ready for next year!

Terry proudly shared that Cooper's goal is to **pick vegetables for their Christmas dinner** this year. 🎄



🐔 Meet the Chickens!

As if the allotment wasn't lively enough, Cooper recently welcomed a few feathered friends — an early birthday gift from his grandparents.



Bob, Chicken Letter, Hay Hay, Coco, and Cluck Norris now call Love Lane home! 🐔

Before moving them into their new coop (hand-built by Dad, Terry), Cooper kept the chickens indoors for a few days — even sleeping beside them to build a bond.

Now, their weekly supply of fresh eggs helps Michaela cut down on grocery costs while keeping the family's meals fresh and wholesome. 🍳 ❤️

❤️ The Family That Gardens Together

When chatting with Michaela, Aimee, and Cooper, it was clear how much joy their allotment brings them.

- **Aimee**, who admits she's *not the biggest fan of vegetables*, said she loves helping with flowers — and that gardening “*helps her take her mind off stuff.*”
- **Michaela** shared that she feels *so much better mentally* since spending more time outdoors.

- **Terry** says he feels calmer and more relaxed.

In our busy, fast-paced lives, it's easy to get caught up in the daily grind — but the Brown family is living proof of how gardening, nature, and family time can truly **nurture our wellbeing**. 🌻

🌻 **A Farmer in the Making**

Cooper's passion and knowledge shine through in every conversation. This somewhat shy young man speaks with confidence and enthusiasm well beyond his years.

Cooper — you are a true inspiration to us all.

You should be incredibly proud of what you've achieved... and I'm certainly proud of you too! 🌻

Thank you, Cooper and family, for letting us share your wonderful story — and here's to many more harvests to come! 💖

🌻🥕🌸 **From all of us at Gainsborough Allotments — Happy Growing!** 🌸🥕🌻

PAPER H

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 30 October 2025



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- WLDC: Vacancy - Standards Parish Cllr Independent Person – 7 October 2025
- WLDC: Damp and Mould Awareness – 14 October 2025
- LALC: E-news 10/10/25 – 13 October 2025
- CCLA: Invitation - CCLA and Jupiter Q&A webinar – 13 October 2025
- WLDC: Parish Newsletter – 24 October 2025
- LALC: E-news 24/10/25 – 24 October 2025
- Gainsborough Heritage Association: Accreditation – 27 October 2025
- LCC: Town and parish council newsletter October 2025 – 29 October 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