

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: [gainsborough-tc.gov.uk](http://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 7 October 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

### **FC26/089 Silence and Remembrance for Former Mayor Pearl Banyard**

The Council will pause to honour the memory of former Councillor and Mayor Pearl Banyard recognising her service to the town and community. A moment of silence will be observed in remembrance.

### **FC26/090 Presentation of Citizen of the year**

To award Pete Gray with the Citizen of the Year award.

### **FC26/091 Apologies for Absence**

To note apologies for absence.

### **FC26/092 Declarations of Interest**

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

**FC26/093 Dispensation Requests**

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

**FC26/094 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.

**FC26/095 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 2 September 2025 (pages 5 to 8)

**FC26/096 Committee Meeting Minutes**

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

- i. Property and Services Committee, Tuesday 9 September 2025 **Paper B** (pages 9 to 13)
- ii. Personnel Committee, Wednesday 10 September 2025 **Cancelled**
- iii. Planning Committee, Tuesday 16 September 2025 **Paper C** (pages 14 to 18)
- iv. Finance and Strategy Committee, Tuesday 30 September 2025 **Paper D** (pages 19 to 24)

**FC26/097 Announcements**

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper E** (pages 25 to 65)

**FC26/098 Recommendations made by Committee**

To consider the following recommendation from Property and Services Committee held 9 September 2025 (PS26/036 Love Lane Allotment Drainage Report)

**RESOLVED: to RECOMMEND to FULL COUNCIL** to install new land drain (approx. 43m) at Love Land Allotment at a cost of £3,200 +VAT to be taken from General Reserves.

**FC26/099 Recommendations made by Committee**

To consider the following recommendation from Planning Committee held 16 September 2025 (PL26/098 Lincolnshire Road Safety Partnership & Archer Survey)

**RESOLVED: to RECOMMEND to FULL COUNCIL** to decide whether members

visit the Lincolnshire Road Partnership or request that Lincolnshire Road Safety Partnership do a presentation to Council.

## **FC26/100 Recommendations made by Committee**

To consider the following recommendation from Finance and Strategy Committee held 30 September 2025 (FS26/076 Mission, Vision and Values Review)

**RESOLVED: to RECOMMEND to FULL COUNCIL** approve the reviewed the Council's Vision and Mission statement as per the below:

### **Gainsborough Town Council's Mission:**

***“Working with our community to secure Gainsborough’s best future.”***

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

- Promoting **economic wellbeing** and opportunities for growth.
- Supporting a healthy, **active, and inclusive community**.
- Developing and maintaining our **assets, green spaces, and recreation facilities**.
- **Engaging openly** with our community to shape local priorities together.
- Ensuring **effective governance** through transparency, accountability, and sound financial management.
- Protecting our environment and responding to **climate change** for a sustainable future.
- Celebrating Gainsborough’s **heritage, culture, and identity** while fostering regeneration and innovation.
- Valuing and developing our **staff team** to deliver high-quality services.

### **Gainsborough Town Council's Vision:**

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

### **Gainsborough Town Council's Values:**

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

### **Gainsborough Town Council's Moto:**

**“Strive for the Gain of All”**

**FC26/101 Asset Transfer Working Group**

To approve the draft Terms of Reference for the Asset Transfer Working Group and appoint Members thereto.

**Paper F** (pages 66 to 68)

**FC26/102 AGAR 2024/25**

To note the outcome of the completed review of the Annual Governance & Accountability Return (AGAR) for Gainsborough Town Council for the year ended 31 March 2025.

**Paper G** (pages 69 to 76)

**FC26/103 Local Government Reorganisation**

To consider any recent updates.

**FC26/104 Correspondence**

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

**Paper H** (pages 77 to 79)

**FC26/105 Items for Notification**

i. Debt Write Off

**FC26/106 Time and Date of Next Meeting**

To note the date and time of the next Full Council meeting is scheduled for Tuesday 4 November 2025 at 6:30pm.

Rachel Allbones  
Town Clerk  
Richmond House  
Gainsborough

Thursday, 02 October 2025

# PAPER A

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



## DRAFT FULL COUNCIL MINUTES

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

**Councillors Present:** Councillor James Plastow (Chair)

Councillor Mark Binns  
Councillor Nigel Bowler  
Councillor Richard Craig  
Councillor Caz Davies  
Councillor David Dobbie  
Councillor Paul Key  
Councillor Glenn Puxty  
Councillor Kenneth Woolley

Councillor Stephen Blogg  
Councillor Nicholas Coxon  
Councillor Dennis Dannatt  
Councillor Michael Devine  
Councillor Richard Doy  
Councillor Douglas Owles  
Councillor Richard Thompson

**In Attendance:**

Rachel Allbones  
Sean Alcock

Town Clerk  
Operations Manager

### **FC26/072 Silence and Remembrance for Former Councillor Keith Panter**

The Council paused to honour the memory of former Councillor Keith Panter remembering his character and recognising his service to the town and community. A moment of silence was also observed in remembrance.

### **FC26/073 Apologies for Absence**

Apologies were received from Councillors Bibb and Hooton.

### **FC26/074 Declarations of Interest**

No declarations of interest were declared.

### **FC26/075 Dispensation Requests**

No dispensation requests were made.

### **FC26/076 Items for Exclusion of Public and Press**

No items for the exclusion of public and press.

### **FC26/077 Minutes of the Previous Meeting (Paper A)**

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

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

Initialled:

## **FC26/078 Committee Meeting Minutes (Papers B - G)**

- i. Property and Services Committee, Tuesday 15 July 2025
  - ii. Personnel Committee, Wednesday 16 July 2025
  - iii. Planning Committee, Tuesday 22 July 2025
  - iv. Finance and Strategy Committee, Tuesday 29 July 2025
  - v. Planning Committee, Tuesday 19 August 2025 **Paper F**
  - Finance and Strategy Committee, Tuesday 26 August 2025
- RESOLVED:** to **NOTE** the draft minutes of the Committees.

## **FC26/079 Announcements (Paper H)**

- i. Chair of Council  
The Chair advised he'd attended the Savoy Cinema opening event, Morton Festival and the Multicultural Event at the X Church.
- ii. Leader of Council  
The Leader informed Members he'd attended a meeting with WLDC Officers regarding the Christmas Lights Festival and advise that the Chairs Group meetings are well attended and received.
- iii. Representatives on Outside Bodies  
Councillor Woolley informed Members of a RAF Blyton Aviation Heritage Group he is setting up.  
  
Councillor Craig advised that the Marshalls & Rose Brothers Memorial Charity is progressing well with the and still looking for a site for the memorial.  
  
Councillor Dobbie advised there hadn't been a meeting of the North Notts and Lincs Community Rail Partnership CIC but had provided the St Georges Brownies group contact details for them to assist in renovation works to obtain a badge.
- iv. Town Clerk  
**RESOLVED:** to appoint Councillor Owles as the Town Council representative at the Police Serious Violence Partnership Meeting on 10 September.  
**RESOLVED:** to appoint Councillor Craig as the Town Council representative at the Lincoln & West Lindsey Parish Council Briefing session on 25 September.  
**RESOLVED:** to **NOTE** the Town Clerk's report.

## **FC26/080 Recommendations made by Committee (Paper I)**

Property and Services Committee held 15 July 2025 (PS26/023 Tree Management Strategy)  
**RESOLVED:** to adopt the Tree Management Strategy.

## **FC26/081 Recommendations made by Committee (Paper J)**

Finance and Strategy Committee held 29 July 2025 (FS26/046 IT Policy)  
**RESOLVED:** to adopt the IT Policy.

## **FC26/082 Recommendations made by Committee**

Finance and Strategy Committee held 29 July 2025 (FS26/047 CCLA News)  
**RESOLVED:** to following resolution FC26/062ii *Deposit a further £300,000 in the*

*Council's CCLA Public Sector Deposit Fund* to put the resolution in abeyance and revisit in October 2025 once further information of the change to the corporate ownership of CCLA has been received.

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

### **FC26/083 Recommendations made by Committee**

Finance and Strategy Committee held 26 August 2025 (FS26/064 Roses AWP Sinking Fund)

Note Councillors Davies and Coxon left the meeting at 7:48pm.

#### **RESOLVED:** to

- i. Release the £59,500 sinking fund when GTF receives invoice for works
- ii. Assign to GTF the accrued interest on the sinking fund £3,766.71
- iii. Provide a bridging loan for the VAT element of the invoice £22,800, this would be subject to a legal repayment agreement.
- iv. Ask GTF if the Council could have a place on the board or at least be permitted to attend board meetings.

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

### **FC26/084 Mission, Vision and Values Review (Paper K)**

**RESOLVED:** to refer the review of the Council's Mission, Vision and Values to Finance and Strategy Committee, if Members have any ideas for the review to email the Town Clerk.

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

### **FC26/085 Local Government Reorganisation (Paper L)**

**RESOLVED:** to **NOTE** the recent update.

### **FC26/086 Correspondence (Paper M)**

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

### **FC26/087 Items for Notification**

No items for notification.

### **FC26/088 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Full Council meeting scheduled for Tuesday 7 October 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:17pm.

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

# PAPER B

# Gainsborough Town Council

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Gainsborough, Lincolnshire, DN21 2RJ

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## DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 9 September 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:**

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| Councillor Dennis Dannatt (Chair) |                                   |
| Councillor Sheila Bibb            | Councillor Nigel Bowler           |
| Councillor Paul Hooton            | Councillor Paul Key               |
| Councillor Glenn Puxty (sub)      | Councillor Richard Thompson (sub) |

**In Attendance:**

|                 |                     |
|-----------------|---------------------|
| Rachel Allbones | Town Clerk          |
| Sean Alcock     | Operations Manager  |
| Amanda Clarke   | Communities Officer |

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

### PS26/031 Apologies for Absence

Apologies for absence were received from Councillors N Coxon, R Craig, C Davies, J Plastow.

### PS26/032 Declarations of Interest

No declarations of interest were received.

### PS26/033 Dispensation Requests

No dispensation requests were received.

### PS26/034 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from items PS26/044, PS26/045 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### PS26/035 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Property and Services Committee meeting held on Tuesday 15 July 2025 be approved as a as a true and accurate record and signed by the Chair.

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

**PS26/036 Love Lane Allotment Drainage Report (Paper B)**

**RESOLVED:** to **RECOMMEND to FULL COUNCIL** to install new land drain (approx. 43m) at Love Land Allotment at a cost of £3,200 +VAT to be taken from General Reserves.

**PS26/037 Allotment Brassica Cages (Paper C)**

**RESOLVED:** to

- i. Included the following in the Allotment Tenancy Agreement in Schedule 1 point 9 with immediate effect: -  
 “Brassica / Fruit Cage structure should be moveable (not concreted into the ground). Must be no more than 183cm (6ft) height, 183cm (6ft) length, 122cm (4ft) width, with a flat roof. The frame, if constructed with wood, should be no more than 2”x2” wooden battens, with netting to be used for coverage.”
- ii. For the Permission Request Form to be revised accordingly.

**PS26/038 Memorial Testing Procedure (Paper D)**

**RESOLVED:** to adopt the memorial testing procedure.

**PS26/039 Marshalls Sports Ground Hire Bookings (Paper E)**

**RESOLVED:** to continue to accept bookings until midnight Monday to Saturday and 11pm on Sundays with the proviso that music / noise stops 30mins prior to the end of the booking as per licence. Send a letter to the complainant copying in the hirer’s apology.

**PS26/040 Christmas Lights Festival (Paper F)**

**RESOLVED:** to

- i. Seek a detailed proposal and price list from Dowse’s Funfairs for provision of 4–5 rides at Bridge Street Car Park,
- ii. Undertake a cost-benefit review of whether a subsidy would be required to ensure affordability, and
- iii. Delegate authority to the Town Clerk in consultation with the Chair of the Committee and Leader to progress arrangements if costs are acceptable and within budget.
- iv. Approve and authorise the Town Clerk to sign the Licence Agreement.

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

**PS26/041 Play Area RoSPA Safety Inspection Reports (Paper G)**

**RESOLVED:** to **NOTE** the annual RoSPA reports and delegate to the Operations Manager to ensure necessary remedial actions are taken within budget.

**PS26/042 S106 Aisby Walk (Paper H)**

**RESOLVED:** to engage with residents to identify priorities of the S106 fund contribution refurbishment (online consultation, school engagement, localised door-to-door engagement, carried out by Communities Officer). For the Communities Officer to prioritise sourcing funding for a potential new concrete skate park.

**PS26/043 Richmond House Conservatory Removal Tender (Paper I)**

**RESOLVED:**

- i. That Members approve the Tender Specification as detailed within the report.
- ii. To appoint Councillor Dannatt to open tenders alongside the Town Clerk.
- iii. To appoint Councillors Bibb, Hooton and Key to the Tender Scoring Panel alongside the Town Clerk and Operations Manager.

**PS26/044 General Cemetery Chapel (Paper J)**

**RESOLVED:** to approve the quotation from Ross Davy Associates for architectural services for the refurbishment of the Chapel.

**PS26/045 Citizen of the Year Award 2025 (Paper K)**

**RESOLVED:** to award the Citizen of the Year 2025 to Mr Peter Gray in recognition of his outstanding dedication to Gainsborough through years of service as a local policeman and his tireless commitment to Marshalls Juniors Football Club. Pete's selfless work, generosity of time, and unwavering support for young people have enriched the lives of countless children, strengthened our community, and embodied the true spirit of citizenship.

**PS26/046 Event Application (Paper L)**

**RESOLVED:** to approve the application in principle to hold a Community Family Fun Day on Levellings Playing Field on 1 August 2026 subject to the following being received by 1 June 2026: -

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

**PS26/047 2026 / 2027 Budget**

Members considered the requirement to identify additional budget needs for the 2026/27 financial year within the Committee's remit. It was noted that the draft budget will be presented at the next meeting and that proposals should be submitted to the Town Clerk in advance.

The Committee's budget responsibilities include:

- Grounds Maintenance
- Richmond House & Park
- Sports Grounds
- Cemetery
- Play Areas
- Allotments
- Public Realm
- Events
- Christmas Lights

**RESOLVED:** that Members review the budgetary needs of the above areas and forward any proposals for inclusion in the draft 2026/27 budget to the Town Clerk prior to the next meeting.

**PS26/048 Items for Notification**

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

- i. Matters Arising schedule – November
- ii. Richmond Park Outbuilding Report
- iii. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- iv. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- v. Utility Charge Review
- vi. Volunteer Recognition

**PS26/049 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 11 November 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:57pm.

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

# PAPER C

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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## DRAFT PLANNING COMMITTEE MINUTES

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

**Councillors Present:** Councillor David Dobbie (Chair)

|                           |                             |
|---------------------------|-----------------------------|
| Councillor Mark Binns     | Councillor Stephen Blogg    |
| Councillor Michael Devine | Councillor Paul Key         |
| Councillor Doug Owles     | Councillor Richard Thompson |

**In Attendance:**  
Natasha Gardener      Assistant Clerk

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

### PL26/081 Apologies for Absence

Apologies for absence were received from Councillors Hooton, Plastow and Puxty.

### PL26/082 Declarations of Interest

No declarations of interest were made.

### PL26/083 Dispensation Requests

No dispensation requests were received.

### PL26/084 Items for Exclusion of Public and Press

No items for exclusion of public and press.

### PL26/085 Minutes of the Previous Meeting

**RESOLVED:** that the minutes of the Planning Committee meeting held on Tuesday 19 August 2025 be approved as a true and accurate record and signed by the Chair.

Note: Councillors Blogg and Devine abstained on voting on the above resolution.

### PL26/086 Planning Application

[Application Ref No: WL/2025/00747](#)

[Proposal: Prior approval for change of use of day therapy centre \(Class E\) to a state-funded school \(Class F.1\(a\)\)](#)

[Location: George Henderson Lodge, Front Street, Morton, Gainsborough](#)

**RESOLVED:** to support the application.

**PL26/087 Planning Application**

**Application Ref No: WL/2025/00856** (received 26/08/25) any observations to make on the application, please make them by 29/09/2025

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 support the application but to request time restrictions - no entry from 9pm at night until 6am in the morning – to be considerate to surrounding residential areas.

Note: Councillor Owles voted against the above resolution.

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

**PL26/088 Planning Application**

**Application Ref No: WL/2025/00865** (received 28/08/25) any observations to make on the application, please make them by 29/09/2025

Proposal: Planning application for change of use from a Social Club (sui generis) to a Place of Worship (F1(f)).

Location: Gainsborough Sports and Social Club, 17 Trinity Street, Gainsborough

**RESOLVED:** to support the application.

Note: Councillor Thompson voted against the above resolution.

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

**PL26/089 Planning Application**

**Application Ref No: WL/2025/00876** (received 01/09/25) any observations to make on the application, please make them by 06/10/2025

Proposal: Planning application for installation of 2no. air to air heat pump condenser units.

Location: 124a Trinity Street, Gainsborough

**RESOLVED:** to support the application.

**PL26/090 Planning Application**

**Application Ref No: WL/2025/00897** (received 09/09/25) any observations to make on the application, please make them by 13/10/2025

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

Location: Tesco Stores Ltd, Trinity Street, Gainsborough

**RESOLVED:** to support the application.

**PL26/091 Decision Notice (Paper B)**

**Application Ref No: WL/2025/00550 GRANTED** (Committee)

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

Location: Former Lindsey Centre, Market Place, Gainsborough

**RESOLVED:** to NOTE the decision notice.

**PL26/092 Decision Notice (Paper C)**

**Application Ref No: WL/2025/00734 GRANTED** (Delegated)

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

Location: Bearded Fisherman, 20 Market Place, Gainsborough

**RESOLVED:** to NOTE the decision notice.

**PL26/093 Decision Notice (Paper D)**

**Application Ref No: WL/2025/00699 GRANTED** (Delegated)

Proposal: Planning application for installation of a 1.8m fence

Location: 29 Riseholme Road, Gainsborough

**RESOLVED:** to NOTE the decision notice.

**PL26/094 Decision Notice (Paper E)**

**Application Ref No: WL/2025/00709 GRANTED** (Delegated)

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

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

**RESOLVED:** to NOTE the decision notice.

**PL26/095 Decision Notice (Paper F)**

**Application Ref No: WL/2025/00695 GRANTED** (Delegated)

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

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

**RESOLVED:** to NOTE the decision notice.

**PL26/096 Street Naming Requests**

No street naming requests were received.

**PL26/097 Tree Preservation Orders**

No tree preservation orders were received.

**PL26/098 Lincolnshire Road Safety Partnership & Archer Survey**

**RESOLVED:** to publicise the survey data results on the website and social media.

**RESOLVED:** to **RECOMMEND TO FULL COUNCIL** to decide whether members visit the Lincolnshire Road Partnership or request that Lincolnshire Road Safety Partnership do a presentation to Council.

**PL26/099 Asset of Community Value – Bracken Park (Paper G)**

- i. **RESOLVED:** to NOTE the update and to respond to the residents to inform of the outcome.
- ii. The Assistant Clerk provided a verbal update to members based on an email received from WLDC on Tuesday 16<sup>th</sup> September which stated the following:  
*‘We have checked the position in regard to this land as it is currently for sale. The position is that the existing owner needs to inform us officially that it is still for sale after receiving the knowledge that it has been accepted on the register as a community asset.  
This notification of an intention to sell then puts in place the legislation in regard to selling a registered community asset.’*

**RESOLVED:** to note the verbal update.

**PL26/100 LCC Traffic / Highway Request overview (Paper H)**

**RESOLVED:** to NOTE traffic / highway requests since May 2022, action taken and responses received.

**PL26/101 Items for Notification**

- i. Footpath Mayfield to Margaret Close

**PL26/102 Time and Date of Next Meeting**

**RESOLVED:** to NOTE the date and time of the next Planning Committee meeting is scheduled for Tuesday 21 October 2025 at 6:30pm.

The meeting closed at 7:45pm.

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

# PAPER D

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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## DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

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

**Councillors Present:**

|                                 |                                              |
|---------------------------------|----------------------------------------------|
| Councillor Nigel Bowler (Chair) |                                              |
| Councillor Sheila Bibb          | Councillor Stephen Blogg (arrived at 6:39pm) |
| Councillor Nicholas Coxon       | Councillor Michael Devine                    |
| Councillor David Dobbie         | Councillor Paul Hooton                       |
| Councillor Paul Key             | Councillor James Plastow                     |

**In Attendance:**

Rachel Allbones  
Sean Alcock

Town Clerk & Responsible Finance Officer  
Operations Manager

**Also Present:** Councillor Doug Owles

### FS26/067 Apologies for Absence

Councillor Blogg advised he would be late.

### FS26/068 Declarations of Interest

Councillor Bowler declared a personal interest in agenda item FS26/075 as a trustee of Gainsborough Men's Shed.

Councillor Bibb declared a personal interest in agenda item FS26/075 as she works with applicants and members of Gainsborough Men's Shed.

Councillor Key declared a personal interest in agenda item FS26/074 as a WLDC Councillor.

### FS26/069 Dispensation Requests

No dispensation requests were received.

### FS26/070 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from items FS26/077, FS26/078, FS26/079 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### FS26/071 Minutes of the Previous Meeting (Paper A)

Initialled:

**RESOLVED:** that the minutes of the Finance and Strategy Committee meeting held on Tuesday 26 August 2025 be approved as a as a true and accurate record and signed by the Chair.

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

### **FS26/072 Finance Reports (Papers B, C & D)**

Note: Councillor Blogg arrived at the meeting at 6:39pm.

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

- i. Unpaid Expenditure Transactions for 25 September 2025.
- ii. Cashbook Summary (including due and unpaid transactions) for 25 September 2025.
- iii. Budget Comparison Report (including due and unpaid transactions) for 25 September 2025.

### **FS26/073 Bank Reconciliation (Paper E)**

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

### **FS26/074 Motion from Councillor Doug Owles**

That this Council:

1. Establishes a Working Group to review and consider assets within the town, including (but not limited to) car parks, markets, and riverfront gardens.
2. Tasks the Working Group with collating information on the availability of assets for transfer, together with the associated financial implications and potential benefits.
3. Requires the Working Group to report its findings to the Finance & Strategy Committee.
4. Directs the Town Clerk to draft Terms of Reference for the Working Group, to be presented to Full Council for approval.

#### **Supporting Statement**

This Motion arises from the recent presentation to Members regarding *Asset Transfers* following local government reorganisation. The changing political landscape in Lincolnshire will directly impact Gainsborough as a market town. This Motion seeks to ensure that the Town Council is fully informed and prepared to make decisions in the best interests of residents, local businesses, and visitors.

Seconded by Councillor Nigel Bowler

**RESOLVED:** to

1. Establish a Working Group to review and consider assets within the town, including (but not limited to) car parks, markets, and riverfront gardens.
2. Task the Working Group with collating information on the availability of assets for transfer, together with the associated financial implications and potential benefits.

3. Require the Working Group to report its findings to the Finance & Strategy Committee.
4. Direct the Town Clerk to draft Terms of Reference for the Working Group, to be presented to Full Council for approval.

### **FS26/075 Community Grant Applications (Papers F, G & H)**

Members consider grant applications received.

Note: Councillor Key left the meeting at 7:12pm.

- i. Gainsborough Men's Shed - £1,200

**RESOLVED:** to fund the Gainsborough Men's Shed a Community Grant of £1,200.

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

Note: Councillor Key returned to the meeting at 7:15pm.

- ii. Rotary Club of Gainsborough - £1,000

Councillor Coxon proposed to award the Rotary Club of Gainsborough £1,000 on the proviso the relevant documents are received prior to awarding the grant. Seconded by Councillor Key.

Councillor Key proposed not award the Rotary Club of Gainsborough a Community Grant due to not complying with 4.3 (*provide a copy of its latest annual accounts and most recent bank statement*) and 4.5 (*deadline for receipt of application 31<sup>st</sup> August for determination in September*) of the Community Grants Policy.

Seconded by Councillor Plastow.

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

Councillor Coxon proposal:

For: Councillors Bowler, Coxon

Against: Councillors Bibb, Blogg, Devine, Key, Plastow

Abstain: Councillors Dobbie, Hooton

Councillor Key proposal:

For: Councillors Bibb, Blogg, Devine, Key, Plastow

Abstain: Councillors Bowler, Coxon, Dobbie, Hooton

**RESOLVED:** to not award the Rotary Club of Gainsborough a Community Grant due to not complying with 4.3 (*provide a copy of its latest annual accounts and most recent bank statement*) and 4.5 (*deadline for receipt of application 31<sup>st</sup> August for determination in September*) of the Community Grants Policy.

**FS26/076 Mission, Vision and Values Review (Paper I)**

**RESOLVED:** to **RECOMMEND TO FULL COUNCIL** to approve the reviewed the Council's Vision and Mission statement as per the below:

**Gainsborough Town Council's Mission:**

***“Working with our community to secure Gainsborough's best future.”***

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

- Promoting **economic wellbeing** and opportunities for growth.
- Supporting a healthy, **active, and inclusive community**.
- Developing and maintaining our **assets, green spaces, and recreation facilities**.
- **Engaging openly** with our community to shape local priorities together.
- Ensuring **effective governance** through transparency, accountability, and sound financial management.
- Protecting our environment and responding to **climate change** for a sustainable future.
- Celebrating Gainsborough's **heritage, culture, and identity** while fostering regeneration and innovation.
- Valuing and developing our **staff team** to deliver high-quality services.

**Gainsborough Town Council's Vision:**

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

**Gainsborough Town Council's Values:**

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

**Gainsborough Town Council's Moto:**

**“Strive for the Gain of All”**

**FS26/077 IT Provision for Members (Paper J)**

**RESOLVED:** to defer until Octobers meeting and look into cost savings from printing paper, purchasing the devices ourselves, how many Councillors would actually require a device and if it is possible to install extra plug sockets in the meeting room.

**FS26/078 Richmond House Conservatory Removal Tender Scoring Matrix (Paper K)**

**RESOLVED:** to approve the scoring matrix for the Richmond House Conservatory Removal Tender as per Financial Regulations.  
*Tenders will be scored in accordance with a scoring matrix which must by resolution have been adopted by the Councils Finance and Strategy Committee.*

**FS26/079 Love Lane Allotment Garages (Paper L)**

Note: Councillor Coxon left the meeting at 8:13pm.

Note: Councillor Key returned to the meeting at 8:17pm.

**RESOLVED:** to defer until Octobers meeting and look into an formal annual inspection plan for the spaces and obtain a quotation for electrical testing.

**FS26/080 Items for Notification**

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

- i. Revised Budget 2025/26 - October
- ii. Love Lane Allotment Garages
- iii. IT Provision for Members
- iv. CCLA – October
- v. Vexatious Complaints Policy Review - October
- vi. Unity Trust Bank
- vii. Strategic Plan
- viii. LCAS Silver Status submission
- ix. Registrar Lease renewal
- x. Civic Protocol
- xi. Communications Policy Review
- xii. GDPR Policy Review
- xiii. Social Media Policy Review
- xiv. Pensions Discretionary Policy Review
- xv. Use of work vehicles by Cllrs & Staff for personal domestic use Review

**FS26/081 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 28 October 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:30pm.

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

PAPER E

**Officer Report to the Council****Report Author:** Rachel Allbones**Report Date:** 2 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) |
|--------|-----------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 97     | 01/09/2025      | Richmond Park | Letter 'H' carved into a bench at Richmond Park                                                                                                                       | No                            |
| 98     | 08/09/2025      | Richmond Park | Greenhouse door in compound open, plants outside of the greenhouse appear to be knocked over - PM on-site between 18:30 and 19:00 so believes it to be prior to then. | No                            |

**Chair's Group Meeting**

The next meeting is on Monday 27 October 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—September 2025, Councillor training sessions.

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

**Councillor Induction & Refresher**

21st October, 18:00—21:00, via Zoom

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**

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

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

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

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

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

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

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance & Accountability Return; Internal and external audit; How VAT applies to local councils

### **Internal controls**

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

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

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

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

This session gives councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.

Topics include:

- Roles and responsibilities
- Financial risks
- Purpose of internal controls
- Case studies
- Examples of controls
- Review of internal controls

### **Budgeting**

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

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

This session is aimed at officers of parish & town councils, who are involved in preparing and monitoring their council's budgets.

Topics include:

- Setting a budget and precept
- Contingencies and reserves
- How the council tax base affects the budget
- Inflation
- Budget monitoring

### **Planning System Introduction**

27th October 2025, 18:30 – 20:30, via Zoom.

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 (2012)
- Guidance on how to respond effectively to planning applications
- Use of material considerations and Community Infrastructure Levy (CIL) system.

### **Introduction to planning for local councils**

eLearning

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

- What is planning?

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

## **Richmond House Dry Rot & Planning Application**

The planning application was approved on 12 September; the Council are still awaiting the phase 2 quotation from the contractor.

## **WLDC Events and Markets Meeting**

WLDC Commercial, Cultural and Leisure Development Manager, Cultural Outreach Officer, Cultural Development Manager and Market Development Officer are meeting with the Town Clerk and Councillor Owles on Tuesday 28<sup>th</sup> of October to discuss all things events and theme markets and programming for the new year. This meeting was instigated by Councillor Owles, and other interested Members are welcome to attend.

## **Christmas Lights Festival**

On 11 September the Town Clerk and Operations Manager met with the WLDC Project Officer- Levelling Up Fund in the Market Place to discuss the positioning of the large planters and potential issues with the installation and decoration of the tree. Repositioning of several planters was agreed to ensure easy installation of the tree.

Dowse's Fair has agreed to attend the festival on the Bridge Street car park aiming ride at older children.

## **General Cemetery Chapel**

The roofing contractor has carried out the roof repairs to ensure the building is watertight.

The Town Clerk and Operations Manager met with a member of the Gainsborough Cemeteries and Chapel group to discuss the project on 11 September which they were enthusiastic about. Ross Davy Associates was onsite on 23 September to begin producing architectural drawings to be able to obtain quotations to submit for grant funding.

## **Finance Seminar for Town and Parish Councils**

On 23 September 2025 the Town Clerk and Councillor Bowler and Owles attended the Finance Seminar organised jointly by LALC, Nottinghamshire ALC, Leicestershire and Rutland ALC. Presentations were received from Parkinson Partnership, Unity Trust Bank, Hinkley & Rugby Building Society, CCLA Investments. Presentations have been sent onto Members via email.

## **Gainsborough in Bloom**

Gainsborough In Bloom is delighted to announce the results of this year's entries were as follows:

Large Town Entry - Silver Award with an increased score of 70 points.

The Special Award went to Amanda Clarke for her work across the allotments in Gainsborough, encouraging community participation in growing.

Best Retail Park entry - Marshalls Yard GOLD award with a score of 87.

Best Pub/Hotel entry - Hickman Hill Hotel GOLD award with a score of 90.

The icing on the cake was both Marshalls Yard and Hickman Hill Hotel were shortlisted for the best entry in their categories and BOTH WON!



## Aisby Walk Site Meeting

8 Members met with the Town Clerk and Operations Manager on 3 September to discuss the S106 funding.

## Asset Transfer Session

A number of Members attended the Asset Transfer session on 3 September.

## Internal Finance Check

Councillor Owles attended the office on 26 September to carry out a quarterly internal finance check.

## Lincoln & West Lindsey Parish Council Briefing sessions

Councillor Craig attended the Lincolnshire Police and Council briefing session on 25th September 2025. The presentation was sent to Members via email and the link to the recording is below.

[Lincoln and West Lindsey Parish Council Engagement Session: 25 September 2025](#)

## Asset of Community Value – Bracken Park

A successful decision from the review panel to designate both plots of land (A & B) as Assets of Community Value at Bracken Park. The registration Took effect from Monday 01 September 2025 and will expire on Sunday 01 September 2030. An entry on the Land Registry will now be made to show the property has been registered as an Asset of Community Value.

## **Archer Survey – A156 Lea Road, Gainsborough**

The Archer report went to Planning Committee in August, Members were advised that they were welcome to visit the LRSP offices, a recommendation is on the agenda this evening, however, please see email response from LRSP when questioned if this was an option:

*While we don't offer presentations to external bodies, we would be more than happy to welcome County and District Council members to the LRSP offices. During such a visit, individuals will have the opportunity to view the survey system and gain a clearer understanding of the criteria used for requesting surveys and how fixed and mobile camera sites are determined.*

## **Staff Training**

The Town Clerk is attending a Operation London Bridge training session on 8 October with SLCC, then will ensure our policy is compliant and procedure set.

The Town Clerk is attending a Data Protection Practitioners conference with ICO on 14 October.

## **Annual Leave**

The Operations Manager is on annual leave Friday 10 & Monday 13 October.

The Town Clerk is on annual leave on Friday 17 October.

The Assistant Clerk is on Annual Leave on Monday 20 October.

## **Interest Forms**

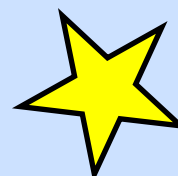
It may be appropriate for members to consider reviewing their interest forms. All Councillors are required to complete a Register of Interests form. For example: Have you moved address? Have you changed job? Has your partner changed job? Any changes such as these need to be recorded with 28 days. Please contact the Town Clerk for details.

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

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

### What's New This Month?

Councillor Induction & Refresher—see page 2  
JADU – Agendas/Minutes—see page 2  
JADU – Announcements & News—see page 3  
Preparing for internal audit workshop—see page 3  
IOSH Safety for Executives and Directors—see page 16  
Sustainability & Climate Change—see page 17  
Addressing the Biodiversity Crisis—see page 18  
Play areas RPII two-day operational inspectors and maintenance course—see page 20



### 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 | <p>Aimed at councillors with or without any experience, covering:</p> <ul style="list-style-type: none"> <li>• The role of the council and councillors</li> <li>• Legal obligations and the employer role</li> <li>• Finance</li> <li>• Risk management</li> <li>• Code of conduct</li> <li>• Declarations of interest</li> <li>• Community engagement</li> <li>• Transparency code obligations</li> </ul>                                                                                       | <p>9th September<br/>18:00—21:00<br/><b>FULL</b></p> <p>16th September<br/>13:00—16:00</p>  <p>21st October<br/>18:00—21:00</p> <p>11th November<br/>18:00—21:00</p> | <p>Zoom</p> <p>LALC Office<br/>Dunholme Old School<br/>8 Market Rasen Road<br/>Dunholme LN2 3QR</p> <p>Zoom</p> <p>Zoom</p> |
| JADU: Agendas/ Minutes           | How to post agendas and minutes on the website. (LCC-provided websites only).                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>3rd October<br/>10:00 – 11:00</p>                                                                                                                               | Zoom                                                                                                                        |
| Effective Meetings               | <p>Ideal for new clerks and an excellent refresher for existing clerks, covering:</p> <ul style="list-style-type: none"> <li>• Agendas</li> <li>• Apologies</li> <li>• Interests</li> <li>• Role of the Chair &amp; Clerk</li> <li>• Standing Orders</li> <li>• Public Participation</li> <li>• Recording &amp; Broadcasting</li> <li>• Confidential Matters</li> <li>• Minutes</li> <li>• Annual Parish Meetings</li> <li>• Annual Parish Council Meeting</li> <li>• Common Pitfalls</li> </ul> | <p>9th October<br/>13:00—16:00</p>                                                                                                                                                                                                                     | Zoom                                                                                                                        |

## LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

| Course                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                              | Date(s)                                                                                                                                                        | Location                                                                      |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| New clerks induction                  | The New Clerk's Induction day covers the key points and duties for the Clerk's role.                                                                                                                                                                                                                                                                                                                                                     | Awaiting new date.                                                                                                                                             |                                                                               |
| Preparing for internal audit—workshop | <p>Aimed at Clerks/RFOs. This workshop will cover the following topics:</p> <ul style="list-style-type: none"> <li>• The Practitioners Guide</li> <li>• Internal Controls</li> <li>• Minutes, evidence and records</li> <li>• Transparency</li> <li>• Proper Practices</li> <li>• Annual Internal Audit Statement</li> </ul> <p>Attendees will need to bring a <b>fully-charged laptop</b> to the session to access material online.</p> | <p>19th September<br/>13:00—16:00</p> <p>24th September<br/>13:00—16:00</p>  | LALC Office<br>Dunholme Old School<br>8 Market Rasen Road<br>Dunholme LN2 3QR |
| Chair's Workshop                      | <p>Ideal for council and committee Chairs and Vice Chairs, covering:</p> <ul style="list-style-type: none"> <li>• Skills required</li> <li>• Managing meetings</li> <li>• Working with the Clerk, other councillors and officers</li> <li>• Planning for success</li> <li>• Understanding your Standing Orders, Financial Regulations and Code of Conduct</li> <li>• Accountability</li> <li>• Community engagement</li> </ul>           | 30th September<br>18:00—21:00                                                                                                                                  | Zoom                                                                          |
| JADU: Announcements & News            | How to use announcements and news items. (LCC-provided websites only).                                                                                                                                                                                                                                                                                                                                                                   | <p>10th October<br/>10:00 – 11:00</p>                                      | 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](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>

**Finance**—delivered by:

All sessions held via Zoom

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



**PARKINSON**  
PARTNERSHIP

| Course                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Date(s)                                                                                                                                   |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| VAT for VAT registered councils | <p>For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge.</p> <p>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.</p>                                                                                                                                                                                                                                                      | Awaiting new dates                                                                                                                        |
| Finance for Councillors         | <p>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.</p> <p>Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance &amp; Accountability Return; Internal and external audit; How VAT applies to local councils</p>                                                                                                                                                                                                        | 23rd October, 10:00<br>4th November, 18:30<br>25th November, 10:00<br>11th December, 10:00<br>29th January, 18:30<br>10th February, 10:00 |
| New clerk's finance             | <p>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.</p> <p>Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance &amp; Accountability Return; Internal and external audit.</p>                                                                                                                                                                                                       | Awaiting new dates                                                                                                                        |
| VAT—Partial exemption           | <p>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.</p> <p>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.</p> | 2nd October, 10:00<br>22nd January, 10:00<br>14th April, 10:00<br>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\***



**PARKINSON**  
PARTNERSHIP

| Course                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Date(s)                                                                                                                                |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Introduction to VAT (VAT for unregistered councils - VAT126) | <p>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.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• How VAT law applies to local councils</li> <li>• Where to find the law and guidance</li> <li>• Business and non-business activities</li> <li>• Understanding whether sales are taxable or exempt from VAT</li> <li>• When a council must register for VAT</li> <li>• When VAT can be reclaimed</li> <li>• Partial exemption</li> <li>• Reclaiming VAT when using grants and donations</li> </ul> | Awaiting new dates                                                                                                                     |
| Procurement Act 2023                                         | <p>For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils. <b>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.</b></p> <p>This session is an introduction to the basics of procurement for local councils:</p> <ul style="list-style-type: none"> <li>• Inviting quotes</li> <li>• Producing specifications and tender documentation</li> <li>• Achieving competition and value for money</li> <li>• Managing contracts.</li> </ul>                                                                                    | Awaiting new dates                                                                                                                     |
| Internal controls                                            | <p>This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Financial risks</li> <li>• Purpose of internal controls</li> <li>• Case studies</li> <li>• Examples of controls</li> <li>• Review of internal controls</li> </ul>                                                                                                                                                                                                                                                                                | <p>24th September, 10:00</p> <p>29th October, 10:00</p> <p>10th December, 10:00</p> <p>28th January, 10:00</p> <p>4th March, 10:00</p> |

**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\***



**PARKINSON**  
PARTNERSHIP

| Course                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Date(s)                                                                      |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Budgeting                                | <p>This session is aimed at officers of parish &amp; town councils, who are involved in preparing and monitoring their council's budgets.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Setting a budget and precept</li> <li>• Contingencies and reserves</li> <li>• How the council tax base affects the budget</li> <li>• Inflation</li> <li>• Budget monitoring</li> </ul>                                                                                                                                                                                                                                                                                                                   | <p>30th September, 10:00<br/>14th October, 10:00<br/>6th November, 10:00</p> |
| The role of internal audit               | <p>This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Legislation and guidance</li> <li>• Roles and responsibilities</li> <li>• Internal controls</li> <li>• How the council appoints an internal auditor</li> <li>• Scope of internal audit</li> <li>• Reviewing internal control</li> <li>• Internal audit reports</li> </ul>                                                                                                                                                                                                                                    | <p>19th November, 10:00<br/>18th February, 10:00</p>                         |
| Year end and audit—councils over £25,000 | <p>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.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Closing the accounts</li> <li>• Assets and borrowing</li> <li>• Reviewing internal control</li> <li>• Internal audit</li> <li>• The Annual Return</li> <li>• Electors rights</li> <li>• Audit</li> <li>• Publication requirements</li> </ul> | 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\***



**PARKINSON**  
PARTNERSHIP

| Course                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Date(s)            |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Year end & transparency—<br>councils under £25,000     | <p>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 &amp; Accountability Return to comply with the Accounts &amp; Audit Regulations, as well as publishing the information required by the Transparency Code for Smaller authorities.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Closing the accounts</li> <li>• Exemption from external audit</li> <li>• Internal audit</li> <li>• Reviewing internal control</li> <li>• The Annual Return</li> <li>• Electors rights</li> <li>• Transparency and publication requirements</li> </ul>                                                                                                                                                                                                           | Awaiting new dates |
| Income & expenditure<br>accounts (for larger councils) | <p>For officers who want to understand how to prepare their council's Annual Governance &amp; 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.</p> <p>This session explains how to convert receipts &amp; payments accounts to income &amp; 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.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>• Closing the accounts</li> <li>• Debtors and creditors</li> <li>• Assets and borrowing</li> <li>• Internal audit</li> <li>• Reviewing internal control</li> <li>• The Annual Return</li> <li>• Electors rights</li> <li>• Publication requirements</li> </ul> | Awaiting new dates |

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

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

### Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



| Course                                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date(s)                                      |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Communicating with your community part 1: creating a communications strategy    | Every local council should have a communications strategy, setting out its communications priorities, aims and goals. In this session, we will consider how your council could create an effective communication strategy, that is sustainable and supports your council. A strategy that considers your council's human and financial resources.                                                                                                     | 8th September, 9:30<br>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.                                                                                                                                                                                                           | 16th September, 10:00<br>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.                                                                                               | 17th September, 13:00<br>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.                                                                | 15th September, 10:00<br>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.                                                                  | 29th September, 10:00<br>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. | 22nd September, 18:00                        |

Book Breakthrough Communications training via:

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

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

### Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



| Course                                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date(s)             |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Emotional intelligence and resilience in practice for clerks, councillors and officers | This a practical workshop to help you thrive in your council role. We provide council officers and councillors with an understanding of where our behaviour comes from, we consider what resilience means in the context of our council roles and how to build emotional intelligence. We'll explore council-focused scenarios and how best to respond to each of them.                                                                                   | 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<br>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                           |
| Data Protection for councils<br>Part 2: Accountability and lawfulness                | This session deep dives into how councils demonstrate accountability with UK GDPR, considering the different lawful bases for the processing of personal data. Also how to create the policies and documents required for local councils. We will explore the requirements of the published Privacy Notice, how to create Legitimate Interest Assessments and Data Protection Impact Assessments. | 26th September, 9:30<br>17th November, 9:30  |
| Data Protection for councils<br>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<br>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.                                                                                                                                               | 8th September, 18:30<br>10th November, 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<br>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

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

| <p><b>First Aid at Work—delivered by Medrock Training Limited</b></p> <p>£78 plus VAT</p>                                                                                                                                                                                                                                                                       |                             |                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Description                                                                                                                                                                                                                                                                                                                                                     | Date                                                                                                            | Venue                                                                          |
| <p>Upon completion participants will receive a certificate, in recognition of demonstrating competence in Emergency First Aid at Work.</p> <p>The certificate is valid for 3 years.</p> <p>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.</p> | <p>28th October<br/> 9:30—16:00</p> <p><b>FULL</b>—contact LALC to go on the waiting list for cancellations</p> | <p>Dunholme Old School<br/> 8 Market Rasen Road<br/> Dunholme<br/> LN2 3QR</p> |

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

### Managing Projects

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

£35 per delegate



**capalc**

Cambridgeshire and Peterborough  
Association of Local Councils

**Mike Deegan**  
CONSULTING

Helping Local Communities  
& Organisations Grow



### Description

#### Transform Your Project Management Skills

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

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

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

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

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

### Date

9th September  
10:00—12:00

### Venue

Zoom

Book your place via the LALC portal as usual.

| <p><b>Handling Difficult Situations</b></p> <p>Organised by colleagues from Cambridgeshire &amp; Peterborough ALC (CAPALC), this session will be delivered by Mike Deegan Consulting.</p> <p>£35 per delegate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <div>  <div> <b>capalc</b><br/> <small>Cambridgeshire and Peterborough Association of Local Councils</small> </div> </div> <div> <div> <b>Mike Deegan</b><br/> CONSULTING<br/> <small>Helping Local Communities &amp; Organisations Grow</small> </div>  </div> |                                                                  |
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| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Date                                                                                                                                                                                                                                                                                                                                                                                                                                 | Venue                                                            |
| <p>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.</p> <p>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).</p> <p>Participants will be taken through:</p> <ul style="list-style-type: none"> <li>• Guiding principles of conduct and support available</li> <li>• Adopting and implementing good policies</li> <li>• Conflict resolution and dealing with difficult issues</li> <li>• Dealing with challenging people</li> <li>• Addressing internal conflicts, bullying and wellbeing</li> <li>• Managing adverse publicity and misinformation</li> </ul> <p>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.</p> | <p>23rd September<br/>10:00—12:00</p> <p>*Note corrected date (previously said October)</p>                                                                                                                                                                                                                                                                                                                                          | <p>Zoom</p> <p>Book your place via the LALC portal as usual.</p> |

| <p><b>IOSH (Institute of Occupational Safety and Health) Safety for Executives &amp; Directors—delivered by Worknest</b></p> <p>£145 per delegate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |                                                                                       |
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| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date                                                                                                                  | Venue                                                                                 |
| <p>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.</p> <p>Designed for senior leaders in any organisation.</p> <p>Delivered by a highly qualified, chartered health &amp; safety practitioner.</p> <p>The course is broken down into 5 modules:</p> <ul style="list-style-type: none"> <li>• The moral, legal and financial case</li> <li>• Plan</li> <li>• Do</li> <li>• Check</li> <li>• Act</li> </ul> <p>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.</p> | <p>14th October<br/>10:00—17:00</p>  | <p>Welbourn Village Hall<br/>38A Beck Street<br/>Welbourn<br/>Lincoln<br/>LN5 0LZ</p> |

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

| <p><b>Sustainability &amp; Climate Change</b></p> <p>Organised by colleagues from Cambridgeshire &amp; Peterborough ALC (CAPALC), this session will be delivered by Mike Deegan Consulting.</p> <p>£35 per delegate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <div>  <div> <b>capalc</b><br/> Cambridgeshire and Peterborough<br/> Association of Local Councils </div> </div> <div> <div> <b>Mike Deegan</b><br/> CONSULTING<br/> <i>Helping Local Communities<br/> &amp; Organisations Grow</i> </div>  </div> |                                                                  |
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| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date                                                                                                                                                                                                                                                                                                                                                                                                                    | Venue                                                            |
| <p>Adaptation measures for your Town or Parish Council.</p> <p>This topic has never been more relevant, particularly as councils are urged to help adapt and mitigate the damaging effects of Climate Change.</p> <p>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.</p> <p>Participants will be taken through:-</p> <ul style="list-style-type: none"> <li>• The current situation and issues in Cambridgeshire</li> <li>• Accessible advice, support and funding</li> <li>• Liaising and working in partnership with local groups</li> <li>• Case studies of positive community action</li> <li>• Energy efficiency and reducing your council's carbon footprint</li> </ul> <p>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.</p> | <p>13th November<br/>10:00—12:00</p>                                                                                                                                                                                                                                                                                                   | <p>Zoom</p> <p>Book your place via the LALC portal as usual.</p> |

| <p><b>Addressing the Biodiversity Crisis</b></p> <p>Organised by colleagues from Cambridgeshire &amp; Peterborough ALC (CAPALC), this session will be delivered by Mike Deegan Consulting.</p> <p>£35 per delegate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <div>  <div> <b>capalc</b><br/> <small>Cambridgeshire and Peterborough Association of Local Councils</small> </div> </div> <div> <div> <b>Mike Deegan</b><br/> CONSULTING<br/> <small>Helping Local Communities &amp; Organisations Grow</small> </div>  </div> |                                                                  |
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| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date                                                                                                                                                                                                                                                                                                                                                                                                                                 | Venue                                                            |
| <p>This topic has never been more relevant particularly as town and parish councils now have a duty to help tackle the growing biodiversity crisis.</p> <p>The session identifies the practical changes and steps councils can realistically implement; to make a genuine difference and help enhance wildlife within your community.</p> <p>The first part of this webinar will examine:</p> <ul style="list-style-type: none"> <li>• Complying with the new Biodiversity Duty</li> <li>• Relevant national and county strategies/policies</li> </ul> <p>The main focus will address the actions and opportunities available:</p> <ul style="list-style-type: none"> <li>• Accessible advice, support and funding</li> <li>• Liaising and working in partnership with local groups</li> <li>• Examples of Biodiversity Action Plans</li> <li>• Case studies of community action</li> <li>• Managing land to enhance biodiversity</li> <li>• Engaging and bringing your communities with you</li> </ul> <p>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.</p> | <p>27th November<br/>10:00—12:00</p>                                                                                                                                                                                                                                                                                                                | <p>Zoom</p> <p>Book your place via the LALC portal as usual.</p> |

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

| <b>HR training</b><br><br>£20/£30 per delegate, dependent on electorate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Organised by ERNLLCA<br> |                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date                                                                                                       | Venue                                                                                                                                        |
| <b>Addressing Conflict between Employees and Members</b><br><br>Guidance for Councils to address complaints of bullying, harassment and intimidation by Employees within the current legal framework, includes: <ul style="list-style-type: none"> <li>• The significance of the Localism Act 2011 and the Ledbury ruling.</li> <li>• ACAS Guidelines on resolving internal disputes.</li> <li>• Steps a “reasonable” Council should take to protect Employees.</li> <li>• Essential Policies and Procedures to protect staff and defeat the Council against Tribunal Claims.</li> <li>• Dealing with health problems caused by conflict.</li> <li>• The use of social media to bully and intimidate staff.</li> </ul>                                                                                                                                                                                          | 30th September<br>18:30– 20:00                                                                             | Zoom<br><br>Please contact ERNLLCA direct to book:<br><a href="mailto:enquiries@ernllca.gov.uk">enquiries@ernllca.gov.uk</a><br>01652 661617 |
| <b>Misuse of Social Media as a tool to intimidate and harass Employees</b><br><br>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.<br><br>Covering: <ul style="list-style-type: none"> <li>• The Council’s liability for the conduct of individual Members’ Social Media posts.</li> <li>• The Council’s ability to manage unacceptable conduct by either Employees or Members and the relevance of the Ledbury authority.</li> <li>• Dealing with bullying and harassment.</li> <li>• Responding to the effects of unacceptable conduct on the health of Employees.</li> <li>• Potential criminal convictions under the Malicious Publications Act 1988 and Protection from Harassment Act 1997.</li> </ul> | 29th October<br>18:30—20:00                                                                                | Zoom<br><br>Please contact ERNLLCA direct to book:<br><a href="mailto:enquiries@ernllca.gov.uk">enquiries@ernllca.gov.uk</a><br>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

| <b>CiLCA</b>                                                                                                                                                                                                                                                                                                                                                    |                   |   |                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 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<br>Dunholme Old School<br>Market Rasen Road<br>Dunholme<br>LN2 3QR |
| To attend the formal CiLCA training sessions (below), the LALC fee applies. This fee includes 6-months' mentoring.                                                                                                                                                                                                                                              |                   | £300 plus VAT<br>(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<br>Aimed at those already registered and intending to complete the current portfolio (by 31st December 2026).  | 10th September, 10:00—15:00 |
| CiLCA Day 2 (FTF): LO11—LO20<br>Aimed at those already registered and intending to complete the current portfolio (by 31st December 2026). | 8th October, 10:00—15:00    |
| CiLCA Day 3 (FTF): LO21—LO30                                                                                                               | Awaiting new dates          |

**Remote sessions** are all held via Zoom

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

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

### Offerings from LALC partners

| Dispute Resolution Programme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <div>Personnel<br/>Advice &amp;<br/>Solutions Ltd</div> <div>(Chris Moses)</div> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <p>Personnel Advice &amp; 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.</p> <p>For further details contact <a href="mailto:p.d.solutions@zen.co.uk">p.d.solutions@zen.co.uk</a></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                  |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>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.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                      | £150 plus VAT                                                                    |
| 3—Practical issues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>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.</p> <p>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.</p> | £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                                                                    |

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Essential Skills</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Define bribery and corruption</li> <li>• Understand the Bribery Act 2010 and the penalties for breaking the law</li> <li>• Recognise what constitutes a crime under the Bribery Act</li> <li>• Know the six principles organisations should follow when designing their bribery policies and procedures</li> <li>• Know what actions you should take should you suspect bribery</li> </ul>                                                                                                      |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Describe what money laundering is and how it is done</li> <li>• Understand UK legislation and regulations regarding money laundering and what they cover</li> <li>• Explain how to prevent money laundering</li> <li>• Recognise the consequences of non-compliance with anti-money laundering legislation</li> </ul>                                                                                                                                                                                           |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Understand the principles of customer loyalty and how to build it through your interactions</li> <li>• Communicate more persuasively and effectively via the phone, video calls, face to face, and in writing</li> <li>• Provide a better level of customer service by using your customer service skills 'toolkit'</li> <li>• Understand the customer complaint resolution cycle and how to deal with common customer service challenges</li> </ul> |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Recognise why fair and effective data management is important to individuals and society as a whole</li> <li>• Understand relevant data protections legislation and regulations, along with the penalties for breaching these</li> <li>• Work with information in a way that doesn't breach the data protection principles and individuals' rights</li> <li>• Respond to requests for information from individuals in a way that is legal and effective</li> </ul>                    |                                                                                    |

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Essential Skills</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Understand the importance of DSE workstation assessment</li> <li>• Identify whether you are a high, medium or low-risk user</li> <li>• Recognise the effects of poor posture</li> <li>• Adjust your posture so that you have a good posture while working</li> <li>• Adjust your workstation to suit you</li> <li>• Carry out a DSE risk assessment</li> </ul>                                                                                                                                                               |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Recognise the benefits of a greener approach to your working practices</li> <li>• Know how positive action in the workplace can make a difference to our environment</li> <li>• Take steps to reduce the negative impact your workplace can have on the environment</li> <li>• Make waste management choices that are better for the planet</li> </ul>                                                                                                                                                                                                                         |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Understand what is meant by 'equality', 'diversity' and 'inclusion', and recognise how they benefit us</li> <li>• Identify who is protected by the Equality Act, and explain what happens if their rights are compromised</li> <li>• Recognise discrimination and other unfair practices in the workplace and know how to act on them</li> <li>• Understand what you can do yourself to promote equality, diversity and inclusion</li> </ul>                                                                                                                            |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Understand employers' responsibilities under fire safety law</li> <li>• Prevent fires by using the fire triangle theory</li> <li>• Identify fire safety signs and appreciate the importance of knowing where they are in your workplace</li> <li>• Identify fire safety equipment and understand how it should be used</li> <li>• Recognise the need to periodically check fire safety procedures</li> <li>• Carry out the fire safety procedures in place for your organisation</li> </ul> |                                                                                    |

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Essential Skills</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                    |
| Freedom of information essentials                                | <p>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:</p> <ul style="list-style-type: none"> <li>• Recognise when and where the main provisions of the Freedom of Information Act apply</li> <li>• Understand the types of information that will be shared in an organisation's publication scheme</li> <li>• Make or handle requests for information in an appropriate way</li> <li>• Understand the rights of individuals under the Act and the consequences of not complying with the legislation</li> </ul>                                       |                                                                                    |
| Health and safety essentials                                     | <p>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:</p> <ul style="list-style-type: none"> <li>• Recognise what health and safety is important for individuals, employers and society as a whole</li> <li>• Understand the frameworks of health and safety legislation</li> <li>• Recognise the responsibilities your employer has for your health and safety</li> <li>• Use a range of health and safety techniques and good practice to help keep yourself safe at work (and beyond)</li> </ul>                                                                      |                                                                                    |
| Home working essentials                                          | <p>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:</p> <ul style="list-style-type: none"> <li>• Recognise the characteristics of an effective home working environment</li> <li>• Develop and maintain safe home working behaviours</li> <li>• Maintain effective information security and data protection practices</li> <li>• Understand the importance of good communication when working remotely</li> <li>• Identify practical strategies to increase your productivity</li> <li>• Recognise the importance of looking after your mental health and wellbeing</li> </ul> |                                                                                    |
| Human factors essentials                                         | <p>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:</p> <ul style="list-style-type: none"> <li>• Understand the main types of errors that humans make</li> <li>• Identify key workplace error traps in order to remove or manage them</li> <li>• Recognise which Human Performance (HuP) tools can be used to mitigate error traps that can't be removed</li> </ul>                                                                                                                              |                                                                                    |

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>Essential Skills</b>                                          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course</b>                                                    |  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| Information security awareness essentials                        |  | <p>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:</p> <ul style="list-style-type: none"> <li>• Recognise why information security is essential to organisations</li> <li>• Identify secure working practices to safeguard company data</li> <li>• Protect information when working remotely and on mobile device</li> <li>• Improve your awareness of online risks and how to stay safe on the internet</li> <li>• Respond to and report information security issues</li> </ul>                                                          |  |
| Manual handling essentials                                       |  | <p>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:</p> <ul style="list-style-type: none"> <li>• Recognise the potential risks of injury from manual handling tasks</li> <li>• Appreciate the importance of keeping yourself and colleagues safe from risk</li> <li>• Assess a range of manual handling factors and take steps to reduce risks</li> <li>• Plan moving and lifting tasks more effectively</li> <li>• Use safer technique when handling loads—individually, as a team, and with common workplace aids</li> </ul>                  |  |
| Menopause essentials                                             |  | <p>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:</p> <ul style="list-style-type: none"> <li>• Recognise how menopause affects women in different ways</li> <li>• Take steps to create a more supportive workplace for those experiencing menopause</li> </ul>                                                                                                                     |  |
| Modern slavery essentials                                        |  | <p>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:</p> <ul style="list-style-type: none"> <li>• Appreciate the extent of modern slavery in the UK and the many forms it takes</li> <li>• Recognise the factors that can increase a person's risk of exploitation</li> <li>• Spot signs of modern slavery and human trafficking that can help them identify potential victims</li> <li>• Understand the measures available to punish perpetrators and support potential victims</li> <li>• Report their suspicions or concerns to the appropriate organisation</li> </ul> |  |

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Essential Skills</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Recognise the importance of confidence and preparation in staying safe</li> <li>• Understand how reducing 'opportunity' for criminals increases safety</li> <li>• Avoid situations and environments that may place you at greater risk</li> <li>• Practice safe behaviours at work, home, in public, and while travelling</li> <li>• Know what to do if you feel unwell or become a victim of crime</li> </ul>                                                                                                                             |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Understand and identify stress and why it can be detrimental for you</li> <li>• Identify stress and stressors in yourself and others</li> <li>• Reduce your exposure to stress</li> <li>• Develop your own Wellness Action Plan</li> <li>• Implement coping strategies in your work and personal life</li> </ul>                                                                                                                                                                                                                                                               |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Understand your own leadership style</li> <li>• Apply your knowledge of leadership styles in different situations</li> <li>• Know how to build relationships and engage your team members</li> <li>• Identify and employ effective team leadership skills and techniques</li> </ul>                                                                                                                                                                                                                                           |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Understand why good time management is important</li> <li>• Recognise common challenges to effective time management</li> <li>• Apply techniques to improve your own time management skills</li> </ul>                                                                                                                                                                                                                                                                  |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Recall which type of activities classify as 'work at height' (WaH)</li> <li>• Recognise your employer's and your own responsibilities under the Work at Height Regulations 2005 (WaH)</li> <li>• Identify risks most commonly associated with working at height</li> <li>• Plan a safe approach to performing work at height</li> <li>• Use stepladders and leaning ladders safely</li> </ul> |                                                                                    |

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| 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: <ul style="list-style-type: none"> <li>• Explain what COSHH is and why it's important in the workplace</li> <li>• Identify and interpret the hazard symbols used in COSHH</li> <li>• Recognise hazardous substances you might encounter at work and understand their risks to your health</li> <li>• Use control measures and safe handling to minimise your exposure to hazardous substances</li> </ul>                                                                                                                                                                                                     |                                                                                    |
| Infection Control Essentials                                     | This course covers the fundamentals of how to slow the spread of those harmful microbes which can make us unwell. T<br><br>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?<br><br>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.<br><br>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.<br><br>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. |                                                                                    |

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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Local (parish and town) council courses</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• Understand the role of the local councillor</li> <li>• Identify the council's purpose</li> <li>• Appreciate how decisions are made</li> <li>• Identify the principles of public life</li> <li>• Recognise the council's legal context</li> <li>• Understand how the council manages its money</li> </ul>              |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• What is planning?</li> <li>• Role of the Parish Council</li> <li>• What is controlled by planning</li> <li>• Types of planning applications</li> <li>• Material &amp; non-material considerations</li> <li>• The parish council recommendation</li> <li>• Planning conditions</li> <li>• Developer contributions</li> </ul> |                                                                                    |
| 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: <ul style="list-style-type: none"> <li>• What a precept is and how a Parish Council receives it</li> <li>• What a Parish Council needs to do in preparation for setting it</li> <li>• How a Parish Council can justify the money it seeks</li> <li>• Who should be consulted</li> </ul>                                                                 |                                                                                    |

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

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                    |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Local (parish and town) council courses</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                    |
| 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.<br><br>By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Identify first aid support measures available in your workplace</li> <li>• Call for an ambulance and be prepared for the questions they'll ask</li> <li>• Recognise common medical emergencies and injuries that could occur in a low-risk workplace</li> <li>• Apply basic first aid principles if someone becomes suddenly ill or injured at work</li> </ul>                                                           |                                                                                    |
| 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.<br><br>By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Use the mental health continuum to assess your wellbeing and communicate how you're feeling</li> <li>• Use the five steps to wellbeing and circle of influence to help improve your wellbeing</li> <li>• Spot some of the signs of poor mental health in others</li> <li>• Take steps to create a more supportive workplace environment</li> </ul>                                                                                                  |                                                                                    |
| 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.<br><br>By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Explain what is meant by the term neurodiverse</li> <li>• Recognise the benefits of neurodiversity at work</li> <li>• Identify how a typical work environment could significantly impact a neurodiverse employee's daily life</li> <li>• Support and implement small adjustments that could benefit neurodiverse employees in your workplace</li> </ul> |                                                                                    |
| 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.<br><br>By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Identify the key differences between volunteers and paid staff</li> <li>• Describe the primary legal considerations when working with volunteers</li> <li>• Apply effective strategies to help support and manage your volunteers</li> <li>• Recognise the importance of valuing and developing your volunteers</li> </ul>                                                                                                        |                                                                                    |

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

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|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                    |
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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Local (parish and town) council courses</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                    |
| <b>Course</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    |
| Cyber security awareness: Basic                                  | <p>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.</p> <p>By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Understand that cyber is more than just IT</li> <li>• Understand the concept of the Internet of Things</li> <li>• Have a better understanding of how data protection laws are changing</li> <li>• Explain the key differences between the outside and inside cyber threats and what constitutes these types of threats</li> <li>• Understand the importance of passwords and their security in defending information against a cyber threat</li> <li>• Understand what makes up your digital footprint and how it can be used as a means of attack</li> <li>• Remember ways to control and manage your digital footprint</li> <li>• Identify ways to stay cyber safe while at work, at home and working on the move</li> <li>• Know what to do if any of your accounts are compromised or hacked</li> </ul> |                                                                                    |
| Cyber security awareness: Password management                    | <p>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.</p> <p>By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the definition of a password and where it originated from</li> <li>• Be able to recognise what both common and vulnerable passwords would look like</li> <li>• Differentiate between a password and a passphrase</li> <li>• Understand how passwords can be attacked and breached</li> <li>• Identify that there are various other security measures in place to protect your password</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                    |

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

Courses delivered directly by LALC or partners

|                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
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| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course. |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Local (parish and town) council courses</b>                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Course</b>                                                    |  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| Cyber security awareness: Phishing                               |  | <p>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.</p> <p>By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the definition and different types of phishing</li> <li>• Explain why phishing attacks are used and how your digital footprint can be exploited for these attacks and social engineering purposes</li> <li>• Examine the rise of cybercrime and why phishing continues to be a key tool and technique for attacks</li> <li>• Understand the different types of phishing attacks and how the complexity of each one can be completely different</li> <li>• Know the best way to respond to phishing attacks when at work and home</li> </ul> |  |
| Cyber security awareness: Video conferencing                     |  | <p>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.</p> <p>By the end of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Appreciate the history and evolution of video conferencing</li> <li>• Understand the hardware and software used for video conferencing</li> <li>• Understand the different types of threats and attacks against video conferencing platforms</li> <li>• Know how to stay cyber safe when setting up and using your video conferencing platform</li> <li>• Understand the measures to keep your meetings secure</li> </ul>                                                                                                                                                                                                                                              |  |

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

| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course.                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Course                                                                                                                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                    |
| Standards in public life<br><br>                                            | 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.<br><br>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<br><br>  | 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<br><br> | 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<br><br> | 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

| <b>eLearning - delivered by:</b><br><br>£25 plus VAT per course.                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Course                                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                    |
| An introduction to changing behaviours<br><br>   | 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-learned behaviours to bring about positive change. By the end of this course, you should be able to: <ul style="list-style-type: none"> <li>• Be aware of how habits and behaviours form</li> <li>• Understand the psychological habit loop</li> <li>• Identify and focus on what you want to change</li> <li>• Set yourself an action plan to make positive behavioural changes</li> </ul>                                                          |                                                                                    |
| An introduction to resilience<br><br>           | 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: <ul style="list-style-type: none"> <li>• Understand the fundamental principles of personal resilience</li> <li>• Be more aware of the benefits of being open and receptive to change</li> <li>• Think positively and view challenges more optimistically</li> <li>• Take personal responsibility and commit to positive action</li> </ul> |                                                                                    |
| An introduction to behavioural agility<br><br> | 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: <ul style="list-style-type: none"> <li>• Adopt a growth mindset and explore your potential</li> <li>• Understand how to positively embrace change as an essential evolution for personal success</li> <li>• Let go of unhelpful thinking and learn to manage uncertainty and complexity</li> <li>• Tap into your dynamic capability and be bolder</li> </ul>                         |                                                                                    |
| Mental health awareness<br><br>                | 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](mailto: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

Office: 01673 866596

Mobile 1: (Katrina) 07422 963475

Mobile 2: (Andrew) 07549 019842

# PAPER F

## **Asset Transfers Working Group Terms of Reference**

### **Introduction**

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

### **Purpose**

- 12.2 The purpose of the Working Group is to review and assess assets within the town (e.g. car parks, markets, riverfront gardens) that may be subject to transfer to Gainsborough Town Council following local government reorganisation, and to make recommendations to the Finance & Strategy Committee for onward submission to Full Council.

### **Working Group membership and quorum**

- 12.3 Membership will be three (3) Members of the Town Council. Plus two (2) ex-officio positions for the Chair of the Town Council and the Leader of the Town Council.
- 12.4 The working group shall have express authority to take professional advice via the Town Clerk.
- 12.5 The quorum of the meeting shall be a minimum of three (3) members present.
- 12.6 The Working Group will appoint a Chair at its first meeting.
- 12.7 The Town Clerk (or delegated officer) shall provide administrative support.
- 12.8 Other officers or external advisors may be invited to attend in an advisory capacity.

### **Delegation**

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

### **Report structure**

- 12.10 The Asset Transfer Working Group shall report its findings to the Finance and Strategy Committee.
- 12.11 Recommendations from the Finance & Strategy Committee will be referred to Full Council for decision.

### **Meeting frequency**

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

### **Principle meeting officer**

- 12.13 Town Clerk

## **Principle objective**

12.4 The Working Group will:

- Identify assets that may be available for transfer.
- Collate information on ownership, condition, and current usage of those assets.
- Assess the financial implications, risks, and opportunities of asset transfers.
- Consider the benefits to residents, local businesses, and visitors.
- Report findings and recommendations to the Finance & Strategy Committee.

## **Duration**

12.15 The Working Group will operate until the conclusion of the asset transfer review process, unless otherwise resolved by Full Council.

## **Status**

12.16 The Working Group is an informal advisory body.

12.17 It has no decision-making powers but may make recommendations through the Finance & Strategy Committee to Full Council.

## **Budgetary matters**

12.18 The group will not have a budget.

# PAPER G

## Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 2 October 2025



Gainsborough  
TOWN COUNCIL

### Subject: AGAR 2024/25

## 1. Summary

This report will highlight the findings of External auditor's limited assurance review.

## 2. Background

The AGAR Sections 1 and 2 were completed and signed off by Council on 3 June 2025 and sent to PKF Littlejohn LLP prior to the deadline of 30 June 2025 along with additional documentation for the intermediate audit.

On 9 September the Town Clerk received correspondence from PKF Littlejohn LLP

*Thank you for submitting your AGAR Form 3 and supporting documentation for our review. I am in the process of completing the file and have the following queries:*

- Risk Management Arrangements: The agenda and minutes submitted are from the meeting held on 22/04/25, which falls outside the 2024/25 financial year. Additionally, this meeting was held by the Finance and Strategy Committee, not the full council. The risk register provided indicates it was reviewed and adopted on 19/03/2024, which is prior to the start of the 2024/25 financial year. These documents do not confirm whether the risk management arrangements were approved by the full council during 2024/25. Please provide the risk register along with a copy of the relevant minutes and agenda papers from the full council meeting at which the annual review of risk management arrangements was discussed.*
- Section 2, Box 9: The explanation of variances refers to a £45,000 increase in building valuations. However, when there is a change in valuation policy, we would expect the prior year figure to be restated for consistency. Please clarify why this was not done.*

### External auditor's limited assurance opinion 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

*The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.*

### Extracts from Joint Panel on Accountability and Governance Practitioners Guide March 2024

Line 9 - Total fixed assets plus long-term investments and assets

2.25. This cell shows the value of all the fixed assets, long-term investments and debtor long-term loans the authority owns. The term fixed assets mean the property, plant and equipment used by the authority to deliver its services. A long-term investment arises where the authority invests money in anything other than a short-term investment.

2.26. Authorities need to maintain a register of the fixed assets, long-term investments and other non-current assets that they hold.

2.27. The value of the cell at Line 9 is taken from the authority's asset register which is up to date at 31 March and includes all acquisition and disposal transactions recorded in the cashbook during the year. Long term loan assets must be included at the amount originally advanced, less any subsequent repayments. Authorities need to apply a reasonable approach to asset valuation which is consistent from year to year. Where an authority changes its method of asset valuation it will need to restate the prior year's figure in line 9 of the AGAR.

2.28. Further information on fixed assets and long-term investments can be found in Section 5.

Fixed assets:

5.174. The term 'fixed assets' mean property, plant and equipment with a useful life of more than one year used by the authority to deliver its services. Fixed assets are also known as non-current assets.

5.175. Fixed assets acquired in any year should be added to the asset register for management purposes. For accounting purposes, acquisitions and disposals of fixed assets should be treated as any other purchase or sale and recorded as part of annual payments or receipts, expenditure, or income.

5.176. Section 2 states that the value of the cell at line 9 is taken from the authority's asset register which is up to date at 31 March and includes all capital acquisition and disposal transactions recorded during the year.

5.177. If for some reason the authority decides that the basis of valuation should be changed, the change must be applied consistently to all relevant classes of fixed assets. In such an event, the value shown in line 9 for the previous year should also be changed to the new basis and clearly marked as 'RESTATED'.

5.178. The authority should provide a justification and explanation for the change in the basis of reporting, which should be recorded in the minutes of the authority. It is not expected that the basis would change more than once or possibly twice.

5.179. Where assets have been revalued either during the year or between the year-end date and the date of approval of the AGAR using an existing basis, the prior year will not need to be restated.

5.180. Assets sited on third party property remain assets of the authority. It is essential that authorities are in possession of documentary evidence of permission to site such assets on third party land. This evidence may consist of a formal lease or simply permission to occupy.

Building valuations were increased following receipt of the insurance renewal and not restated in the AGAR. Building reinstatement costs were last carried out in July 2022.

*Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered 'No'.*

**Extracts from Joint Panel on Accountability and Governance Practitioners Guide March 2024**

Assertion 5 — Risk management

**We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

To warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

1.31 Identifying and assessing risks - The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.

1.32 Addressing risks - Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.

1.33 Supporting information on risk management can be found in Section 5.

AGS Assertion 5 — Risk management

5.89. In order to warrant a positive response to this assertion, an authority must have appropriate arrangements in place. As a minimum, an authority must identify and assess risks and address those identified risks by mitigating or managing them.

5.90. Appropriate arrangements will vary and need to be proportionate to the size and nature of the operations of an authority.

5.91. Smaller authorities should identify both financial and operational risks. The record should include controls/ mitigation and be formally reported and considered by the authority annually.

5.92. Larger authorities are likely to adopt more extensive procedures, which, whilst reflecting the basic principles above, may utilise a risk assessment matrix and undertake more extensive risk arrangements (e.g. a working party to consider risks) and/or a full risk register.

5.93. Risks are uncertain events or conditions (not just financial) that if they occur, will affect the authority's ability to achieve its objectives. The authority generally, and members individually are responsible for risk management.

5.94. Typical categories of risks include:

- financial – loss of money;
- security – fraud, theft, embezzlement;
- property – damage to property;
- legal – breaking the law or being sued;
- IT – failure of IT systems or misuse or data loss; and
- reputational – actions taken could harm the authority's public reputation.

5.95. Risks are unavoidable, but they need to be managed either by mitigation or controls such that they are tolerated, treated, transferred or terminated.

5.96. Insurance is a significant way of managing and reducing risks relating to property, cash and legal liability (amongst other things).

5.97. Authorities could use a simple risk assessment matrix as follows:

| Priority of risk management |                            |                         |                       |                      |
|-----------------------------|----------------------------|-------------------------|-----------------------|----------------------|
| Likelihood of occurrence    | Highly Likely<br>(score 3) | Medium<br>(3 x 1)       | High<br>(3 x 2)       | Very High<br>(3 x 3) |
|                             | Possible<br>(score 2)      | Low<br>(2 x 1)          | Medium<br>(2 x 2)     | High<br>(2 x 3)      |
|                             | Unlikely<br>(score 1)      | Very low<br>(1 x 1)     | Low<br>(1 x 2)        | Medium<br>(1 x 3)    |
|                             |                            | Negligible<br>(score 1) | Moderate<br>(score 2) | Severe<br>(score 3)  |
| Impact                      |                            |                         |                       |                      |

5.98. A proforma risk assessment template that authorities can adapt for their own use is included in section 6.

The Risk Management Policy and Risk Register was reviewed by the Finance and Strategy Committee on 19 March 2024 which falls within the 2023/24 financial year.

The Risk Management Policy and Risk Register was reviewed by the Finance and Strategy Committee on 22 April 2025 which falls within the 2025/26 financial year.

The publication on the Notice of conclusion of audit was enacted prior to the deadline of 30 September 2025.

### 3. Recommendation

- i. To not the outcome of the 2024/25 AGAR.
- ii. To ensure the Council is fully compliant with the Practitioners Guide going forward.
- iii. Consider revaluing buildings prior insurance renewal.

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Gainsborough Town Council

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

|                                                                                                                                                                                                                                                                                                 | Agreed |     | 'Yes' means that this authority:                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                 | Yes    | No* |                                                                                                                                                                                         |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.                                                                                                                                                  | ✓      |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.                                                                                               |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.                                                                                                                                  | ✓      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.                                                                     |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.                                                                                     |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.                                                                                                                               | ✓      |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.                                                               |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.                                                                            | ✓      |     | considered and documented the financial and other risks it faces and dealt with them properly.                                                                                          |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.                                                                                                                                                          | ✓      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.                                                                                                                                                                                                | ✓      |     | responded to matters brought to its attention by internal and external audit.                                                                                                           |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.                                           |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                 |        |     | ✓                                                                                                                                                                                       |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

03/06/2025

and recorded as minute reference:

FC26/041 MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

ENTER PUBLIC <https://gainsborough-tc.gov.uk/> AGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

Gainsborough Town Council

|                                                             | Year ending           |                       | Notes and guidance                                                                                                                                                                                      |
|-------------------------------------------------------------|-----------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | 31 March<br>2024<br>£ | 31 March<br>2025<br>£ |                                                                                                                                                                                                         |
| 1. Balances brought forward                                 | 608,639               | 572,175               | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.                                                              |
| 2. (+) Precept or Rates and Levies                          | 612,785               | 645,216               | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                 |
| 3. (+) Total other receipts                                 | 139,237               | 180,149               | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.                                                                   |
| 4. (-) Staff costs                                          | 320,061               | 366,330               | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments                     | 0                     | 0                     | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                                                                      |
| 6. (-) All other payments                                   | 468,424               | 535,691               | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                     |
| 7. (=) Balances carried forward                             | 572,175               | 495,520               | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).                                                                                                                       |
| 8. Total value of cash and short term investments           | 565,256               | 453,070               | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                              |
| 9. Total fixed assets plus long term investments and assets | 7,089,018             | 7,208,903             | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.                                                                      |
| 10. Total borrowings                                        | 0                     | 0                     | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                                                                        |

| For Local Councils Only                                    | Yes | No | N/A |                                                                                                               |
|------------------------------------------------------------|-----|----|-----|---------------------------------------------------------------------------------------------------------------|
| 11a. Disclosure note re Trust funds (including charitable) |     | ✓  |     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) |     |    | ✓   | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*[Signature]*

Date

09/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

03/06/2025

as recorded in minute reference:

FC26/045 MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

*[Signature]* SIGNATURE REQUIRED

### Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Gainsborough Town Council – LI0139**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners’ Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered ‘No’.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

|                            |                                                                                      |                 |
|----------------------------|--------------------------------------------------------------------------------------|-----------------|
| PKF LITTLEJOHN LLP         |                                                                                      |                 |
| External Auditor Signature |  | Date 23/09/2025 |

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## Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 2 October 2025



Gainsborough  
TOWN COUNCIL

### Subject: Correspondence Previously Circulated

- LALC: E-news 29/08/25 & August Training Bulletin – 29 August 2025
- WLDC: Parish Newsletter – 29 August 2025
- The English Devolution and Community Empowerment Bill 2024-25 – 2 September 2025
- WLDC: Residents' Newsletter: September 2025 – 2 September 2025
- LALC: Finance Seminar – 4 September 2025
- Nationalgrid: North Humber to High Marnham - September Community Update – 4 September 2025
- WLDC: Business Brief - 5 September 2025
- Marshalls Yard: News release: Shoppers invited to step back in time with 1940's Picnic Day at Marshall's Yard – 8 September 2025
- LALC: September 2025 Training Bulletin – 8 September 2025
- Lincolnshire Police: NC02 - NC04 Update – 11 September 2025
- WLDC: Sad Passing of former Chairman Steve England – 11 September 2025
- LCC: Local Government Reorganisation Proposal – 12 September 2025
- LCC: Help Shape the Future of Healthy Lifestyle Support in Lincolnshire - 12 September 2025
- LALC: E-news 12/09/25 - 12 September 2025
- LCC: Join our Town and Parish council virtual event on Local Government Reorganisation - 19 September 2025
- LCC: Notification of temporary traffic regulation Order - Gainsborough TTR013031 - 23 September 2025
- LCC: Foxby Lane, Gainsborough- Road Closure - 23 September 2025
- LCC: Town and Parish council virtual event on Local Government Reorganisation – 29 September 2025
- LALC: Slides from this week's Finance Seminar - 29 September 2025
- LALC: E-news 26/09/25 - 29 September 2025
- LCC: Town and parish council newsletter July 2025 – 30 September 2025
- WLDC: Parish Newsletter – 30 September 2025
- WLDC: Devolution and Local Government Re-organisation (LGR) Survey – 1 October 2025
- VCS: Together's October Events – 2 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