

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



FULL COUNCIL AGENDA

To: All Members of Gainsborough Town Council:

Councillor Sheila Bibb	Councillor Mark Binns
Councillor Stephen Blogg	Councillor Nigel Bowler
Councillor Nicholas Coxon	Councillor Richard Craig
Councillor Dennis Dannatt	Councillor Caz Davies
Councillor Michael Devine	Councillor David Dobbie
Councillor Richard Doy	Councillor Paul Hooton
Councillor Paul Key	Councillor Douglas Owles
Councillor James Plastow	Councillor Glenn Puxty
Councillor Richard Thompson	Councillor Kenneth Woolley

NOTICE IS HEREBY GIVEN and **Members are summoned to attend** a meeting of Gainsborough Town Council to be held on **Tuesday 2 December 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

FC26/127 Apologies for Absence

To note apologies for absence.

FC26/128 Declarations of Interest

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

FC26/129 Dispensation Requests

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

FC26/130 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.

FC26/131 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 4 November 2025 (pages 4 to 7)

FC26/132 Committee Meeting Minutes

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

- i. Community Emergency Plan Working Group, Friday 7 November 2025 **Paper B** (pages 8 to 10)
- ii. Property and Services Committee, Tuesday 11 November 2025 **Paper C** (pages 11 to 13)
- iii. Personnel Committee, Wednesday 12 November 2025 **Paper D** (pages 14 to 16)
- iv. Planning Committee, Tuesday 18 November 2025 **Paper E** (pages 17 to 22)
- v. Finance and Strategy Committee, Tuesday 25 November 2025 **Paper F** (pages 23 to 26)

FC26/133 Announcements

To receive and note updates from: -

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper G** (pages 27 to 63)

FC26/134 Gainsborough in Bloom

To consider the request from Gainsborough in Bloom regarding whether any Councillor is willing to step into the vacant Chair position, or whether any Member of the public known to the Council may be suitable for the role.

FC26/135 Recommendations made by Committee

To consider the following recommendation from Finance and Strategy Committee held 25 November 2025 (FS26/103 IT Provision for Members)

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

- i. Approve the purchase of x16 HP 250 G10 laptops (£6,800), (or to those Councillors that request one) and initial set up costs (£1,040).
- ii. Upgrade to Premium licences at an additional £196.80/month.
- iii. Approves the increase in the IT support agreement at an additional £294/month.
- iv. That if Councillors request a laptop, hardcopy papers will no longer be provided.

FC26/136 Aisby Walk Skate Park

To note the submission of the application to the FCC Communities Foundation for improvements to the Aisby Walk Skate Park and to consider the required third-party funding contribution in accordance with the grant conditions.

Paper H (pages 64 to 65)

FC26/137 Local Government Reorganisation

To consider any recent updates.

Paper I (pages 66 to 90)

FC26/138 Correspondence

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

Paper J (pages 91 to 92)

FC26/139 Items for Notification

- i. Debt Write Off

FC26/140 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 6 January 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Thursday, 27 November 2025

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

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DRAFT FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 4 November 2025** at **6:30pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Chair)

Councillor Sheila Bibb
Councillor Stephen Blogg
Councillor Nicholas Coxon
Councillor Michael Devine
Councillor Richard Doy
Councillor Douglas Owles
Councillor Richard Thompson

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

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

Also in Attendance: WLDC Councillor Jeanette McGhee

FC26/114 Apologies for Absence

Apologies were received from Councillors Craig, Dannatt, Hooton.

FC26/115 Declarations of Interest

No declarations of interest were declared.

FC26/116 Dispensation Requests

No dispensation requests were made.

FC26/117 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FC26/118 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Council meeting held on Tuesday 14 October 2025 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Davies and Doy abstained from voting on the above resolution.

FC26/119 Committee Meeting Minutes (Papers B - F)

i. Personnel Committee, Wednesday 8 October 2025

Initialled:

- ii. Planning Committee, Tuesday 21 October 2025
- iii. Finance and Strategy Committee, Tuesday 28 October 2025
- iv. Asset Transfer Task and Finish Group, Wednesday 29 October 2025
- v. Neighbourhood Plan Working Group, Thursday 30 October 2025

RESOLVED: to **NOTE** the draft minutes of the Committees.

FC26/120 Announcements (Paper G)

- i. Chair of Council

The Chair updated Members on civic duties undertaken.

- ii. Leader of Council

The Leader updated Members on recent meetings attended.

- iii. Representatives on Outside Bodies

No announcements.

- iv. Town Clerk

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

FC26/121 Recommendations made by Committee

Finance and Strategy Committee held 28 October 2025 (FS26/090 CCLA)

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

Note: Councillor Binns voted against the above resolution.

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

FC26/122 Recommendations made by Committee

Neighbourhood Plan Working Group held 30 October 2025 (NP26/008 Review the Gainsborough Neighbourhood Plan)

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

FC26/123 Local Government Reorganisation

RESOLVED: to **NOTE** the concerns and comments from Members.

FC26/124 Correspondence (Paper H)

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

FC26/125 Items for Notification

- i. Debt Write Off

FC26/126 Time and Date of Next Meeting

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

The meeting closed at 7:51pm.

Initialled:

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

DRAFT

PAPER B

Gainsborough Town Council

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DRAFT COMMUNITY EMERGENCY PLAN WORKING GROUP MINUTES

Minutes of the Community Emergency Plan Working Group meeting held on **Friday 7 November 2025** at **11:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Hooton (Chair)

Councillor Sheila Bibb
Councillor Doug Owles
Councillor Richard Thompson

Councillor Paul Key
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

EP26/001 Appointment of a Chair

RESOLVED: That Councillor Hooton be appointed Chair of the Working Group.

EP26/002 Apologies for Absence

No apologies for absence were received.

EP26/003 Declarations of Interest

No declarations of interest were received.

EP26/004 Terms of Reference (Paper A)

RESOLVED: That the Terms of Reference of the Group be noted.

EP26/005 Community Emergency Plan (Paper B)

Appointments to CERT Roles

RESOLVED:

- Councillor Hooton appointed as Community Emergency Response Team (CERT) Leader.
- Councillor Owles appointed as Deputy CERT Leader.
- Councillor Bibb appointed as CERT Emergency Support Manager.
- Councillor Key appointed as CERT Member.
- Councillor Plastow appointed as CERT Member.

Note: Check whether these roles require DBS clearance.

Further Actions

RESOLVED:

Initialled:

Community Emergency Plan Working Group minutes 2025-26

- To contact WLDC and the Environment Agency to obtain copies of their Emergency Plans.
- To contact Morton and Lea Parish Councils to ascertain whether they have adopted Community Emergency Plans.
- To contact community centres, churches, schools, Connexions, Night Light Café, Leisure Centre, Bearded Fisherman, and Trentside Radio to identify local venues that may be able to provide safe, warm spaces for the community during emergencies.
- To email all Councillors to request information on any personal attributes, skills, or resources they may be able to contribute to the Community Emergency Plan.
- To ascertain who activates the flood warning siren.

EP26/006 Time and Date of Next Meeting

RESOLVED: That the next meeting be held on Friday 28 November 2025 at 10:00am at Richmond House, Morton Terrace.

The meeting closed at 12:50pm.

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

PAPER C

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DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 11 November 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Sheila Bibb
Councillor Nicholas Coxon
Councillor Caz Davies
Councillor Paul Key

Councillor Nigel Bowler
Councillor Richard Craig
Councillor Paul Hooton
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

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

PS26/050 Apologies for Absence

No apologies for absence were received.

PS26/051 Declarations of Interest

No declarations of interest were received.

PS26/052 Dispensation Requests

No dispensation requests were received.

PS26/053 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PS26/054 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 9 September 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PS26/055 Richmond Park Outbuilding Structural Report (Paper B)

RESOLVED: To proceed with a planning application to demolish Outbuilding 3

Initialled:

Property and Services Committee minutes 2025-26

(potting shed) and Garden Store. To obtain quotations for repairs to other buildings.

PS26/056 2026 / 2027 Budget (Paper C)

Members considered the budget needs for the 2026/27 financial year within the Committee's remit.

The Committee's budget responsibilities include:

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

RESOLVED: To **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to approve the budget as set out in Paper C.

PS26/057 Items for Notification

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

- i. Matters Arising Schedule
- ii. Christmas Lights
- iii. General Cemetery Chapel
- iv. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- v. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- vi. Utility Charge Review
- vii. Volunteer Recognition

PS26/058 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 13 January 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:24pm.

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

PAPER D

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 12 November 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Sheila Bibb (Chair)

Councillor Nigel Bowler
Councillor Paul Hooton
Councillor Doug Owles
Councillor Kenneth Woolley
(arrived at 6:35pm).

Councillor Dennis Dannatt
Councillor Paul Key
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

Also Present: Councillor Richard Thompson

PC26/027 Apologies for Absence

Apologies for absence were received Councillor R Craig.

PC26/028 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item PC26/035.

PC26/029 Dispensation Requests

No dispensation requests were received.

PC26/030 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PC26/034 and PC26/035 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC26/031 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Personnel Committee meeting held on Wednesday 8 October 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PC26/032 Volunteer Policy Review (Paper B)

Initialled:

RESOLVED: to adopt updated Volunteer Policy.

Note: Councillor Woolley arrived at the meeting at 6:35pm.

PC26/033 2026 / 2027 Budget (Paper C)

RESOLVED: To **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to approve the budget as set out in Paper C.

PC26/034 Probation Review (Paper D)

RESOLVED: That the Committee approves appointment as a permanent member of staff in the role of Grounds Maintenance Operative, effective from 13 November 2025, following successful completion of his probationary period.

Note: Councillor Plastow left the meeting at 6:47pm.

PC26/035 Staffing Issue (Paper E)

RESOLVED: To approve the recommendation in the Paper.

PC26/036 Items for Notification

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

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

PC26/037 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Personnel Committee meeting scheduled for Wednesday 14 January 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:42pm.

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

PAPER E

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DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 18 November 2025** at **6:30pm** in the reading room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Glenn Puxty (Chair)

Councillor Mark Binns

Councillor Paul Key

Councillor Richard Thompson

Councillor Michael Devine

Councillor Doug Owles

In Attendance:

Natasha Gardener

Assistant Clerk

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

Due to the Chair and Vice Chair being absent from the meeting it was **RESOLVED:** to elect Councillor Glenn Puxty as Chair for the meeting.

PL26/129 Apologies for Absence

Apologies for absence were received from Councillors S Blogg, D Dobbie, P Hooton, J Plastow.

PL26/130 Declarations of Interest

No declarations of interest were made.

PL26/131 Dispensation Requests

No dispensation requests were received.

PL26/132 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL26/133 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Planning Committee meeting held on Tuesday 21 October 2025 be approved as a true and accurate record and signed by the Chair, with an amendment to include the other suggestions proposed for PL26/121 regarding the pedestrian crossing.

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

PL26/134 Planning Application

[Application Ref No: WL/2025/01058](#) (received 27/10/25) any observations to make on the application, please make them by 01/12/2025

[Proposal: Planning application for façade renovation works including 2no. replacement windows and shop front.](#)

[Location: 33 Market Street, Gainsborough](#)

RESOLVED: to support the application.

PL26/135 Planning Application

[Application Ref No: WL/2025/01059](#) (received 27/10/25) any observations to make on the application, please make them by 01/12/2025

[Proposal: Listed building consent for façade renovation works including 2no. replacement windows and shop front.](#)

[Location: 33 Market Street, Gainsborough](#)

RESOLVED: to support the application.

PL26/136 Planning Application

[Application Ref No: WL/2025/01067](#) (received 28/10/25) any observations to make on the application, please make them by 01/12/2025

[Proposal: Planning application for the creation of 8no. apartments, various façade works, and the renovation of the existing commercial unit.](#)

[Location: Ship Court, Silver Street, Gainsborough](#)

RESOLVED: to support the application.

PL26/137 Planning Application

[Application Ref No: WL/2025/01068](#) (received 28/10/25) any observations to make on the application, please make them by 01/12/2025

[Proposal: Listed building consent for the creation of 8no. apartments, various façade works, and the renovation of the existing commercial unit.](#)

[Location: Ship Court, Silver Street, Gainsborough](#)

RESOLVED: to support the application.

PL26/138 Planning Application

[Application Ref No: WL/2025/01070](#) (received 29/10/25) any observations to make on the application, please make them by 01/12/2025

[Proposal: Planning application for proposed rear and side extension.](#)

[Location: The Gulf Service Station, 3-15 Lea Road, Gainsborough](#)

RESOLVED: to ask that West Lindsey Planning Committee review the application due to concerns regarding fire hazards due to the kitchen extension's close proximity to petrol pumps and plans potential to cause increased congestion in the area.

PL26/139 Planning Application

Application Ref No: WL/2025/01084 (received 03/11/25) any observations to make on the application, please make them by 08/12/2025

Proposal: Application for advertisement consent for 3no. identical, non-illuminated signs.

Location: A156 Lea Road/Foxby Hill Roundabout, Gainsborough

RESOLVED: object to the application as the proposed signage risks distracting drivers, potential to obstruct driver's view and is not in-keeping with the street scene.

PL26/140 Planning Application

Application Ref No: WL/2025/01086 (received 03/11/25) any observations to make on the application, please make them by 08/12/2025

Proposal: Planning application for the change of use of former bank to create 2no. ground-floor retail units, 2no. upper-floor apartments and 1no. ancillary short stay guest room, installation of roof-mounted solar PV panels, 2no. air-source heat pumps, hot-water cylinder, battery storage, green roof and modular living wall system to inner courtyard elevations, 3no. replacement external doors new refuse and cycle storage within the rear yard, internal fire-safety upgrades including emergency lighting, and detection system and accessible ground-floor WC.

Location: Former Halifax Bank, 32 Lord Street, Gainsborough

RESOLVED: to support the application.

PL26/141 Planning Application

Application Ref No: WL/2025/01087 (received 03/11/25) any observations to make on the application, please make them by 08/12/2025

Proposal: Listed building consent for the change of use of former bank to create 2no. ground-floor retail units, 2no. upper-floor apartments and 1no. ancillary short stay guest room, installation of roof-mounted solar PV panels, 2no. air-source heat pumps, hot-water cylinder, battery storage, green roof and modular living wall system to inner courtyard elevations, 3no. replacement external doors new refuse and cycle storage within the rear yard, internal fire-safety upgrades including emergency lighting, and detection system and accessible ground-floor WC.

Location: Former Halifax Bank, 32 Lord Street, Gainsborough

RESOLVED: to support the application.

PL26/142 Planning Application

Application Ref No: WL/2025/01091 (received 04/11/25) any observations to make on the application, please make them by 08/12/2025

Proposal: Planning application for the replacement of boundary wall with fencing.

Location: 22 Oak Tree Avenue, Gainsborough

RESOLVED: to not comment on the application.

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

PL26/143 Planning Application

[Application Ref No: WL/2025/01106 \(received 10/11/25\) any observations to make on the application, please make them by 15/12/2025](#)

[Proposal: Planning application for extension over existing garage.](#)

[Location: Rowen House, Summer Hill, Gainsborough](#)

RESOLVED: to not comment on the application.

PL26/144 Planning Application

[Application Ref No: WL/2025/01118 \(received 12/11/25\) any observations to make on the application, please make them by 15/12/2025](#)

[Proposal: Planning application for proposed garden room and removal of old shed/outbuilding.](#)

[Location: 276 Lea Road, Gainsborough](#)

RESOLVED: to comment and raise concerns regarding the size of the structure in a rural setting, that it is not in keeping with the local area.

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

PL26/145 Decision Notice (Paper B)

Application Ref No: WL/2025/00876 GRANTED (Delegated)

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

Location: 124A Trinity street, Gainsborough

RESOLVED: to NOTE the decision notice.

PL26/146 Decision Notice (Paper C)

Application Ref No: WL/2025/00966 GRANTED (Delegated)

Proposal: Planning application to erect fencing.

Location: 11 Heapham Crescent, Gainsborough

Note: Councillor Thompson returned to the meeting at 7:56pm.

RESOLVED: to NOTE the decision notice.

PL26/147 Street Naming Requests

No street naming requests were received.

PL26/148 Tree Preservation Orders

No tree preservation orders were received.

PL26/149 Proposed Bus Stop Clearways - Park Springs Road, Gainsborough (Paper D)

Members considered the consultation from LCC to establish Bus Stop Clearways at Park Springs Road, Gainsborough.

RESOLVED: to support the application/consultation.

PL26/150 Items for Notification

- i. Footpath Mayfield to Margaret Close

PL26/151 Time and Date of Next Meeting

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

The meeting closed at 8:00pm.

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

DRAFT

PAPER F

Gainsborough Town Council

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DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 25 November 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 Michael Devine

Councillor Richard Thompson (sub)

Councillor Stephen Blogg

Councillor David Dobbie

In Attendance:

Rachel Allbones

Sean Alcock

Town Clerk & Responsible Finance Officer

Operations Manager

FS26/094 Apologies for Absence

Apologies were received from Councillors N Coxon, P Hooton, P Key, D Owles, J Plastow.

FS26/095 Declarations of Interest

No declarations of interest were received.

FS26/096 Dispensation Requests

No dispensation requests were received.

FS26/097 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items FS26/103, FS26/104 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

FS26/098 Minutes of the Previous Meeting (Paper A)

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

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

FS26/099 Finance Reports (Papers B, C & D)

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

Initialled:

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

FS26/100 Bank Reconciliation (Paper E)

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

FS26/101 Draft 2026 / 2027 Budget & Estimate (Paper F)

Members thoroughly reviewed the draft budget.

RESOLVED:

- i. To NOTE the draft proposed budget for 2026/27;
- ii. To submit a precept estimate of £431,420 to WLDC.

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

FS26/102 Report on grants to the Council from external bodies (Paper G)

RESOLVED: to NOTE the report on grants to the Council from external bodies, under 6.22 of the Council's Structure and Functions *To be responsible for grants to the Council from external bodies.*

FS26/103 IT Provision for Members (Paper H)

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

- i. Approve the purchase of x16 HP 250 G10 laptops (£6,800), (or to those Councillors that request one) and initial set up costs (£1,040).
- ii. Upgrade to Premium licences at an additional £196.80/month.
- iii. Approves the increase in the IT support agreement at an additional £294/month.
- iv. That if Councillors request a laptop, hardcopy papers will no longer be provided.

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

FS26/104 Love Lane Allotment Garages (Paper I)

Members considered issues relating to the garages and electrical supply.

RESOLVED: to

- i. Approve the Annual Garage Inspection Form, send letters to licensees with garages advising why the inspections are taking place.
- ii. Disconnect the electricity supply from the garage within the report, prior to issuing a Licence to Occupy.
- iii. Defer the remainder of the report to the December meeting and provide Members with a copy of the Licence to Occupy.

FS26/105 Items for Notification

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

Initialled:

- i. Love Lane Allotment Garages
- ii. Draft 2026 / 2027 Budget
- iii. Marshalls Bowls Lease
- iv. Operation Bridges Review
- v. Unity Trust Bank
- vi. Strategic Plan
- vii. LCAS Silver Status submission
- viii. Registrar Lease renewal
- ix. Civic Protocol
- x. Communications Policy Review
- xi. GDPR Policy Review
- xii. Social Media Policy Review
- xiii. Pensions Discretionary Policy Review
- xiv. Use of work vehicles by Cllrs & Staff for personal domestic use Review

FS26/106 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Wednesday 17 December 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:27pm.

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

PAPER G

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 27 November 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)
105	24/11/2025	Aisby Walk	Two teenage aged males identified to have been digging a hole next to a footpath on Aisby Walk.	Yes

Chair's Group Meeting

The next meeting is on Monday 15 December 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—November 2025, Councillor training sessions.

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

Finance for Councillors

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

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

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

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

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

Internal controls

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

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

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

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

Topics include:

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

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 Conservatory Removal Tender

Five tenders were received. Councillor Dannatt and the Town Clerk opened the tenders at 11.00am on Thursday 27 November 2025. The tenders will be scored by the Tender Panel at 10.00am on Wednesday 3 December 2025, with a recommendation to be made to Full Council in January 2026.

Richmond Park Outbuildings

The planning applications for the demolition of two of the outbuilding has been submitted and will await determination.

Meeting with WLDC

On Tuesday 28 October the Town Clerk, together with Councillors Key and Plastow met with representatives from WLDC including the WLDC Chief Executive, Monitoring Officer and Director of Finance and Assets (S151 Officer) regarding asset transfers.

Discussions covered sites referenced in the letter sent in September including Levellings, Richmond House, Marshalls, Roses, Cox's Hill Nursery site and General cemetery land.

WLDC indicated they were open to further discussion but require the Town Council to provide the reasoning behind each request.

WLDC Asset Site Visits

On Thursday 20 November 2025, the Town Clerk, Operations Manager and Councillors Bowler, Dannatt and Owles visited the following sites as part of the Asset Transfers Working Group:

- Land at Ashcroft Road (Play Park)
- Baltic Mill Land
- Whitton Gardens
- Caskgate Street Land (Former Guildhall Site)
- Queensfield Playing Field
- Corringham Road
- Cox's Hill Nursery Site
- Land at General Cemetery
- Cox's Hill

The next meeting of the working group will take place on Thursday 4 December 2025 at 10.00am.

Remembrance Sunday

Remembrance Sunday took place on Sunday 9 November 2025 and proceeded without any issues with road closures or incidents. The Town Clerk has spoken with Councillor Woolley and a debrief meeting with the Royal British Legion is being arranged to consider potential improvements to the running of the morning.

General Cemetery Chapel

The Town Clerk, Operations Manager and Communities Officer met with Matt from Ross Davy Associates on Tuesday 18 November 2025 regarding the change of use application for the General Cemetery Chapel. This is intended to be submitted in the New Year.

Neighbourhood Plan Review

The consultant engaged to support the Neighbourhood Plan Review has confirmed attendance at the working group meeting on 15 January 2026 at 10.00am. The consultant will undertake a scoping exercise from a planning policy perspective and has requested:

- That the working group attend prepared to “red line” the current made Neighbourhood Plan;
- A walkabout following the meeting; and
- A prepared list of sites for review if members cannot attend the walkabout.

The consultant has advised that the scoping quote has been kept lean, therefore the meeting will be key to maximising value at this early stage.

Christmas Lights Festival

The Christmas Lights Festival took place on Friday 14 November 2025 from 3.00pm to 9.00pm, despite wet weather. Entertainment was held in the Market Place, stalls were located along Silver Street and Dowse’s Funfair operated from Bridge Street Car Park.

The Town Clerk has spoken with the WLDC Commercial, Cultural and Leisure Development Manager and a debrief meeting will take place in due course.

The Christmas Lights Festival video is available at:

<https://youtu.be/r6GuK26DROU>

Staff Training

- Two members of staff attended LANTRA Brush & Hedge Cutter training on 20 November 2025.
- Three members of staff attended LANTRA Woodchipper training on 27 November 2025.
- Four members of staff are scheduled to attend LANTRA Tractor training on 5 December 2025.
- Two members of staff are due to attend PASMA Mobile Scaffold Tower training on 16 January 2026.
- The Operations Manager is scheduled to attend the ICCM Cemetery Operations & Regulatory training on 6 January 2026.
- The annual round of iHASCO training courses is due to be refreshed over the coming months by all staff.

Ground Team Projects

- An autumn programme of aeration using the tractor and aerator attachment has, to date, resulted in a significant reduction in areas affected by surface water.
- Shrub reduction works at The Levellings have now been completed.
- Repairs to wooden fascia panels at Marshalls Pavilion have been completed, and all gutters have been cleared.

- Allotment maintenance: Winter projects have been identified across all allotment sites by the Communities Officer, and the Grounds Team has already commenced a number of these works.
- The Grounds Team has nearly completed the clearance works within the Cemetery Chapel.

External Maintenance Projects

- Annual renovations to the Marshalls bowls green and cricket square have now been completed by Ashby Grass Care.
- Hedge flailing at Marshalls Sports Ground and the allotment sites has been completed by Glendale Services.
- Path and drain repairs at The Levellings have been completed by Gainsborough Building Services.

Annual Leave and Christmas Office Closure

- Town Clerk: Friday 5 December 2025 and Thursday 18 December to Monday 29 December 2025
- Assistant Clerk: Monday 15 December to Friday 19 December 2025
- Communities Officer: Monday 22 December 2025 to Friday 2 January 2026
- Operations Manager: Monday 29 December 2025 and Friday 2 January 2026

The Office will be closed on Wednesday 24 December and Wednesday 31 December 2025. The Assistant Clerk will be working remotely on Monday 29 December 2025.

Interest Forms

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

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

Communities Office Update

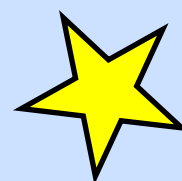
- Attended the West Lindsey District Council / Everyone Active Open Day.
- Coordinated the repair of gate posts at North Warren and Foxby Hill, completed by Gainsborough Building Services.
- Allocated 18 allotment gardens since August 2025.
- Attended the Gainsborough Men's Shed community event.
- Participated in two Gainsborough Aspirations meetings.
- Sourced contractors to provide quotations for the proposed Richmond Park Biodiversity Garden project.
- Submitted a Community Facility Fund application to West Lindsey District Council for the Richmond Park Biodiversity Garden on 7 October. The decision has been delayed due to WLDC funding challenges; an outcome is expected on 19 December.
- Delivered a comprehensive community consultation for the Aisby Skate and Play Park project from 27 October to 12 November. Engagement included door-to-door surveys, school sessions, attendance at Positive Futures events, and online promotion via the GTC website and Facebook. Partner agencies (ACIS and WLDC) also shared the survey. A total of 488 participants contributed (298 residents and 190 school children).

- Obtained quotations for both the Aisby Walk Skate Park and Play Park elements to support upcoming grant applications. If applications are successful, the works will proceed to tender.
- Submitted an FCC Communities Foundation grant application for the Aisby Skate and Play Park on 18 November, requesting the maximum £100,000. An outcome is expected in March 2026.
- Completed and submitted a National Lottery Community Fund – Reaching Communities Stage one application on 20 November, requesting £162,000. The outcome will be received in March 2026. If successful, the Council will be invited to submit a Stage Two application, the outcome of the Stage two application will be six months post submission.

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

What's New This Month?

Chair's Workshop—see page 2
Parkinson Partnership (new dates) - see pages 4—7
Breakthrough Communications (new dates) - see pages 8—11
RPII Routine Inspections (options with or without exam) - see page 16
CiLCA Day 3—see page 17



Picking up contact information when booking places

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

Free Worknest webinars

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

ACAS free e-Learning

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

Internal Audit

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

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

Contact us

Office: 01673 866596

Mobile 1: (Katrina) 07422 963475

Mobile 2: (Andrew) 07549 019842

LALC Core training: Included within our Annual Training Scheme

Courses delivered directly by LALC or partners

Course	Description	Date(s)	Location
Councillor Induction & Refresher	Aimed at councillors with or without any experience, covering: • The role of the council and councillors • Legal obligations and the employer role • Finance • Risk management • Code of conduct • Declarations of interest • Community engagement • Transparency code obligations	11th November 18:00—21:00 20th January 18:00—21:00 3rd March 18:00—21:00	Zoom
Chair's Workshop	Ideal for council and committee Chairs and Vice Chairs, covering: • Skills required • Managing meetings • Working with the Clerk, other councillors and officers • Planning for success • Understanding your Standing Orders, Financial Regulations and Code of Conduct • Accountability • Community engagement	4th December 18:00—21:00 	Zoom

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



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

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

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

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

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

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

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

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

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

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

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

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

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	For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge. This session explains when and how VAT registered local councils charge VAT, when they can reclaim it and when they can't. Essential for any council contemplating major building projects.	Awaiting new dates
Finance for Councillors	This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances. Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance & Accountability Return; Internal and external audit; How VAT applies to local councils	4th November, 18:30 25th November, 10:00 11th December, 10:00 29th January, 18:30 10th February, 10:00
New clerk's finance	This session is for inexperienced clerks in their first few months and is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role. Topics include: Roles and responsibilities; Setting a budget and precept; Internal control; The Annual Governance & Accountability Return; Internal and external audit.	4th November, 10:00 16th December, 10:00 27th January, 10:00 3rd March, 10:00
VAT—Partial exemption	For clerks, finance staff and councillors of councils that lease or hire out land and buildings such as village halls, community centres, meeting rooms, sports facilities or markets, who need to understand when their council is at risk of not being able to reclaim VAT. Essential for any council contemplating major building projects, or incurring significant expenditure on running these facilities. Intended for those who already understand the rules of VAT and need to work out whether their council can reclaim VAT in relation to its use of land.	22nd January, 10:00 14th April, 10:00 2nd July, 10:00

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

Finance—delivered by:

All sessions held via Zoom

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



PARKINSON
PARTNERSHIP

Course	Description	Date(s)
Introduction to VAT (VAT for unregistered councils - VAT126)	For clerks, finance staff and councillors from councils that are not VAT registered, but reclaim VAT using Form VAT126. This session explains how VAT affects local councils. Essential for any council contemplating major building projects. Topics include: • How VAT law applies to local councils • Where to find the law and guidance • Business and non-business activities • Understanding whether sales are taxable or exempt from VAT • When a council must register for VAT • When VAT can be reclaimed • Partial exemption • Reclaiming VAT when using grants and donations	11th November, 10:00 4th December, 10:00 20th January, 10:00 26th February, 10:00 24th March, 10:00 16th April, 10:00
Procurement	For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils. This session introduces the new rules of the Procurement Act 2023, which will now come into force on 24 February 2025 and replaces the Public Contracts Regulations 2015. This session is an introduction to the basics of procurement for local councils: • Inviting quotes • Producing specifications and tender documentation • Achieving competition and value for money • Managing contracts.	27th November, 10:00 29th January, 10:00 24th February, 10:00 23rd April, 10:00
Internal controls	This session give councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies. Topics include: • Roles and responsibilities • Financial risks • Purpose of internal controls • Case studies • Examples of controls • Review of internal controls	10th December, 10:00 28th January, 10:00 4th March, 10:00

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

Finance—delivered by:

All sessions held via Zoom
10:00—11:30am **unless otherwise specified***



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

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

Finance—delivered by:

All sessions held via Zoom

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



PARKINSON
PARTNERSHIP

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

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



Course	Description	Date(s)
Communicating with your community part 1: creating a communications strategy	Every local council should have a communications strategy, setting out its communications priorities, aims and goals. In this session, we will consider how your council could create an effective communication strategy, that is sustainable and supports your council. A strategy that considers your council's human and financial resources.	10th November, 9:30 2nd February, 10:00
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.	5th January, 10:00 2nd March, 10:00
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.	13th January, 9:30 5th March, 13:00
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 5th February, 9:30
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.	6th November, 10:00 20th January, 10:00 4th February, 10:00
Boosting Your Council's Identity: How to Promote Your Council Effectively	Exploring what brand identity means for parish and town councils, why it matters, and how to create a clear and consistent identity that reflects your council's purpose and values. Introducing practical strategies for promoting your council through effective messaging, digital and traditional communication channels, and community engagement.	12th November, 9:30 3rd December, 13:00 10th February, 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.	25th November, 10:00 24th February, 9:30
Crisis communications for local councils	A crisis could strike at any point. Anything from flooding to a meeting going viral. There are many ways in which you could find yourself in the eye of the media storm. This session takes participants through the detail of preparing for any crisis. Passing on expert tips and guidance on being prepared. On the effective steps your council could take should the worst happen.	22nd January, 9:30
Social media part 1: Getting started with social media for local councils	Social media is a great tool for councils to use to improve their communication. In this session you will learn the basics and how to get started right. We will focus on creating a social media strategy and the basics of Facebook. Our goal is to share with you time-saving tools and techniques. Hopefully, this will help you and your council to be more confident using social media.	14th November, 9:30 11th February, 10:00
Social media part 2: Advanced social media strategies and tactics for local councils	Councils often use different social media platforms to connect with the community. This session explores a wide range of social media platforms. There will be a focus on how to get the most from key social media platforms. Exploring the ways of ensuring that social media supports your council to achieve its goals and aims. We will also introduce you to social media advertising.	18th November, 9:30 25th February, 10:00
Councillors training: Social media skills for parish and town councillors	It has never been more important for councillors to understand social media. In the session we will go through the confusing world of social media communications. It is designed for both social media users and those new to it. During the session you will learn where to focus your time and effort. We will point out the pitfalls. Consider difficult situations. Most importantly we will help you as a councillor to get the most from social media.	20th November, 18:30 2nd February, 18:30

Book Breakthrough Communications training via:

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

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



Course	Description	Date(s)
Emotional intelligence and resilience in practice for clerks, councillors and officers	This is 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 January, 10:00 5th March, 10:00
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.	19th January, 16:30 10th March, 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 January, 10:00 3rd March, 10:00
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.	21st January, 10:00 18th March, 10:00

Book Breakthrough Communications training via:

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

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

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

Council Communications

All sessions held via Zoom. 1.5-2 hours.

£35 plus VAT.



Course	Description	Date(s)
Data Protection for councils Part 1: Foundations & theory	It is important that councils have the most up-to-date understanding of data protection legislation. They should also have a good grasp of their data protection obligations. This introductory session covers the theory and core principles of UK GDPR and other relevant legislation and explains what policies, practices and processes local councils need to have in place.	3rd November, 9:30 12th January, 9:30 26th January, 18:30 3rd February, 9:30 2nd March, 13:00
Data Protection for councils Part 2: Accountability and lawfulness	This session deep dives into how councils demonstrate accountability with UK GDPR, considering the different lawful bases for the processing of personal data. Also how to create the policies and documents required for local councils. We will explore the requirements of the published Privacy Notice, how to create Legitimate Interest Assessments and Data Protection Impact Assessments.	17th November, 9:30 19th January, 9:30 9th February, 10:30 10th February, 18:30 9th March, 13:00
Data Protection for councils Part 3: Data subject rights and information security	In this session we consider how to deal with data subject rights requests, including Subject Access Requests (SARs). We explore the steps to take to ensure you are compliant and consider what exemptions may apply. There is also an introduction to information security for local councils and what this means in practice.	5th December, 9:30 26th January, 9:30 19th February, 9:30 4th March, 18:30
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.	10th November, 18:30 8th December, 18:30 22nd January, 18:00 16th February, 18:00
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.	12th December, 9:30 23rd January, 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

Sustainability & Climate Change

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

£35 (+VAT) per delegate



capalc
Cambridgeshire and Peterborough
Association of Local Councils

Mike Deegan
CONSULTING
*Helping Local Communities
& Organisations Grow*



Description

Adaptation measures for your Town or Parish Council.

This topic has never been more relevant, particularly as councils are urged to help adapt and mitigate the damaging effects of Climate Change.

This session identifies practical changes and steps councils can realistically implement; to operate more sustainably and act as a catalyst for positive change within your community.

Participants will be taken through:-

- The current situation and issues in Cambridgeshire
- Accessible advice, support and funding
- Liaising and working in partnership with local groups
- Case studies of positive community action
- Energy efficiency and reducing your council's carbon footprint

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

Date

13th November
10:00—12:00

Venue

Zoom

Book your place via the LALC portal as usual.

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

Clerks Networking Day incorporating SLCC Lincolnshire branch AGM

£25 (+ VAT) per delegate



Description

Come along and network with fellow Clerks!

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

Schedule for the day:

9:30 Registration for SLCC members

10:00 SLCC Lincolnshire Branch AGM

10:00 Registration for non SLCC members

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

11:30 Break

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

13:00 Festive Buffet Lunch

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

15:30 Close

There is plenty of designated parking.

Date

20th November
9:30*—15:30

Please note:
*9:30 for SLCC members
*10:00 for non SLCC members

Venue

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

Addressing the Biodiversity Crisis

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

£35 (+VAT) per delegate



capalc
Cambridgeshire and Peterborough
Association of Local Councils

Mike Deegan
CONSULTING
*Helping Local Communities
& Organisations Grow*



Description

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

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

The first part of this webinar will examine:

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

The main focus will address the actions and opportunities available:

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

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

Date

27th November
10:00—12:00

Venue

Zoom

Book your place via the LALC portal as usual.

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

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.

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

RPII Routine Inspections

With exam: £260 + VAT
Without exam: £110 + VAT



Delegates not taking the exam can obtain a hard copy Certificate of Attendance for £10 or PDF copy for £3.50



The Play Inspection Co.

Description	Date	Venue
This is a one day course. The first date (24th June) includes the Register of Play Inspectors International (RPII) exam for Routine Inspections. (RPII charge is included for the exam). The qualification for RPII Routine inspector level would qualify the delegate to conduct daily/weekly inspections on playground equipment; this could be for their own sites or for other sites. There is no conflict of interest. Should you wish to book the RPII Routine inspectors course WITHOUT the exam, please book on the second date (25th June). Syllabus: • The benefits of play • Injuries occurring on playgrounds • Legal responsibilities • Inspection techniques for basic equipment types • The inspection procedures of their verifying employer Attendees should wear suitable footwear and clothing for the practical inspections.	24th June 2026 9:30—16:30 Training plus exam This event is now FULLY BOOKED. Please contact LALC to be put on the cancellation list. OR 25th June 2026 9:30—16:30 Training only—no exam PLACES AVAILABLE	Washingborough Sports Pavilion Washingborough Playing Fields Washingborough LN4 1AB

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

Courses delivered directly by LALC or partners

CiLCA		 	
Description	Date(s)	Fee	Location
Introductory session available for candidates to decide whether they are ready to pursue this qualification. To obtain CiLCA it is advisable that you have at least 12-months' experience of local government procedures. This is a Level 3 qualification equivalent to A' Level standard and you will need approximately 200 hours to complete your portfolio.	Awaiting new date	Introductory session is free	LALC Office Dunholme Old School Market Rasen Road Dunholme LN2 3QR
To attend the formal CiLCA training sessions (below), the LALC fee applies. This fee includes 6-months' mentoring.		£300 plus VAT (Plus £13 per day to cover lunch and refreshments, if face to face)	
When you are ready to register for the CiLCA qualification, the SLCC fee will apply. (Payable direct to SLCC).		£450 (no VAT)	

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

CiLCA Day 1 (FTF): LO1—LO10 Aimed at those already registered and intending to complete the current portfolio (by 31st December 2026).	
CiLCA Day 2 (FTF): LO11—LO20 Aimed at those already registered and intending to complete the current portfolio (by 31st December 2026).	
CiLCA Day 3 (FTF/remote): LO21—LO30	12 November 2025

Remote sessions are all held via Zoom

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

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

Offerings from LALC partners

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

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

Courses delivered directly by LALC or partners

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

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

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

Courses delivered directly by LALC or partners

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

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Courses delivered directly by LALC or partners

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

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Courses delivered directly by LALC or partners

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

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

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Courses delivered directly by LALC or partners

eLearning - delivered by: £25 plus VAT per course.		
Course	Description	
COSHH Essentials	Every year, thousands of workers suffer from illnesses caused by hazardous substances in the workplace. By the end of this course, learners should be able to: • Explain what COSHH is and why it's important in the workplace • Identify and interpret the hazard symbols used in COSHH • Recognise hazardous substances you might encounter at work and understand their risks to your health • Use control measures and safe handling to minimise your exposure to hazardous substances	
Infection Control Essentials	This course covers the fundamentals of how to slow the spread of those harmful microbes which can make us unwell. T he online learning is aimed at anyone who might come into contact with infections during their work. Reducing the spread of everyday illnesses is desirable for everyone. We all want fewer periods of illness and less risk of passing infection on to others!	
Unconscious Bias Essentials	Have you ever jumped to the wrong conclusion or misjudged someone you just met? We all do it, with just about everyone we come across. We make snap judgements about people based on the very little information we know about them. And mostly, we do it without even knowing. Our unconscious biases can have a big influence on how we feel about people and affect the decisions we make every day. Because these biases are often rooted in inaccurate or incomplete information, they can lead to unfair assumptions and poor decision-making, without us realising. This course aims to increase your awareness of unconscious bias and give practical tips on how you can reduce the effect it has on your decisions, attitudes and behaviour.	

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

Courses delivered directly by LALC or partners

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

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Courses delivered directly by LALC or partners

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

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Courses delivered directly by LALC or partners

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

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Courses delivered directly by LALC or partners

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

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Courses delivered directly by LALC or partners

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

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Courses delivered directly by LALC or partners

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

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

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

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

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

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

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

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

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

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

Bookings

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

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

Cancellations

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

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

Contact us

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PAPER H

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 27 November 2025



Gainsborough
TOWN COUNCIL

Subject: Aisby Walk FCC Grant – Third Party Contribution

Summary

This report provides an update on funding applications and available financial contributions relating to the proposed new concrete skate park at Aisby Walk. It also seeks confirmation of the Town Council's commitment to provide the required third-party contribution associated with the FCC Communities Foundation grant application.

Background

At the Property and Services Committee meeting held on 9 September 2025, it was resolved that officers should progress funding opportunities for a potential new concrete skate park to complement the available Section 106 (S106) Public Open Space contribution.

A grant application was subsequently submitted to the FCC Communities Foundation on 18 November 2025 for the Aisby Skate and Play Park project. The application requested the amount of £99,567, with an expected decision date in March 2026.

West Lindsey District Council (WLDC) has now received the Public Open Space Contribution from Gleeson Homes, totalling £164,791.44, received on 28 October 2025.

Under the terms of the S106 agreement, WLDC must transfer the funds to Gainsborough Town Council within five years of receipt of the payment.

Funding

If successful, the FCC grant will provide up to £99,567 towards the project. As a condition of the grant, the applicant is required to secure a 10.75% third-party contribution, amounting to £10,703.45.

Additional external funding opportunities will continue to be explored to reduce reliance on Town Council reserves where possible.

Recommendation

That the Council notes the submission of the grant application to the FCC Communities Foundation for the Aisby Walk Skate Park improvements and resolves to confirm that the required third-party contribution of £10,703.45 will be met from General Reserves, if required, in accordance with the grant conditions.

Furthermore, it is recommended that officers continue to seek additional funding support from other external sources.

PAPER I



COUNCIL

Monday, 10th November
2025

Subject: Local Government Reorganisation

Report by:

Chief Executive
Paul Burkinshaw
paul.burkinshaw@west-lindsey.gov.uk

Contact Officer:

Rachael Hughes
Head of Policy and Strategy
rachael.hughes@west-lindsey.gov.uk

Purpose / Summary:

The purpose of this report is to –

1. provide an update to Council on the latest position regarding progress with plans for Local Government Reorganisation (LGR),
2. set out the proposals for LGR that have been developed for Greater Lincolnshire for submission to Government by the deadline of 28th November 2025,
3. set out the options available to Members in response to the Minister's statutory invitation of 5th February 20205 to submit proposals for LGR, and
4. outline the next steps and timeline in connection with LGR

RECOMMENDATIONS:

That Council:

1. Notes the matters in this report, and,
2. That having had regard to the options set out in the report, the Council does not express support for any of the proposals for LGR in Greater Lincolnshire that have been developed in the report but does provide a written response to Government setting out the council's position, and

3. That the response to Government be drafted and approved by the Chief Executive, in consultation with the Leader of the Council based on the content of this report, and a copy of the response be sent to all Members of the Council, for information.

IMPLICATIONS

Legal:

On 16th December 2024, the Secretary of State for Housing, Communities and Local Government presented the English Devolution White Paper to Parliament. The overarching intention of the White Paper is for Devolution to become the universal position across England, accompanied by a large-scale, England wide programme of Local Government Reorganisation (LGR). In respect of Devolution, a Mayoral Combined County Authority (MCCA) has already been established in Greater Lincolnshire, with a new Mayor elected in May 2025. The focus of this paper is purely on the Local Government Reorganisation element of the White Paper.

In respect of LGR, the White Paper sets out the intention to facilitate a programme of reorganisation for all two-tier areas in England, and for unitary councils where there is evidence of failure or where the size or boundary may be hindering their ability to deliver sustainable and high-quality public services.

The legal framework for unitarisation is provided by the Local Government and Public Involvement in Health Act 2007. Under the legislation, the Secretary of State may invite a principal authority to propose single tier local government arrangements, and then consult upon these proposals before making a decision under this legislation.

The Local Government and Public Involvement in Health Act 2007, sets out the various different options for restructuring that can be put forward. The options as drafted in the Act does not currently include a scenario where two existing unitary councils, like North and North East Lincolnshire Councils may be merged together in isolation. This means that currently any proposal that suggests this must instead leave those two councils as separate unitaries.

Any proposal which suggests an existing unitary council merges with a district council is permissible under the current operating legislation and therefore can remain unchanged.

However, some of the proposals previously being promoted by Lincolnshire Councils included proposals to merge the two unitary councils in North Lincolnshire and North-East Lincolnshire. To reflect the legal stipulation of the Local Government and Public Involvement in Health Act 2007, these proposals have had to be amended which has resulted in an increase in the number of unitary councils being proposed for Greater Lincolnshire.

Following the publication of the White Paper, on 5th February 2025, the Minister for Local Government and English Devolution issued a statutory invitation to Council Leaders in two-tier areas inviting them to develop proposals for reorganisation. The Council submitted its interim plan on 21st March 2025, with initial feedback received via a government letter to Lincolnshire Leaders on 3rd June. Any final proposals must be submitted by 28th November 2025.

On current government timelines, it is expected that new unitary authorities in Greater Lincolnshire will become operational on 1st April 2028, known as Vesting Day. Elections to the new Shadow Authority are expected to take place in May 2027.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/66/26/CL/SL

In June 2025, the Minister announced funding to support the development of final LGR proposals; Greater Lincolnshire's allocation being £357,246. It was agreed by Chief Executives that this funding would be allocated to Lincolnshire County Council who would disseminate the funding to those Councils developing a final proposal as required.

The Interim Plan Feedback letter and the funding allocation letter make it clear that collaboration across areas is required, specifically in relation to information and data sharing. As such, some of this money has been used to develop a shared data baseline, with the remaining monies allocated to specific proposal development. This ensures a fair share of monies and also accounts for any local authorities that have chosen not to engage in the broader LGR programme.

On the 7th July 2025 Council acknowledged that there are resource implications as a result of LGR both in the short and longer term. Due to the scale of evidence, resource and financial implications had not at that time been fully developed and as such it was acknowledged that a sum of up to £50,000 can be drawn down through existing delegation from reserves or contingencies to support and facilitate the Council's involvement during the summer.

A further paper was presented to Corporate Policy and Resources Committee on 25th September which provided an overview of the anticipated resource and financial implications of developing the Council's position in relation to LGR in Greater Lincolnshire up to the decision point by Government, anticipated in Autumn 2026.

Based on current information, following the submission of proposals in November 2025 and the Government's statutory consultation and decision-making processes, it is anticipated that a further paper on broader financial implications in relation to supporting the transformation and transition arrangements into a new unitary Council will be required.

Staffing :

LGR is a new priority workstream for all Councils undergoing reorganisation which will, by its nature, put pressure on the capacity and resources of some corporate and other service areas who will be required to respond to the different elements of the LGR process and there will be more significant implications for the Council's own resources to facilitate and enable to transition into a new unitary Council. This will need to be considered as part of the broader staffing structure and considered in a future paper.

LGR will impact on all of the council's workforce. Council staff are being kept informed of key developments relating to LGR via a dedicated page on the Council's intranet, through weekly staff messages, and all staff updates as required. This will continue throughout the next stages of the indicative LGR timeline.

There are no direct staffing implications arising from this report.

Equality and Diversity including Human Rights:

High-level consideration has been given to Equality, Diversity and Human Rights implications and more detailed considerations will be undertaken over the course of the summer, as part of the Council's options appraisal of the final proposals that are in development.

Data Protection Implications:

Effective collaboration through the development of shared assumptions and datasets is a key requirement within the government's assessment criteria. It is therefore expected that councils will openly and effectively share data and information, with government prepared to intervene where this is not the case.

In Greater Lincolnshire, a shared data agreement is in place, facilitated through a secure shared data portal where individual councils can upload their data and information. Much of this is open-source data, however, the data sharing agreement includes provisions to safeguard and ensure handling of data is GDPR compliant and that high standards of data management are adhered to at all times.

A shared financial and demand baseline is also in development which will allow all bids put forward on behalf of Greater Lincolnshire to be based on the same principles, and allowing for alternative forecasting and assumptions to be tested in support of the variety of models being developed.

Climate Related Risks and Opportunities:

None arising from this report.

Section 17 Crime and Disorder Considerations:

None arising from this report.

Health Implications:

None arising from this report.

Title and Location of any Background Papers used in the preparation of this report :

[English Devolution White Paper 2024](#)

[Statutory Invitation from the Minister for Local Government & English Devolution to Greater Lincolnshire Council Leaders - 05.02.2025.](#)

[Local Government Boundary Commission for England LGR FAQs](#)

[WLDC LGR Interim Proposal Report to Full Council 18.03.2025](#)

[MHCLG: Summary of Feedback on Interim Plans - 03.06.2025](#)

[WLDC LGR Update Paper to Full Council - 07.07.2025](#)

[WLDC LGR Update Paper to Full Council - 08.09.2025](#)

[WLDC LGR Resources Paper to CPR 25.09.25](#)

Risk Assessment :

The Government has stated its intention to reorganise all two-tier local authority areas within this Parliament.

Within the criteria, Government has been clear that it's preference would be for Councils working together to develop a single proposal for the area although it is recognised that in most areas this will not be possible.

Not engaging in the discussions creates a risk that any future decisions regarding local government structures in Lincolnshire do not represent the best interests of West Lindsey. These risks continue to be mitigated by regular and consistent engagement in LGR discussions at the local, regional and national level by both members and senior officers.

Where agreement has not been possible, government has stipulated that Councils can submit individual proposals if they wish, but a council can only submit or support one proposal.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

☒

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

☒

1 Introduction

- 1.1 On 5th February 2025, local authorities in all 21 two-tier areas across England received a Statutory Invitation letter from the Minister for Local Government and English Devolution (“the Minister”) inviting proposals for Local Government Reorganisation (LGR). 6 areas in the country were included in the Devolution Priority Programme (DPP) and had an earlier deadline for submission of proposals. This did not include Greater Lincolnshire.
- 1.2 Following submission of interim proposals in March 2025, local authorities in all 21 two-tier areas continue to prepare for LGR in line with Government timelines. The next key milestone for Greater Lincolnshire and other areas not part of the DPP is 28th November 2025, when councils in each of these areas must submit their final LGR proposals for consideration.
- 1.3 At the Council meeting held on 07th July 2025, it was resolved the Council would undertake “supportive engagement working across all final proposals being developed for Greater Lincolnshire”, with further assessment and decision-making opportunities for members at a future Council meeting.
- 1.4 Members received a further update on LGR at Council on 08th September 2025, which provided the latest position on Government guidance, correspondence, timelines and public engagement across Greater Lincolnshire, including early findings from West Lindsey’s engagement exercise.
- 1.5 Officers have acted on the mandate from Council, seeking to proactively engage with other Councils and public sector partners, working collaboratively to progress the work required up to 28th November, and regularly keeping staff and members informed of key developments.
- 1.6 However, members will be aware that whilst the Council has continued to engage and collaborate across Greater Lincolnshire, this has not resulted in the Council having early sight of any of the specific final proposals being worked up by other Councils across the area.
- 1.7 This has meant that officers have been unable to undertake an objective assessment of the bids/proposals to understand which may present the best opportunity for the residents and businesses to continue to thrive across the district, which in turn impacts on the options available to the Council as set out in this report, ahead of the 28th November deadline.

2 Correspondence and Timelines

- 2.1 In updating local authorities on the LGR process and timeline, the Minister set out a seven-stage process which is summarised in fig.1 below. Councils are currently at stage two: submission of formal unitary proposals.

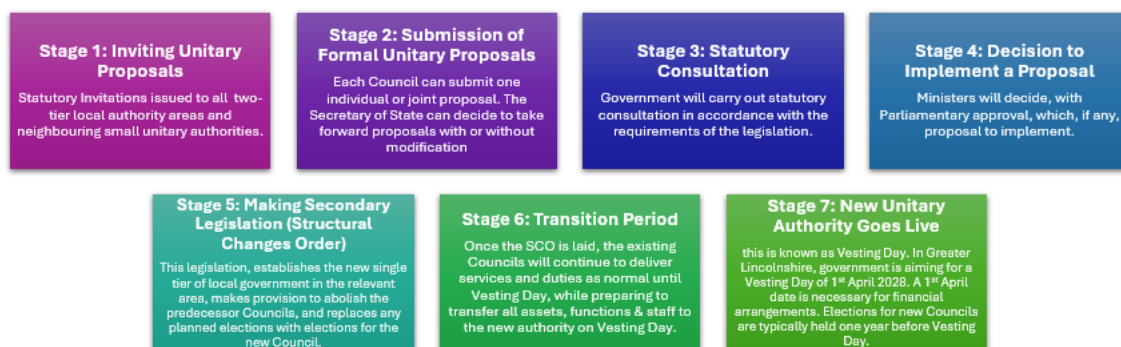


Fig.1 MHCLG Seven Stage LGR Process

2.2 The letter re-stated that Councils may only submit one proposal for unitary local government, which can be either –

- an individual submission or
- a joint submission with other councils that were invited to do so.

Any proposals must be for the whole area concerned, in this case the ten administrative areas covering Greater Lincolnshire, and proposals must meet the criteria set out in the original [Statutory Invitation letter](#). An updated copy of the timeline is included below (fig.2).

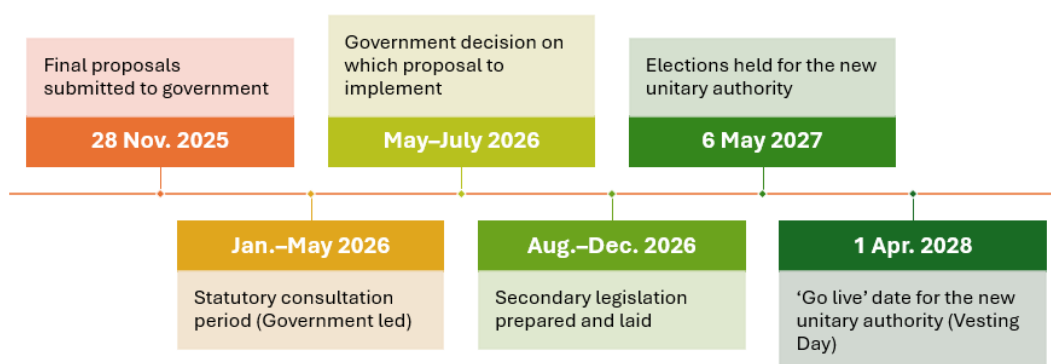


Fig.2
Indicative MHCLG Timeline for LGR Implementation in Greater Lincolnshire

3 Options

3.1 In responding to the statutory invitation to submit LGR proposals referred to earlier in this report, the Council has the following options –

1. To not formally support any proposal
2. Submit a joint proposal with other authorities (i.e. express and indicated the council's support one of the proposals that has been developed across Greater Lincolnshire).

- 3.2 Option 1 accords with the direction of the Council to date and is considered to be the only viable option at this stage due to the inability, as set out, to consider the proposals that have been developed and whether the Council can reasonably support these.
- 3.3 Summary details of each of the proposals, including current publicly available maps showing the proposed geography is shown in Appendix 1.
- 3.4 Whilst agreement had been reached that West Lindsey could be engaged in the development of the various final proposals being developed across Greater Lincolnshire, in reality limited engagement in relation to the detail of the bids has been possible.
- 3.5 It has also recently been confirmed that many of the final proposals won't be published until close to the final submission date of 28th November.
- 3.6 Acknowledging the requirements set out in the Statutory Invitation, and subsequent guidance on formulating a final submission for a geographical area, the Council has, in the spirit of that invitation, sought to engage and work collaboratively with partners across Greater Lincolnshire.
- 3.7 Whilst there has been some collaboration, particularly around Council data and sharing working practices, there has been limited collaboration around the detail relating to the specific geographies being promoted; specifically, how each of the proposals accords with the Government's criteria for proposals set out below and how these proposals will deliver the best possible outcomes for the residents of West Lindsey, or Greater Lincolnshire.
1. The proposal should seek to achieve for the whole of the area concerned the establishment of a single tier of local government
 2. Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks
 3. Unitary structures must prioritise the delivery of high-quality and sustainable public services to citizens
 4. How Councils in the area have sought to work together in coming to a view that meets local need and is informed by local views
 5. Ability of the new unitary structures to unlock devolution
 6. New unitary structures should enable stronger community engagement and deliver genuine opportunities for neighbourhood empowerment.
- 3.8 As these details are not available and the Council will not have advance sight of any of the proposals in prior to final submission, officers are not able to undertake the level of detailed assessment required to understand the risks and opportunities of each proposal, nor how the proposal will continue to promote the interests of West Lindsey in the new Council, and to inform members.
- 3.9 Resultingly, the Council is not considered to be in an informed position to change its position and support any of the final proposals being developed. Despite this, the Council will continue to actively engage in the LGR process and will continue to promote the interests of the Council to partners across the area and in Government.

3.10 We recognise the importance of West Lindsey in Greater Lincolnshire and the key strategic role both the district and the Council continue to play in a successful Local Government Reorganisation programme for its residents and delivering the ambitious devolution vision for Greater Lincolnshire.

3.11 It should be noted that in addition to the above options, the Council could have developed its own proposal for LGR however there is clearly not sufficient time for that to be done and is therefore not a viable option.

4 Update on Public Engagement in West Lindsey and Across Greater Lincolnshire

4.1 In developing any final proposal, one of the key requirements is for public engagement across the whole area concerned. Whilst West Lindsey has not developed its own LGR proposal, at a meeting of Corporate Policy & Resources Committee on 24th July 2025, members approved a West Lindsey engagement exercise to run alongside the Council's Budget Consultation over a six-week period between 25th July and 15th September. The results of the public engagement exercise undertaken by the council, and details of public engagement undertaken by other authorities across Greater Lincolnshire are set out in Appendix 2.

4.2 Elsewhere in Greater Lincolnshire, there have been a number of separate engagement activities taking place on the other proposals that are in development. These have all now closed, and whilst the results have not yet been made publicly available, a summary and links of these can be found below.

- East Lindsey and South Holland, backed by Boston, ran public events across the area under the banner ["A Greater Lincolnshire for All."](#)
- Lincolnshire County Council ran an online survey called ["Your Lincolnshire: Strengthen. Simplify. Save"](#) supplemented with public events across the County.
- North Lincolnshire distributed a survey to all households, businesses and voluntary organisations called ["Your Services, Your Say, Your Future"](#)
- North Kesteven and South Kesteven were running an [online survey](#) and again did some local public engagement.
- Finally, North East Lincolnshire have a webpage [Your Council, Your Future](#) which also includes an online survey.

5 West Lindsey Principles for Local Government Reorganisation in Greater Lincolnshire

5.1 Whilst the Council has not developed a final LGR proposal, it remains actively engaged in the process. The Council is committed to influencing the development of future governance arrangements and effective transition to any new unitary authority

to ensure that the distinct needs, strengths, and aspirations of Our Council, Our People and Our Place are fully recognised and reflected.

- 5.2 In recognition of the council's position, this report recommends that the Council does write to the Minister to advise of its rationale for not supporting any of the proposals that have been submitted to the Government and setting out the key issues from West Lindsey District Council's perspective, based on a number of principles.
- 5.3 Each principle, as set out below, will outline the Council's position within each of the six criteria for LGR proposals, and highlight the key place-based challenges, opportunities, and expectations of LGR proposals both for West Lindsey and Greater Lincolnshire based on evidence and experience.
- 5.4 It is proposed that the principles presented, as an early draft, in paragraphs 5.4..1 – 5.4..11 of this report are used as the basis for the Council's letter to the Minister referenced in paragraph 5.2 to set out the outcomes West Lindsey District Council would like to see from any local government reorganisation and to support continued engagement with partners through the next stages of the LGR process.
- 5.5 These principles will also be used as the basis of the framework for the Council to carry out a full options assessment of all final LGR proposals submitted for Greater Lincolnshire, in order to understand the risks and opportunities of each proposal and help to inform the Council's position and response to future Statutory Consultation(s).

5.5..1 Sensible economic area

- Proposals reflect the economic priorities of the council and the regional opportunities relating to our places and established economic drivers, such as agri-tech, security and defence and clean energy.
- Proposals recognise the needs relating to the rurality and sparsity of West Lindsey within transport and infrastructure planning.
- Proposals identify local skills gaps and respond with targeted investment in training and education that meets community needs.

5.5..2 Areas of inequality and considerations

- Proposals should target areas of deprivation in West Lindsey, embedding equity into service design and delivery.
- Proposals must include place-based, integrated service models that respond to the distinct needs of local communities.
- Community investment decisions should be data-driven and built on genuine partnership with residents and local organisations

5.5..3 Local identity, culture & heritage

- Proposals recognise culture as a driver of regeneration, wellbeing, and local pride, which is then embedded in service design.
- Community engagement plans should include support for grassroots and volunteer-led cultural initiatives.
- Cultural planning should be integrated into wider strategic frameworks, including regeneration, health, and education.

5.5..4 Housing supply

- Build on the success of coordinated housing delivery across the Central Lincolnshire Local Plan area, using proven models and partnerships.
- Ensure strategic housing and regeneration sites in West Lindsey are fully reflected in future growth plans.
- Reference devolution powers to unlock funding and accelerate housing delivery, especially in areas with viability challenges

5.5..5 Effective democratic representation

- Ensure strong county-level representation for West Lindsey residents, on par with other areas.
- Strengthen local governance arrangements to empower Parish Councils in representing their communities.
- Embed mechanisms that ensure the resident voice is clearly heard in decision-making at both local and unitary levels.

5.5..6 Models for effective engagement

- Establish Neighbourhood Area Committees that reflect existing communities and are embedded within the new unitary framework.
- Propose to maintain and strengthen relationships with parish councils as key partners in community engagement, in light of demand on capacity.
- Identify proposals to support VCSE organisations with the resources and capacity needed to play a central role in delivering community engagement models.

5.5..7 Neighbourhood working model

- Recognise the importance of place-based provision which is tailored to the specific populations and geographies of West Lindsey.
- Provide dedicated support for VCSE organisations to co-design and deliver neighbourhood services, ensuring long-term sustainability, inclusivity, and community ownership.
- Address rural challenges by identifying investment required in connectivity to enable effective neighbourhood working.
- Respond to, and recognise the important role of Parish and Town Councils, providing a clear plan for long-term support and capacity building.

5.5..8 Opportunities to improve service delivery

- Ensure funding and service models reflect the higher costs and access challenges of delivering services in rural areas like West Lindsey.
- Ensure service design builds on WLDC's transformation work by expanding digital access and data-led service design.
- For the new unitary to explore delivering pilot programmes which have been successful in addressing West Lindsey's specific challenges.

5.5..9 Opportunities for public service reform

- Proposals to commit to engaging with districts to learn 'what works' in their areas, committing to developing this into a practical deliverable model.

- Public service reform proposals should address flexible service models that respond to the distinct needs of urban centres, market towns, and rural communities.
- Proposals must prioritise investment and service delivery in areas facing deprivation, ensuring equitable access and improved outcomes.

5.5..10 Impact on statutory public services

- Commitment to integrated service planning across health, housing, education, and transport.
- Proposals should address rural service delivery challenges by investing in infrastructure, digital connectivity, and transport to ensure all residents, regardless of location, can access statutory services effectively.
- Proposals should support a positive and inclusive culture, including a commitment to workforce development and retention in key service areas to ensure organisational memory isn't lost.

5.5..11 Considerations for devolution

- Proposals should show how the local voice will be heard in regional decision-making through deep community engagement.
- Proposals must commit to cross-boundary collaboration and shared evidence bases, building on successful models like the Central Lincolnshire Partnership.
- Proposals should show how they can build on existing national and regional strategies and identify how they can be leveraged locally.

6 Next Seps and Conclusions

- 6.1 The Council is eager to ensure that its strategic priorities are central to any future governance and service models within a new unitary covering the existing West Lindsey geography. A commitment to inclusive growth, local voice, and strategic alignment with regional and national reforms is of paramount importance to the future success of Greater Lincolnshire.
- 6.2 These principles make clear the Council's vision for place-based transformation, rooted in strong local partnerships, data-driven decision-making, and tailored service delivery across its diverse geographies.
- 6.3 The Council is clear that the distinct needs of West Lindsey's rural, urban, and fringe areas must be served through effective neighbourhood working, multi-agency collaboration, including with Parish and Town Councils, and community engagement to build resilient, empowered communities and deliver sustainable public services.
- 6.4 In order to continue to promote the Council's position in the LGR process, these broad principles will be worked into a final document to be approved by the Chief Executive, in consultation with the Leader of the Council, which will be used initially to provide a clear position of the Council to send to Government by 28th November. A copy of the letter will be sent to all Members of the Council for their information.
- 6.5 Post the 28th November the principles will provide a framework for the assessment of submitted proposals, response to the statutory consultation and ultimately used as a

basis for negotiation and transformation once the final decision on geography has been made by government.

Greater Lincolnshire LGR Proposals currently in development

Proposal 1: Four Unitary Model

Proposed By	Model	Population
North Kesteven South Kesteven	Unitary 1: North Kesteven, South Kesteven, South Holland, Rutland	410,360
	Unitary 2: West Lindsey, Boston, Lincoln, East Lindsey	420,585
	Unitary 3: North Lincolnshire	171,336
	Unitary 4: North-East Lincolnshire	159,911



Greater Lincolnshire LGR Proposals currently in development

Proposal 2: Two Unitary Model

Proposed By	Model	Population
Boston East Lindsey South Holland (the South-East Lincolnshire Partnership)	Unitary 1: West Lindsey, City of Lincoln, North Lincolnshire, North-East Lincolnshire	531,000
	Unitary 2: North Kesteven, South Kesteven, Boston, South Holland, East Lindsey	574,000



Greater Lincolnshire LGR Proposals currently in development

Proposal 3: Three or Four Unitary Model		
Proposed By	Model	Population
City of Lincoln	Unitary 1: City of Lincoln geography incorporating parts of West Lindsey and North Kesteven districts.	TBC
	Unitary 2: The rest of the County of Lincolnshire	TBC
	Unitary 3 & 4: North & North East Lincolnshire remaining separate or combined	171,336 159,911



Image 1: Four unitary council model



Image 2: Three unitary council model

Greater Lincolnshire LGR Proposals currently in development

Proposal 4: Three Unitary Model		
Proposed Separately by*	Model	Population
Lincolnshire County Council North Lincolnshire North-East Lincolnshire (* at present, these are being submitted as three separate proposals, albeit using the same geography)	Unitary 1: existing Lincolnshire County geography	789,502
	Unitary 2: North Lincolnshire	171,336
	Unitary 3: North-East Lincolnshire	159,911



Results of the Council's LGR Engagement Exercise

Context

In developing a final proposal for Local Government Reorganisation (LGR), one of the key requirements is for public engagement across the whole area concerned, in this case, the 10 local authority areas that make up Greater Lincolnshire.

Whilst West Lindsey has not developed its own LGR proposal, at a meeting of Corporate Policy and Resources Committee on 24th July 2025, members resolved to undertake a West Lindsey based public engagement exercise to run alongside the Council's budget consultation over a six-week period from 25th July to 15th September.

The aim of the engagement exercise, branded "Have Your Say on the Future of West Lindsey," was to understand what is important to West Lindsey residents in respect of place identity and future priorities for how local services are delivered.

This paper presents in full the results of the survey to inform and support decision-making. If you have any questions on this, or any aspect of LGR, please contact the Policy & Strategy Team via corporate.plan@west-lindsey.gov.uk

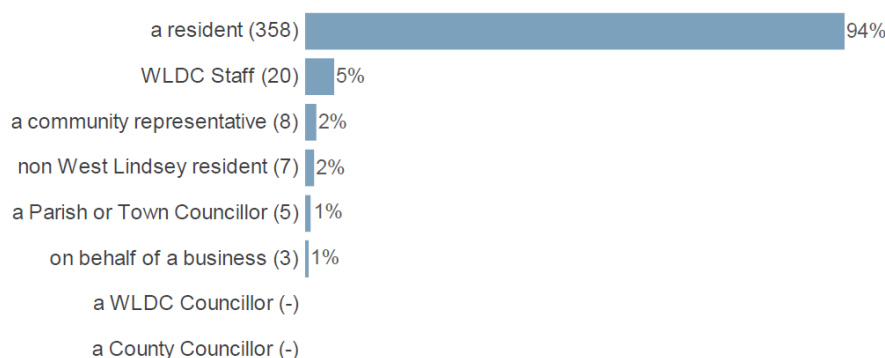
Methodology and Response Rate

The survey was open online to all West Lindsey residents between 25th July and 15th September 2025 with alternative formats available on request. A communications plan ensured the survey was promoted weekly on all of the Council's social media channels, as well as utilising all available newsletters (e.g. Parish newsletter and Business eBrief).

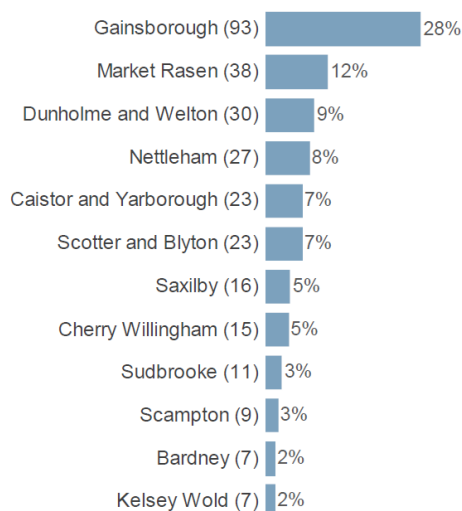
Additionally, officers were present at each of the in-person Budget Consultation events that took place in Gainsborough, Caistor and Market Rasen over the summer to conduct the survey in-person and to answer any questions on LGR.

A total of 381 respondents completed the survey, representing a response rate of 0.38% based on the district's total resident population. A breakdown of respondents by type, and by geographical area is detailed below:

Are you responding as: **Please tick all that apply**



Where do you live? **Please tick one box only**

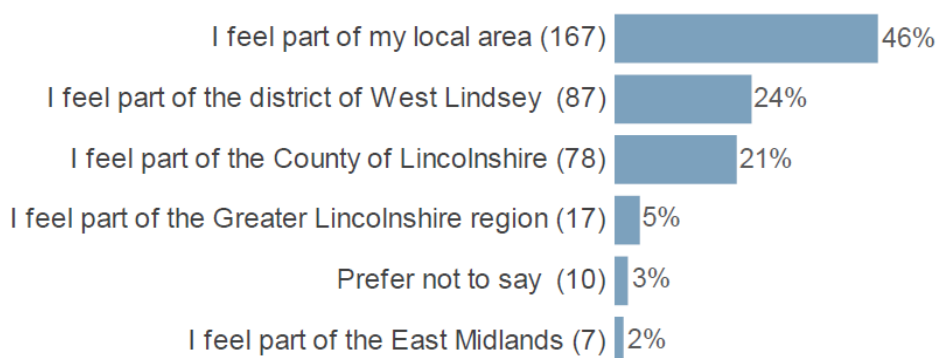


PLACE IDENTITY

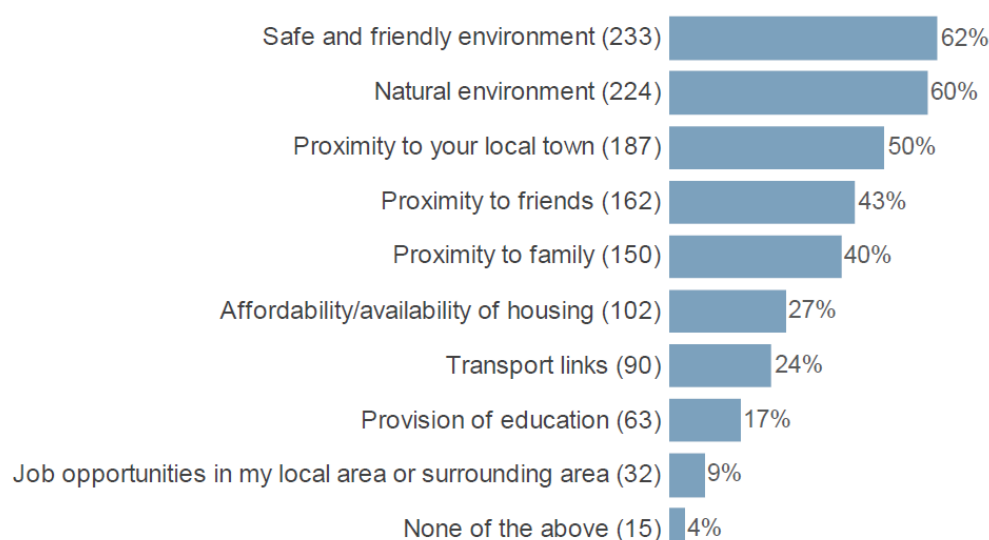
Questions 1, 2 and 3 sought to understand what people value most about where they live. The results are shown in the graph below. In terms of place identity, the majority of respondents (46%) identify with their local area, compared to 24% who identify most closely with West Lindsey district, and 21% who identify with the county of Lincolnshire.

In considering what people value most about where they live, being in a safe and friendly environment ranked highest at 62%, followed by the natural environment (60%). Provision of education and job opportunities ranked lowest at 9% and 4% respectively.

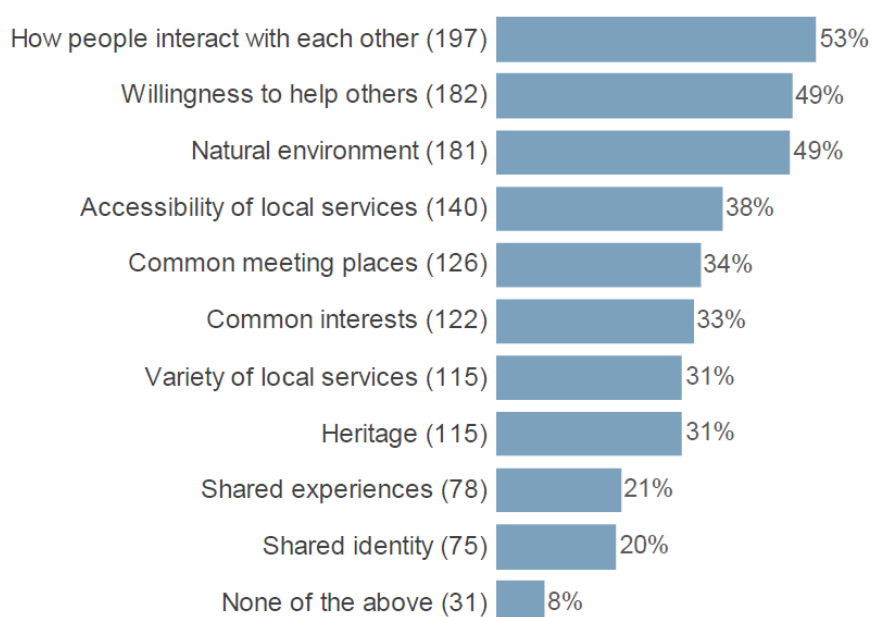
When asked “what ties your local community together?” respondents particularly valued how people interact with each other (53%) and people’s willingness to help others (49%). Shared experiences and a shared sense of identity ranked lowest at 21% and 20% respectively.



What do you value about your local area? Please tick all that apply

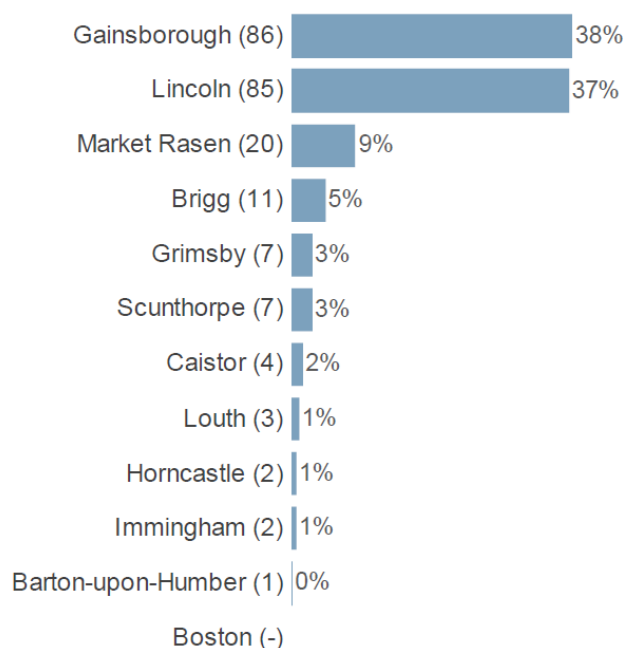


What ties your local community together? Please tick all that apply



Respondents were asked to state which Greater Lincolnshire town centre they visited most frequently. Gainsborough is the most frequently visited (38%), followed by Lincoln (37%) and Market Rasen (9%). Immingham (1%), Barton-upon-Humber (1%) and Boston (0%) were cited as the least frequently visited town centres.

Which town centre do you visit most frequently? **Please tick one box only**



DELIVERY OF LOCAL SERVICES

The second part of the survey reminded residents of the services currently delivered by district and borough councils and asked respondents what they consider to be important with regard to service delivery in a new unitary authority.

When asked to rank services in order of highest and lowest priority, the following responses were received:

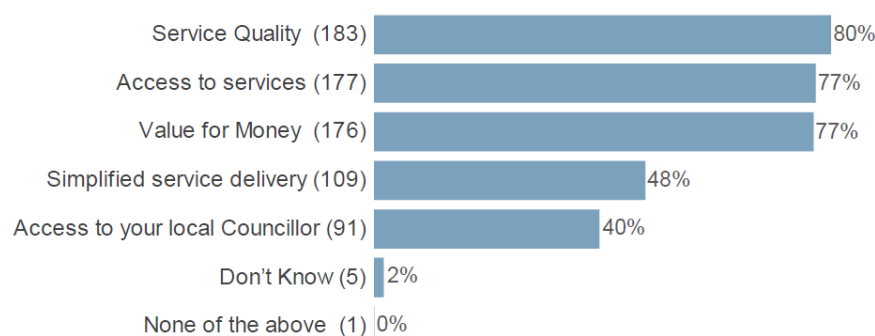
Service	Rank (based on number of responses)
Supporting the local economy and creating job opportunities	Top (43)
Rubbish collection	2 nd (41)
Protecting the environment and keeping it clean	3 rd (40)
Helping people stay healthy and safe	4 th (24)
Availability of affordable housing, including provision of homelessness services	5 th (12)
Open spaces including parks and play areas	6 th (10)
Building related services, including planning applications, Building Control, enforcement, protecting our heritage	7 th (9)
Local facilities like public toilets and leisure centres	8 th (8)
Working to mitigate the impact of climate change	9 th (4)
Support for Council Tax and Benefits	10 th (3)

The final question asked to respondents to state what concerns they have, if any, about Council services being delivered by a single unitary Council. This was a free text question and the responses have been grouped into the following themes:

- **Centralisation of services and concerns regarding loss of access to services in rural areas** – respondents raised concerns that resources will be focused on larger urban areas, with smaller towns, villages and rural areas left behind. Concerns were also raised regarding the ability to meet the diverse needs of communities across a larger geographical area. Many respondents were complimentary about the service received from WLDC, and feared this level of service would not be replicated in a new and larger authority. Concerns related to centralisation of services, and inability to access services at the local level constituted the majority of responses.
- **Weakened democratic representation** – concerns were expressed regarding a lack of ability to access local councillors, or that decisions would be made across a larger geography by people who have a lack of knowledge or awareness of the needs and priorities of local communities.
- **Increased financial cost** – some respondents expressed concern that LGR would result in increased financial costs of running services, poor value for money, or an increase in Council Tax.
- **Loss of local identity** – some responses pointed to concerns about the loss of local identity, particularly in rural areas and villages which some respondents felt would be ignored in favour of larger urban centres.

Finally, respondents were asked what the priority should be when thinking about proposals for LGR in Greater Lincolnshire. The following responses were received:

When thinking about proposals for local government reorganisation in Lincolnshire, what should the priority be? **Please tick all that apply**



Agenda item

Local Government Reorganisation

- [Meeting of Council, Monday, 10th November, 2025 7.00 pm \(Item 62.\)](#)
- [View the background to item 62.](#)

Minutes:

Members considered a report which provided an update on the latest position regarding progress with plans for Local Government Reorganisation (LGR), including details of the proposals for LGR that had been developed for Greater Lincolnshire, for submission to Government by the deadline of 28 November 2025, the options available to Members in response to the Minister's statutory invitation of 5 February 2025 to submit proposals for LGR, and the next steps and timeline in connection with LGR.

In presenting the report the Chief Executive highlighted the previous decisions taken by Council at its meetings in July and September 2025. The options which had been available to the Council and the rationale for the recommended position was brought to Members' attention.

Members were reminded that there would be opportunity to submit representations in response to any future statutory consultation which would be undertaken by the Government and the Council would be able to express its views then. It was further recommended at this stage that the Council wrote to the Government advising why they had been unable to support proposals developed but of their commitment to work towards local reorganisation as necessary for the benefit of residents and businesses in the district.

Debate ensued and the opening speaker was of the personal view that there was a risk in not supporting any proposal and would have preferred that the Council moved a motion to formally support one of the proposals, suggesting this increased the likelihood of the Government imposing something on the District that would not benefit its residents, supporting a single proposal was a more pre-emptive approach in his view.

In responding to opening comments, the Leader of the Council outlined why she disagreed and why the recommended stance was the most sensible in her view. In doing so she referenced the letter from Government Minister Jim McMahon, 5 February 2025. It had been made clear all proposals must have regard to the entire area, as such she considered West Lindsey's stance more pragmatic.

The Leader of the Opposition was supportive of the Leader's stance. Members were being asked to make a decision on behalf of the residents without knowing any detail, making



impossible, and risky. It was important to understand the financial standing of the other authorities, as such he was fully supportive of not formally supporting any proposal.

Many speakers shared the same view, questioning the rationale for LGR, the costs incurred, and the benefit to the community. Many had concerns around the entire process, particularly given that West Lindsey had a proven track record, and a balanced budget. The recent Surrey merger had required a £500m public bailout, there had been no evidence of savings so far in the Chamber's view. District Council's delivered for communities and their loss would be to the detriment of local communities.

There were also concerns raised about how mergers would affect Town and Parish Councils. The very grass roots of community representation, seemed to be overlooked, again this was something Members felt was a very important consideration. for an area like Lincolnshire.

The majority view expressed across the Chamber, was that given the circumstances, the approach recommended was the most appropriate way to proceed.

A lone Member suggested there may be merit in the Lincoln City proposal, however there was no support across the Chamber, with Members citing real concerns about the approach, and referencing feedback from residents they had which was not positive.

In response to hypothetical questions, Officers advised it was impossible to predict the impact but Members were reminded a proposal had to demonstrate it had regard for the wider area.

Having been proposed and seconded, on being put to the vote it was

RESOLVED that: -

- (a) the matters in the report be noted;
- (b) having had regard to the options set out in the report, Council agree to not express support for any of the proposals for LGR in Greater Lincolnshire that have been developed in the report but provide a written response to Government setting out the council's position, and
- (c) the response to Government be drafted and approved by the Chief Executive, in consultation with the Leader of the Council based on the content of the report, and a copy of the response be sent to all Members of the Council, for information.

Supporting documents:

PAPER J

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 27 November 2025



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- Lincolnshire Police: - Share your views on policing in Lincolnshire [#543402883] – 31 October 2025
- LALC: November 2025 Training Bulletin – 31 October 2025
- WLDC: Planning application WL/2025/00865 - 17 GAINSBOROUGH SPORTS AND SOCIAL CLUB TRINITY STREET GAINSBOROUGH DN21 2AL – 5 November 2025
- CCLA: CCLA market update - November 2025 – 6 November 2025
- Lincolnshire Police: Find out what Neighbourhood Policing Teams are doing in West Lindsey! [#546482073] – 6 November 2025
- LALC: E-news 7/11/25 – 6 November 2025
- Lincolnshire Police: Share your views on policing in Lincolnshire [#553012410] – 13 November 2025
- LCC: Help shape the future of the Housing Related Support service in Lincolnshire – 17 November 2025
- LCC: Community Flood Resilience Works in Your Parish – 21 November 2025
- Lincolnshire Police: Take part in the 2025 Crime & Community Survey [#562822618] – 24 November 2025
- LCC: Your thoughts on Lincolnshire County Council - County Views winter 2025 - 24 November 2025
- LCC: Town and parish council newsletter November 2025 – 25 November 2025
- Yorkare: Gainsborough - Public Consultation Event – 25 November 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